Sevenoaks Town Council

21st November 2023

You are hereby summoned to attend a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** to be held in the **Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QG** on **Monday 27th November 2023 at the conclusion of the Town Council Meeting which commences 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://youtube.com/live/yNajs1kQiqA?feature=share and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at sevenoakstown.gov.uk or by request.

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

Town Clerk

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

Committee Members:

Cllr Tony Clayton **(Chair)**	Cllr Victoria Granville
Cllr Nigel Wightman **(Vice-Chair)**	Cllr Chloe Gustard
Cllr Libby Ancrum	Cllr Claire Shea, Mayor (ex officio)
Cllr Dr Merilyn Canet	Cllr David Skinner OBE
Cllr Dr Peter Dixon	

AGENDA

PUBLIC QUESTIONS

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

1	APOLOGIES FOR ABSENCE To receive and note apologies for absence.	

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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

Town Clerk

2	<u>REQUESTS FOR DISPENSATIONS</u> To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).	-
3	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this report.	_
4	<u>MINUTES OF MEETING OF FINANCE & GENERAL PURPOSES COMMITTEE – 2nd October 2023</u> To receive, adopt and sign the Minutes of the Meeting of the Finance & General Purposes Committee held on 2nd October 2023 as a true record.	Attached
5 5.1 5.2 5.3 5.4	<u>FINANCE REPORTS</u> To receive and consider the Responsible Finance Officer's reports. <u>Statement of Accounts</u> To receive and consider the Statement of Accounts, together with the Finance Officer's report for the month ended 30th September 2023. Including: Appendix 1 - Income and Expenditure by cost centre Appendix 2 – Variance Analysis to August 2023 Appendix 3 – Variance Analysis to September 2023 Appendix 4 - Statement of Funds Appendix 5 - Capital Expenditure & Funds <u>Suppliers' Accounts</u> To authorise payment of the accounts listed in the schedules for the period: • 1st to 31st August 2023 • 1st to 30th September 2023 <u>List of Payments</u> To note list of payments for: • Sevenoaks Town Council Nat West Account – 1st to 31st August 2023 – 1st to 30th September 2023 • Mayor's Charity Account: – 1st to 31st August 2023: None – 1st to 30th September 2023: None <u>Payroll Account</u> To confirm payments from the account listed in the schedules for periods: • 1st to 31st August 2023 • 1st to 30th September 2023	All reports attached

5.5 5.6	<u>Petty Cash Account</u> To confirm payments from the account listed in the schedules for the periods: • 1st to 31st August 2023 • 1st to 30th September 2023 <u>Hospitality and Gifts Register</u> To receive and note Hospitality or Gifts received by Councillors or staff for the period 1st to 31st August and 1st to 30th September 2023: None	
6	<u>CHRISTMAS LIGHTS FEED PILLAR AT 30 LONDON ROAD/BANK STREET</u> To consider request for CIL funding for installation of new feed pillar.	Attached
7 7.1 7.2	<u>RECOMMENDATIONS FROM THE OPEN SPACES AND LEISURE COMMITTEE</u> To receive and note recommendations: DRAFT OPEN SPACES & LEISURE COMMITTEE CHARGES [Minute 417, *OS&L 13.11.2023 refers]* i) Cemetery Charges RESOLVED: to approve and recommend the draft cemetery Charges 2024/25 [attached as Appendix A to OSL Minutes] to the Finance and General Purposes Committee for adoption. ii) Sports Facilities Charges RESOLVED: To approve and recommend the draft sports facilities charges 2024/25, attached as Appendix B [to OS&L Minutes], to the Finance and General Purposes Committee for adoption iii) General Open Spaces Charges RESOLVED: to approve and recommend the draft general charges 2024/25 [attached as Appendix C to OSL Minutes] to the Finance and General Purposes Committee for adoption. DRAFT OPEN SPACES & LEISURE COMMITTEE REVENUE BUDGET [Minute 416, *OS&L 13.11.2023 refers]* RESOLVED: To approve and recommend the draft Revenue Budget 2024/25, attached as Appendix D [to the OS&L Minutes], to the Finance and General Purposes Committee for adoption.	

8	RECOMMENDATION FROM THE YOUTH SERVICES COMMITTEE- To consider funding West Kent Housing, Sevenoaks District Detached Youth Work Project for 2024-2025 from 2023/24 contingency	Attached
9	REVIEW OF CHARGES 2024/25 To review the Town Council's charges with an increase of 7% (rounded to nearest £) for 2024/25 in relation to: i. hire of the Council Chamber & HitB with effect from April 2024 ii. charges for the Bat & Ball Centre with effect from April 2024 iii. charges for the Bat & Ball Station with effect from April 2024 iv. charges for the Business Hub with effect from April 2024 v. charges for market stalls with effect from April 2024	Attached
10	DRAFT REVENUE ESTIMATES To receive and consider Draft Revenue Estimates 2024/2025.	Attached
11	GRANT APPLICATION RECEIVED To consider grant application received from Sevenoaks Summer Festival 2024 (from 2024/25 budget).	Attached
12	COMMUNICATIONS WORKING PARTY To receive and note the notes of the Communications Working Party held on 29th September 2023.	Attached
13	SEVENOAKS TOWN TEAM To receive and note the minutes of the AGM meeting held on 11th October 2023.	Attached
14	BAT & BALL CENTRE USERS GROUPS To receive and note the minutes of the Bat & Ball User Group held on 18th October 2023.	Attached
15	CURRENT MATTERS To receive and note list of Current Matters	Attached
16	PRESS RELEASE: To consider any agenda item, which would be considered appropriate for a press release.	_
17	PRIVATE & CONFIDENTIAL To Resolve under the Public Bodies (Admission of Meetings) Act 1960 to exclude the public and press for the following item by reason of the confidential nature of the business.	
18	OPERATION OF CAFES	Circulated separately

Sevenoaks Town Council

Minutes of the meeting of the Finance & General Purposes Committee
Held on 2nd October 2023 in the Council Chamber, Town Council Offices, TN13 3QG

Livestreamed and available to view on YouTube until approved by Council:
https://youtube.com/live/lieOh7pTrwM?feature=share

Meeting commenced: 7:40pm Meeting Concluded: 8:53pm

Present:

Cllr Tony Clayton **(Chair)**	Present	Cllr Victoria Granville	Present
Cllr Nigel Wightman **(Vice-Chair)**	Present	Cllr Chloe Gustard	Present
Cllr Libby Ancrum	Apologies	Cllr Claire Shea, Mayor (ex-officio)	Present
Cllr Dr Merilyn Canet	Present	Cllr David Skinner OBE	Apologies
Cllr Peter Dixon	Present		

Substitute	For
Cllr Lise Michaelides	Cllr Libby Ancrum
Cllr Nick Varley	Cllr David Skinner

In attendance: Cllr Gareth Willis, Town Clerk, Responsible Finance Officer/Deputy Town Clerk and Senior Committee Clerk.

Representations received from Member of the Public: None

382 Apologies for Absence: As noted above.

383 Dispensations: There were no requests for dispensations.

384 Declarations of Interest

Cllr Clayton declared a non-pecuniary interest in relation to the grant application from Sevenoaks Counselling (Agenda Item 11.1) : he left the room during consideration of that item and took no part in the vote thereon.

Cllr Clayton declared a non-pecuniary interest in Agenda Item 11.2, Grant Subsidies – Room Hire, insofar as it related to the Kent Association of Local Councils.

385 Minutes of the Finance & General Purposes Committee on 24th July 2023

RESOLVED: to receive and sign the Minutes of the Finance and General Purposes Committee held on 24th July 2023 as a true record.

386 Finance Reports to 31st July 2023

386.1 The Committee welcomed Georgina Jackson, new Responsible Finance Officer & Deputy Town Clerk, to the Town Council.

386.2 Management Accounts to 31st July 2023

The Committee received and noted the following accounts to 31st July 2023:

- Income & Expenditure by Cost Centre
- Variance Analysis
- Capital Expenditure & Funds

It was noted that the year-to-date position at the end of July 2023 gave a revenue deficit of £80,926. Adjusted for required Bat & Ball Station Management & Maintenance Reserves movement to be actioned at year end, which offsets the Bat & Ball Station year to date deficit of £94,242 the adjusted position was a surplus of £13,316.

The Town Clerk advised that £30,086 awarded to the The Stag from Community Infrastructure Levy (CIL) had been attributed to the grant budget in error, this would be adjusted in future.

It was noted that the budget had a contingency of £46,192 which had not been used to date.

RESOLVED: To receive and accept the Management Accounts to 31st July 2023.

386.3 The Committee received and noted the following:

Suppliers' Accounts

- 1st to 31st July 2023, total gross invoices £41,410.06
- 1st to 30th June 2023, total gross invoices £144,689.91

List of Payments - Sevenoaks Town Council Nat West Account:

- 1st to 31st July 2023, total £192,767.89
- 1st to 30th June 2023, total £256,650.40

Payroll Account

- 1st to 31st July 2023, total £86,335.27
- 1st to 30th June 2023, total £93,986.96

Petty Cash Account

- 1st to 31st July 2023, total payments £355.19
- 1st to 30th June 2023, total payments £425.01

386.4 Hospitality and Gifts Register

Noted that no Hospitality or Gifts had been received by Councillors or staff for the periods 1st to 31st July 2023 and 1st to 30th June 2023.

387 Conclusion of Audit, year ended 31st March 2023

The Council received and noted:

- Completion Letter and External Auditor's Certificate and Report
- Certified Annual Governance and Accountability Return 2022/2023

- Notice of Conclusion of the Audit

The content of the audited Annual Governance and Accountability Return 2022/2023 was considered, together with the minor improvements recommended in the Completion Letter received from the External Auditors, Mazars LLP.

RESOLVED: that the audited Annual Governance and Accountability Return 2022/2023, together with the Completion Letter and External Auditor's Certificate and Report, be received and noted.

388 Recommendations from Open Spaces & Leisure Committee
The Committee considered recommendations received from the Open Spaces & Leisure Committee held on 18th September 2023.

388.1 St John's Hill Public Toilets
The Committee considered the recommendation of the Open Spaces & Leisure Committee [*Minute 351, OS&L 18.09.23 refers*] in relation to the refurbishment of the St John's Hill Public Toilets.

It was agreed that the Planning Committee be asked to consider registering the toilets as an asset of community value.

RESOLVED:
1) To proceed with the refurbishment of St John's Hill Public Toilets to create two unisex accessible toilets.
2) To use budget within Earmarked Reserves.
3) To allocate an additional £15,000 from Community Infrastructure Levy providing an overall budget of £40,000 including contingency.

388.2 Greatness Cemetery Chapel
The Committee considered the recommendation of the Open Spaces & Leisure Committee [*Minute 354, OS&L 18.09.23 refers]* in relation to the installation of screens within the Chapel.

RESOLVED: That £4,000 be allocated from Community Infrastructure Levy for the installation of two screens at Greatness Cemetery Chapel to allow the showing of still and video images during a service.

389. Upgrade to Fire Alarm System, Town Council Offices
RESOLVED:
1) that a new wireless fire alarm system be installed at the Town Council office building by the current fire protection contractor.
2) That the expenditure of £4,275.00 be taken from the Contingency Budget

390 Land at Woodside Road – Soil Remediation
Following initial discussions with local residents, Town Councillors considered possible improvements and changes to the use of the small site known as Woodside

Road Open Space. The proposals were to be subject to a public consultation process.

Following receipt of a report from Environmental consultants regarding necessary work to ensure there was no contamination at the site likely to pose a risk to health, a quotation for £8,905 had been received.

Councillors had some concerns regarding the level of expenditure required and agreed that the public consultation exercise should be carried out prior to a decision being taken on the soil remediation works.

RESOLVED: That local residents be consulted on the proposals for the Woodside Road Open Space, with the results being reported back to this Committee.

391 Minutes of Town Team Meeting held on 2nd August 2023

RESOLVED: That the minutes of the meeting of the Town Team held on 2nd August 2023 be received and noted.

392 Grant Budget Update & Grant Applications Received

392.1 Grant Applications

The Committee noted the budget for grants to local voluntary organisations for 2023/24 and the balance to date.

Cllr Clayton declared a non-pecuniary interest in relation to the application from Sevenoaks Counselling: he left the room during discussion of that item and took no part in the vote thereon.

Cllr Wightman in the Chair

The Committee considered the application from Sevenoaks Counselling

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

Grant Ref No.	Organisation	Purpose of Award	Grant Application	Grant Approved
11	Sevenoaks Counselling	To supplement reserves to subsidise clients who are unable to afford recommended contribution for counselling services	£,2000	£2,000

Cllr Clayton rejoined the meeting and took the Chair

Councillors considered the grant applications. Mindful of the grant budget available and the further round of grant applications due in January, grants were not awarded to the The Stag Community Arts Centre, Bob Ogley, and the Kent Wildlife Trust.

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

Grant Ref No.	Organisation	Purpose of Award	Grant Application	Grant Approved
45	Hi Kent	Funding for free monthly drop-in support clinics for NHS hearing aids users at Hollybush Day Centre	£1,000	£1,000
68	Baby Umbrella	6 months funding to serve 65 1:1 support appointments for Sevenoaks Town residents	£2,600	£2,600
			Total grants awarded	£5,600

392.2 Grant Subsidies for Room Hire & Activities

The Committee reviewed the local organisations currently approved to receive grant subsidies for free room hire at Town Council venues and for activities benefitting the local community. The annual budget and balance to date for Grant Subsidies 2023/24 was noted.

RESOLVED:

1) That the following organisations be approved to continue receiving grant subsidies for free room hire or activities benefitting the community

- Friends of Rheinbach
- Friends of Pontoise
- Citizens Advice Bureau
- Sevenoaks Greensands Commons
- Tea Dances at Bat & Ball Centre
- Dorothy Parrott Trust
- Sevenoaks Samaritans
- KALC
- Darenth Valley Community Rail Partnership

2) That the allowances be reviewed within the budget setting process.

393 Current Matters

The Committee considered the updates received.

RESOLVED that the updates on the Current Matters be received and noted.

394 Press Release

It was agreed that a press release be issued regarding the grants awarded.

There being no further business the Chair closed the Meeting.

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

Sevenoaks Town Council
Finance Officer's Report
Financial report for the period ended 30 September 2023

1. Summary

The year-to-date position at the end of September gives a revenue surplus of £40,679. (Allowing for the phasing of the budget, Bat & Ball Station £50,347 YTD, £54,000 CIL (Skate Park) and £30,086 CIL (stag grant paid in error).

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

- Open Spaces; General: £54k has been allocated for the skate park and will be paid for by CIL which has not yet been vired.
- Cemetery: there has been a lower income from the cemetery (deficit £6k) which is the main issue for the adverse variance.
- Vine Café: lower income from the Vine Café (deficit of £20k) although expenditure is also approximately £5k under budget.
- Vine Ground – expenditure is slightly higher than anticipated due to the purchase of three CCTV cameras and an electrical conditions report which was unbudgeted expenditure.
- Establishments: £19,164k favourable interest received.
- Council Offices: higher gas bill reflecting higher consumption over winter.
- Bat and Ball Centre: slight deficit in income and higher expenditure in repairs and general maintenance (£3k deficit due to appliance service, solar panel assessment), electricity costs and the purchase of a metal bait safe.
- Grants: £30,086 Stag grant was paid out of budget in error – this will be adjusted from the CIL budget.

The following Appendices are attached in support of the summary information contained in this report
Appendix 1 - Income and Expenditure by cost centre
Appendix 2 – Variance Analysis
Appendix 4 - Statement of Funds
Appendix 5 - Capital Expenditure & Funds

2.0 Income and Expenditure (Appendix 1) & Variance Analysis (Appendix 2)

Income and expenditure variances (+/- £5,000) by cost centre: **Favourable (F); Negative/Adverse (A)*

Cost Centre	Name	Variance £	
21	Gen Open Spaces	44,284 (A)	£54K to be transferred from CIL.
22	Cemetery	11,052 (A)	Please refer to the variance report.
38	Grants	24,275 (A)	Please refer to the variance report.
40	Town Team	5,240 (F)	Pease refer to the variance report.
41	Business Hub	7,350 (F)	Please refer to the variance report.
60	Markets	11,408 (F)	Please refer to the variance report.

3.0 Working Capital
The net current assets have increased by £680,112 to leave a year-to-date balance of £2,440,692. Revenue (general) reserves have decreased by £3.851 leaving a year-to-date balance of £455,691.

Earmarked Reserves have increased by £18,734 leaving a year-to-date balance of £1,131,011. This is before movements from Bat & Ball Management & Maintenance reserves and other planned year end reserves movements.

This includes:

1. A year-to-date net deficit of £3,851.
2. £2,000 released for environmental project extension.

4.0 Fund balances (Appendix 4) and Cashflow
The statement of fund balances as at 30th September 2023 totals £2,359,165 (31st March 2022 £1,710,009).

£1,543,493 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. 3 months precept is £323,919.

Funds are deposited with Virginmoney, NatWest, HSBC, Nationwide, Handelsbanken and CCLA. Interest rate ranges from 0.8% to 4.12%. Sub ratings reviewed 31st January 2023.

5.0 The sash windows at the Vine need to be replaced and quotes are being sought.

RECOMMENDATION
Sevenoaks Town Council is asked to agree to take monies from the contingency to cover the cost of the sash windows (cost to be reported at meeting as have not yet received).

Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 10/11/2023

Month No: 6

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
11	Planning - General										
4010	Gross Pay	2,641	2,102	(539)	15,070	12,612	(2,458)	25,219		10,149	
4270	Employers Pension Contribution	95	84	(11)	535	504	(31)	1,009		474	
6240	Computer/ Data Base/WP's	22	40	18	396	240	(156)	602		206	
6630	Professional Fees	360	143	(217)	438	863	425	863		425	
6730	Subscriptions	0	34	34	0	204	204	415		415	
	Planning - General :- Indirect Expenditure	**3,118**	**2,403**	**(715)**	**16,439**	**14,423**	**(2,016)**	**28,108**	**0**	**11,669**	**0**
	Net Expenditure	**(3,118)**	**(2,403)**	**715**	**(16,439)**	**(14,423)**	**2,016**	**(28,108)**			
21	O/ Spaces & Leisure - General										
1022	Letting & Hire of Facilities	303	2,648	2,345	8,635	12,358	3,723	28,250		0	
1030	Electricity recharge	0	965	965	927	1,930	1,003	3,861		0	
1316	Raleys Car Park Permits	26	0	(26)	1,741	1,672	(69)	1,672		0	
1350	Revenue Grant income	0	0	0	5,000	0	(5,000)	0		0	
1550	Insurance Claims	0	0	0	326	0	(326)	0		0	
1850	Log Sales	0	0	0	0	0	0	754		0	
1853	Adopt a Tree income	0	0	0	124	0	(124)	0		0	
1990	Other Income	139	0	(139)	443	132	(311)	262		0	
2002	Capital Grants	1,749	0	(1,749)	5,486	0	(5,486)	0		0	
	O/ Spaces & Leisure - General :- Income	**2,217**	**3,613**	**1,396**	**22,681**	**16,092**	**(6,589)**	**34,799**			**0**
4010	Gross Pay	11,425	15,496	4,071	76,864	92,976	16,112	185,959		109,095	
4011	Mileage	0	0	0	569	0	(569)	0		(569)	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 10/11/2023

Month No: 6

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
4012	Expenses	0	0	0	60	0	(60)	0		(60)	
4270	Employers Pension Contribution	478	1,183	705	5,036	7,098	2,062	14,196		9,160	
5010	Vine Area General Maintenance	0	0	0	23	0	(23)	0		(23)	
5013	Graffiti Removal	0	227	227	602	1,357	755	1,357		755	
5020	Vine Public Convenience	0	0	0	760	0	(760)	0		(760)	
5025	Lower St Johns Toilets	1,620	1,328	(292)	8,890	7,968	(922)	15,935		7,045	
5026	Greatness Rec Convenience	253	258	5	1,528	1,548	20	3,100		1,572	
5030	St Nicholas Burial Ground	0	0	0	523	0	(523)	0		(523)	
5050	Seats And Litter Bins	0	572	572	2,124	1,144	(980)	2,289		165	
5060	Sevenoaks Common	0	782	782	0	4,694	4,694	4,694		4,694	
5065	Tree Safety Survey	0	0	0	3,783	0	(3,783)	0		(3,783)	
5070	Other Woodlands	0	0	0	5,389	1,956	(3,433)	3,912		(1,477)	
5110	Knole Paddock & Pavilion	8	330	323	5,141	1,320	(3,821)	3,304		(1,837)	
5120	Knole Paddock Pitch & Grnd Mt	230	190	(40)	1,922	1,140	(782)	2,280		358	
5130	Knole Paddock Storage Compound	0	0	0	34	0	(34)	0		(34)	
5310	Miscellaneous Open Spaces	55,374	408	(54,966)	56,981	2,448	(54,533)	4,890		(52,091)	
5311	Security Open Spaces	2,095	2,077	(18)	12,781	12,462	(319)	24,927		12,146	
5316	Skatepark Maintenance	0	0	0	2,450	2,052	(398)	2,052		(398)	
5317	Raleys Car Park	0	0	0	486	422	(64)	422		(64)	
5320	Fertilizers	0	0	0	339	0	(339)	294		(45)	
5330	Grass Seed	674	0	(674)	789	0	(789)	2,000		1,211	
5340	Plants	0	690	690	812	1,380	569	2,758		1,947	
5410	Repairs & General Maintenance	29	145	116	920	870	(50)	1,745		825	
5412	Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 10/11/2023

Month No: 6 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5500	Equipment Hired and New	43	640	597	14,521	3,840	(10,681)	7,676		(6,845)	1,823
5525	Equipment Maintenance	966	492	(474)	2,265	3,939	1,674	8,374		6,109	
5550	Vehicle Expenses	0	352	352	1,258	2,112	854	21,371		20,113	
5700	Fuel	456	490	34	2,939	2,940	1	5,877		2,938	
6010	Light Heat & Cleaning	0	671	671	0	4,026	4,026	8,053		8,053	
6013	Cleaning	0	0	0	184	0	(184)	0		(184)	
6014	Water	(106)	0	106	447	468	21	935		488	
6101	Telephone	10	12	2	60	72	12	145		85	
6104	Mobile Telephone	18	27	9	102	162	60	322		220	
6105	Broadband wi-fi service	25	0	(25)	150	0	(150)	0		(150)	
6200	Printing & Stationery	0	0	0	16	0	(16)	0		(16)	
6320	Staff Training	0	750	750	140	1,500	1,360	3,000		2,860	
6330	Welfare/Hospitality	0	33	33	398	198	(200)	392		(6)	
6460	Publicity & Democratic notices	0	0	0	0	618	618	618		618	
6635	Professional Fees Licensing	0	0	0	295	189	(106)	189		(106)	
6730	Subscriptions	0	0	0	164	172	8	172		8	
6812	Road Dues	0	0	0	0	0	0	1,076		1,076	
6900	Sundry Expenses	0	7	7	0	42	42	88		88	
6922	Health&Safety/Risk Assessments	449	0	(449)	449	0	(449)	1,685		1,236	
6930	Alarm Maintenance	0	0	0	0	200	200	817		817	
6931	CCTV Maintenance	0	0	0	0	0	0	562		562	
6934	Waste Bin Collection-Dog Bins	655	655	(0)	1,310	1,310	(0)	2,620		1,310	
6935	Waste Bin Disposal-Waste Bins	396	226	(170)	1,605	1,356	(249)	2,718		1,113	
6952	Protective Clothing	184	124	(60)	488	744	256	1,484		996	
	O/ Spaces & Leisure - General :- Indirect Expenditure	**75,282**	**28,165**	**(47,117)**	**215,597**	**164,723**	**(50,874)**	**345,488**	**0**	**129,891**	**1,823**
	Net Income over Expenditure	**(73,066)**	**(24,552)**	**48,514**	**(192,915)**	**(148,631)**	**44,284**	**(310,689)**			
8001	plus Transfer from EMR	0			1,823						

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 10/11/2023

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
Movement to/(from) Gen Reserve	**(73,066)**			**(191,093)**						
22 O/ Spaces & Leisure - Cemetery										
1700 Cemetery Income	9,918	6,268	(3,650)	31,081	37,608	6,527	75,214		0	
O/ Spaces & Leisure - Cemetery :- Income	**9,918**	**6,268**	**(3,650)**	**31,081**	**37,608**	**6,527**	**75,214**			**0**
4010 Gross Pay	8,569	7,760	(809)	44,937	46,560	1,623	93,114		48,177	
4011 Mileage	0	0	0	26	0	(26)	0		(26)	
4012 Expenses	0	0	0	13	0	(13)	0		(13)	
4270 Employers Pension Contribution	955	646	(309)	4,029	3,876	(153)	7,747		3,718	
5210 Cemetery Chapel & Office	188	0	(188)	483	0	(483)	65		(418)	
5230 Cemetery Wshop/Messroom Mtce	463	175	(288)	497	350	(147)	701		204	
5410 Repairs & General Maintenance	8	96	88	1,190	576	(614)	1,147		(43)	
5412 Capital Refurbishments	0	0	0	0	0	0	1,328		1,328	
5500 Equipment Hired and New	0	310	310	500	1,860	1,360	3,722		3,222	
5525 Equipment Maintenance	0	317	317	172	1,902	1,730	9,489		9,317	
5700 Fuel	219	97	(122)	556	582	26	1,166		610	
6000 Rent & Rates	848	875	27	5,283	5,250	(33)	10,499		5,216	
6010 Light Heat & Cleaning	396	357	(39)	3,908	2,142	(1,766)	4,287		379	
6013 Cleaning	0	0	0	280	0	(280)	0		(280)	
6014 Water	0	88	88	231	528	297	1,058		827	
6101 Telephone	55	48	(7)	406	288	(118)	580		174	
6104 Mobile Telephone	0	0	0	0	8	8	16		16	
6105 Broadband wi-fi service	10	10	0	60	60	0	123		63	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 10/11/2023

Month No: 6 **Cost Centre Report**

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6210 Postage & Courier	0	0	0	3	0	(3)	0		(3)	
6240 Computer/ Data Base/WP's	13	156	143	244	436	192	666		422	
6320 Staff Training	0	375	375	140	750	610	1,500		1,360	
6330 Welfare/Hospitality	0	18	18	248	108	(140)	222		(26)	
6500 Goods for Resale	0	10	10	0	60	60	125		125	
6720 Books and Periodicals	0	0	0	0	51	51	51		51	
6730 Subscriptions	0	0	0	0	200	200	200		200	
6802 Trees Plants Turf & Fertilizer	0	827	827	570	1,654	1,084	3,309		2,739	
6822 Roads Path & Boundaries	0	0	0	442	408	(34)	814		372	
6832 Lawn/Wall of Remembrance	17	29	12	33	58	25	116		83	
6922 Health&Safety/Risk Assessments	0	0	0	139	744	606	1,489		1,351	
6930 Alarm Maintenance	85	263	178	1,423	883	(540)	883		(540)	
6932 Cemetery Security	503	490	(13)	3,015	2,940	(75)	5,882		2,867	
6935 Waste Bin Disposal-Waste Bins	81	106	25	636	636	0	1,272		636	
6952 Protective Clothing	27	54	27	244	324	80	644		400	
7611 Contingency provision	0	(1,342)	(1,342)	0	(8,052)	(8,052)	(16,104)		(16,104)	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	**12,436**	**11,765**	**(671)**	**69,707**	**65,182**	**(4,525)**	**136,111**	**0**	**66,404**	**0**
Net Income over Expenditure	**(2,518)**	**(5,497)**	**(2,979)**	**(38,626)**	**(27,574)**	**11,052**	**(60,897)**			

23 O/ Spaces & Leisure- Allotment

	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
1010 Rental Income	1,289	1,417	128	1,256	1,417	161	1,417		0	
1047 QH Allotments Income	7,737	7,907	170	7,791	7,907	116	7,907		0	
O/ Spaces & Leisure- Allotment :- Income	**9,026**	**9,324**	**298**	**9,047**	**9,324**	**277**	**9,324**			**0**

Continued over page

Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 10/11/2023

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
4010 Gross Pay	1,016	267	(749)	2,971	1,602	(1,369)	3,202		231	
4270 Employers Pension Contribution	21	11	(10)	88	66	(22)	128		40	
5410 Repairs & General Maintenance	0	0	0	464	678	214	1,355		891	
6002 QH Allotments Costs	381	912	531	1,651	1,824	173	3,649		1,998	
6014 Water	13	220	207	(204)	440	644	880		1,084	
6300 Computer Software	0	0	0	14	13	(1)	13		(1)	
6730 Subscriptions	0	0	0	0	0	0	58		58	
6922 Health&Safety/Risk Assessments	0	0	0	0	68	68	68		68	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	**1,432**	**1,410**	**(22)**	**4,984**	**4,691**	**(293)**	**9,353**	**0**	**4,369**	**0**
Net Income over Expenditure	**7,594**	**7,914**	**320**	**4,063**	**4,633**	**570**	**(29)**			
26 Open Spaces-Street Lighting/Ge										
1480 Streetlighting income	0	0	0	0	0	(0)	11,255		0	
1990 Other Income	0	0	0	0	0	0	200		0	
1997 In Bloom Income	1,000	0	(1,000)	1,000	0	(1,000)	0		0	
Open Spaces-Street Lighting/Ge :- Income	**1,000**	**0**	**(1,000)**	**1,000**	**0**	**(1,000)**	**11,455**			**0**
6861 Public Clock Maintenance	29	0	(29)	56	0	(56)	142		86	
6862 Street Lighting	988	1,412	424	13,409	8,472	(4,937)	16,939		3,530	(638)
6865 In Bloom Costs	2,538	2,059	(479)	14,066	14,001	(65)	14,000		(66)	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	**3,555**	**3,471**	**(84)**	**27,530**	**22,473**	**(5,057)**	**31,081**	**0**	**3,551**	**(638)**
Net Income over Expenditure	**(2,555)**	**(3,471)**	**(916)**	**(26,530)**	**(22,473)**	**4,057**	**(19,626)**			
8001 plus Transfer from EMR	0			(638)						
Movement to/(from) Gen Reserve	**(2,555)**			**(27,168)**						

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 10/11/2023

Month No: 6

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
28	O/ Spaces & Leisure-Vine Cafe										
1211	Sale of Goods	2,979	9,248	6,269	28,239	48,374	20,135	71,138		0	
1213	Event catering	113	472	360	2,760	2,832	72	2,829		0	
	O/ Spaces & Leisure-Vine Cafe :- Income	**3,091**	**9,720**	**6,629**	**30,999**	**51,206**	**20,207**	**73,967**			**0**
4010	Gross Pay	3,421	4,950	1,529	22,034	29,749	7,715	49,864		27,830	
4270	Employers Pension Contribution	186	259	73	1,103	1,555	452	2,606		1,503	
5410	Repairs & General Maintenance	0	102	102	15	612	597	1,222		1,207	
5500	Equipment Hired and New	0	0	0	583	2,075	1,492	2,489		1,906	
5525	Equipment Maintenance	0	90	90	0	180	180	360		360	
6000	Rent & Rates	72	82	10	432	492	60	825		393	
6010	Light Heat & Cleaning	11	772	761	1,994	4,632	2,638	9,267		7,273	
6011	Electricity	0	0	0	1,299	0	(1,299)	0		(1,299)	
6013	Cleaning	0	0	0	13	0	(13)	0		(13)	
6014	Water	58	328	270	(59)	656	715	1,314		1,373	
6101	Telephone	27	29	2	164	174	10	347		183	
6200	Printing & Stationery	0	6	6	43	36	(7)	71		28	
6330	Welfare/Hospitality	0	0	0	20	0	(20)	0		(20)	
6500	Goods for Resale	770	2,969	2,199	10,179	15,530	5,351	22,839		12,660	
6505	Cafe consumables	53	190	137	542	994	452	1,462		920	
6635	Professional Fees Licensing	0	51	51	0	306	306	307		307	
6900	Sundry Expenses	0	10	10	36	20	(16)	42		6	
6922	Health&Safety/Risk Assessments	511	454	(57)	916	1,019	103	1,021		105	
6930	Alarm Maintenance	0	0	0	190	0	(190)	568		378	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 10/11/2023

Month No: 6

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6935	Waste Bin Disposal-Waste Bins	146	179	33	1,029	1,074	45	2,147		1,118	
6976	Credit card charges	76	207	131	665	1,083	418	1,593		928	
7611	Contingency provision	0	(365)	(365)	0	(2,190)	(2,190)	(4,377)		(4,377)	
	O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	**5,332**	**10,313**	**4,981**	**41,197**	**57,997**	**16,800**	**93,967**	**0**	**52,770**	**0**
	Net Income over Expenditure	**(2,241)**	**(593)**	**1,648**	**(10,198)**	**(6,791)**	**3,407**	**(20,000)**			
29	O/Spaces & Leisure-Vine Ground										
1208	Other Events Income	340	234	(106)	1,000	1,404	404	1,407		0	
1805	Tea Kiosk Rental & Pavilion	875	0	(875)	2,625	1,750	(875)	3,500		0	
1870	Vine Club Insurance Contrib.	0	0	0	0	367	367	367		0	
	O/Spaces & Leisure-Vine Ground :- Income	**1,215**	**234**	**(981)**	**3,625**	**3,521**	**(104)**	**5,274**			**0**
4010	Gross Pay	2,270	1,744	(526)	11,725	10,464	(1,261)	20,932		9,207	
4270	Employers Pension Contribution	81	105	24	417	630	213	1,256		839	
5010	Vine Area General Maintenance	1,104	210	(894)	3,504	1,260	(2,244)	2,515		(989)	
5015	Vine Pavilion maintenance	0	0	0	972	133	(839)	133		(839)	
5020	Vine Public Convenience	760	1,000	240	9,587	6,000	(3,587)	12,000		2,413	4,500
5410	Repairs & General Maintenance	0	65	65	32	390	358	782		750	
5500	Equipment Hired and New	0	334	334	1,823	2,004	182	2,006		184	1,823
6014	Water	12	35	23	26	210	184	423		397	
6460	Publicity & Democratic notices	0	0	0	0	0	0	62		62	
6635	Professional Fees Licensing	0	0	0	70	210	140	210		140	
6868	Summer Concerts	360	592	232	2,985	3,549	564	3,549		564	

Continued over page

	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
6869 Special Events	560	0	(560)	1,310	139	(1,171)	139		(1,171)	
6922 Health&Safety/Risk Assessments	0	0	0	1,050	0	(1,050)	0		(1,050)	
6931 CCTV Maintenance	0	0	0	2,580	730	(1,850)	730		(1,850)	
6935 Waste Bin Disposal-Waste Bins	64	72	8	337	432	95	868		531	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	**5,211**	**4,157**	**(1,054)**	**36,418**	**26,151**	**(10,267)**	**45,605**	**0**	**9,187**	**6,323**
Net Income over Expenditure	**(3,996)**	**(3,923)**	**73**	**(32,793)**	**(22,630)**	**10,163**	**(40,331)**			
8001 plus Transfer from EMR	0			6,323						
Movement to/(from) Gen Reserve	**(3,996)**			**(26,470)**						
30 F& G P - Bat & Ball Station										
1022 Letting & Hire of Facilities	1,596	782	(814)	7,428	4,692	(2,736)	9,385		0	
1211 Sale of Goods	3,902	3,310	(592)	22,441	19,860	(2,581)	39,720		0	
1213 Event catering	1,100	613	(487)	4,047	3,678	(369)	7,355		0	
1350 Revenue Grant income	0	0	0	840	0	(840)	0		0	
1550 Insurance Claims	0	0	0	500	0	(500)	0		0	
1990 Other Income	0	0	0	100	0	(100)	0		0	
F& G P - Bat & Ball Station :- Income	**6,597**	**4,705**	**(1,892)**	**35,356**	**28,230**	**(7,126)**	**56,460**			**0**
4010 Gross Pay	7,515	6,534	(981)	45,344	39,204	(6,140)	78,410		33,066	
4011 Mileage	0	0	0	10	0	(10)	0		(10)	
4270 Employers Pension Contribution	160	204	44	1,124	1,224	100	2,445		1,321	
5410 Repairs & General Maintenance	458	631	173	1,075	3,786	2,711	7,577		6,502	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 10/11/2023

Month No: 6 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5500	Equipment Hired and New	0	176	176	4,111	1,056	(3,055)	2,107		(2,004)	
6000	Rent & Rates	373	325	(48)	2,238	1,950	(288)	3,899		1,661	
6011	Electricity	7,727	1,017	(6,710)	9,592	6,102	(3,490)	12,203		2,611	
6012	Gas	0	147	147	120	882	762	1,766		1,646	
6013	Cleaning	305	354	49	2,001	2,124	123	4,245		2,244	
6014	Water	21	342	321	145	2,052	1,907	4,101		3,956	
6020	Insurance Cost	0	0	0	0	0	0	921		921	
6101	Telephone	91	19	(72)	457	114	(343)	233		(224)	
6200	Printing & Stationery	82	10	(72)	136	10	(126)	10		(126)	
6241	Website Costs	0	0	0	90	343	253	343		253	
6330	Welfare/Hospitality	278	38	(240)	600	228	(372)	453		(147)	
6460	Publicity & Democratic notices	0	92	92	118	552	434	1,103		985	
6500	Goods for Resale	1,971	1,617	(354)	11,924	9,702	(2,222)	19,403		7,479	
6505	Cafe consumables	157	121	(36)	716	726	10	1,454		738	
6635	Professional Fees Licensing	0	199	199	295	599	304	599		304	
6869	Special Events	265	375	110	629	2,250	1,621	4,500		3,871	
6900	Sundry Expenses	0	24	24	2,039	144	(1,895)	284		(1,755)	
6922	Health&Safety/Risk Assessments	511	0	(511)	1,174	606	(568)	1,213		39	
6930	Alarm Maintenance	0	0	0	85	0	(85)	614		529	
6931	CCTV Maintenance	0	0	0	0	0	0	170		170	
6935	Waste Bin Disposal-Waste Bins	81	130	49	873	780	(93)	1,564		691	
6976	Credit card charges	127	90	(37)	806	540	(266)	1,085		279	
	F& G P - Bat & Ball Station :- Indirect Expenditure	**20,123**	**12,445**	**(7,678)**	**85,703**	**74,974**	**(10,729)**	**150,702**	**0**	**64,999**	**0**
	Net Income over Expenditure	**(13,525)**	**(7,740)**	**5,785**	**(50,347)**	**(46,744)**	**3,603**	**(94,242)**			

Continued over page

		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
31	F & G P - Establishments										
1115	Interest on Deposits	2,533	1,500	(1,033)	19,164	9,000	(10,164)	18,000		0	
1230	Roadside Advertising-Charities	90	0	(90)	450	0	(450)	0		0	
1231	Banner Income	278	0	(278)	878	0	(878)	0		0	
1232	Town Crier Advertising	0	0	0	400	350	(50)	350		0	
1889	Waste Sacks Income	701	359	(342)	4,653	2,154	(2,499)	4,308		0	
1990	Other Income	0	0	0	93	0	(93)	0		0	
	F & G P - Establishments :- Income	**3,601**	**1,859**	**(1,742)**	**25,638**	**11,504**	**(14,134)**	**22,658**			**0**
4010	Gross Pay	24,782	26,852	2,070	164,572	161,112	(3,460)	322,224		157,652	2,000
4011	Mileage	0	44	44	59	264	205	522		463	
4012	Expenses	1	26	25	771	156	(615)	312		(459)	
4270	Employers Pension Contribution	2,645	3,661	1,016	18,961	21,966	3,005	43,937		24,976	
4271	Pension Deficiency	0	6,417	6,417	32,065	38,502	6,437	77,000		44,935	
5500	Equipment Hired and New	0	99	99	275	594	319	1,193		918	
6020	Insurance Cost	0	1,148	1,148	9,197	11,482	2,285	18,376		9,179	
6101	Telephone	480	428	(52)	2,649	2,568	(81)	5,130		2,481	
6200	Printing & Stationery	869	1,373	504	8,279	8,238	(41)	16,477		8,198	
6210	Postage & Courier	1,122	254	(868)	2,336	1,524	(812)	3,042		706	
6240	Computer/ Data Base/WP's	7,136	1,426	(5,710)	18,586	8,556	(10,030)	17,117		(1,469)	
6241	Website Costs	0	0	0	466	416	(50)	416		(50)	
6242	I.T. Infrastructure	877	675	(202)	5,651	4,725	(926)	10,126		4,475	
6300	Computer Software	0	314	314	3,535	3,770	235	5,344		1,809	
6315	Recruitment Costs	300	174	(126)	4,510	1,044	(3,466)	2,084		(2,426)	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 10/11/2023

Month No: 6

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6320	Staff Training	0	274	274	639	1,644	1,005	3,287		2,648	
6321	Investors in People	0	0	0	0	0	0	1,335		1,335	
6330	Welfare/Hospitality	59	314	255	2,531	1,884	(647)	3,765		1,234	
6410	Civic Exps/Annual Reception	0	0	0	1,288	1,105	(183)	2,105		817	
6415	Gifts/hospitality	0	93	93	290	558	269	1,117		828	
6420	Annual Parish Meeting	0	0	0	0	0	0	120		120	
6421	Honour Bd. Badges & Insignia	0	0	0	313	139	(174)	139		(174)	
6435	Members Expenses	200	0	(200)	1,746	0	(1,746)	3,401		1,655	
6460	Publicity & Democratic notices	60	102	42	1,081	204	(877)	410		(671)	
6461	Banner Costs	220	105	(115)	1,008	630	(378)	1,264		256	
6610	Audit Fees	0	2,936	2,936	527	4,110	3,584	5,285		4,759	
6611	Quality Parish	0	0	0	0	0	0	315		315	
6620	Legal Expenses	0	0	0	0	1,310	1,310	2,617		2,617	
6635	Professional Fees Licensing	570	396	(174)	1,439	792	(647)	1,583		144	
6710	Conference Fees & Expenses	(39)	198	237	2,334	1,188	(1,146)	2,374		40	
6720	Books and Periodicals	0	0	0	572	0	(572)	0		(572)	
6730	Subscriptions	106	375	269	5,362	5,378	16	6,505		1,143	
6889	Waste Sacks	1,252	180	(1,072)	3,218	1,080	(2,138)	2,164		(1,054)	
6900	Sundry Expenses	0	46	46	187	276	90	552		366	
6922	Health&Safety/Risk Assessments	212	700	488	5,051	4,700	(351)	5,126		75	
6975	Bank Charges	159	131	(28)	706	786	80	1,573		867	
6976	Credit card charges	125	58	(67)	735	348	(387)	702		(33)	
7010	Election Expenses	0	0	0	100	0	(100)	5,252		5,152	
7611	Contingency provision	0	0	0	0	0	0	46,192		46,192	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 10/11/2023

Month No: 6

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
7614	Stag reserve	0	0	0	0	0	0	1,000		1,000	
7617	PWLB Loan Repayment	0	0	0	35,801	35,801	0	71,602		35,801	
	F & G P - Establishments :- Indirect Expenditure	**41,134**	**48,799**	**7,665**	**336,836**	**326,850**	**(9,986)**	**693,085**	**0**	**356,249**	**2,000**
	Net Income over Expenditure	**(37,532)**	**(46,940)**	**(9,408)**	**(311,198)**	**(315,346)**	**(4,148)**	**(670,427)**			
8001	plus Transfer from EMR	0			2,000						
	Movement to/(from) Gen Reserve	**(37,532)**			**(309,198)**						
32	F & G P - General										
1490	Christmas Lights Switch On	30	0	(30)	30	0	(30)	6,180		0	
1491	Coronation Sponsorship	0	0	0	2,700	0	(2,700)	0		0	
1492	Coronation Donations	0	0	0	196	0	(196)	0		0	
1496	Special events income	0	0	0	1,233	0	(1,233)	0		0	
	F & G P - General :- Income	**30**	**0**	**(30)**	**4,159**	**0**	**(4,159)**	**6,180**			**0**
6490	Christmas Lights Switch On	37	1,366	1,329	196	2,732	2,536	28,681		28,485	
6491	Remembrance Day/Civic Serv.	919	0	(919)	919	400	(519)	3,940		3,021	
6869	Special Events	0	1,872	1,872	18,967	17,487	(1,480)	17,487		(1,480)	
	F & G P - General :- Indirect Expenditure	**956**	**3,238**	**2,282**	**20,082**	**20,619**	**537**	**50,108**	**0**	**30,026**	**0**
	Net Income over Expenditure	**(926)**	**(3,238)**	**(2,312)**	**(15,923)**	**(20,619)**	**(4,696)**	**(43,928)**			

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 10/11/2023

Month No: 6 | **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
33	F & G P - Council Offices										
1022	Letting & Hire of Facilities	439	986	547	4,738	5,916	1,178	11,838		0	
1030	Electricity recharge	0	0	0	0	0	(0)	0		0	
	F & G P - Council Offices :- Income	**439**	**986**	**547**	**4,739**	**5,916**	**1,177**	**11,838**			**0**
4010	Gross Pay	0	340	340	1,552	2,040	488	4,083		2,531	
4270	Employers Pension Contribution	0	26	26	87	161	74	317		230	
5410	Repairs & General Maintenance	35	58	23	562	348	(214)	691		129	
5500	Equipment Hired and New	0	0	0	0	0	0	443		443	
6000	Rent & Rates	2,662	2,789	127	15,976	16,734	758	27,891		11,915	
6010	Light Heat & Cleaning	2,703	915	(1,788)	3,198	5,490	2,292	10,985		7,787	
6011	Electricity	0	0	0	1,345	0	(1,345)	0		(1,345)	
6012	Gas	0	0	0	1,401	0	(1,401)	0		(1,401)	
6014	Water	135	183	48	168	1,098	930	2,195		2,027	
6104	Mobile Telephone	17	5	(12)	75	30	(45)	57		(18)	
6922	Health&Safety/Risk Assessments	0	210	210	203	630	427	840		637	
6930	Alarm Maintenance	424	0	(424)	1,023	836	(187)	836		(187)	
6935	Waste Bin Disposal-Waste Bins	66	108	42	618	648	30	1,302		684	
6952	Protective Clothing	0	35	35	67	35	(32)	35		(32)	
	F & G P - Council Offices :- Indirect Expenditure	**6,042**	**4,669**	**(1,373)**	**26,275**	**28,050**	**1,775**	**49,675**	**0**	**23,400**	**0**
	Net Income over Expenditure	**(5,603)**	**(3,683)**	**1,920**	**(21,537)**	**(22,134)**	**(597)**	**(37,837)**			

Continued over page

		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
36	F & G P - Bat & Ball Centre										
1022	Letting & Hire of Facilities	7,857	8,342	485	48,165	50,052	1,887	100,106		0	
1030	Electricity recharge	0	40	40	0	80	80	161		0	
1213	Event catering	27	0	(27)	461	0	(461)	0		0	
1445	Outdoor Activities	58	0	(58)	149	0	(149)	22		0	
1457	Indoor Activities	604	412	(192)	3,481	2,472	(1,009)	4,946		0	
1550	Insurance Claims	0	0	0	14,478	0	(14,478)	0		0	
	F & G P - Bat & Ball Centre :- Income	**8,545**	**8,794**	**249**	**66,734**	**52,604**	**(14,130)**	**105,235**			**0**
4010	Gross Pay	6,640	5,852	(788)	39,073	35,112	(3,961)	70,221		31,148	
4270	Employers Pension Contribution	227	214	(13)	1,380	1,284	(96)	2,570		1,190	
5318	SCC Car Park	0	0	0	0	0	0	509		509	
5340	Plants	93	0	(93)	172	0	(172)	190		18	
5410	Repairs & General Maintenance	1,532	382	(1,150)	6,164	764	(5,400)	1,529		(4,635)	
5500	Equipment Hired and New	125	0	(125)	276	512	236	1,025		749	
6000	Rent & Rates	482	552	70	2,892	3,312	420	5,518		2,626	
6011	Electricity	0	1,252	1,252	7,758	7,512	(246)	15,021		7,263	
6012	Gas	1,302	0	(1,302)	2,054	824	(1,230)	1,648		(406)	
6013	Cleaning	149	215	66	926	1,290	365	2,579		1,654	
6014	Water	(83)	249	332	43	1,494	1,451	2,987		2,944	
6101	Telephone	48	50	2	288	300	12	598		310	
6104	Mobile Telephone	8	20	12	83	120	37	240		157	
6200	Printing & Stationery	0	2	2	0	2	2	2		2	
6240	Computer/ Data Base/WP's	0	114	114	73	684	611	1,370		1,297	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 10/11/2023

Month No: 6 | **Cost Centre Report**

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6330 Welfare/Hospitality	279	38	(241)	524	228	(296)	459		(65)	
6520 Refreshments for Resale	0	211	211	477	1,266	789	2,535		2,058	
6635 Professional Fees Licensing	0	0	0	180	200	20	533		353	
6842 Grounds Maintenance	0	45	45	0	270	270	545		545	
6900 Sundry Expenses	44	0	(44)	56	0	(56)	14		(42)	
6922 Health&Safety/Risk Assessments	724	0	(724)	3,524	776	(2,748)	776		(2,748)	
6930 Alarm Maintenance	345	330	(15)	345	430	85	836		491	
6931 CCTV Maintenance	0	0	0	0	0	0	346		346	
6935 Waste Bin Disposal-Waste Bins	96	164	68	884	984	100	1,966		1,082	
6952 Protective Clothing	0	180	180	0	180	180	360		360	
F & G P - Bat & Ball Centre :- Indirect Expenditure	**12,010**	**9,870**	**(2,140)**	**67,172**	**57,544**	**(9,628)**	**114,377**	**0**	**47,205**	**0**
Net Income over Expenditure	**(3,465)**	**(1,076)**	**2,389**	**(438)**	**(4,940)**	**(4,502)**	**(9,142)**			
38 F & G P - Grants										
6933 Annual Subsidy - Bat & Ball St	0	0	0	161	0	(161)	0		(161)	
6937 Annual Subsidy-Comm Centre	594	458	(136)	3,478	2,748	(730)	5,493		2,015	
6938 Annual Subsidy-Council Chamber	0	57	57	244	171	(73)	340		96	
7500 Local Organisations Grants	850	8,000	7,150	850	8,000	7,150	12,000		11,150	
7520 Twinning Support	0	0	0	0	0	0	1,000		1,000	
7552 Youth Outreach	0	0	0	375	0	(375)	3,887		3,512	
7556 Stag Community Arts Centre	0	0	0	57,086	27,000	(30,086)	27,000		(30,086)	
7557 Community Rail Partnership	0	0	0	3,000	3,000	0	3,000		0	
F & G P - Grants :- Indirect Expenditure	**1,444**	**8,515**	**7,071**	**65,194**	**40,919**	**(24,275)**	**52,720**	**0**	**(12,474)**	**0**
Net Expenditure	**(1,444)**	**(8,515)**	**(7,071)**	**(65,194)**	**(40,919)**	**24,275**	**(52,720)**			

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 10/11/2023

Month No: 6 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
39	F & G P - Property										
1469	O/S Ground Rents & Wayleaves	938	938	1	3,824	3,826	2	5,933		0	
1870	Vine Club Insurance Contrib.	0	0	0	440	0	(440)	0		0	
	F & G P - Property :- Income	**938**	**938**	**1**	**4,264**	**3,826**	**(438)**	**5,933**			**0**
	Net Income	**938**	**938**	**1**	**4,264**	**3,826**	**(438)**	**5,933**			
40	Town Team										
1206	Business Awards	186	0	(186)	4,186	0	(4,186)	7,426		0	
1207	Business Show	0	0	0	4,445	4,377	(68)	4,377		0	
	Town Team :- Income	**186**	**0**	**(186)**	**8,631**	**4,377**	**(4,254)**	**11,803**			**0**
6101	Telephone	0	0	0	0	0	0	108		108	
6200	Printing & Stationery	0	9	9	0	54	54	110		110	
6240	Computer/ Data Base/WP's	43	69	26	545	414	(131)	827		282	
6241	Website Costs	0	0	0	285	140	(145)	282		(3)	
6244	Information Screens	120	336	216	240	672	432	1,345		1,105	
6322	Business Awards	226	0	(226)	360	0	(360)	8,116		7,756	
6323	Business Show	0	0	0	2,356	2,992	636	2,992		636	
6325	Holly Party Expense	0	0	0	300	0	(300)	0		(300)	
6461	Banner Costs	0	202	202	0	404	404	807		807	
6730	Subscriptions	0	0	0	0	0	0	589		589	
6900	Sundry Expenses	0	66	66	0	396	396	786		786	
7000	Reinvestment	0	0	0	0	0	0	841		841	
	Town Team :- Indirect Expenditure	**389**	**682**	**293**	**4,086**	**5,072**	**986**	**16,803**	**0**	**12,717**	**0**
	Net Income over Expenditure	**(203)**	**(682)**	**(479)**	**4,545**	**(695)**	**(5,240)**	**(5,000)**			

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 10/11/2023

Month No: 6

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
41	Business Hub										
1022	Letting & Hire of Facilities	0	88	88	669	528	(141)	1,052		0	
1026	Hot Desking Facility	976	334	(642)	4,681	2,004	(2,677)	4,008		0	
1029	Office Pods	1,308	1,307	(1)	7,192	7,842	650	15,687		0	
1031	Chamber of Commerce	433	432	(1)	2,387	2,592	205	5,191		0	
	Business Hub :- Income	**2,718**	**2,161**	**(557)**	**14,929**	**12,966**	**(1,963)**	**25,938**			**0**
4010	Gross Pay	659	472	(187)	3,382	2,832	(550)	5,668		2,286	
4270	Employers Pension Contribution	0	19	19	0	114	114	227		227	
5410	Repairs & General Maintenance	0	14	14	0	84	84	166		166	
5500	Equipment Hired and New	0	39	39	0	234	234	464		464	
6000	Rent & Rates	165	249	84	987	1,494	507	2,489		1,502	
6010	Light Heat & Cleaning	388	1,262	874	3,508	7,572	4,064	15,150		11,642	
6105	Broadband wi-fi service	142	145	4	849	870	21	1,739		890	
6460	Publicity & Democratic notices	0	0	0	7	0	(7)	0		(7)	
6511	Sales commission	0	173	173	0	1,038	1,038	2,075		2,075	
6900	Sundry Expenses	99	100	1	597	600	3	1,206		609	
6922	Health&Safety/Risk Assessments	0	0	0	188	164	(24)	164		(24)	
6930	Alarm Maintenance	0	0	0	257	243	(14)	243		(14)	
6931	CCTV Maintenance	0	0	0	153	153	(0)	153		(0)	
6976	Credit card charges	44	27	(17)	245	162	(83)	320		75	
	Business Hub :- Indirect Expenditure	**1,497**	**2,500**	**1,003**	**10,173**	**15,560**	**5,387**	**30,064**	**0**	**19,891**	**0**
	Net Income over Expenditure	**1,221**	**(339)**	**(1,560)**	**4,756**	**(2,594)**	**(7,350)**	**(4,126)**			

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 10/11/2023

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
42 Sevenoaks Town Mayor										
1500 Fundraising	0	0	0	2,632	0	(2,632)	0		0	
1752 Quiz Night Income	0	0	0	16	0	(16)	0		0	
1757 Mayor's Stag event	0	0	0	5,138	0	(5,138)	0		0	
1758 Garden Party Income	726	0	(726)	951	0	(951)	0		0	
Sevenoaks Town Mayor :- Income	**726**	**0**	**(726)**	**8,737**	**0**	**(8,737)**	**0**			**0**
6200 Printing & Stationery	0	0	0	235	0	(235)	0		(235)	
6437 Mayors Allowance 2022/23	0	0	0	1,152	0	(1,152)	0		(1,152)	
6441 Mayors Allowance 2023/24	383	484	101	1,113	2,904	1,792	5,805		4,693	
6442 Mayors Car Allowance 2023/24	0	216	216	0	1,296	1,296	2,586		2,586	
7100 Mayoral Charity Donations	0	0	0	13,370	0	(13,370)	0		(13,370)	
7207 Mayor's Stag Event Exp.	0	0	0	306	0	(306)	0		(306)	
7208 Garden Party Exp.	870	0	(870)	893	0	(893)	0		(893)	
Sevenoaks Town Mayor :- Indirect Expenditure	**1,253**	**700**	**(553)**	**17,069**	**4,200**	**(12,869)**	**8,391**	**0**	**(8,678)**	**0**
Net Income over Expenditure	**(527)**	**(700)**	**(173)**	**(8,332)**	**(4,200)**	**4,132**	**(8,391)**			
43 Youth Council										
7555 Youth Council Support	0	0	0	0	0	0	500		500	
Youth Council :- Indirect Expenditure	**0**	**0**	**0**	**0**	**0**	**0**	**500**	**0**	**500**	**0**
Net Expenditure	**0**	**0**	**0**	**0**	**0**	**0**	**(500)**			

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 10/11/2023

Month No: 6

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
44	Public Realm										
5001	Public Realm signs & panels	300	0	(300)	300	0	(300)	0		(300)	
	Public Realm :- Indirect Expenditure	**300**	**0**	**(300)**	**300**	**0**	**(300)**	**0**	**0**	**(300)**	**0**
	Net Expenditure	**(300)**	**0**	**300**	**(300)**	**0**	**300**	**0**			
50	Youth Cafe										
1022	Letting & Hire of Facilities	314	209	(105)	2,494	1,254	(1,240)	2,512		0	
1211	Sale of Goods	205	158	(47)	1,610	948	(662)	1,894		0	
1350	Revenue Grant income	0	0	0	1,460	0	(1,460)	0		0	
1990	Other Income	0	0	0	150	0	(150)	0		0	
	Youth Cafe :- Income	**519**	**367**	**(152)**	**5,714**	**2,202**	**(3,512)**	**4,406**			**0**
4010	Gross Pay	4,346	3,856	(490)	25,109	23,136	(1,973)	46,273		21,164	
4012	Expenses	0	0	0	13	0	(13)	0		(13)	
4270	Employers Pension Contribution	105	125	20	650	750	100	1,505		855	
5410	Repairs & General Maintenance	89	80	(9)	1,124	480	(644)	955		(169)	
5500	Equipment Hired and New	32	0	(32)	384	0	(384)	0		(384)	
6010	Light Heat & Cleaning	22	14	(8)	86	84	(2)	163		77	
6101	Telephone	50	51	1	299	306	7	612		313	
6105	Broadband wi-fi service	122	0	(122)	122	0	(122)	0		(122)	
6200	Printing & Stationery	0	23	23	1	138	137	273		272	
6210	Postage & Courier	0	0	0	0	0	0	31		31	
6240	Computer/ Data Base/WP's	17	31	14	118	186	68	369		251	

Continued over page

		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
6241	Website Costs	12	0	(12)	36	0	(36)	0		(36)	
6281	Furnishings,Furniture/Eqpt	0	118	118	0	236	236	474		474	
6320	Staff Training	20	0	(20)	20	0	(20)	0		(20)	
6330	Welfare/Hospitality	0	0	0	0	1	1	1		1	
6340	Staff Uniforms	0	0	0	338	0	(338)	81		(257)	
6460	Publicity & Democratic notices	0	0	0	30	0	(30)	7		(23)	
6500	Goods for Resale	355	152	(203)	1,817	912	(905)	1,821		4	
6505	Cafe consumables	2	18	16	3	36	33	73		70	
6635	Professional Fees Licensing	0	0	0	432	444	12	444		12	
6900	Sundry Expenses	35	31	(4)	145	186	41	372		227	
6922	Health&Safety/Risk Assessments	511	421	(90)	821	946	125	948		127	
	Youth Cafe :- Indirect Expenditure	**5,717**	**4,920**	**(797)**	**31,548**	**27,841**	**(3,707)**	**54,402**	**0**	**22,854**	**0**
	Net Income over Expenditure	**(5,198)**	**(4,553)**	**645**	**(25,834)**	**(25,639)**	**195**	**(49,996)**			
60	Markets										
1017	Rental Income Sat Market	2,376	1,632	(744)	12,551	9,792	(2,759)	19,588		0	
1018	Rental Income Wed Market	1,280	992	(288)	7,703	5,952	(1,751)	11,910		0	
1019	Rental Income Blighs Market	1,900	1,469	(431)	10,480	8,814	(1,666)	17,630		0	
1033	Rental income Christmas Market	0	0	0	0	0	0	823		0	
	Markets :- Income	**5,556**	**4,093**	**(1,463)**	**30,734**	**24,558**	**(6,176)**	**49,951**			**0**
4010	Gross Pay	0	158	158	768	948	180	1,898		1,130	
5410	Repairs & General Maintenance	0	29	29	152	58	(94)	116		(36)	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 10/11/2023

Month No: 6

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5420	Saturday market charges	1,120	1,319	199	6,157	8,572	2,415	17,144		10,987	
5421	Wednesday Market charges	455	916	461	4,080	5,954	1,874	11,910		7,830	
5500	Equipment Hired and New	0	0	0	77	0	(77)	0		(77)	
6001	Blighs Market Charges	932	1,059	127	5,281	6,354	1,073	12,713		7,432	
6010	Light Heat & Cleaning	0	0	0	233	78	(155)	156		(77)	
6635	Professional Fees Licensing	0	0	0	0	0	0	195		195	
6730	Subscriptions	0	0	0	60	78	18	78		18	
	Markets :- Indirect Expenditure	**2,507**	**3,481**	**974**	**16,809**	**22,042**	**5,233**	**44,210**	**0**	**27,401**	**0**
	Net Income over Expenditure	**3,049**	**612**	**(2,437)**	**13,924**	**2,516**	**(11,408)**	**5,741**			
70	Precept										
1995	Precept	0	114,173	114,173	456,692	685,038	228,346	1,370,074		0	
	Precept :- Income	**0**	**114,173**	**114,173**	**456,692**	**685,038**	**228,346**	**1,370,074**			**0**
	Net Income	**0**	**114,173**	**114,173**	**456,692**	**685,038**	**228,346**	**1,370,074**			
91	Capital Infrastructure Budget										
2011	Capital Receipts	0	0	0	29,498	0	(29,498)	0		0	29,498
	Capital Infrastructure Budget :- Income	**0**	**0**	**0**	**29,498**	**0**	**(29,498)**	**0**			**29,498**
9014	Play Areas	0	0	0	417	0	(417)	0		(417)	
9053	Vine Area	0	0	0	1,214	0	(1,214)	0		(1,214)	
9063	New Community Centre	0	0	0	1,796	0	(1,796)	0		(1,796)	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 10/11/2023

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
9066 NDP	0	0	0	290	0	(290)	0		(290)	
9071 Business Hub	0	0	0	(468)	0	468	0		468	
Capital Infrastructure Budget :- Indirect Expenditure	**0**	**0**	**0**	**3,248**	**0**	**(3,248)**	**0**	**0**	**(3,248)**	**0**
Net Income over Expenditure	**0**	**0**	**0**	**26,250**	**0**	**(26,250)**	**0**			
8002 less Transfer to EMR	0			29,498						
Movement to/(from) Gen Reserve	**0**			**(3,248)**						
Grand Totals:- Income	**56,322**	**167,235**	**110,913**	**794,259**	**948,972**	**154,713**	**1,880,509**			
Expenditure	**199,738**	**161,503**	**(38,235)**	**1,096,367**	**979,311**	**(117,056)**	**1,954,750**	**0**	**858,383**	
Net Income over Expenditure	**(143,416)**	**5,732**	**149,148**	**(302,109)**	**(30,339)**	**271,770**	**(74,241)**			
plus Transfer from EMR	**0**			**9,507**						
less Transfer to EMR	**0**			**29,498**						
Movement to/(from) Gen Reserve	**(143,416)**			**(322,100)**						

August 2023 year-to-date Variance analysis

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

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Planning Committee					
General	(16,439)	(14,423)	2,016	(28,108)	Slight overspend on Gross Pay and pension contribution due to one off catch up of allowance claims. Computer overspend relates to one off purchase of flashdrives
Open Spaces & Leisure Committee					
General	(118,027)	(124,079)	(6,052)	(310,689)	Slightly lower sports income due to lower numbers playing rugby. Almost £11K favourable pay related, mainly due to ongoing staff vacancy. Other variances mainly relate to the phasing of spend.
Cemetery	(36,108)	(22,077)	14,031	(60,897)	£10K lower cemetery income than budget. This is the main driving force behind the adverse variance. Repairs & Gen Maintenance (5410) includes £713 re unblocking drain. Contingency provision relates to the "challenge" included in Cemetery budget to limit the total deficit to 5% of prior year precept. This is expected to be delivered through cost savings, although this is dependent on inflation. Prior year total spend was £120K.
Allotments	(3,531)	(3,281)	250	(29)	Slight negative variance in Pay due to having the Allotment Administrator's successor train under them for several months prior to leaving in September. Repairs & Gen Maintenance (5410) includes £464 spent on 100 padlocks. QH costs (6002) included a water credit re the supply being switched off over winter & bill based on estimates.This has been offset now by a bill this month.
Street lighting/ general	(24,613)	(19,002)	5,611	(19,626)	£7K streetlighting costs includes maintenance contract billed 6 monthly, as well as higher electricity tariff. Consumption is under review with electricity provider. In Bloom adverse variance is primarily due to the phasing of the budget. Expectation is that costs do not go over budget.
Vine Grounds	(22,474)	(18,707)	3,767	(40,331)	Other events income is down/ special events expenditure high due to vegan market Vine area maintenance includes £420 on security lights. Vine Public convenience includes £4.5K new toilet doors, funded from CIL set aside for Vine area improvements.

August 2023 year-to-date Variance analysis

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

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Finance & General Purposes Committee					
Vine Café	(7,957)	(6,198)	1,759	(20,000)	Sale of Goods is under Budget (£14K) year to date. New equipment and hire is under budget £1.5k Catering income is mainly via Cricket teas which have recommenced on 6th May. Staff costs are £5.5K lower than budget, partly due to the cafe running with 1 staff member on occasion. With Sales being low, the Costs of Goods is also under budget (£3k) Contingency provision relates to the "challenge" included in Vine Cafe budget to limit the total deficit to £20K. This is expected to be delivered through cost savings, although this is dependent on inflation. Prior year total spend was £75K.
Bat & Ball Station	(36,822)	(39,004)	(2,182)	(94,242)	The station has performed favourably to budget on all income lines. £500 second tranche of insurance claim received re damaged window. Gross Pay is £5K above budget re 6 month extension of HEO post. The overspend on Sundry expenses is £2K further payment re the DVCRP Mural, to be reimbursed. £2.7k Timber Bench and freezer £700 responsible for the majority of the overspend in New Equipment
Establishments	(271,666)	(268,406)	3,260	(679,070)	Interest rates are higher than when budget was set, resulting in a large favourable variance. Gross pay is higher in part due to ongoing environmental project, covered by reserves, and overtime which is being proposed as a budget virement from contingency. Virement to be actioned between Employers pension contribution & pension deficiency to reflect the change in Kent Fund collections announced post budget. Favourable printing reflects timing of Town Crier print. Computer spend includes £1.2K new laptop and 10 new ipads. IT Infrastructure includes higher Windows charges, expected to reduce when move to cloud is complete. Software includes £2.2K annual acounting software charge. Recruitment Costs overspend relates to the recruitment of a new RFO. Welfare/ Hospitality includes annual cost of EAP for councillors & staff, as well as monthly water coolers.
General	(14,997)	(17,381)	(2,384)	(43,928)	All activity relates to coronation events held in May with £10K budget set aside.
Council Offices	(15,934)	(18,451)	(2,517)	(37,837)	Catch up on gas bills via British gas - reflects higher consumption over winter. Water billed in advance, through to 18th June. Subsequently credited in July.
Bat & Ball Centre	3,027	(3,864)	(6,891)	(9,142)	Use of Bat & Ball centre has been lower than expected through July. Pay includes facilities manager. Other overspend to date is mainly due to out of hours costs following late night bookings. 5410 repairs & maintenance includes £1939 appliances service, £986 solar panel assessment, & £160 callout to unblock drain. Electricity is higher than expected due to inflation & higher consumption. The Facilities Manager is trying different things to reduce energy consumption and costs have started to decrease. Health & Safety/Risk Assessments overspend due to a Metal Bait Safe (£1.6k)

August 2023 year-to-date Variance analysis

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

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Grants	(63,750)	(32,404)	31,346	(52,720)	Free of charge use of Bat & Ball centre exceeds budget, while Chamber use is below budget. Free of charge Bat & Ball station to be recorded this year. Overspend is primarily due to phasing of the CRP budget and the CIL funded project for the STAG
Property	3,327	2,888	(439)	5,933	In line with budget. Location of the Vine Club Insurance Contribution income is causing the variance.

August 2023 year-to-date Variance analysis

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

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Town Team	4,748	(13)	(4,761)	(5,000)	Expenditure is slightly down to budget.
Business Hub	3,535	(225)	(5,790)	(4,126)	Hub use continues to improve. All 5 pods are let. Current overall favourable variance due to lower utilities costs in the summer and increased Hot Desk income.
Sevenoaks Town Mayor	(7,807)	(2,800)	5,007	(8,391)	Gloria Huniford event held in May. Fundraising from all events has been passed to SAYT now.
Youth Council	-	-	-	(500)	No activity to date
Public Realm	-	-	-	-	No activity to date
Youth Cafe	(20,635)	(21,086)	(451)	(49,996)	Use of the HITB is higher than budget, and staffing levels have had to increase. Income has increased.
Markets	10,876	1,904	(8,972)	5,741	Markets have had a stallholder fee increase after several years of flat fees. Performance continues at the level seen at the end of the year, which was favourable to when budgets were set. Revised tenders were accepted based on the full council cost, meaning a lower markets cost for Weds & Sat than originally budgetted. Blighs cost includes the annual licence fee.
Precept	456,692	570,865	114,173	1,370,074	
Revenue Surplus/ (Deficit) Total	**(178,554)**	**(35,744)**	**142,810**	**(82,884)**	
To be transfered from Bat & Ball Management & Maintenance Reserve	36,822	39,004	2,182	94,242	
Adjusted Revenue Surplus/ (Deficit) Total	**(141,732)**	**3,260**	**144,992**	**11,358**	
Capital Infrastructure	3,248	-	(3,248)	-	£29K QH land payment received. Capital Receipts are moved to reserves & capital spend covered by CIL, Capital Receipts Reserve, and grants.
Total inc Capital	(138,484)	3,260	141,744	11,358	

Summary by Committee:

Planning	(16,439)	(14,423)	2,016	(28,108)
Open spaces & Leisure	(204,753)	(187,146)	17,607	(431,572)

August 2023 year-to-date Variance analysis

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

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Vine Café	(7,957)	(6,198)	1,759	(20,000)	
Bat Ball Station	(36,822)	(39,004)	(2,182)	(94,242)	
Finance & General Purpose	(369,276)	(359,838)	9,438	(879,036)	
Precept	456,692	570,865	114,173	1,370,074	
Capital Infrastructure	3,248	-	(3,248)	-	

September 2023 year-to-date Variance analysis

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

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Planning Committee					
General	(16,439)	(14,423)	2,016	(28,108)	Slight overspend on Gross Pay and pension contribution due to one off catch up of allowance claims. Computer overspend relates to one off purchase of flashdrives
Open Spaces & Leisure Committee					
General	(191,093)	(148,631)	42,462	(310,689)	Lower sports income due to lower numbers playing rugby (£4k deficit). Almost £20K favourable pay related, mainly due to ongoing staff vacancy. Unbudgeted tree safety survey and tree works (£9k). £3.8k over budget on 2 hot water cylinders. £54k skate park full repair - CIL monies
Cemetery	(38,626)	(27,574)	11,052	(60,897)	£6K lower cemetery income than budget. This is the main driving force behind the adverse variance. Repairs & Gen Maintenance (5410) includes £713 re unblocking drain. Contingency provision relates to the "challenge" included in Cemetery budget to limit the total deficit to 5% of prior year precept. This is expected to be delivered through cost savings, although this is dependent on inflation. Prior year total spend was £120K.
Allotments	4,063	4,633	570	(29)	Slight negative variance in Pay due to having the Allotment Administrator's successor train under them for several months prior to leaving in September. Repairs & Gen Maintenance (5410) includes £464 spent on 100 padlocks. QH costs (6002) included a water credit re the supply being switched off over winter & bill based on estimates.This has been offset now by a bill this month.
Street lighting/ general	(27,168)	(22,473)	4,695	(19,626)	£7K streetlighting costs includes maintenance contract billed 6 monthly, as well as higher electricity tariff. Consumption is under review with electricity provider. In Bloom adverse variance is primarily due to the phasing of the budget. Expectation is that costs do not go over budget.
Vine Grounds	(26,470)	(22,630)	3,840	(40,331)	Other events income is down/ special events expenditure high due to vegan market Vine area maintenance includes £420 on security lights. Vine Public convenience includes £4.5K new toilet doors, funded from CIL set aside for Vine area improvements.

September 2023 year-to-date Variance analysis

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

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Finance & General Purposes Committee					
Vine Café	(10,198)	(6,791)	3,407	(20,000)	Sale of Goods is under Budget (£20K) year to date. New equipment and hire is under budget £1.5k Catering income is mainly via Cricket teas which have recommenced on 6th May. Staff costs are £7 K lower than budget, partly due to the cafe running with 1 staff member on occasion. With Sales being low, the Costs of Goods is also under budget (£5k) Contingency provision relates to the "challenge" included in Vine Cafe budget to limit the total deficit to £20K. This is expected to be delivered through cost savings, although this is dependent on inflation. Prior year total spend was £75K.
Bat & Ball Station	(50,347)	(46,744)	3,603	(94,242)	The station has performed favourably to budget on all income lines. £500 second tranche of insurance claim received re damaged window. Gross Pay is £6K above budget re 6 month extension of HEO post. The overspend on Sundry expenses is £2K further payment re the DVCRP Mural, to be reimbursed. £2.7k Timber Bench and freezer £700 responsible for the majority of the overspend in New Equipment Electricity charges are over budget by £3k
Establishments	(309,198)	(315,346)	(6,148)	(679,070)	Interest rates are higher than when budget was set, resulting in a large favourable variance. Gross pay is higher in part due to ongoing environmental project, covered by reserves, and overtime which is being proposed as a budget virement from contingency. Virement to be actioned between Employers pension contribution & pension deficiency to reflect the change in Kent Fund collections announced post budget. Favourable printing reflects timing of Town Crier print. Computer spend includes £1.2K new laptop and 10 new ipads. IT Infrastructure includes higher Windows charges, expected to reduce when move to cloud is complete. Software includes £2.2K annual acounting software charge. Recruitment Costs overspend relates to the recruitment of a new RFO. Welfare/ Hospitality includes annual cost of EAP for councillors & staff, as well as monthly water coolers.
General	(15,923)	(20,619)	(4,696)	(43,928)	All activity relates to coronation events held in May with £10K budget set aside.
Council Offices	(21,537)	(22,134)	(597)	(37,837)	Catch up on gas bills via British gas - reflects higher consumption over winter. Water billed in advance, through to 18th June. Subsequently credited in July.
Bat & Ball Centre	(438)	(4,940)	(4,502)	(9,142)	Use of Bat & Ball centre has been lower than expected through July. Pay includes facilities manager. Other overspend to date is mainly due to out of hours costs following late night bookings. 5410 repairs & maintenance includes £1939 appliances service, £986 solar panel assessment, & £160 callout to unblock drain. Electricity is higher than expected due to inflation & higher consumption. The Facilities Manager is trying different things to reduce energy consumption and costs have started to decrease. Health & Safety/Risk Assessments overspend due to a Metal Bait Safe (£1.6k). Gas is over budget by £1.2k.

September 2023 year-to-date Variance analysis

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

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Grants	(65,194)	(40,919)	24,275	(52,720)	Free of charge use of Bat & Ball centre exceeds budget, while Chamber use is below budget. Free of charge Bat & Ball station to be recorded this year. Overspend is primarily due to phasing of the CRP budget and the CIL funded project for the STAG
Property	4,264	3,826	(438)	5,933	In line with budget. Location of the Vine Club Insurance Contribution income is causing the variance.

September 2023 year-to-date Variance analysis

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

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Town Team	4,545	(695)	(5,240)	(5,000)	Expenditure is slightly down to budget.
Business Hub	4,756	(2,594)	(5,790)	(4,126)	Hub use continues to improve. All 5 pods are let. Current overall favourable variance due to lower utilities costs in the summer and increased Hot Desk income.
Sevenoaks Town Mayor	(8,332)	(4,200)	4,132	(8,391)	Gloria Huniford event held in May. Fundraising from all events has been passed to SAYT now.
Youth Council	-	-	-	(500)	No activity to date
Public Realm	(300)	-	300	-	
Youth Cafe	(25,834)	(25,639)	195	(49,996)	Use of the HITB is higher than budget, and staffing levels have had to increase. Income has increased.
Markets	13,924	2,516	(11,408)	5,741	Markets have had a stallholder fee increase after several years of flat fees. Performance continues at the level seen at the end of the year, which was favourable to when budgets were set. Revised tenders were accepted based on the full council cost, meaning a lower markets cost for Weds & Sat than originally budgetted. Blighs cost includes the annual licence fee.
Precept	456,692	685,038	228,346	1,370,074	
Revenue Surplus/ (Deficit) Total	**(318,852)**	**(30,339)**	**288,513**	**(82,884)**	
To be transfered from Bat & Ball Management & Maintenance Reserve	50,347	46,744	(3,603)	94,242	
Adjusted Revenue Surplus/ (Deficit) Total	**(268,505)**	**16,405**	**284,910**	**11,358**	
Capital Infrastructure	3,248	-	(3,248)	-	£29K QH land payment received. Capital Receipts are moved to reserves & capital spend covered by CIL, Capital Receipts Reserve, and grants.
Total inc Capital	(265,257)	16,405	281,662	11,358	

Summary by Committee:

Planning	(16,439)	(14,423)	2,016	(28,108)
Open spaces & Leisure	(279,294)	(216,675)	62,619	(431,572)

September 2023 year-to-date Variance analysis

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

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Vine Café	(10,198)	(6,791)	3,407	(20,000)	
Bat Ball Station	(50,347)	(46,744)	3,603	(94,242)	
Finance & General Purpose	(419,267)	(430,744)	(11,477)	(879,036)	
Precept	456,692	685,038	228,346	1,370,074	
Capital Infrastructure	3,248	-	(3,248)	-	

Sevenoaks Town Council

Statement of Fund Balances as at 31st September 2023

£ (2022/23)			S&P Rating 31/05/2023 Long term	Short term	Values £	Total Values £	Percent of Total Funds %	Interest rate
	Bank of Scotland							
0		Treasury deposit (1m)	A+	A1	0			
						0	0.00%	
	National Westminster Bank		A+	A1				
34,284		Business Reserve Account			46,810			
212,501		Current Account			875,051			1.05%
1,000		Payroll Account			1,000			
1,000		HITB Youth café			1,000			
9,949		Sevenoaks Town Partnership			9,949			
10,073		Mayors Charity Account			17,505			
						951,316	40.32%	
	HSBC		A+	A1				
50,694		Business money manager			51,075			1.31%
						51,075	2.16%	
	Handelsbanken		AA-	A1+				
65,074		Deposit account			65,720			1.90%
262,558		35 day notice account			265,912			2.20%
						331,632	14.06%	
	Nationwide		A+	A1				
2,835		Instant Saver			2,835			0.00%
10,225		Sevenoaks Fund Instant Saver			10,304			1.45%
						13,139	0.56%	
	CCLA							
500,000		Public Sector Deposit	AAA (Fitch only)		500,000			
						500,000	21.19%	4.12%
	Clydesdale							
0		Current account	A-	A2	0	0		
	Virginmoney							
1		Current account	BBB-	A3	1			
504,395		95 Day Notice			511,688			2.10%
						511,689	21.69%	
892	Petty Cash					594	0.03%	
0	Cashbook suspense					-280	-0.01%	
1,665,479						2,359,165	100.00%	

Instant access funds	1,543,493
Three months precept (equivalent to working capital)	342,519

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

Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 14/11/2023

Month No: 7

Cost Centre Report

		Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
91	Capital Infrastructure Budget										
2011	Capital Receipts	0	0	0	29,498	0	(29,498)	0		0	29,498
	Capital Infrastructure Budget :- Income	**0**	**0**	**0**	**29,498**	**0**	**(29,498)**	**0**			**29,498**
9014	Play Areas	0	0	0	417	0	(417)	0		(417)	
9053	Vine Area	0	0	0	1,214	0	(1,214)	0		(1,214)	
9063	New Community Centre	0	0	0	1,796	0	(1,796)	0		(1,796)	
9066	NDP	0	0	0	290	0	(290)	0		(290)	
9071	Business Hub	0	0	0	(468)	0	468	0		468	
	Capital Infrastructure Budget :- Indirect Expenditure	**0**	**0**	**0**	**3,248**	**0**	**(3,248)**	**0**	**0**	**(3,248)**	**0**
	Net Income over Expenditure	**0**	**0**	**0**	**26,250**	**0**	**(26,250)**	**0**			
8002	less Transfer to EMR	0			29,498						
	Movement to/(from) Gen Reserve	**0**			**(3,248)**						
	Grand Totals:- Income	**0**	**0**	**0**	**29,498**	**0**	**(29,498)**	**0**			
	Expenditure	**0**	**0**	**0**	**3,248**	**0**	**(3,248)**	**0**	**0**	**(3,248)**	
	Net Income over Expenditure	**0**	**0**	**0**	**26,250**	**0**	**(26,250)**	**0**			
	less Transfer to EMR	**0**			**29,498**						
	Movement to/(from) Gen Reserve	**0**			**(3,248)**						

Purchase Ledger for Month No 5 **Order by Supplier A/c**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
07/08/2023	1068	34152	ADAM ROBERTS	ADA002	345.00	0.00	345.00	4010	21	345.00	Gardening work
22/08/2023	1070	34224	ADAM ROBERTS	ADA002	345.00	0.00	345.00	4010	21	345.00	gardening work
14/08/2023	INV161	34211	THE ALL SEASONS	ALL005	300.00	0.00	300.00	6325	40	300.00	Holly Party performance
31/08/2023	1/IN1192	34309	ALTOOFFICE	ALTO001	32.00	6.40	38.40	6200	31	16.00	whiteboard pens,cloth
								6200	21	16.00	whiteboard pens,cloth
31/08/2023	31/08/23	34306	AMEX	AME001	0.47	0.00	0.47	6976	31	0.47	credit card chg
01/06/2023	5803	34247	ARISTON GROUP	ARI001	925.00	185.00	1,110.00	5410	36	925.00	Boiler service contract
18/07/2023	16802	34297	ARK TRADING	ARK001	260.05	52.01	312.06	6340	50	260.05	staff uniform
15/08/2023	15/8/23	34190	BANKLINE	BANKL01	83.30	0.00	83.30	6975	31	83.30	bank chgs
15/08/2023	SI-945	34231	BAT & BALL SPORTS	BAT001	20.42	4.08	24.50	6900	50	20.42	sports eq
31/08/2023	3463981	34262	BOOKER	BOOK001	-6.29	0.00	-6.29	6500	28	-6.29	goods for resale
02/08/2023	3589944	34122	BOOKER	BOOK001	251.90	13.51	265.41	6500	28	239.11	goods for resale
								6505	28	12.79	consumables
16/08/2023	3590367	34202	BOOKER	BOOK001	355.56	23.24	378.80	6500	28	343.19	goods for resale
								6505	28	12.37	consumables
30/08/2023	3590836	34261	BOOKER	BOOK001	245.32	16.30	261.62	6500	28	227.33	goods for resale
								6010	28	17.99	cleaning eq
08/08/2023	232056254	34150	BP FUEL	BPF001	70.52	0.00	70.52	5700	21	70.52	fuel
15/08/2023	232057218	34185	BP FUEL	BPF001	126.33	25.27	151.60	5700	21	126.33	fuel
15/08/2023	232057219	34186	BP FUEL	BPF001	16.89	0.00	16.89	5700	21	16.89	fuel
22/08/2023	232058879	34218	BP FUEL	BPF001	52.45	10.49	62.94	5700	21	52.45	fuel
22/08/2023	232058880	34243	BP FUEL	BPF001	35.32	0.00	35.32	5700	21	35.32	fuel
30/08/2023	232059868	34272	BP FUEL	BPF001	72.62	14.52	87.14	5700	21	72.62	fuel
30/08/2023	232059869	34273	BP FUEL	BPF001	25.40	0.00	25.40	5700	21	25.40	fuel
31/08/2023	232062039	34271	BP FUEL	BPF001	71.67	14.34	86.01	5700	21	71.67	fuel
31/08/2023	232062040	34274	BP FUEL	BPF001	13.86	0.00	13.86	5700	21	13.86	fuel
11/08/2023	SVO/369240	34189	BREWERS	BREW001	24.98	5.00	29.98	6002	23	24.98	paint
18/08/2023	SVO/369295	34225	BREWERS	BREW001	14.99	3.00	17.99	5030	21	14.99	paint eq

Purchase Ledger for Month No 5 **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
31/08/2023	SVO/369580	34357	BREWERS	BREW001	59.75	11.95	71.70	5010	29	59.75	paint equip
17/08/2023	M150N7	34203	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	Aug phone chg
22/08/2023	875226732	34282	BRITISH GAS	BRIT007	82.21	4.11	86.32	6010	33	82.21	gas chg 15/7-14/8
01/08/2023	721034051	34163	BRITISH GAS	BRIT008	-182.49	-9.12	-191.61	6012	36	-182.49	gas credit 29/5-21/7
01/08/2023	721035815	34164	BRITISH GAS	BRIT008	-330.23	-16.51	-346.74	6012	36	-330.23	gas credit 1/4-28/5
02/08/2023	833636230	34166	BRITISH GAS	BRIT008	330.23	16.51	346.74	6012	36	330.23	gas chg 1/4-28/5
02/08/2023	833636231	34165	BRITISH GAS	BRIT008	182.49	9.12	191.61	6012	36	182.49	gas chg 29/5-21/7
15/08/2023	891204957	34200	BRITISH GAS	BRIT008	54.02	2.70	56.72	6012	36	54.02	gas chg 12/7-11/8
29/08/2023	974789267	34268	BRITISH GAS	BRIT008	100.44	5.02	105.46	6012	36	100.44	gas chg 22/7-21/8
01/08/2023	4090	34114	CJS PLANTS	CJS001	2,494.00	498.80	2,992.80	6865	26	2,494.00	Aug floral maint
09/08/2023	190148	34157	HW COLDBREATH	COL003	100.17	0.00	100.17	6500	30	100.17	goods for resale
14/08/2023	153208	34197	CONNECTAPHONE	CON001	407.47	81.49	488.96	6101	36	47.71	Jul telephone chgs
								6101	30	73.13	Jul telephone chgs
								6101	22	11.49	Jul telephone chgs
								6101	31	275.14	Jul telephone chgs
31/08/2023	INV398197	34301	COUNTRY STYLE RECYCL	COU001	14.98	3.00	17.98	6935	36	14.98	Aug glass collection chg
31/08/2023	INV398198	34300	COUNTRY STYLE RECYCL	COU001	64.16	12.83	76.99	6935	29	64.16	Aug glass collection chg
25/08/2023	13881	34266	STREETLIGHTS	DIR001	4,894.12	978.82	5,872.94	6862	26	4,894.12	Woodside Road - 7 lanterns
22/08/2023	903079	34294	ERNEST DOE	DOE001	33.33	6.67	40.00	5525	22	33.33	hedge trimmer repair
22/08/2023	903098	34295	ERNEST DOE	DOE001	91.66	18.33	109.99	5525	21	75.00	oil
								5500	21	16.66	grease gun
29/08/2023	903336	34240	ERNEST DOE	DOE001	657.62	131.52	789.14	5500	21	657.62	chainsaw, battery
02/08/2023	3	34153	DONNA RUDD	DON002	150.00	0.00	150.00	6868	29	150.00	Summer concerts band
01/08/2023	000016152958	34112	EDF ENERGY	EDF002	1,139.48	227.89	1,367.37	6011	36	1,139.48	Jul electric chg
31/08/2023	000016431698	34296	EDF ENERGY	EDF003	46.28	2.31	48.59	6010	60	46.28	Aug electric chg
01/08/2023	000016173168	34124	EDF ENERGY	EDF004	356.10	17.81	373.91	6010	41	356.10	Jul electric chg
25/08/2023	000016376852	34248	EDF ENERGY	EDF009	285.52	14.28	299.80	6010	22	285.52	Oct electric chg
25/08/2023	000016376857	34249	EDF ENERGY	EDF009	314.21	15.71	329.92	6010	22	314.21	Nov electric chg
25/08/2023	000016376859	34250	EDF ENERGY	EDF009	334.87	16.74	351.61	6010	22	334.87	Dec electric chg

Purchase Ledger for Month No 5 **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
25/08/2023	000016376873	34251	EDF ENERGY	EDF009	782.52	156.51	939.03	6010	22	782.52	Jan 23 electric chg
25/08/2023	000016376877	34252	EDF ENERGY	EDF009	218.78	10.94	229.72	6010	22	218.78	Feb electric chg
25/08/2023	000016376882	34253	EDF ENERGY	EDF009	300.99	15.05	316.04	6010	22	300.99	Mar electric chg
25/08/2023	000016376887	34254	EDF ENERGY	EDF009	319.72	15.99	335.71	6010	22	319.72	Apr electric chg
25/08/2023	000016376889	34255	EDF ENERGY	EDF009	314.78	15.74	330.52	6010	22	314.78	May electric chg
25/08/2023	000016376904	34256	EDF ENERGY	EDF009	315.48	15.77	331.25	6010	22	315.48	Jun electric chg
25/08/2023	000016376913	34257	EDF ENERGY	EDF009	324.96	16.25	341.21	6010	22	324.96	Jul electric chg
04/08/2023	0003950916	34123	ELITE	EFS001	148.63	0.00	148.63	6500	28	148.63	goods for resale
07/08/2023	0003951621	34155	ELITE	EFS001	95.67	0.00	95.67	6500	30	95.67	goods for resale
15/08/2023	0003954220	34199	ELITE	EFS001	241.90	0.00	241.90	6500	28	241.90	goods for resale
15/08/2023	0003954742	34198	ELITE	EFS001	-24.00	0.00	-24.00	6500	28	-24.00	goods for resale
21/08/2023	0003955942	34213	ELITE	EFS001	84.52	6.72	91.24	6500	30	84.52	goods for resale
31/08/2023	0003958820	34263	ELITE	EFS001	152.82	0.00	152.82	6500	28	152.82	goods for resale
01/08/2023	89693	34146	ATLAS FM/EMPRISE SVS	EMP001	502.52	100.50	603.02	6932	22	502.52	Aug lock up chg
01/08/2023	89694	34145	ATLAS FM/EMPRISE SVS	EMP001	1,298.90	259.78	1,558.68	5311	21	1,298.90	Aug lock up chg
01/08/2023	89695	34144	ATLAS FM/EMPRISE SVS	EMP001	866.14	173.23	1,039.37	5311	21	866.14	Aug lock up chg
19/08/2023	2484569	34232	EVERFLOW WATER	EVE002	628.54	0.00	628.54	6002	23	204.75	water chg 19/9-18/10
								5025	21	76.17	water chg 19/9-18/10
								6014	33	117.59	water chg 19/9-18/10
								6014	36	36.48	water chg 19/9-18/10
								6014	30	21.31	water chg 19/9-18/10
								6014	21	92.82	water chg 19/9-18/10
								6014	28	57.55	water chg 19/9-18/10
								6014	29	11.39	water chg 19/9-18/10
								6014	23	10.48	water chg 19/9-18/10
09/08/2023	1145894	34147	EXPRESS FACTORS	EXPR001	9.58	1.92	11.50	5525	21	9.58	tyre weld
14/08/2023	1146791	34181	EXPRESS FACTORS	EXPR001	39.00	7.80	46.80	5525	21	39.00	led 6m cable
22/08/2023	1148650	34276	EXPRESS FACTORS	EXPR001	13.50	2.70	16.20	5410	21	13.50	cable tie
29/08/2023	1149922	34275	EXPRESS FACTORS	EXPR001	52.54	10.51	63.05	5500	21	40.00	drill bits

Purchase Ledger for Month No 5 **Order by Supplier A/c**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								5550	21	8.55	screenwash
								5410	21	3.99	glue
03/08/2023	0063/03949678	34180	FAIRALLS	FAIR001	18.80	3.76	22.56	5310	21	18.80	buiding sand
21/08/2023	0063/03982525	34237	FAIRALLS	FAIR001	22.39	4.48	26.87	5310	21	15.37	sand
								5500	21	7.02	trowel
21/08/2023	0063/03982526	34305	FAIRALLS	FAIR001	8.51	1.70	10.21	5310	21	8.51	cement
07/08/2023	SI230319	34184	FLEET LINE	FLEE001	1,210.00	242.00	1,452.00	5120	21	1,210.00	pitchmarker paint
24/08/2023	INV534211	34242	GAZA TIMBER	GAZA001	10.56	2.11	12.67	5310	21	10.56	WD40,bolt washers
30/05/2023	127877	34179	GODFREYS	GOD001	63.00	12.60	75.60	5700	21	63.00	fuel
16/06/2023	129707	34177	GODFREYS	GOD001	63.00	12.60	75.60	5700	21	63.00	fuel
03/07/2023	131158	34178	GODFREYS	GOD001	39.68	7.94	47.62	5525	22	39.68	strimmer cord
31/08/2023	002	34267	GSP AGENCY	GSP001	3,000.00	0.00	3,000.00	6869	32	3,000.00	Goldilocks & Friends
29/08/2023	9576	34259	GRAHAM TAYLOR ENGRAV	GTE001	217.50	43.50	261.00	6421	31	217.50	councillor name plates x 10
31/08/2023	21181	34307	HELIOCENTRIX	HELI001	2,077.60	415.52	2,493.12	6240	31	1,184.20	Aug IT support chg
								6242	31	893.40	Aug IT support chg
31/08/2023	T2845	34269	HELIOCENTRIX	HELI001	327.95	65.59	393.54	6101	31	141.50	Aug wifi chg
								6101	21	10.00	Aug wifi chg
								6105	41	141.50	Aug wifi chg
								6105	22	10.00	Aug wifi chg
								6105	21	24.95	Aug wifi chg
03/07/2023	INV-035856	34308	HGS	HGS001	52.62	10.53	63.15	6505	28	52.62	consumables
19/07/2023	INV-036346	34312	HGS	HGS001	81.64	16.34	97.98	6013	30	81.64	cleaning eq
18/08/2023	INV-037244	34212	HGS	HGS001	69.19	13.84	83.03	6010	28	13.29	sacks
								6505	28	55.90	consumables
31/08/2023	INV-037527	34313	HGS	HGS001	110.50	22.12	132.62	6013	36	105.32	cleaning eq
								6900	36	5.18	cups
04/08/2023	2005540332	34125	HM LAND REGISTRY	HML001	3.00	0.00	3.00	6630	11	3.00	Land Registry view
11/08/2023	2005563356	34167	HM LAND REGISTRY	HML001	3.00	0.00	3.00	6630	11	3.00	Title plan
18/08/2023	2005585033	34229	HM LAND REGISTRY	HML001	30.00	0.00	30.00	6630	11	30.00	Title plan views

Purchase Ledger for Month No 5 **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
01/08/2023	INV-2761	34117	HUGO FOX	HUG001	10.83	2.16	12.99	6240	11	10.83	planning tracker support
21/08/2023	21/8/23	34206	IAN FOX	IAN001	200.00	0.00	200.00	6868	29	200.00	Vine bandstand performance
15/08/2023	16680	34182	ICCM	ICCM001	140.00	28.00	168.00	6320	22	140.00	ICCM course for H.B
22/08/2023	7494663619	34207	KALC	KALC	50.00	10.00	60.00	6710	31	50.00	Dynamic Councillor event
23/08/2023	7504643609	34209	KALC	KALC	50.00	10.00	60.00	6710	31	50.00	Planning local councils course
23/08/2023	7504664379	34208	KALC	KALC	40.00	8.00	48.00	6710	31	40.00	Finance for Councillors course
30/06/2023	1007215	34351	KALL KWIK	KALL001	40.00	0.00	40.00	6869	32	40.00	Goldilocks posters
14/08/2023	1007325	34230	KALL KWIK	KALL001	383.00	76.60	459.60	6869	29	383.00	Vegan market banners
23/08/2023	1007327	34226	KALL KWIK	KALL001	110.00	0.00	110.00	6322	40	110.00	Business Award forms
08/08/2023	I4241806	34149	KCC KCS	KCC003	145.99	29.20	175.19	5210	22	145.99	Office chair
16/08/2023	I4242917	34227	KCC KCS	KCC003	96.47	19.29	115.76	6010	33	96.47	cleaning eq
20/08/2023	I4243363	34204	KCC KCS	KCC003	117.82	23.56	141.38	6200	31	69.83	stationery
								6010	33	47.99	cleaning eq
23/08/2023	I4243707	34222	KCC KCS	KCC003	104.76	20.95	125.71	6013	22	104.76	cleaning eq
07/08/2023	8031115	34156	KFF	KFF001	99.34	0.00	99.34	6500	30	99.34	goods for resale
14/08/2023	8036083	34188	KFF	KFF001	110.75	0.00	110.75	6500	30	110.75	goods for resale
21/08/2023	8040980	34214	KFF	KFF001	171.09	1.74	172.83	6500	30	162.41	goods for resale
								6505	30	8.68	consumables
29/08/2023	8046346	34264	KFF	KFF001	93.60	2.73	96.33	6500	30	93.60	goods for resale
29/08/2023	8046347	34265	KFF	KFF001	115.47	8.94	124.41	6500	30	115.47	goods for resale
23/06/2023	1246	34170	KING RAMPS	KIN001	2,450.00	490.00	2,940.00	5316	21	2,450.00	skate ramp repair
25/08/2023	4547	34365	LAMBERHURST	LAMBER001	199.44	39.89	239.33	5525	21	199.44	log splitter service
09/08/2023	124067	34187	LANDSCAPE SUPPLY CO	LAND001	119.76	23.95	143.71	5500	21	119.76	24 litter pickers
23/08/2023	124592	34220	LANDSCAPE SUPPLY CO	LAND001	191.22	38.24	229.46	5500	21	157.54	padlocks
								5120	21	30.36	paint
								6952	21	3.32	gloves
11/08/2023	2023/810	34215	LISTENING ROOM	LIST001	500.00	0.00	500.00	6868	29	500.00	bandstand performance
28/07/2023	725890	34358	LISTER WILDER	LIST002	540.00	108.00	648.00	5500	21	540.00	strimmer
02/08/2023	726207	34355	LISTER WILDER	LIST002	9,500.00	1,900.00	11,400.00	5500	21	9,500.00	Charterhouse 1575

Purchase Ledger for Month No 5 **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
01/08/2023	05141GR	34113	LOCUM LOCKS	LOC003	438.28	87.66	525.94	5020	29	438.28	install 2 exit buttons
10/08/2023	05170GR	34356	LOCUM LOCKS	LOC003	44.16	8.83	52.99	5120	21	44.16	3 keys Knole.P Gate
17/08/2023	17/8/23	34201	MERRY MONDAYS UKULEL	MER002	300.00	0.00	300.00	6868	29	300.00	Vine bandstand performance
03/08/2023	03/08/23	34127	NATIONAL ALLOTMENT	NAS001	55.00	11.00	66.00	6730	31	55.00	National Allotment Society sub
21/08/2023	414856	34228	NATIONAL LEAFLET CO	NAT010	2,221.00	0.00	2,221.00	6200	31	2,221.00	Town Crier print chg
28/08/2023	UKSPS00115540	34298	NEXUDUS SL	NEX001	99.60	19.92	119.52	6900	41	99.60	Hub booking chg
27/07/2023	27253444	34171	NISBETS	NIS001	22.68	0.00	22.68	7208	42	22.68	bunting
03/08/2023	27290290	34311	NISBETS	NIS001	90.43	18.08	108.51	6500	30	42.97	goods for resale
								6013	30	7.49	cleaning
								6505	30	39.97	consumables
16/08/2023	27357602	34310	NISBETS	NIS001	143.13	28.62	171.75	6500	30	61.94	goods for resale
								6505	30	81.19	consumables
23/08/2023	0001/00161080	34244	OBM	OBM001	11.25	2.25	13.50	5310	21	11.25	sand
24/08/2023	0001/00161178	34236	OBM	OBM001	11.63	2.33	13.96	5410	21	11.63	cutting discs, glue
28/08/2023	28/AUG23/ANN	34293	ONECARD	ONE002	3,134.24	299.56	3,433.80	6500	28	107.05	Goods for resale
								6500	28	57.08	Goods for resale
								6500	50	37.40	Goods for resale
								6500	50	5.25	Goods for resale
								6500	30	146.67	Goods for resale
								6500	28	43.39	Goods for resale
								6500	28	13.32	Goods for resale
								6500	30	-3.00	Goods for resale
								6500	28	96.58	Goods for resale
								6500	50	88.10	Goods for resale
								6500	50	38.54	Goods for resale
								6500	30	157.73	Goods for resale
								6500	28	7.25	Goods for resale
								6500	28	65.68	Goods for resale
								6500	28	82.66	Goods for resale

Purchase Ledger for Month No 5 **Order by Supplier A/c**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6500	28	46.92	Goods for resale
								6500	50	24.91	Goods for resale
								6500	50	3.54	Goods for resale
								6500	30	167.80	Goods for resale
								6500	28	69.64	Goods for resale
								6500	28	56.07	Goods for resale
								6500	28	62.24	Goods for resale
								6500	28	17.50	Goods for resale
								6500	50	56.53	Goods for resale
								6500	50	43.46	Goods for resale
								6500	30	139.94	Goods for resale
								6500	30	2.92	Goods for resale
								6500	28	55.85	Goods for resale
								6500	28	52.53	Goods for resale
								6500	28	98.48	Goods for resale
								6500	28	100.69	Goods for resale
								6500	50	49.61	Goods for resale
								6500	50	15.58	Goods for resale
								6010	50	5.00	cleaning eq
								6010	28	3.08	cleaning eq
								6010	28	2.71	cleaning eq
								6010	50	8.33	cleaning eq
								6010	50	5.00	cleaning eq
								6010	28	0.58	cleaning eq
								6010	50	2.29	cleaning eq
								5500	36	8.82	Flagpole rope
								5500	30	7.49	10 mini chalkboard signs
								5500	28	3.33	kitchen equip
								6240	36	51.48	4 audio cables

Purchase Ledger for Month No 5 **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
								6240	11	10.95	Acrobat Standard Licence
								6240	31	9.16	Software design subs
								6240	50	16.64	Adobe Illustrator - HITB
								6240	31	16.64	Acrobat Pro DC
								6240	40	43.32	Creative Cloud Subs
								6240	36	21.65	audio cables
								6104	21	5.00	O/S team iPad
								6104	36	8.34	KW mobile
								6104	21	5.00	mobile RG
								6104	33	8.34	Caretaker mob
								6104	36	8.34	KW mobile
								6104	33	8.34	Caretaker mob
								5550	21	35.00	parking ticket
								6101	22	8.34	AC mobile
								6101	22	8.34	AC mobile
								6101	22	8.34	AC mobile
								6101	22	5.00	AC mobile
								6101	31	16.67	LL ipad
								6101	22	-8.34	AC mobile
								6101	22	-8.34	AC mobile
								6101	22	-8.34	AC mobile
								6869	29	27.22	Art equip
								6505	28	4.58	consumables
								6505	28	3.33	consumables
								5110	21	380.95	Floodlight cupboard door
								6002	23	26.64	2 one way signs
								5010	29	275.56	Galvanised bollard
								6241	50	12.00	website maintenance
								6868	29	1.73	facebook advertising

Purchase Ledger for Month No 5 **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
								6013	30	8.00	cleaning eq
								6013	30	7.50	cleaning eq
								5020	29	38.32	2 soap dispensers
								6322	40	12.00	facebook advertising
								6322	40	12.00	facebook advertising
28/08/2023	28/AUG23/LIN	34260	ONECARD	ONE002	495.00	0.00	495.00	6720	31	495.00	treasury management book
08/08/2023	SIN054007	34148	ONLINE PLAYGROUNDS	ONP001	269.13	53.83	322.96	5310	21	269.13	playground equip
21/08/2023	SIN054276	34223	ONLINE PLAYGROUNDS	ONP001	78.23	15.65	93.88	5310	21	78.23	playground equip
01/08/2023	13325	34151	PARKERS	PARK001	115.68	0.00	115.68	5330	21	115.68	grass seed
31/08/2023	139168	34299	PEAR TECHNOLOGY	PEA002	85.00	17.00	102.00	6240	22	85.00	Map maint annual fee
28/07/2023	73266	34235	PLAYSAFETY	PLAY001	675.00	135.00	810.00	5310	21	675.00	10 play area inspections
04/08/2023	00002976949-064	34128	PLUSNET	PLUS01	26.90	5.38	32.28	6101	28	26.90	Aug telephone chg
04/08/2023	00003028653-064	34129	PLUSNET	PLUS01	49.80	9.96	59.76	6101	50	49.80	Aug telephone chg
03/08/2023	00003028673-064	34130	PLUSNET	PLUS01	21.19	4.24	25.43	6101	22	21.19	Aug telephone chg
31/08/2023	13065	34303	PREMIER ALARMS	PREM001	-100.00	-20.00	-120.00	6930	22	-100.00	annual chg credit
22/08/2023	209975	34217	PREMIER ALARMS	PREM001	85.00	17.00	102.00	6930	22	85.00	alarm call out
29/08/2023	210071	34281	PREMIER ALARMS	PREM001	105.00	21.00	126.00	6930	28	105.00	Alarm reset
31/08/2023	210114	34304	PREMIER ALARMS	PREM001	324.00	64.80	388.80	6930	22	324.00	Alarm upgrade to GPRS
11/08/2023	210150	34183	PROVENDER	PRO002	313.18	62.63	375.81	5410	36	313.18	border bark
31/08/2023	31/8/23	34270	IL QUARTETTO FIENILE	QUAR001	360.00	0.00	360.00	6868	29	360.00	Bandstand Performance
25/08/2023	RS107679	34241	RAWSTONE HIRE	RAW001	42.60	8.52	51.12	5500	21	35.35	breaker hire,
								5410	21	7.25	road paint
24/07/2023	21964418	34176	RENTOKIL	RENT001	269.49	53.90	323.39	6922	36	269.49	pest control 24/7-30/09
10/08/2023	450214283	34216	REXEL	REX001	69.94	13.99	83.93	5500	50	69.94	6 lamps
28/07/2023	30959	34343	RIALTAS	RIAL001	202.42	40.48	242.90	6300	31	202.42	Software supp & maint
22/08/2023	1407029770	34277	SCREWFIX	SCREW001	293.32	58.67	351.99	5500	21	293.32	wrench, grinder
25/08/2023	1408259435	34278	SCREWFIX	SCREW001	-199.99	-40.00	-239.99	5500	21	-199.99	wrench
30/08/2023	1409525228	34279	SCREWFIX	SCREW001	208.33	41.66	249.99	5500	21	208.33	wrench
31/08/2023	1410007189	34302	SCREWFIX	SCREW001	7.08	1.42	8.50	5410	21	7.08	batteries

Purchase Ledger for Month No 5 **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
01/08/2023	2083771	34115	SDC	SDC001	40.00	0.00	40.00	6889	31	40.00	waste sacks
02/08/2023	2083785	34121	SDC	SDC001	1,968.65	0.00	1,968.65	5421	60	569.23	Aug market rent
								5420	60	1,399.42	Aug market rent
04/08/2023	2083795	34126	SDC	SDC001	40.00	0.00	40.00	6889	31	40.00	waste sacks
15/08/2023	2083941	34195	SDC	SDC001	80.60	0.00	80.60	6935	30	80.60	bin collection chg 17/7-13/8
15/08/2023	2084041	34196	SDC	SDC001	161.20	0.00	161.20	6935	21	161.20	bin collection chg 24/4-21/5
15/08/2023	2084042	34193	SDC	SDC001	80.60	0.00	80.60	6935	22	80.60	bin collection chg 17/7-13/8
15/08/2023	2084043	34191	SDC	SDC001	65.60	0.00	65.60	6935	33	65.60	bin collection chg 17/7-13/8
15/08/2023	2084050	34194	SDC	SDC001	80.60	0.00	80.60	6935	36	80.60	bin collection chg 17/7-13/8
15/08/2023	2084051	34192	SDC	SDC001	146.20	0.00	146.20	6935	28	146.20	bin collection chg 17/7-13/8
16/08/2023	2084249	34210	SDC	SDC001	295.00	0.00	295.00	6635	30	295.00	premises lic
23/08/2023	21715	34221	SECURE ENGINEERING	SEC001	695.00	139.00	834.00	6931	29	695.00	CCTV System maint
11/08/2023	9303652771	34239	SETON	SET001	212.94	42.59	255.53	5500	60	77.00	cable cover
								5310	21	135.94	, bollard, tape
25/08/2023	9303657750	34238	SETON	SET001	32.93	6.59	39.52	5020	29	32.93	toilet signs
11/08/2023	STCB202303	34154	SEVENOAKS TONBRIDGE	SEV055	300.00	0.00	300.00	6868	29	300.00	Summer concerts band
31/08/2023	SI-205	34280	SEVENOAKS SKIPS	SEV059	235.00	47.00	282.00	6935	21	235.00	skip hire
17/08/2023	697	34205	SGE	SGE001	55.82	11.16	66.98	5525	21	55.82	maint equip
10/08/2023	BK211790-1	34161	SLCC	SLCC001	499.00	67.80	566.80	6710	31	499.00	L.L coference fee
10/08/2023	BK211791-1	34159	SLCC	SLCC001	599.00	87.80	686.80	6710	31	599.00	G.P conference fee
10/08/2023	BK211791-2	34160	SLCC	SLCC001	-100.00	-20.00	-120.00	6710	31	-100.00	conference fee Adj
01/08/2023	ORD509231-1	34158	SLCC	SLCC001	10.00	0.80	10.80	6720	31	10.00	CILCA Portfolio guide
25/08/2023	922274	34245	JS TAYLOR	TAYL001	230.00	0.00	230.00	5110	21	230.00	tubular heater
25/08/2023	922275	34246	JS TAYLOR	TAYL001	175.00	0.00	175.00	5025	21	175.00	LED light fittings
20/07/2023	SEVENOAKS_INV1	34342	TEAM REPAIR	TEA001	375.00	0.00	375.00	7552	38	375.00	Classroom STEM kit
23/08/2023	INV-5223	34219	TREE ABILITY	TREE001	306.00	61.20	367.20	5010	29	306.00	tree work
30/08/2023	INV-5234	34234	TREE ABILITY	TREE001	3,266.00	561.20	3,827.20	5070	21	3,266.00	Tree work - Judds Piece
01/08/2023	16972	34116	VISION ICT	VISICT001	50.00	10.00	60.00	6241	30	50.00	SSL Certificate renewal
25/08/2023	3019178	34233	WARNERS SOLICITORS	WARN001	500.00	100.00	600.00	6635	31	500.00	SDN lease variation

Purchase Ledger for Month No 5 **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
31/08/2023	153011	34359	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5026	21	4.31	Aug hygeine unit clean
								5025	21	12.94	Aug hygeine unit clean
								5020	29	12.95	Aug hygeine unit clean
31/08/2023	153012	34360	WETTON CLEANING SERV	WET001	1,991.00	398.20	2,389.20	6013	30	248.88	Aug clean & lock up chg
								5026	21	248.87	Aug clean & lock up chg
								5025	21	746.62	Aug clean & lock up chg
								5020	29	746.63	Aug clean & lock up chg
31/07/2023	267032433	34174	WORLDPAY	WOR001	60.74	10.78	71.52	6976	31	60.74	Jul card trans chgs
31/07/2023	267105677	34172	WORLDPAY	WOR001	112.64	16.15	128.79	6976	30	112.64	Jul card trans chgs
31/07/2023	267117610	34173	WORLDPAY	WOR001	45.21	0.05	45.26	6976	31	45.21	Jul card trans chgs
31/07/2023	267287774	34175	WORLDPAY	WOR001	142.88	13.57	156.45	6976	28	142.88	Jul card trans chgs
31/08/2023	271271585	34363	WORLDPAY	WOR001	60.28	10.54	70.82	6976	31	60.28	Aug card trans chg
31/08/2023	271327941	34361	WORLDPAY	WOR001	126.56	16.64	143.20	6976	30	126.56	Aug card trans chg
31/08/2023	271504175	34362	WORLDPAY	WOR001	12.96	0.01	12.97	6976	31	12.96	Aug card trans chg
31/08/2023	271539245	34364	WORLDPAY	WOR001	122.19	11.79	133.98	6976	28	122.19	Aug card trans chg
01/08/2023	WM12176122	34120	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Jul card trans chg
01/08/2023	01218545	34119	YU ENERGY	YUE001	43.56	2.18	45.74	6862	26	43.56	Jul electric chg
01/08/2023	01218546	34162	YU ENERGY	YUE001	7.15	0.36	7.51	6862	26	7.15	Jul electric chg
01/08/2023	01218547	34118	YU ENERGY	YUE001	467.10	23.36	490.46	6862	26	467.10	Jul electric chg
				TOTAL INVOICES	69,047.94	9,620.32	78,668.26			69,047.94	

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

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
04/09/2023	1083	34331	ADAM ROBERTS	ADA002	345.00	0.00	345.00	4010	21	345.00	Gardening work
19/09/2023	1084	34459	ADAM ROBERTS	ADA002	345.00	0.00	345.00	4010	21	345.00	gardening work
31/08/2023	92473	34531	AG MARKETING SERVICE	AGM001	60.00	12.00	72.00	6460	31	60.00	Market sign artwork
30/09/2023	1/IN1673	34451	ALTOOFFICE	ALTO001	170.00	34.00	204.00	6200	31	170.00	print chg
05/09/2023	5546	34373	AM WALLS LTD	AMW001	335.00	67.00	402.00	5410	36	335.00	Acoustic wall service
15/09/2023	#005	34384	ANTHONY CHARLES WILL	ANT001	120.00	0.00	120.00	6244	40	120.00	Quarterly screen fee
19/09/2023	CD-223865585	34427	ANGEL WATERLOGIC	ANWA001	476.10	95.22	571.32	110	0	198.37	Water machine annual service
								6330	30	277.73	Water machine annual service
19/09/2023	CD-223865587	34420	ANGEL WATERLOGIC	ANWA001	476.10	95.22	571.32	6330	36	277.73	Water machine an service
								110	0	198.37	Water machine an service
25/09/2023	17019	34468	ARK TRADING	ARK001	210.77	42.15	252.92	6952	22	27.02	staff uniform
								6952	21	183.75	staff uniform
07/09/2023	7/9/23	34314	CAROLE ASTON	AST002	150.00	0.00	150.00	5001	44	150.00	Linocut print of Sevenoaks
27/09/2023	27/9/23	34408	CAROLE ASTON	AST002	150.00	0.00	150.00	5001	44	150.00	Landscape Sevenoaks picture
15/09/2023	15/09/2023	34402	BANKLINE	BANKL01	83.70	0.00	83.70	6975	31	83.70	bank chgs
27/09/2023	3591726	34453	BOOKER	BOOK001	158.38	2.27	160.65	6500	28	153.59	goods for resale
								6010	28	4.79	cleaning eq
12/09/2023	232065671	34471	BP FUEL	BPF001	168.22	33.64	201.86	5700	22	100.35	fuel
								5700	21	67.87	fuel
12/09/2023	232065672	34462	BP FUEL	BPF001	14.31	0.00	14.31	5700	21	14.31	fuel
19/09/2023	232067255	34463	BP FUEL	BPF001	172.09	34.41	206.50	5700	21	172.09	fuel
19/09/2023	232067256	34469	BP FUEL	BPF001	16.32	0.00	16.32	5700	21	16.32	fuel
26/09/2023	232068304	34465	BP FUEL	BPF001	65.59	13.12	78.71	5700	22	65.59	fuel
26/09/2023	232068305	34464	BP FUEL	BPF001	32.89	0.00	32.89	5700	21	32.89	fuel
30/09/2023	232070696	34498	BP FUEL	BPF001	126.37	25.27	151.64	5700	22	53.16	fuel
								5700	21	73.21	fuel
30/09/2023	232070697	34466	BP FUEL	BPF001	16.56	0.00	16.56	5700	21	16.56	fuel
17/09/2023	M151RU	34447	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	Sep telephone chg

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

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
20/09/2023	865628044	34406	BRITISH GAS	BRIT007	82.21	4.11	86.32	6010	33	82.21	gas chg 15/8-14/9
22/09/2023	827257183	34435	BRITISH GAS	BRIT008	242.73	48.54	291.27	6012	36	242.73	gas chg 22/8-21/9
15/09/2023	830447866	34396	BRITISH GAS	BRIT008	51.71	2.58	54.29	6012	36	51.71	gas chg 12/8-11/9
01/09/2023	4126	34376	CJS PLANTS	CJS001	2,494.00	498.80	2,992.80	6865	26	2,494.00	Floral maint
05/09/2023	190291	34326	HW COLDBREATH	COL003	74.81	0.00	74.81	6500	30	74.81	goods for resale
05/09/2023	153310	34367	CONNECTAPHONE	CON001	480.32	96.06	576.38	6101	36	47.71	Aug telephone chgs
								6101	30	90.70	Aug telephone chgs
								6101	22	19.99	Aug telephone chgs
								6101	31	321.92	Aug telephone chgs
30/09/2023	INV406152	34433	COUNTRY STYLE RECYCL	COU001	14.98	3.00	17.98	6935	36	14.98	Sep glass collection chg
30/09/2023	INV406154	34467	COUNTRY STYLE RECYCL	COU001	64.16	12.83	76.99	6935	29	64.16	Sep glass collection chg
21/09/2023	21/9/23	34413	CRAMPTON TOWER MUSEU	CRA001	25.00	0.00	25.00	6869	30	25.00	Crampton Tower Museum donation
18/09/2023	13907	34449	STREETLIGHTS	DIR001	124.50	24.90	149.40	6862	26	124.50	Woodside Rd column repair
26/09/2023	13919	34419	STREETLIGHTS	DIR001	350.00	70.00	420.00	6862	26	350.00	Oakhill/Kippington new lantern
18/09/2023	904328	34496	ERNEST DOE	DOE001	514.70	102.94	617.64	5525	21	514.70	mower roller
20/09/2023	904479	34495	ERNEST DOE	DOE001	12.50	2.50	15.00	5525	21	12.50	MAPP Gas
01/09/2023	000016465007	34321	EDF ENERGY	EDF002	1,007.82	201.56	1,209.38	6012	36	1,007.82	Aug electric chg
01/09/2023	000016487406	34320	EDF ENERGY	EDF004	387.91	19.40	407.31	6010	41	387.91	Aug electric chg
29/09/2023	000016753760	34446	EDF ENERGY	EDF008	29.03	1.45	30.48	6861	26	29.03	electric chg 24/6-23/9
04/09/2023	000016507806	34329	EDF ENERGY	EDF009	396.21	19.81	416.02	6010	22	396.21	Aug electric chg
08/09/2023	000016540767	34370	EDF ENERGY	EDF010	341.61	17.08	358.69	6010	33	341.61	electricity chg 1/10/22-6/1/23
08/09/2023	000016540771	34369	EDF ENERGY	EDF010	2,008.31	401.67	2,409.98	6010	33	2,008.31	electricity chg 7/1-6/4
08/09/2023	000016540778	34368	EDF ENERGY	EDF010	109.76	5.49	115.25	6010	33	109.76	electricity chg 7/4/23-6/7/23
27/09/2023	000016727057	34438	EDF ENERGY	EDF011	970.96	194.19	1,165.15	6011	30	970.96	Feb electric chg
27/09/2023	000016727175	34470	EDF ENERGY	EDF011	1,007.36	201.46	1,208.82	6011	30	1,007.36	Mar electric chg
27/09/2023	000016727410	34440	EDF ENERGY	EDF011	1,088.92	217.78	1,306.70	6011	30	1,088.92	Apr electric chg
27/09/2023	000016727879	34441	EDF ENERGY	EDF011	1,178.78	235.76	1,414.54	6011	30	1,178.78	May electric chg
27/09/2023	000016728008	34442	EDF ENERGY	EDF011	1,134.23	226.85	1,361.08	6011	30	1,134.23	Jun electric chg
27/09/2023	000016728543	34444	EDF ENERGY	EDF011	1,147.04	229.41	1,376.45	6011	30	1,147.04	Jul electric chg

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

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
27/09/2023	000016728970	34443	EDF ENERGY	EDF011	1,200.04	240.01	1,440.05	6011	30	1,200.04	Aug electric chg
18/09/2023	0003963881	34386	ELITE	EFS001	80.23	0.00	80.23	6500	30	80.23	goods for resale
18/09/2023	0003964350	34394	ELITE	EFS001	-9.08	0.00	-9.08	6500	30	-9.08	goods for resale
25/09/2023	0003965832	34424	ELITE	EFS001	82.97	0.00	82.97	6500	30	82.97	goods for resale
26/09/2023	0003966743	34409	ELITE	EFS001	-82.97	0.00	-82.97	6500	30	-82.97	goods for resale
29/09/2023	INV-46012	34450	EJPFIREPROTECT	EJPFIRE001	680.00	136.00	816.00	5410	36	680.00	Lighting repairs
01/09/2023	91270	34379	ATLAS FM/EMPRISE SVS	EMP001	502.52	100.50	603.02	6932	22	502.52	Sept lock up chgs
01/09/2023	91271	34381	ATLAS FM/EMPRISE SVS	EMP001	1,257.00	251.40	1,508.40	5311	21	1,257.00	Sept lock up chgs
01/09/2023	91272	34380	ATLAS FM/EMPRISE SVS	EMP001	838.20	167.64	1,005.84	5311	21	838.20	Sept lock up chgs
19/09/2023	2552154	34395	EVERFLOW WATER	EVE002	361.78	0.00	361.78	6002	23	211.44	water chg 19/10-18/11
								5025	21	100.33	water chg 19/10-18/11
								6014	33	135.33	water chg 19/10-18/11
								6014	36	-82.56	water chg 19/10-18/11
								6014	30	21.45	water chg 19/10-18/11
								6014	21	-106.32	water chg 19/10-18/11
								6014	28	57.71	water chg 19/10-18/11
								6014	29	11.62	water chg 19/10-18/11
								6014	23	12.78	water chg 19/10-18/11
01/09/2023	1150903	34319	EXPRESS FACTORS	EXPR001	30.67	6.13	36.80	5525	21	30.67	adaptor, oil
08/09/2023	1152382	34378	EXPRESS FACTORS	EXPR001	7.80	1.56	9.36	5525	21	7.80	contact cleaner
13/09/2023	0063/04026454	34461	FAIRALLS	FAIR001	35.12	7.02	42.14	5120	21	35.12	cement
14/09/2023	0063/04029195	34458	FAIRALLS	FAIR001	35.12	7.02	42.14	5120	21	35.12	cement
28/09/2023	28/9/23	34410	MAYOR OF FAVERSHAM	FAV001	40.00	0.00	40.00	6441	42	40.00	Faversham Torchlight 14/10
29/09/2023	8003314	34570	FAWKHAM BEE CO	FAW001	63.75	0.00	63.75	6500	28	63.75	goods for resale
29/09/2023	8003315	34569	FAWKHAM BEE CO	FAW001	63.75	0.00	63.75	6500	30	63.75	goods for resale
14/09/2023	FB-INV-9170	34375	FRUITBOWL	FRU001	200.00	40.00	240.00	6322	40	200.00	Business Awards Compere
15/09/2023	INV535498	34492	GAZA TIMBER	GAZA001	9.54	1.91	11.45	5410	22	7.78	fencing
								5410	21	1.76	drill bit
12/09/2023	INV-021503	34352	GLORIOUS GAZEBOS	GLOR001	240.25	48.05	288.30	6491	32	240.25	50% gazebo deposit

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

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
08/09/2023	136784	34335	GODFREYS	GOD001	22.48	4.49	26.97	5525	21	22.48	gas cans
23/09/2023	137912	34497	GODFREYS	GOD001	63.00	12.60	75.60	5700	21	63.00	fuel
01/09/2023	88874	34324	HERBERT & WARD	HAW001	270.00	0.00	270.00	6500	30	270.00	goods for resale
15/09/2023	89020	34387	HERBERT & WARD	HAW001	97.00	14.00	111.00	6500	30	27.00	goods for resale
								6505	30	70.00	consumables
18/09/2023	89096	34385	HERBERT & WARD	HAW001	67.50	0.00	67.50	6500	28	67.50	goods for resale
25/09/2023	21318	34400	HELIOCENTRIX	HELI001	1,657.46	331.49	1,988.95	6240	31	1,657.46	PCs for NC & AW
30/09/2023	21427	34448	HELIOCENTRIX	HELI001	2,316.25	463.25	2,779.50	6240	31	2,316.25	Sharepoint setup chg
30/09/2023	21429	34437	HELIOCENTRIX	HELI001	1,739.06	347.81	2,086.87	6240	31	1,739.06	Overage IT support
30/09/2023	21437	34432	HELIOCENTRIX	HELI001	2,058.19	411.64	2,469.83	6240	31	1,181.60	Sep IT support chgs
								6242	31	876.59	Sep IT support chgs
30/09/2023	T2879	34455	HELIOCENTRIX	HELI001	449.95	89.99	539.94	6101	31	141.50	Sep-Oct wifi chg
								6101	21	10.10	Sep-Oct wifi chg
								6105	41	141.50	Sep-Oct wifi chg
								6105	22	10.00	Sep-Oct wifi chg
								6105	21	24.95	Sep-Oct wifi chg
								6105	50	121.90	Sep-Oct wifi chg
19/09/2023	INV-038061	34490	HGS	HGS001	19.12	3.82	22.94	6013	36	19.12	cleaning eq
20/09/2023	INV-038077	34390	HGS	HGS001	53.48	10.70	64.18	6505	28	53.48	consumables
26/09/2023	INV-038279	34491	HGS	HGS001	163.67	32.74	196.41	6013	36	119.87	Cleaning eq
								6900	36	43.80	cups 20 x 50
27/09/2023	INV-038297	34489	HGS	HGS001	8.44	1.69	10.13	6013	36	8.44	cleaning eq
01/09/2023	INV-2789	34291	HUGO FOX	HUG001	10.83	2.16	12.99	6240	11	10.83	planning tracker support
05/09/2023	23-52	34526	JJ BROOKS	JJB001	1,730.00	346.00	2,076.00	5310	21	865.00	Two drinking fountains
								5010	29	865.00	Two drinking fountains
28/09/2023	7856034459	34411	KALC	KALC	70.00	14.00	84.00	6710	31	70.00	Finance conference G.J
07/09/2023	900177329	34315	KENT COUNTY COUNCIL	KCC002	37.00	0.00	37.00	6490	32	37.00	CLSO lic application
05/09/2023	I4248045	34333	KCC KCS	KCC003	106.75	21.35	128.10	6200	31	98.85	stationery
								6010	33	7.90	cleaning eq

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

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
08/09/2023	I4251359	34336	KCC KCS	KCC003	59.24	11.85	71.09	6922	21	59.24	first aid equip
08/09/2023	I4251360	34317	KCC KCS	KCC003	102.61	20.52	123.13	6200	30	81.67	stationery
								6010	33	20.94	cleaning eq
09/09/2023	I4252254	34371	KCC KCS	KCC003	34.75	6.95	41.70	6900	50	34.75	tea lights
22/09/2023	I4259543	34392	KCC KCS	KCC003	132.71	26.54	159.25	6010	33	132.71	cleaning eq
29/09/2023	I4262929	34403	KCC KCS	KCC003	57.55	11.51	69.06	6200	31	57.55	stationery
04/09/2023	8051004	34325	KFF	KFF001	109.48	0.00	109.48	6500	30	109.48	goods for resale
11/09/2023	8057183	34347	KFF	KFF001	145.58	2.69	148.27	6500	30	145.58	goods for resale
19/09/2023	8064530	34388	KFF	KFF001	147.15	1.36	148.51	6500	30	147.15	goods for resale
25/09/2023	8069741	34425	KFF	KFF001	34.00	6.80	40.80	6500	30	34.00	goods for resale
25/09/2023	8069742	34426	KFF	KFF001	96.67	0.00	96.67	6500	30	96.67	goods for resale
28/09/2023	8073297	34452	KFF	KFF001	78.47	6.40	84.87	6500	30	78.47	goods for resale
22/09/2023	1293	34525	KING RAMPS	KIN001	54,509.00	10,901.80	65,410.80	5310	21	54,509.00	Skate park full repair
19/09/2023	1166750537	34405	KONICA MINOLTA	KMB001	215.49	43.10	258.59	6240	31	215.49	Bizhub C558 - 19.9-18.12
20/09/2023	1166759743	34404	KONICA MINOLTA	KMB001	465.59	93.12	558.71	6200	31	465.59	printing chgs 19.6-18.9
01/09/2023	4732	34372	LAMBERHURST	LAMBER001	312.12	62.42	374.54	5525	21	312.12	saw bench service
23/09/2023	2023/923	34391	LISTENING ROOM	LIST001	300.00	0.00	300.00	6869	29	300.00	Vegan Market Band
10/09/2023	10/09/23	34366	MAGIC FOR SMILES	MAG001	150.00	0.00	150.00	7208	42	150.00	Garden Party Magician
05/09/2023	151429	34327	MANAGED TECHNOLOGY	MAN002	76.73	15.35	92.08	6200	31	76.73	print chgs
12/09/2023	12/9/23	34348	MARGATE COUNCIL	MAR003	50.00	0.00	50.00	6441	42	50.00	Margate Caves tour on 19/09/23
19/09/2023	19/9/23	34393	MAYOR TUNBRIDGE WELL	MTW001	190.00	0.00	190.00	6441	42	190.00	Tunbridge Wells Clay shoot
15/08/2023	702652	34532	NALC	NALC001	300.00	60.00	360.00	6315	31	300.00	RFO advertisement
11/09/2023	414854/0	34407	NATIONAL LEAFLET CO	NAT010	934.16	186.39	1,120.55	6210	31	934.16	Town Crier deliver chg
18/08/2023	M-334152	34429	NEW HADEN PUMPS	NEW001	395.00	79.00	474.00	5410	30	395.00	pump service
28/09/2023	UKSPS00117934	34418	NEXUDUS SL	NEX001	99.48	19.90	119.38	6900	41	99.48	Hub booking chg
01/09/2023	27443307	34323	NISBETS	NIS001	98.37	19.67	118.04	6500	30	30.98	Goods for resale
								6013	30	17.91	cleaning eq
								6505	30	49.48	consumables
01/09/2023	27443308	34322	NISBETS	NIS001	27.98	1.20	29.18	6330	31	27.98	sugar sticks

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

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
25/09/2023	27576519	34423	NISBETS	NIS001	68.96	13.79	82.75	6013	30	31.47	cleaning eq
								6505	30	37.49	consumables
29/09/2023	27608400	34431	NISBETS	NIS001	124.97	24.99	149.96	5500	36	124.97	kitchen equip
18/09/2023	18/9/23	34415	BOB OGLEY	OGL001	65.00	0.00	65.00	6869	30	65.00	Forget Me Not talk
28/09/2023	28/SEP23/ANN	34488	ONECARD	ONE002	2,778.35	148.22	2,926.57	6500	30	113.32	Goods for resale
								6500	30	5.83	Goods for resale
								6500	28	68.24	Goods for resale
								6500	28	2.08	Goods for resale
								6500	28	74.16	Goods for resale
								6500	28	3.67	Goods for resale
								6500	50	34.79	Goods for resale
								6500	50	52.08	Goods for resale
								6500	30	124.29	Goods for resale
								6500	30	2.92	Goods for resale
								6500	28	56.62	Goods for resale
								6500	28	11.67	Goods for resale
								6500	50	45.99	Goods for resale
								6500	50	4.58	Goods for resale
								6500	28	81.12	Goods for resale
								6500	30	122.56	Goods for resale
								6500	28	25.73	Goods for resale
								6500	28	25.16	Goods for resale
								6500	30	113.39	Goods for resale
								6500	28	52.63	Goods for resale
								6500	28	4.71	Goods for resale
								6500	30	61.24	Goods for resale
								6500	50	73.38	Goods for resale
								6500	50	89.32	Goods for resale
								6500	30	82.12	Goods for resale

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

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
								6500	50	49.69	Goods for resale
								6500	50	4.87	Goods for resale
								6500	28	77.92	Goods for resale
								6500	28	1.87	Goods for resale
								5410	21	27.40	4 rolls of Gorilla tape
								6104	33	8.34	Caretaker mob
								6104	21	5.00	O/S team iPad
								6104	21	8.34	NC mobile
								6104	33	8.34	Caretaker mob
								6104	21	5.00	RG mobile
								6104	36	8.34	KW mobile
								6320	50	20.00	Food Hygiene training L.L
								6322	40	14.30	facebook advertising
								6322	40	11.70	facebook advertising
								6010	28	3.67	cleaning eq
								6010	50	6.62	cleaning eq
								6010	50	7.32	cleaning eq
								6010	50	8.30	cleaning eq
								6010	28	2.71	cleaning eq
								6240	11	10.95	Acrobat Standard Licence
								6240	31	9.16	Software design subs
								6240	50	16.64	Adobe Illustrator - HITB
								6240	31	16.64	Acrobat Pro DC
								6240	40	43.32	Creative Cloud Subs
								6240	22	13.42	desktop speakers
								6730	31	95.00	Amazon Prime subs
								6101	22	5.00	AC mobile
								6101	31	16.67	LL ipad
								6922	31	208.00	Defibrillator battery

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

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
								6922	31	3.99	Defibrillator battery
								5120	21	159.98	2 pitch barriers
								6013	30	7.08	cleaning eq
								6241	50	12.00	website maintenance
								6505	50	1.67	consumables
								6210	31	187.50	postage
								6630	11	360.00	Pre-planning advice
28/09/2023	28/SEP23/LIN	34487	ONECARD	ONE002	81.61	6.97	88.58	6330	31	11.25	Blue skies hospitality
								6330	31	2.71	Blue skies hospitality
								7208	42	35.50	Garden Party games
								5500	50	19.16	sticker maker
								5500	50	12.99	drum kit
06/09/2023	13391	34377	PARKERS	PARK001	1,021.10	92.62	1,113.72	5230	22	463.10	fertilizer
								5330	21	558.00	fertilizer
26/09/2023	13439	34456	PARKERS	PARK001	115.68	0.00	115.68	5330	21	115.68	grass seed
15/09/2023	15/6/23	34354	PENINSULA BIG BAND	PEN001	360.00	0.00	360.00	6868	29	360.00	Bandstand Performance 27/8
11/09/2023	0037120	34350	PERFECT CUISINE CATE	PER001	600.00	0.00	600.00	7208	42	600.00	Garden Party catering
04/09/2023	00002976949-065	34287	PLUSNET	PLUS01	26.90	5.38	32.28	6101	28	26.90	Sep phone chgs
04/09/2023	00003028653-065	34289	PLUSNET	PLUS01	49.80	9.96	59.76	6101	50	49.80	Sep telephone chg
03/09/2023	00003028673-065	34288	PLUSNET	PLUS01	21.19	4.24	25.43	6101	22	21.19	Sep telephone chg
01/09/2023	210432	34283	PREMIER ALARMS	PREM001	344.52	68.90	413.42	6930	36	344.52	Alarm system Annual maint
28/09/2023	210617	34445	PREMIER ALARMS	PREM001	85.00	17.00	102.00	6930	22	85.00	alarm repair
30/09/2023	210719	34434	PREMIER ALARMS	PREM001	423.99	84.80	508.79	6930	33	423.99	alarm upgrade
04/09/2023	211739	34330	PROVENDER	PRO002	92.75	18.55	111.30	5340	36	92.75	plants
22/09/2023	RS108202	34457	RAWSTONE HIRE	RAW001	43.45	8.69	52.14	5500	21	43.45	breaker hire
14/09/2023	14/9/23	34374	ROYAL BRITISH LEGION	RBL001	80.00	0.00	80.00	6441	42	80.00	Mayor attend Coronation Dinner
14/09/2023	21998050	34397	RENTOKIL	RENT001	2,469.86	493.97	2,963.83	6922	30	510.93	Pest control service chg
								6922	36	724.00	Pest control service chg
								110	0	510.93	Pest control service chg

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

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
								110	0	724.00	Pest control service chg
14/09/2023	21998051	34398	RENTOKIL	RENT001	1,021.86	204.37	1,226.23	6922	28	510.93	Pest control service chg
								110	0	510.93	Pest control service chg
14/09/2023	21998052	34399	RENTOKIL	RENT001	1,021.86	204.37	1,226.23	6922	50	510.93	Pest control service chg
								110	0	510.93	Pest control service chg
12/05/2022	IUKP/38012248/RE	34537	SAVILLS	SAV001	-388.90	-77.78	-466.68	6001	60	-388.90	market lic Mar22-23
21/09/2023	21/9/23	34414	MR AND MRS K P SAYER	SAY001	25.00	0.00	25.00	6869	30	25.00	Heritage Open Day fuel reimbur
12/09/2023	12/9/23	34349	SDC	SDC001	23.00	0.00	23.00	6441	42	23.00	Eden Valley Museum 22/09/23
04/09/2023	2084405	34292	SDC	SDC001	1,574.92	0.00	1,574.92	5421	60	455.38	Sept market rent
								5420	60	1,119.54	Sept market rent
08/09/2023	2084463	34318	SDC	SDC001	24.00	0.00	24.00	6889	31	24.00	waste sacks
11/09/2023	2084548	34337	SDC	SDC001	80.60	0.00	80.60	6935	30	80.60	bin collection 14/8-10/9
11/09/2023	2084647	34344	SDC	SDC001	161.20	0.00	161.20	6935	21	161.20	bin collection 22/5-18/6
11/09/2023	2084648	34340	SDC	SDC001	80.60	0.00	80.60	6935	22	80.60	bin collection 14/8-10/9
11/09/2023	2084649	34339	SDC	SDC001	65.60	0.00	65.60	6935	33	65.60	bin collection 14/8-10/9
11/09/2023	2084656	34341	SDC	SDC001	80.60	0.00	80.60	6935	36	80.60	bin collection 14/8-10/9
11/09/2023	2084657	34338	SDC	SDC001	146.20	0.00	146.20	6935	28	146.20	bin collection 14/8-10/9
13/09/2023	2084804	34527	SDC	SDC001	678.70	135.74	814.44	6491	32	678.70	Rem day road marking & maroons
21/09/2023	2084882	34430	SDC	SDC001	570.00	0.00	570.00	6635	31	570.00	premises lic
27/09/2023	2084984	34401	SDC	SDC001	1,227.50	5.50	1,233.00	6889	31	1,227.50	waste sacks
27/09/2023	2085014	34412	SDC	SDC001	655.20	131.04	786.24	6934	21	655.20	Qrtly dog bin chg Jul-Sep
11/09/2023	11/09/23	34345	SEVENOAKS DISTRICT S	SDS001	250.00	0.00	250.00	7500	38	250.00	Grant Award Sevenoaks Scouts
06/09/2023	A78	34328	SEVENOAKS ART SHOP	SEV015	188.00	0.00	188.00	5210	22	188.00	2 posters
11/09/2023	11/09/23	34346	SEV THREE ARTS	SEV026	600.00	0.00	600.00	7500	38	600.00	Grant Award to Sev Three Arts
29/09/2023	SI-238	34460	SEVENOAKS SKIPS	SEV059	235.00	47.00	282.00	6935	21	235.00	skip hire
05/09/2023	BK211790-2	34332	SLCC	SLCC001	-109.00	-5.80	-114.80	6710	31	-109.00	National conference credit
19/09/2023	3699	34389	SOUTHBLOOM	SSEB001	44.00	0.00	44.00	6865	26	44.00	2 In Bloom tickets
26/09/2023	6247	34436	STAG	STAG002	88.70	17.74	106.44	5410	50	88.70	door repair
07/09/2023	922288	34316	JS TAYLOR	TAYL001	390.00	0.00	390.00	6922	21	390.00	electrical condition report

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

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
20/09/2023	922297	34571	JS TAYLOR	TAYL001	760.00	0.00	760.00	5025	21	760.00	electrical work
12/09/2023	12/9/23	34353	TOWN CRIER	TOW001	39.00	0.00	39.00	7208	42	39.00	Town Crier Apprearance
26/09/2023	26/9/23	34383	TOWN CRIER	TOW001	39.70	0.00	39.70	6869	29	39.70	Vegan.M Town Crier appearance
05/09/2023	INV-5249	34334	TREE ABILITY	TREE001	170.00	34.00	204.00	6002	23	170.00	tree work
14/09/2023	INV-5267	34382	TREE ABILITY	TREE001	239.00	47.80	286.80	5010	29	239.00	Tree work
20/09/2023	2358	34454	ULTRALITE	ULTRA001	440.00	88.00	528.00	6461	31	220.00	Literary fest banner
								6869	29	220.00	vegan market banner
07/09/2023	07/09/23	34417	V.C HANDYMAN	VCH001	880.00	0.00	880.00	6001	60	880.00	Sat market set up chg
30/09/2023	153367	34494	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5026	21	4.31	Sep hygiene unit clean
								5025	21	12.94	Sep hygiene unit clean
								5020	29	12.95	Sep hygiene unit clean
30/09/2023	153368	34493	WETTON CLEANING SERV	WET001	1,991.00	398.20	2,389.20	6013	30	248.87	Sep clean & lock up chg
								5026	21	248.88	Sep clean & lock up chg
								5025	21	746.62	Sep clean & lock up chg
								5020	29	746.63	Sep clean & lock up chg
22/09/2023	2875	34422	WILLIAMS RENEWABLES	WIL003	497.50	99.50	597.00	5410	36	497.50	maintenance inspection
30/09/2023	275377722	34533	WORLDPAY	WOR001	51.23	0.03	51.26	6976	31	51.23	Sep card trans chgs
30/09/2023	275433897	34536	WORLDPAY	WOR001	127.19	17.29	144.48	6976	30	127.19	Sep card trans chgs
30/09/2023	275435830	34534	WORLDPAY	WOR001	63.89	10.51	74.40	6976	31	63.89	Sep card trans chgs
30/09/2023	275624570	34535	WORLDPAY	WOR001	76.11	8.60	84.71	6976	28	76.11	Sep card trans chgs
01/09/2023	WM12196505	34290	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Aug card trans chgs
16/02/2023	IUKP/38020639	34549	WORKMAN	WOR003	388.90	77.78	466.68	6001	60	388.90	Market Lic fee Mar23-24
21/03/2023	IUKP/38022481	34550	WORKMAN	WOR003	52.20	10.44	62.64	6001	60	52.20	Market Lic fee Mar23-24 2/2
18/09/2023	5295	34416	YOUNG QUEEN VICTORIA	YOU003	150.00	0.00	150.00	6869	30	150.00	Historical display
01/09/2023	01257076	34284	YU ENERGY	YUE001	43.39	2.17	45.56	6862	26	43.39	Aug electric chg
01/09/2023	01257077	34286	YU ENERGY	YUE001	7.15	0.36	7.51	6862	26	7.15	Aug electric chg
01/09/2023	01257078	34285	YU ENERGY	YUE001	463.00	23.15	486.15	6862	26	463.00	Aug electric chg

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

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
				TOTAL INVOICES	118,846.70	20,471.84	139,318.54			118,846.70	

List of Payments made between 01/08/2023 and 31/08/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/08/2023	Sevenoaks District Council	DD02/AUG	848.00		Aug Business Rates
01/08/2023	Sevenoaks District Council	DD03/AUG	2,662.00		Aug Business Rates
01/08/2023	Sevenoaks District Council	DD04/AUG	482.00		Aug Business Rates
01/08/2023	Sevenoaks District Council	DD05AUG	72.00		Aug Business Rates
01/08/2023	Sevenoaks District Council	DD06/AUG	165.00		Aug Business Rates
01/08/2023	Sevenoaks District Council	DD07/AUG	373.00		Aug Business Rates
01/08/2023	Reach Publishing	DD01/AUG	11.05		Sev Chronicle chg
01/08/2023	BP Fuel	DD08	2.72		fuel
02/08/2023	BACS P/L Pymnt Page 6387	BACS Pymnt	5,667.65		BACS P/L Pymnt Page 6387
02/08/2023	D.W	BACS02/08	20.00		Allot key return
02/08/2023	R.M	BACS02-08	20.00		Allot key return
02/08/2023	British Gas - Community Centre	DD09	57.78		gas chg 12/06-11/07
03/08/2023	Nexudus S.L	DD10	119.18		Hub booking chg
04/08/2023	NATWEST ONE CARD	DD11	3,574.98		July onecard linda
04/08/2023	BACS P/L Pymnt Page 6396	BACS Pymnt	-13.93		BACS P/L Pymnt Page 6396
07/08/2023	YU ENERGY	DD12	45.74		Jul electric chg
07/08/2023	YU ENERGY	DD14	490.46		Jul electric chg
07/08/2023	YU ENERGY	DD13	7.51		Jul electric chg
07/08/2023	BP Fuel	DD15	218.74		fuel
08/08/2023	HM Land Registry	DD16	3.00		Land Registry view
09/08/2023	BACS P/L Pymnt Page 6392	BACS Pymnt	11,135.73		BACS P/L Pymnt Page 6392
10/08/2023	Plusnet	DD17	25.43		Aug telephone chg
11/08/2023	Plusnet	DD18	32.28		Aug telephone chg
11/08/2023	Plusnet	DD19	59.76		Aug telephone chg
11/08/2023	Information Commissioner's Off	DD20	35.00		ICO subs 2023/24
11/08/2023	BACS P/L Pymnt Page 6405	BACS Pymnt	-235.82		BACS P/L Pymnt Page 6405
14/08/2023	American Express Payment Servi	DD21	1.00		Jul card chgs
15/08/2023	BP Fuel	DD22	70.52		fuel
15/08/2023	EDF Energy - Business Hub	DD23	373.91		Jul electric chg
15/08/2023	HM Land Registry	DD24	3.00		Title plan
15/08/2023	NatWest Bankline	bln	83.30		bank chgs
16/08/2023	BACS P/L Pymnt Page 6398	BACS Pymnt	13,942.97		BACS P/L Pymnt Page 6398
16/08/2023	EDF Energy - Vine Gardens	DD25	205.77		electric chg 28/4-6/6
16/08/2023	EDF Energy - St John's Hill	DD26	476.38		electric chg 7/4-6/7
16/08/2023	EDF Energy - Vine Cafe	DD27	2,074.94		electric chg 7/4-6/7
16/08/2023	BACS P/L Pymnt Page 6404	BACS Pymnt	150.00		BACS P/L Pymnt Page 6404
18/08/2023	Petty Cash	001962	363.64		petty cash top up
18/08/2023	WorldPay	DD28	11.94		Jul card trans chg
21/08/2023	WorldPay	DD29	128.79		Jul card trans chgs
21/08/2023	WorldPay	DD30	156.45		Jul card trans chgs
21/08/2023	WorldPay	DD31	71.52		Jul card trans chgs
21/08/2023	WorldPay	DD32	45.26		Jul card trans chgs
21/08/2023	Connectaphone	DD33	488.96		Jul telephone chgs
21/08/2023	British Gas - Community Centre	DD34	191.61		gas chg 29/5-21/7
21/08/2023	EDF Energy - High Street Marke	DD35	47.90		Jul electric chg
22/08/2023	EDF Energy - Bat and Ball Cent	DD36	1,367.37		Jul electric chg
22/08/2023	BP Fuel	DD37	168.49		fuel

Continued on Page 2

List of Payments made between 01/08/2023 and 31/08/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
22/08/2023	HM Land Registry	DD38	30.00		Title plan views
22/08/2023	Country Style Recycling	DD39	123.78		Jul glass collection
24/08/2023	BACS P/L Pymnt Page 6406	BACS Pymnt	9,677.86		BACS P/L Pymnt Page 6406
24/08/2023	BACS P/L Pymnt Page 6412	BACS Pymnt	108.00		BACS P/L Pymnt Page 6412
25/08/2023	Payroll A/c	BACS25/8	55,964.01		August Salaries Tfr
29/08/2023	BP Fuel	DD40	98.26		fuel
29/08/2023	Payroll A/c	BACS29/8	26,763.68		August HMRC/KCC Tfr
31/08/2023	Payroll A/c	DD31/8	4,374.57		August L&G Tfr
		Total Payments	143,443.14		

Nat West - Current Account

List of Payments made between 01/09/2023 and 30/09/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/09/2023	BACS P/L Pymnt Page 6414	BACS Pymnt	13,288.05		BACS P/L Pymnt Page 6414
01/09/2023	A.D	BACS01/09	15.00		allot ket refund
01/09/2023	Reach Publishing	DD01/SEP23	11.05		Sept Sev Chronicle chg
01/09/2023	Sevenoaks District Council	DD02SEP	848.00		Sept Business rates chg
01/09/2023	Sevenoaks District Council	DD03	2,662.00		Sept Business rates chg
01/09/2023	Sevenoaks District Council	DD04SEP	482.00		Sept Business rates chg
01/09/2023	Sevenoaks District Council	DD05SEP	72.00		Sept Business rates chg
01/09/2023	Sevenoaks District Council	DD06SEP	165.00		Sept Business rates chg
01/09/2023	Sevenoaks District Council	DD07SEP	373.00		Sept Business rates chg
04/09/2023	NATWEST ONE CARD	DD08	3,928.80		Ann Onecard Aug
04/09/2023	British Gas - Community Centre	DD09	56.72		gas chg 12/7-11/8
05/09/2023	Nexudus S.L	DD10	119.52		Hub booking chg
06/09/2023	BP Fuel	DD11	112.54		fuel
07/09/2023	BP Fuel	DD12	99.87		fuel
08/09/2023	YU ENERGY	DD13	45.56		Aug electric chg
08/09/2023	YU ENERGY	DD14	7.51		Aug electric chg
08/09/2023	YU ENERGY	DD15	486.15		Aug electric chg
11/09/2023	Plusnet	DD16	32.28		Sep phone chgs
11/09/2023	Plusnet	DD17	59.76		Sep telephone chg
11/09/2023	Plusnet	DD18	25.43		Sep telephone chg
11/09/2023	British Gas - Offices	DD19	76.12		gas chg 15/7-14/8
13/09/2023	BACS P/L Pymnt Page 6445	BACS Pymnt	-114.80		BACS P/L Pymnt Page 6445
14/09/2023	Petty Cash	001964	293.94		petty cash top up
14/09/2023	American Express Payment Servi	DD20	0.47		credit card chg
15/09/2023	BACS P/L Pymnt Page 6421	BACS Pymnt	24,834.88		BACS P/L Pymnt Page 6421
15/09/2023	Connectaphone	DD21	576.38		Aug telephone chgs
15/09/2023	British Gas - Community Centre	DD22	105.46		gas chg 22/7-21/8
15/09/2023	EDF Energy - Business Hub	DD23	407.31		Aug electric chg
15/09/2023	NatWest Bankline	bln	83.70		bank chgs
18/09/2023	BACS P/L Pymnt Page 6429	BACS Pymnt	360.00		BACS P/L Pymnt Page 6429
19/09/2023	WorldPay	DD24	143.20		Aug card trans chg
19/09/2023	WorldPay	DD25	133.98		Aug card trans chg
19/09/2023	WorldPay	DD26	70.82		Aug card trans chg
19/09/2023	WorldPay	DD27	12.97		Aug card trans chg
19/09/2023	BP Fuel	DD28	216.17		fuel
20/09/2023	WorldPay	DD29	11.94		Aug card trans chgs
21/09/2023	EDF Energy - High Street Marke	DD30	48.59		Aug electric chg
22/09/2023	EDF Energy - Bat and Ball Cent	DD31	1,209.38		Aug electric chg
25/09/2023	EDF ENERGY - Cemetery	DD32	229.72		Feb electric chg
25/09/2023	EDF ENERGY - Cemetery	DD33	299.80		Oct electric chg
25/09/2023	EDF ENERGY - Cemetery	DD34	316.04		Mar electric chg
25/09/2023	EDF ENERGY - Cemetery	DD35	329.92		Nov electric chg
25/09/2023	EDF ENERGY - Cemetery	DD36	330.52		May electric chg
25/09/2023	EDF ENERGY - Cemetery	DD37	331.25		Jun electric chg
25/09/2023	EDF ENERGY - Cemetery	DD38	335.71		Apr electric chg
25/09/2023	EDF ENERGY - Cemetery	DD39	341.21		Jul electric chg
25/09/2023	EDF ENERGY - Cemetery	DD40	351.61		Dec electric chg

Continued on Page 2

List of Payments made between 01/09/2023 and 30/09/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
25/09/2023	EDF ENERGY - Cemetery	DD41	939.03		Jan 23 electric chg
25/09/2023	Payroll A/c	25/9BACS	53,843.00		Monthly Salaries Transfer
26/09/2023	BP Fuel	DD42	222.82		fuel
26/09/2023	Payroll A/c	26/9BACS	26,245.44		Monthly HMRC/KCC Transfer
27/09/2023	Payroll A/c	27/9BACS	400.00		Monthly Salaries Transfer
28/09/2023	BACS P/L Pymnt Page 6434	BACS Pymnt	25,411.98		BACS P/L Pymnt Page 6434
28/09/2023	E.B	BACS28/09	45.00		Allot key refund
29/09/2023	Country Style Recycling	DD43	94.97		Aug glass collection chg
29/09/2023	NatWest	BNKCHRG	75.00		NatWest Q2 Bank Charges
		Total Payments	161,503.77		

Receipts for Month 5 — 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: 25/08/2023	55,964.01							
BACS25/8	Nat West - Current Account		55,964.01			201		55,964.01	August Salaries Tfr
	Banked: 29/08/2023	26,763.68							
BACS29/8	Nat West - Current Account		26,763.68			201		26,763.68	August HMRC/KCC Tfr
	Banked: 31/08/2023	4,374.57							
DD31/8	Nat West - Current Account		4,374.57			201		4,374.57	August L&G Tfr
	Total Receipts for Month	87,102.26		0.00	0.00			87,102.26	
	Cashbook Totals	88,102.26		0.00	0.00			88,102.26	

Continued on Page 2

Payments for Month 5 — Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
25/08/2023	Councillors	BACS25/8	1,498.50			520		1,498.50	August Clouncillor Allowances
25/08/2023	Employees	BACS25/8-	54,465.51			520		54,465.51	August Salaries
29/08/2023	HMRC/KCC	BACS29/8	26,763.68			515		16,541.88	August HMRC payments
						516	0	10,221.80	August KCC payments
31/08/2023	Legal & General	DD31/8	4,374.57			516		4,374.57	August L&G Payment
	Total Payments for Month		87,102.26	0.00	0.00			87,102.26	
	Balance Carried Fwd		1,000.00						
	Cashbook Totals		88,102.26	0.00	0.00			88,102.26	

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		1,000.00					1,000.00	
	Banked: 25/09/2023	53,843.00							
25/9BACS	Nat West - Current Account		53,843.00			201		53,843.00	Monthly Salaries Transfer
	Banked: 26/09/2023	26,245.44							
26/9BACS	Nat West - Current Account		26,245.44			201		26,245.44	Monthly HMRC/KCC Transfer
	Banked: 27/09/2023	400.00							
27/9BACS	Nat West - Current Account		400.00			201		400.00	Monthly Salaries Transfer
	Total Receipts for Month	80,488.44		0.00	0.00			80,488.44	
	Cashbook Totals	81,488.44		0.00	0.00			81,488.44	

Continued on Page 2

Payments for Month 6

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
25/09/2023	Councillors	BACS25/9	200.00			520		200.00	September Mayor's Allowance
25/09/2023	Employees	BACS25/9--	53,643.00			520		53,643.00	September Salaries
26/09/2023	HMRC/KCC	BACS26/9	26,245.44			515		16,073.02	HMRC September
						516	0	10,172.42	KCC September
27/09/2023	Employees	BACS27/9	400.00			520		400.00	Employees September
	Total Payments for Month		80,488.44	0.00	0.00			80,488.44	
	Balance Carried Fwd		1,000.00						
	Cashbook Totals		81,488.44	0.00	0.00			81,488.44	

Receipts for Month 5 — Nominal Ledger Analysis

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		860.00					860.00	
Return	Banked: 01/08/2023	100.00							
Return	Petty Cash		100.00			299		100.00	Return of Float
	Banked: 18/08/2023	363.64							
001962	Nat West - Current Account		363.64			201		363.64	petty cash top up
	Total Receipts for Month	463.64		0.00	0.00			463.64	
	Cashbook Totals	1,323.64		0.00	0.00			1,323.64	

Continued on Page 2

Payments for Month 5 | Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/08/2023	Open Spaces	1016/A	20.29			6330	21	20.29	refreshments
03/08/2023	Open Spaces	1016/B	5.00		0.83	5010	29	4.17	plumbing part
03/08/2023	Establishments	1017	5.00			4012	31	5.00	parking
07/08/2023	Bat and Ball Cafe	1018	63.02			6500	30	63.02	goods for resale
10/08/2023	Bat and Ball Cafe	1019/A	83.92			6500	30	83.92	goods for resale
10/08/2023	Bat and Ball Cafe	1019/B	6.50		1.08	6200	30	5.42	stationery
10/08/2023	Vine Cafe	1020/A	77.14			6500	28	77.14	goods for resale
10/08/2023	Vine Cafe	1020/B	12.68		2.11	6500	28	10.57	goods for resale
10/08/2023	Vine Cafe	1020/C	2.00		0.33	6010	28	1.67	cleaning eq
10/08/2023	Vine Cafe	1020/D	3.50		0.58	6200	28	2.92	stationery
14/08/2023	Youth Cafe	1021/A	4.43			6500	50	4.43	goods for resale
14/08/2023	Youth Cafe	1021/B	5.25		0.88	6010	50	4.37	cleaning eq
14/08/2023	Youth Cafe	1021/C	12.99			6900	50	12.99	game
14/08/2023	Open Spaces	1022	61.92		10.32	5030	21	51.60	bricks
25/08/2023	Bat and Ball Cafe	1023/A	67.32			6500	30	67.32	goods for resale
25/08/2023	Bat and Ball Cafe	1023/B	9.55		1.59	6500	30	7.96	goods for resale
29/08/2023	Allotments	1024	15.60			6002	23	15.60	postage
29/08/2023	Cemetery	1025	2.60			6210	22	2.60	postage
30/08/2023	Cemetery	1026/A	27.84			6330	22	27.84	refreshments
30/08/2023	Cemetery	1026/B	4.00		0.67	6330	22	3.33	refreshments
30/08/2023	Cemetery	1026/C	5.75		0.96	5210	22	4.79	brass bolts
30/08/2023	Open Spaces	1026/D	9.00		1.50	5500	21	7.50	frame cramp
	Total Payments for Month		505.30	0.00	20.85			484.45	
	Balance Carried Fwd		818.34						
	Cashbook Totals		1,323.64	0.00	20.85			1,302.79	

Receipts for Month 6 — Nominal Ledger Analysis

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		818.34					818.34	
	Banked: 14/09/2023	293.94							
001964	Nat West - Current Account		293.94			201		293.94	petty cash top up
	Total Receipts for Month	293.94		0.00	0.00			293.94	
	Cashbook Totals	1,112.28		0.00	0.00			1,112.28	

Continued on Page 2

Payments for Month 6 | Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
04/09/2023	Bat and Ball Cafe	1027	61.50			6500	30	61.50	goods for resale
05/09/2023	Bat and Ball station	1028/A	58.18		9.69	5410	30	48.49	maintenance eq
05/09/2023	Bat and Ball Centre	1028/B	17.50		2.92	5410	30	14.58	maintenance eq
13/09/2023	Bat and Ball Cafe	1030/A	101.08			6500	30	101.08	goods for resale
13/09/2023	Bat and Ball Cafe	1030/B	40.87		6.81	6500	30	34.06	goods for resale
13/09/2023	Mayoral Events	1031	54.99		9.17	7208	42	45.82	Garden Party game
13/09/2023	Establishments	1032	15.10			6330	31	15.10	milk, coffee
13/09/2023	Bat and Ball Centre	1033/A	23.50		3.92	5410	36	19.58	maintenance eq
13/09/2023	Bat and Ball Centre	1033/B	1.50		0.25	6013	36	1.25	cleaning eq
13/09/2023	Bat and Ball Centre	1033/C	1.00			4012	31	1.00	parking
13/09/2023	Bat and Ball Centre	1033/D	1.30			6330	36	1.30	milk
15/09/2023	Council Offices	1034	41.75		6.95	5410	33	34.80	maintenance eq
18/09/2023	Establishments	1035	1.55			6330	31	1.55	milk
20/09/2023	Open Spaces	1036	45.96			5525	21	45.96	mower equip
20/09/2023	Open Spaces	1037/A	9.00		1.50	5110	21	7.50	key
20/09/2023	Open Spaces	1037/B	20.00		3.33	6832	22	16.67	Engraving
21/09/2023	Open Spaces	1038	23.48		3.92	5525	21	19.56	clips, plyers
	Total Payments for Month		518.26	0.00	48.46			469.80	
	Balance Carried Fwd		594.02						
	Cashbook Totals		1,112.28	0.00	48.46			1,063.82	

Sevenoaks Town Council
Finance & General Purposes Committee – 27th November 2023

Request for CIL Funding for new Feeder Pillar for Christmas Lights

During the installation of the Christmas Lights it became apparent to our contractor that a cable connected to a pillar sign on the corner of Bank Street and London Road (at No.30 London Road) had been removed. The pillar provided the power for the Christmas Lights in most of Bank Street and Dorset Street, and a section of London Road.

Kent County Council's (KCC) Street Light Asset Manager advised that the lighting supply taken from the pillar sign had been condemned by their street lighting contractor who disconnected the installation for safety reasons.

Following urgent discussions with KCC it was noted that there was an opportunity to have a separate feeder pillar and cable installed at the location to supply the wall mounted control box for the festive lights when KCC's contractor installed the replacement for the existing sign on Tuesday 20th November.

The estimated cost for this work was £1,750.00 plus a KCC admin fee of £125.00.

The works included the installation of a cable conduit on the wall of No. 30 London Road (on its Bank Street elevation) from ground level and along the building to the Control Box.

It was necessary to get the permission of the building owner: this has been obtained, together with the approval of the two tenants of the building.

In view of the urgency of restoring the supply for the Christmas Lights (4 days before the switch on event) the work was commissioned.

It was noted that the building is Grade: II listed and the Town Council has therefore applied for retrospective Listed Building Consent.

The Committee is requested to consider funding this work from Community Infrastructure Levy (CIL) Funds.

RECOMMENDATION: That CIL expenditure of £1,875 for the installation of a new feeder pillar and cable for Christmas Lights at No. 30 London Road be approved.

This page has been left blank intentionally

This page has been left blank intentionally

Sevenoaks Town Council
Finance & General Purposes Committee – 27th November 2023

Recommendation from Youth Services Committee: Funding proposal for West Kent Housing, Sevenoaks District Detached Youth Work

At its meeting held on 8th November 2023 *[Minute 483, YSC 08.11.23 refers]* the Youth Services Committee considered a request for funding of £15,000 from West Kent Housing to enable them to maintain the detached youth service in Sevenoaks District following the withdrawal of funding from Kent County Council from March 2024.

The funding is for one year to enable West Kent to continue to provide the service whilst developing a funding plan (including bids to the National Lottery and large charitable trusts) for a long-term project starting in April 2025.

Details of the proposed Sevenoaks District Detached Youth Work Project are attached.

It was noted that £21,000 had been secured so far.

The Youth Services Committee recommended to this Committee that £15,000 funding be approved for the West Kent Housing, Sevenoaks District Detached Youth Work Project for 2024-2025 subject to appropriate reporting measures being put in place.

It is proposed that this funding be met from 2023/24 contingency.

RECOMMENDATION: That the Finance & General Purposes Committee approve £15,000 funding from 2023/24 contingency for the West Kent Housing, Sevenoaks District Detached Youth Work Project for 2024-2025 subject to appropriate reporting measures being put in place.

Funding proposal to Sevenoaks Town Council

Summary

West Kent requests a £15,000 contribution towards a new detached youth work service. This builds on an existing successful project which will finish in March 2024. With funding from Sevenoaks Town Council, other statutory funders, West Kent, and our contractors we will be able to continue to divert young people from antisocial behaviour and support safer communities in Sevenoaks Town.

About us

West Kent Housing Association (known as 'West Kent') is a social landlord with charitable objectives, founded in 1988. West Kent is a vibrant community provider of social housing, affordable homes and services to people living in the towns and villages throughout Kent.

We have a long track record delivering youth services in Sevenoaks Town. These services have previously been delivered by West Kent Extra, our subsidiary charity. This charity is now being dissolved to reduce our administrative costs. From April 2024, all our youth projects will be directly delivered by West Kent Housing Association.

Background

West Kent has delivered detached youth services in Sevenoaks Town since 2016 as a key part of a youth services contract with Kent County Council (KCC). We work with Sevenoaks Town Council, Sevenoaks District Council, the Police and West Kent's Community Safety team to identify priority areas for detached youth work. These partners share up-to-date information on hot spot geographical areas with emerging issues of antisocial behaviour. Our team carries out regular evening street-based youth work targeting hot spot areas, engaging with young people aged 11-19 and supporting them with diversionary activities. Regular feedback from partners shows that this responsive targeted approach has prevented crime and antisocial behaviour.

We provide regular updates on our youth services to our partners, including Sevenoaks Town Youth Services Committee and Youth Council. Our quarterly youth work report for the period from April to Jun 2023 showed that we engaged with 213 young people in Sevenoaks Town.

KCC has decided to stop funding voluntary sector youth services across the 12 Kent districts. This decision means that funding for the detached youth service in the Sevenoaks District will finish in March 2024. Although KCC will continue to deliver some youth services as part of its family hubs service, it is very unlikely that this will include any significant detached youth work provision.

Unless we can secure alternative funding, we will need to stop this service on 31 March 2024. We know from conversations with partners that this service is greatly valued; they have asked us to explore local funding options to continue this work for a further 12 months. This would give West Kent time to develop a funding plan (including bids to the National Lottery and large charitable trusts) for a long-term project starting in April 2025. To this end, we have spoken to local partners and developed a realistic interim project and funding plan, outlined below.

Project description

We would like to apply for a contribution towards the **Sevenoaks District Detached Youth Work Project**, which will run for 12 months (starting in April 2024). We plan to employ a full-time detached youth worker to deliver the project and are seeking a contribution towards staffing costs. Detached youth work involves engaging with young people in their own communities, usually in public spaces such as parks, streets or housing estates. We aim to reach young people who don't access traditional youth services and establish positive relationships with them.

Our redesigned project will include five main elements:

- **Street-based work:** Our Detached Youth Worker (with support from other members of our youth team or partners) will conduct regular street-based sessions, actively engaging with young people and initiating conversations to understand their needs and aspirations.
- **Individual Support:** We will provide one-to-one mentoring for young people, helping them to access services and empowering them to overcome personal challenges. We will signpost young people to local services, such as House in the Basement.
- **Group Workshops:** We will deliver some workshops to address specific identified needs, such as mental health support, substance misuse prevention, sexual health services, and life skills development. (Some of these workshops will be delivered from traditional youth and education settings, helping disadvantaged young people to gain confidence accessing mainstream services.)
- **Building skills:** We will run skills sessions, including vocational training, employability workshops, and educational support, to enhance the prospects of young people to gain sustainable employment or access further education. This will include referrals to our Employment and Training team.
- **Wider local partnership work:** We will work with other local partners supporting young people in Sevenoaks Town. This includes attendance at MARAC (Multi agency risk assessment conference) meetings to offer support for specific young people and their families, and DCSM (District Contextual Safeguarding meeting) to identify wider support needs.

We will work in partnership with local agencies, such as councils and the police, to identify hot spots for antisocial behaviour. We will work with young people to identify local issues and find solutions. This tried and tested preventative approach has helped us to divert young people from antisocial behaviour and support safer communities.

This is part of a wider Sevenoaks District project. We expect to run a street-based service in Sevenoaks Town (two evenings a week), Swanley (two evenings a week) and Edenbridge (one evening a week).

Outcomes

We will monitor this project using the following methods:
• Staff written reports about each street-based session will describe any community challenges faced and how staff have supported young people.

• We will keep written records of progress made by the young people supported.
• We will seek feedback from the Police, local councils and community safety teams about the impact of the detached youth work project.

This information will be collated in quarterly reports for funders. We will provide a longer end of project report.

By the end of the project, we expect to be able to demonstrate the following positive outcomes:

- **Improved Well-being:** Young people will demonstrate increased resilience, improved mental health, and a reduction in risky behaviour.
- **Community Safety:** Community partners will report reductions in antisocial behaviour and improved relationships between different generations.
- **Increased Engagement:** A higher proportion of young people will actively participate in community activities, volunteering, and local initiatives, contributing positively to community cohesion.
- **Educational Attainment:** Through targeted support and access to resources, young people will demonstrate improved educational engagement and attainment.
- **Employability:** The Detached Youth Worker will support young people in developing essential employability skills, leading to increased employment opportunities.

Budget

We request a contribution of £15,000 from Sevenoaks Town Council.

The project budget for the period from 1 April 2024 to 31 March 2025 is £46,596, broken down as follows:

Category	Cost
Direct project costs	
Staff costs – Salary for full-time Detached Youth Worker (including employer's national insurance and pension costs)	£29,747
Staff costs – employers national insurance and pension costs	£5,949
Events	£1,000
Vehicle	£1,800
Sub-total for direct project costs	**£38,496**
Indirect project costs	
Management overhead costs (funded by West Kent Housing Association)	£3,300
Other overhead costs (funded by West Kent Housing Association)	£4,800
Sub-total for indirect project costs	**£8,100**
Total	**£46,596**

Funding overview

These are our funding targets:

Local statutory partners (including Sevenoaks Town Council)	- £33,000
Social Value cash contributions from West Kent's contractors	- £7,000
In-kind contributions from West Kent	- £8,100

Based on conversations so far with partners, we are confident that we can reach our funding target.

Conclusion

By investing in the **Sevenoaks District Detached Youth Work Project**, we will together be able to empower our young people to navigate the challenges they face and unlock their potential. We will help those who may otherwise slip through the cracks, ensuring that no young person is left behind. Thank you for your consideration.

18 October 2023

This page has been left blank intentionally

This page has been left blank intentionally

Chamber Fees and Charges FINAL 01.04.2024 to 31.03.2025
COUNCIL CHAMBER & HOUSE IN THE BASEMENT

FEES & CHARGES FROM 1 APRIL 2024
(Prices inclusive of VAT)

RATES (COUNCIL CHAMBER) (£)		
Hourly Charge	Local Organisations only	42.00 39.00
Hourly Charge (6+ hours)	Local Organisations only	36.00 33.00
Hourly Charge	Non-local Organisations	48.00 45.00
Set up costs (	Services of Caretaker	47.00 44.00
Unlimited Tea/Coffee	Per person/per session	3.00 2.70

OTHER CHARGES (£)		
Photocopying - Information retrieved from Council Files	First copy	1.28 1.20
	Subsequent copies	0.23 0.21
Photocopying - Copying from caller's original	Per copy (black and white)	0.23 0.21
	Per copy (colour)	0.42 0.39
Signing Document		19.00 17.00

RATES (HOUSE IN THE BASEMENT) (£)		
Hourly Charge	All Organisations	20.00 19.00

BAT & BALL CENTRE CHARGES FROM 1 April 2024

(Prices inclusive of VAT)

WEEKEND RATES (£)		
Harry Garrett (A)	Hourly Charge	59.00 55.00
	Hourly Charge 6hrs+	52.00 49.00
John London (B)	Hourly Charge	52.00 49.00
	Hourly Charge 6hrs+	47.00 44.00
Meeting Room	Hourly Charge	35.00 33.00
	Hourly Charge 6hrs+	30.00 28.00
A+B	Hourly Charge	111.00 104.00
	Hourly Charge 6hrs+	100.00 93.00

MID WEEK HOURLY RATES (£)		
Harry Garrett (A)	9:00am – 6:00pm	47.00 44.00
	6:00pm – 11:00pm	52.00 49.00
	6hrs + of hire	41.00 38.00
John London (B)	9:00am – 6:00pm	41.00 38.00
	6:00pm – 11:00pm	47.00 44.00
	6hrs + of hire	35.00 33.00
Meeting Room	9:00am – 6:00pm	25.00 23.00
	6:00pm – 11:00pm	30.00 28.00
	6hrs + of hire	18.00 17.00
A+B	9:00am – 6:00pm	88.00 82.00
	6:00pm – 11:00pm	100.00 93.00
	6hrs + of hire	76.00 71.00

ADHOC PRICES (£)		
Caretaker Set-up Costs	Per Session	47.00 44.00
Kitchen	Per Session	30.00 28.00
A1 Poster Bays	Per Month, Per Bay	71.00 66.00
Tea Dance	Per Person	4.00 4.00
MUGA (Multi-use Games Arena)	Per Hour, available for sports parties	25.00 23.00

Notes:

Above rates are strictly non-commercial. Commercial rates are available – POA
Refundable Deposit per booking – 25%
Refreshments/Technical AV Support are available - POA

BAT and BALL STATION CHARGES FROM 1 APRIL 2024
(Prices inclusive of VAT)

WEEKEND RATES (£)		
Booking Hall	Hourly charge	48.00 45.00
	Hourly charge 6hrs +	42.00 39.00
Luggage Room Hall	Hourly charge	36.00 34.00
	Hourly charge 6hrs +	31.00 29.00
Hall Set up Costs	For the caretaker to set up the hall, as required	47.00 44.00

MID WEEK HOURLY RATES (£)		
Booking Hall	Mon-Fri 9:00am – 6:00pm	36.00 34.00
	Mon-Fri 6:00pm – 10:30pm	41.00 39.00
	Mon-Fri 6hrs+ hire	31.00 29.00
Luggage Room Hall	Mon-Fri 9:00am – 6:00pm	26.00 24.00
	Mon-Fri 6:00pm – 10:30pm	31.00 29.00
	Mon-Fri 6hrs+ hire	18.00 17.00
Hall Set up Costs	For the caretaker to set up the hall, as required	47.00 44.00

Notes:
Above rates are strictly non-commercial. Commercial rates are available – POA
Refundable Deposit per booking - £150
Refreshments/Technical AV Support are available - POA
Access to parking at the Community Centre included in all rates

Email: hallhire@sevenoakstown.gov.uk
Phone: 01732 459953

The Booking Hall rate after 6 pm should have been £37 per hour last year and increased to £39 per hour for 2023/2024. There was an error and it was logged at £34 per hour – I have rectified this for the next financial year.

Business Hub CHARGES FROM 1 APRIL 2023
(Prices inclusive of VAT)

MONTHLY RATES (£)		
~~**Postal/Business Address**~~	~~Postal/Business Address. Storage for post until collected.~~	~~33.00 31.00~~
Hotdesking – 8 Days	Access to hotdesk 8 days/month	141.00 132.00
Hotdesking – 20 Days	Access to hotdesk 20 days/month	235.00 220.00
Dedicated Desk	Unlimited Access Dedicated Desk 2 hours meeting room time/month	278.00 260.00
Private Pod Workspace	Unlimited Access Dedicated Desk in enclosed lockable pod 2 hours meeting room time/month	336.00 314.00

Membership	One off charge	25.00 23.00
Hotdesking – ½ day	Am or Pm	12.00 11.00
Hotdesking – full day	Full day	24.00 22.00
Meeting Room – Members	Room seating 8 people Refreshments facilities Hourly Charge	18.00 17.00
Meeting Room – Non-Members	Room seating 8 people Refreshments facilities Hourly Charge	25.00 23.00

Chamber of Commerce	Monthly charge for separate office	556.00 519.60 (463.33 433.00 ex VAT)

Markets Fees and Charges FINAL 01.04.2024 to 31.03.2025

FEES & CHARGES FROM 1 APRIL 2024
(Prices exclude VAT)

RATES (£)		
Blighs Market	per stall	48.00 45.00
Wednesday Market		Available on Application
Saturday Market		Available on Application

This page has been left blank intentionally

This page has been left blank intentionally

Sevenoaks Town Council

DRAFT REVENUE ESTIMATES and PRECEPT FOR 2024-2025

The summary by cost centre and detailed breakdown by cost centre and account code are attached to this paper.

<u>Key Inclusions in Revenue Estimate</u>

Inflation	Inflation is at 4.7% (ONS for October 2023) **CPI 4.6%,** the rate of inflation was 6.7% when setting the budget.
Income	7% in general, with 10% for allotments.
Staff cost of living pay rise	This was inputted at 7% - the National Agreement has since come out at £1,925 FTE permanent salary increase and 3.88% above SCP 44 (as per National Agreement)
Real Living Wage staff	The real living wage has increased to £12 per hour from £10.90 per hour (10% increase) (casual staff employed before 1st April 2022).
Minimum wage staff	£TBA per hour (casual staff employed on or after 1st April 2022). The Chancellor has stated the minimum wage will increase to at least £11 per hour in April 2024 (5.5% increase).

Pension Secondary Contributions £TBA (£80K holding figure used in this draft)

PWLB repayments £71,603

<u>Key Points- 2023/24 Forecast</u>

2023/24 forecast outturn is £20K surplus once the figures has been adjusted to take out account of the precept phasing.

There are still major council events including Christmas lights switch on, 5 months of the year left, energy cost pressures, as well as other inflation, which may impact on this forecast surplus.

Open Spaces: The £54k CIL monies for the skate park refurbishment has not yet been transferred over – the forecast looks as though this will come in under budget.

Vine Grounds: Is looking at coming in £2k above budget this is due to the purchase of three CCTV cameras that was unbudgeted. Savings should be able to be made in the next 6 months to counteract this.

Vine Café is forecast to be approximately £4k over budget, this is due to a low income in this financial year.

Bat and Ball Station: Freezer and bench were purchased. Electricity costs are very high which are being investigated.

Key Points- 2024/25 Draft Revenue Estimate

The draft Revenue Estimate 2024/2025 indicates a draft precept of **£1,372,244M** which is a **5.1%** increase on previous precept.

An increase assumption of 7% has been applied to income and salaries.

There has been an increase to the contingency (development costs) budget line, £20k of which will be moved to the reserves at the end of the year.

This is the final year that the Bat and Ball Station will be underwritten by the reserves.

A new grant of £4k for Greensands Common has been applied to the grants budget line along with an additional £3k for local organisation grants (an increase of 25%) and an additional £4,113k for youth grants (an increase of 105%).

The budget maintains all Sevenoaks Town Council services to the community.

Cost centre specific assumptions:

Planning team continues to operate with current actual staff levels & no change to operations.

OS&L General. Still looking to recruit a Grounds Supervisor, hopefully this position will be filled this year.

Cemetery income has been low this year and a 7% increase may be unachievable.

Allotments are planned to make a surplus due to using reserves for maintenance.

Establishments have seen an increase in interest paid on deposits, this can be utilised in the next financial year.

Council Offices are expected to remain the same as this financial year.

Bat and Ball Centre and Business Hub are both budgeted to decrease their deficit by a small amount.

HITB budget is based on current staffing levels, as agreed with HITB manager. This equates to a subsidy of £54K for the Youth café.

Markets budget is based on recent useage and is expected to carry on making a profit.

Precept per Band D

The indicative cost per Band D is £139.39 per year which is 5.1%/ £2.68 annual increase in precept. This assumes the same actual tax-base as 2023/24. SDC confirm the base in December, and any improvement in Band D base would move to contingency.

RECOMMENDATION
Sevenoaks Town Council is asked to agree the draft budget and review December YTD performance and actuarial pension review, before finalising budget in January.

Draft Revenue Estimates Sevenoaks Town Council 2024/ 2025 PROPOSED BUDGET	Ref.	Actual 2021/22 £	Budget 2022/23 £	Budget 2023/24 £	SeptYTD Actual 2023/24 £	Forecast Next 6 months £	Forecast 2023/24 £	Budget V1 2024/25 £
PLANNING COMMITTEE Cost Centre 11								
Gross Pay - Administration	4010	23,447	25,914	25,219	15,070	11,411	26,481	26,985
Employer Pension Contribution	4270	902	1,105	1,009	535	421	956	1,080
Computer/database	6240	731	948	602	396	301	697	650
Staff Training	6320	70		-		-		-
Professional Fees	6630	54	111	863	438	450	888	900
Conference Fees & Expenses	6710	50		-				
Subscriptions	6730	-	395	415	-	500	500	600
		25,255	**28,473**	**28,108**	**16,437**	**13,083**	**29,522**	**30,215**
% Mvmt on previous budget								**7%**
OPEN SPACES - SPORTS PITCHES, PARKS ETC. Cost Centre 21								
Gross Pay	4010	178,242	189,608	185,959	76,864	76,864	153,728	198,977
Mileage	4011			-	569	300	869	-
Expenses	4012			-	60	-	110	-
Employers Pension Contribution	4270	10,467	12,498	14,196	5,036	5,036	10,072	15,190
Vine Area General Maintenance	5010				23		23	-
Graffiti and gum removal	5013	494	893	1,357	602	602	1,204	1,357
Vine Public Convenience	5020				760		760	-
Lr St Johns WCs (cleaning, water, repairs, electricity)	5025	14,773	11,031	15,935	8,130	6,950	15,080	14,000
Greatness Rec WCs (cleaning, water, repairs)	5026	2,785	3,152	3,100	1,528	1,393	2,921	3,100
St Nicholas War memorial	5031	3,825		-	523	-	523	-
Seats & Litter Bins (Exc Vine)	5050	4,160	2,921	2,289	2,124	-	2,124	2,300
Tree Sev Common	5060	640	4,470	4,694	-	4,500	4,500	5,000
Tree Safety Survey	5065	2,482	3,992	-	3,783	-	3,783	4,000
Woodlands	5070	5,172	3,726	3,912	5,389	1,000	6,389	4,000
Knole Paddock and Pavilion	5110	1,592	4,151	3,304	5,141	2,000	7,141	3,500
Knole Paddock Pitch and ground maintenance	5120	4,024	3,677	2,280	1,922	1,030	2,952	2,500
Knole Paddock Storage Compound	5130				34		34	
Misc. Open Spaces and play areas	5310	4,728	2,277	4,890	56,981	-	56,981	5,200
Security Open Spaces	5311	20,528	21,202	24,927	12,781	11,320	24,101	25,000
Play Area maintenance	5312		-	-		-	0	-
Skate Park maintenance	5316	550	2,706	2,052	2,450	-	2,450	2,000
Raleys car park	5317	788	525	422	486	201	687	422
Fertilisers	5320	265	1,009	294	339	140	479	1,500
Grass Seed	5330	-	2,206	2,000	789	-	789	2,500
Plants	5340	4,988	2,627	2,758	812	447	1,259	3,000
Repairs and general maintenance	5410	1,476	1,576	1,745	920	920	1,840	1,800
Capital refurbishments	5412		1,200	1,200		1,200	1,200	-
Equipment - Hired & New	5500	2,861	6,934	7,676	14,521	1,500	16,021	-
Equipment Maintenance (incl tractor)	5525	5,487	7,564	8,374	2,265	5,815	8,080	8,000
Vehicle expenses (incl vans)	5550	2,844	3,500	3,871	1,258	2,032	3,290	21,500
Vehicle replacement fund			16,000	17,500		-	0	-
Fuel	5700	4,175	5,211	5,877	2,939	2,657	5,596	5,900
Rent, Rates & Water	6000				-	-	0	-
Light Heat and Cleaning	6010	4,901	2,621	8,053	-	8,500	8,500	8,500
Cleaning	6013	-	-	-	184		184	600
Water	6014	(62)	1,030	935	447	389	836	1,000
Telephone	6101	141	210	145	60	71	131	145
Mobile Telephone	6104	360	210	322	102	157	259	340
Broadband wifi service	6105	-	-	-	150	150	300	300
Printing & Stationery	6200	22	-	-	16	-	16	-
Postage & Courier	6210					-	0	-
Staff Training	6320	1,885	3,152	3,000	140	1,500	1,640	3,000
Welfare/hospitality	6330	426	210	392	398	171	569	425
Publicity & Democratic notices	6460	-		618	-	618	618	-
Professional Fees Licensing	6635	-		189	295	-	295	300
Subscriptions and professional fees	6730	141	145	172	164	20	184	180
Road Dues - Oakhill Rd/Woodside	6812	1,025	1,077	1,076	-	1,025	1,025	1,100
Bus Shelter Maintenance	6851	-	184	-	-	-	0	200
Sundry Expenses	6900	19	105	88	-	80	80	80
Health & Safety/ Risk Assessments	6922	823	1,628	1,685	449	1,436	1,885	1,700
Alarm maintenance	6930	736	778	817	-	800	800	880
CCTV Maintenance	6931	910	536	562	-	562	562	600
Waste collection - Dog bins	6934	1,966	2,699	2,620	1,310	1,310	2,620	3,000
Waste collection and disposal - Bins	6935	3,594	4,023	2,718	1,605	1,359	2,964	2,700
Protective clothing	6952	861	1,523	1,484	488	684	1,172	1,575
Open Spaces Capital Projects								
Letting and Hire of Facilities	1022	(28,164)	(33,179)	(28,250)	(8,635)	(18,000)	(26,635)	(30,228)
Electricity recharge	1030	(2,337)		(3,861)	(927)	(1,979)	(2,906)	(4,132)
Raleys car park	1316	(1,475)	(1,750)	(1,672)	(1,741)		(1,741)	(1,672)
Grant Income	1350	(1,820)	-	-	(5,000)		(5,000)	-
Furlough grant income	1450		-	-		-	-	-

Draft Revenue Estimates **Sevenoaks Town Council** **2024/ 2025 PROPOSED BUDGET**		Actual 2021/22	Budget 2022/23	Budget 2023/24	SeptYTD Actual 2023/24	Forecast Next 6 months	Forecast 2023/24	Budget V1 2024/25
Income from other depts.	1470		-				-	
Insurance Claims	1550				(326)		(326)	
Log Sales	1850	(881)	(1,305)	(754)	-	(718)	(718)	(754)
Adopt a Tree	1853	(2,000)	-	-	(124)		(124)	(100)
Sundry Income	1990	(3,617)	(1,099)	(262)	(443)		(443)	(270)
CIL income allocation	2012							
Asset/Equipment Sales	2003							
Capital Grants	2002				(5,486)		(5,486)	
		254,799	**297,454**	**310,690**	**192,155**	**124,092**	**316,247**	**320,216**
Movement to/ From EMR		(1,885)			(1,823)		(1,823)	
% Mvmt on previous budget								**3.1%**
GREATNESS CEMETERY Cost Centre 22								
Gross Pay - Administration	4010	77,385	91,885	93,114	44,937	44,937	89,874	99,632
Mileage	4011	-	-	-	26	-	26	-
Expenses	4012	-	-	-	13	-	13	-
Employers Pension Contribution	4270	5,809	7,412	7,747	4,029	3,500	7,529	8,290
Cem - Chapel and Office	5210	366	216	65	483	27	510	100
Workshop/messroom maintenance	5230	456	356	701	497	250	747	700
Repairs & General Maint	5410	834	1,051	1,147	1,190	518	1,708	1,200
Capital refurbishments	5412	2,400	1,200	1,328	-	1,328	1,328	
Equipment - Hired & New	5500	1,260	3,362	3,722	500	3,200	3,700	4,000
Equipment Maintenance	5525	2,934	3,152	3,489	172	8,000	8,172	9,000
Vehicle replacement fund			6,000	6,000	-	-	0	-
Fuel	5700	1,113	1,302	1,166	556	527	1,083	1,200
Rent, Rates and Water	6000	9,013	8,733	10,499	5,283	5,000	10,283	10,500
Light Heat & Cleaning	6010	1,883	1,303	4,287	3,908	2,000	5,908	2,100
Cleaning	6013	-	-	-	280	-	280	1,000
Water	6014		489	1,058	231	500	731	1,100
Telephone	6101	685	788	580	406	283	689	800
Mobile Telephone	6104		126	16	-	16	16	25
Broadband wi-fi service	6105	329	412	123	60	60	120	150
Printing Postage and Stationery	6200		52	-	-	-	0	-
Computer - cemetery database	6240	572	420	666	244	325	569	670
Training	6320	600	2,101	1,500	140	1,000	1,140	1,500
Welfare/hospitality	6330	495	178	222	248	97	345	230
Goods for Resale	6500		210	125	-	125	125	125
Professional fees	6630		105	-	-	-	0	-
Bad debts	6650	4	-	-	-	-	0	-
Books & Periodicals	6720			51	-	51	51	50
Subscriptions	6730	95	98	200	-	200	200	200
Trees, Turf & Fertilisers	6802	1,664	3,152	3,309	570	1,500	2,070	3,000
Roads, Paths and Boundaries	6822	305	735	814	442	722	1,164	850
Lawn/ Wall of Remembrance	6832	79	105	116	33	76	109	120
Sundry expenses	6900		53	-	-	-	0	-
Health & Safety/ Risk Assessment	6922	1,343	2,338	1,489	139	1,100	1,239	1,500
Alarm Maintenance	6930	815	840	883	1,423	-	1,423	1,500
Cemetery security	6932	4,937	5,002	5,882	3,015	3,015	6,030	6,000
Waste collection and disposal	6935	1,180	1,310	1,272	636	636	1,272	1,300
Protective Clothing	6952	392	788	644	244	297	541	700
Challenge - to keep deficit in line with current year forecast				(16,104)	(16,104)		(16,104)	(16,000)
Cemetery Income	1700	(74,179)	(87,577)	(75,214)	(31,081)	(35,816)	(66,897)	(80,479)
Furlough grant income	1450						-	
Insurance Claims	1550						-	
Other income	1990						-	
		42,772	**57,697**	**60,897**	**22,519**	**43,473**	**65,994**	**61,063**
Movement to/ From EMR							-	
% Mvmt on previous budget								**0%**
ALLOTMENTS Cost Centre 23								
Gross Pay - Administration	4010	5,186	5,313	3,202	2,971	1,792	4,763	3,427
Employers Pension Contribution	4270	291	213	128	88	81	169	137
General Maintenance	5410	1,667	1,261	1,355	464	415	879	-
Rent Rates & Water	6000	(324)	-	-	-	-	0	-
QH Allotment Costs	6002	3,078	1,735	3,649	1,651	1,500	3,151	
Water	6014		989	880	(204)	300	96	950
Computer Software	6300	124	128	13	14	-	14	20
Subscriptions	6730		57	58	-	58	58	60

Draft Revenue Estimates Sevenoaks Town Council **2024/ 2025 PROPOSED BUDGET**		Actual 2021/22	Budget 2022/23	Budget 2023/24	SeptYTD Actual 2023/24	Forecast Next 6 months	Forecast 2023/24	Budget V1 2024/25
Health & Safety/ Legal Advice	6922		283	68	-	68	68	70
BV Rental Income	1010	(1,255)	(1,381)	(1,417)	(1,256)	-	(1,256)	(1,559)
QH Rental Income	1047	(6,982)	(7,512)	(7,907)	(7,791)		(7,791)	(8,698)
		1,785	**1,086**	**30**	**(4,064)**	**4,214**	**151**	**(5,593)**
% Mvmt on previous budget								**-18743%**
STREET LIGHTING AND GENERAL Cost Centre 26								
Public Clock Maintenance	6861	1,007	3,055	142	56	64	120	200
Street Lighting	6862	11,435	14,092	16,939	13,409	4,150	17,559	17,000
In Bloom Costs	6865	13,146	13,710	14,000	14,066	-	14,066	14,000
Street Lighting - recharges	1263/148	(10,975)	(9,364)	(11,255)	-	(11,255)	(11,255)	(12,043)
Other Income	1990				-	(200)	(200)	
In Bloom - Contributions	1990/126	(400)	(412)	(200)	(1,000)		(1,000)	(1,000)
		14,213	**21,081**	**19,625**	**26,531**	**(7,241)**	**19,290**	**18,157**
Movement to/From EMR							(638)	
% Mvmt on previous budget								**-7%**
CENTRAL SERVICES -VINE CAFÉ Cost Centre 28								
Gross pay - general	4010	51,915	58,071	49,864	22,034	19,000	41,034	
Employers Pension Contribution - general	4270	1,427	2,294	2,606	1,103	900	2,003	
Repairs & General Maintenance	5410	1,918	1,301	1,222	15	552	567	
Equipment Hired & New	5500	1,305	1,396	2,489	583	-	583	
Equipment Maintenance	5525	2,022	1,207	360	-	-	0	
Rent, rates & water	6000	2,476	686	825	432	720	1,152	
Light, heat & cleaning	6010	6,976	4,271	9,267	1,994	4,000	5,994	
Electricity	6011			-	1,299		1,299	
Cleaning	6013			-	13		13	
Water	6014	-	480	1,314	(59)	365	306	
Telephone/broadband	6101	296	284	347	164	168	332	
Printing & Stationery	6200	154	124	71	43	-	43	
Postage & Courier	6210	30	38	-		-	0	
Computer/Database/WPs	6240	115	118	-	-	-	0	
Staff Training	6320	-	315	-	-	-	0	
Welfare/ Hospitality	6330	50	22	-	20	-	20	
Staff Uniforms	6340	339	56	-	-	-	0	
Publicity	6460	71	131	-	-	-	0	
Goods for Resale	6500	21,485	27,437	22,839	10,115	8,000	18,115	
Café consumables	6505	3,177	3,859	1,462	542	370	912	
Professional Fees Licensing	6635	177	403	307	-	-	0	
Sundry Expenses	6900	57	316	42	36	20	56	
Health & Safety/ Legal Advice	6922	2,249	2,129	1,021	916	500	1,416	
Alarm Maintenance	6930	583	541	568	190	541	731	
Vine CafeWaste collection and disposal	6935	1,812	1,730	2,147	1,029	954	1,983	
Vine Café Credit card charges	6976	1,085	1,195	1,593	665	403	1,068	
Challenge to reach £20K deficit				(4,377)			(4,377)	
Sale of Goods	1211	(65,347)	(81,317)	(71,138)	(28,239)	(18,000)	(46,239)	
Events Catering	1213	-	-	(2,829)	(2,760)		(2,760)	
Furlough grant income	1450	(217)	-	-			-	
Kickstart funding	1451	(2,141)	(3,765)	-			-	
Other income	1990	(7,527)	0	0			-	
		24,487	**23,323**	**20,002**	**10,133**	**18,493**	**24,251**	**0**
% Mvmt on previous budget								**-100%**
OPEN SPACES & LEISURE -VINE GROUNDS Cost Centre 29								
Gross pay - general	4010	14,029	12,703	20,932	11,725	9,921	21,646	22,398
Employers Pension Contribution - general	4270	652	613	1,256	417	358	775	1,344
Vine Area -Gen. Maintenance	5010	6,450	4,670	2,515	3,504	300	3,804	2,500
Vine Pavillion Maintenance	5015			133	972	-	972	200
Vine Public Conveniences	5020	10,072	8,930	12,000	9,587	5,149	14,736	12,000
Repairs & Gen Maintenance	5410	161		782	32	700	732	800
Equipment hired & new	5500			2,006	1,823	-	1,823	-
Rent, rates & water	6000	337	541	-	-	-	-	-
Water	6014			423	26	400	426	500
Publicity	6460	1,160	263	62	-	-	-	-
Professional Fees Licensing	6635	2,513	105	210	70	150	220	210
Bad debts	6650	-	-	-	-	-	-	-
Summer concerts	6868	3,910	3,362	3,549	2,985	-	2,985	3,600
Special events	6869	-	-	139	1,310	-	1,310	140
Sundry	6900		-	-	-	-	-	-
Heath&Satety/Risk Assessments	6922	281	37	-	1,050	-	1,050	1,100
CCTV Maintenance	6931	556	693	730	2,580	-	2,580	730
Waste collection and disposal	6935			868	337	434	771	960

Draft Revenue Estimates Sevenoaks Town Council 2024/ 2025 PROPOSED BUDGET		Actual 2021/22	Budget 2022/23	Budget 2023/24	SeptYTD Actual 2023/24	Forecast Next 6 months	Forecast 2023/24	Budget V1 2024/25
Other events net income	1208	(540)	(824)	(1,407)	(1,000)	-	(1,000)	(1,500)
Kickstart funding	1451	(5,074)	(2,823)	-	-	-	-	-
Rental income - Pavilion & Kiosk (was CC39)	1805	(3,500)	(3,500)	(3,500)	(2,625)	(875)	(3,500)	(3,500)
Vine Club Insurance Contrib. (was CC21)	1870	(354)	(365)	(367)	(440)	-	(440)	(367)
Other Income	1900			-	-	-	-	-
		30,652	**24,405**	**40,331**	**32,352**	**16,537**	**48,890**	**41,115**
Movement to/ from EMR					(6,323)		(6,323)	
% Mvmt on previous budget							**42567**	**2%**
CENTRAL SERVICES -BAT & BALL STATION (Café & Hall Hire) Cost Centre 30								
Gross pay - general	4010	61,322	62,227	78,410	45,344	45,344	90,688	8,500
Mileage	4011				10	-	10	-
Employers Pension Contribution - general	4270	1,312	2,686	2,445	1,124	1,137	2,261	500
Repairs & General Maintenance	5410	2,373	1,667	7,577	1,075	6,000	7,075	7,000
Equipment Hired & New	5500	845	1,576	2,107	4,111	1,000	5,111	1,000
Equipment Maintenance	5525	228	-	-	-	-	0	-
Rent, rates & water	6000	3,244	3,341	3,899	2,238	2,238	4,476	4,000
Electricity	6011	5,610	5,595	12,203	9,592	7,200	16,792	10,000
Gas	6012	1,436	2,164	1,766	120	951	1,071	1,420
Cleaning (inc. materials)	6013	3,973	3,360	4,245	2,001	1,766	3,767	4,000
Water	6014	923	-	4,101	145	576	721	3,000
Insurance Cost	6020	-	1,004	921	-		0	1,000
Telephone/broadband	6101	878	903	233	457	500	957	500
Printing & Stationery	6200	299	142	10	136	-	136	-
Postage & Courier	6210	8	-	-	-	-	0	-
Computer/Database/WPs	6240	488	-	-	-	-	0	-
Website costs	6241	410	422	343	90	-	90	400
Staff Training	6320	-	137	-	-	-	0	-
Welfare & Hospitality	6330	363	390	453	600	-	600	-
Staff Uniforms	6340	442		-	-	-	0	-
Publicity	6460	697	1,051	1,103	118	997	1,115	-
Goods for Resale	6500	11,534	20,690	19,403	11,860	8,473	20,333	-
Café consumables	6505	1,169	2,017	1,454	716	635	1,351	-
Professional Fees Licensing	6630			-	-	-	0	-
Professional Fees Licensing	6635	360	410	599	295	-	295	600
Special Events	6869			4,500	629	2,720	3,349	-
Sundry Expenses	6900	535	1,055	284	2,039	135	2,174	-
Health & Safety/ Risk Assessment	6922	2,122	1,104	1,213	1,174	624	1,798	1,300
Alarm Maintenance	6930	585	1,331	614	85	585	670	700
CCTV Maintenance	6931	162	-	170	-	170	170	170
Waste collection and disposal	6935	1,741	1,312	1,564	873	600	1,473	800
Credit card charges	6976	786	1,126	1,085	806	600	1,406	-
Letting and Hire of Facilities	1022	(4,410)	(10,052)	(9,385)	(7,428)	(4,164)	(11,592)	(12,000)
Other events income	1208			-	-	-	0	
Sale of Goods	1211	(23,283)	(38,578)	(39,720)	(22,441)	(17,345)	(39,786)	
Event catering	1213	(4,181)	(7,190)	(7,355)	(4,047)	(3,212)	(7,259)	
Revenue Grant income	1350	(14,100)	-	-	(840)		(840)	
Furlough grant income	1450	(4,149)	-	-	(500)		(500)	
Kickstart	1451	(4,706)	-	-	-		0	
Other Income	1990	(12)	0	0	(100)		(100)	
		49,004	**59,888**	**94,242**	**50,279**	**57,530**	**107,812**	**32,890**
Trf Management & Maintenance Plan	340	(49,004)	(59,888)				(107,812)	(32,890)
		0	**0**		**50,279**	**57,530**	**0**	**0**
CENTRAL SERVICES Cost Centre 31								
Gross Pay - Administration	4010	301,490	314,524	307,860	164,572	162,138	326,710	344780
Mileage	4011	-		522	59	450	509	559
Expenses	4012	-		312	771	156	927	1000
Employers Pension Contribution	4270	31,351	37,122	37,769	18,961	18,961	37,922	47013
Pension Contribution - Deficiency	4271	80,000	83,000	86,000	32,065	41,500	73,565	80000
Repairs & general maintenance	5410			-	-	-	-	0
Equipment Hired and New	5500	1,813	1,708	1,193	275	800	1,075	1000
Insurance Cost	6020	19,468	19,051	18,376	9,197	9,197	18,394	19663
Telephone	6101	4,081	5,333	5,130	2,649	2,520	5,169	5490
Printing & Stationery	6200	13,780	13,116	16,477	8,279	7,846	16,125	17000
Postage and Courier	6210	6,069	6,452	3,042	2,336	1,375	3,711	4000
Computer/Database/WP's	6240	16,555	15,359	17,117	18,586	3,000	21,586	19000
Website costs	6241	380	283	416	466	-	466	600
IT infrastructure development	6242	12,410	11,327	10,126	5,651	5,651	11,302	11000
Office Furniture/ Machinery	6281		-	-		-	-	0
Computer Software	6300	4,165	4,384	5,344	3,535	1,404	4,939	5500

		Actual	Budget	Budget	SeptYTD Actual	Forecast Next 6 months	Forecast	Budget V1
Draft Revenue Estimates								
Sevenoaks Town Council								
2024/ 2025 PROPOSED BUDGET		2021/22	2022/23	2023/24	2023/24		2023/24	2024/25
Recruitment costs	6315	358	2,000	2,084	4,510	-	4,510	2000
Staff Training	6320	2,200	3,152	3,287	639	2,500	3,139	3400
Investors in People	6321	-	865	1,335	-	1,335	1,335	1000
Welfare / Hospitality	6330	3,211	2,812	3,765	2,531	1,644	4,175	4000
Civic Expenses/Annual Reception/Xmas Council	6410	713	1,839	2,105	1,288	800	2,088	2100
Gifts/Hospitality	6415	1,281	1,273	1,117	290	532	822	1200
Annual Parish Meeting	6420	97	105	-	-	-	-	0
Honours Board, Badges, Insignia	6421	1,206	767	139	313	-	313	200
Members' Expenses and Allowces.	6435	4,129	4,328	-	1746	1,500	3,246	3500
Publicity/Democratic notices	6460	3,108	2,627	410	1,081	195	1,276	500
Banner Costs	6461	795	1,057	1,264	1,008	602	1,610	1300
Audit Fees - Internal and external	6610	4,810	4,947	5,285	527	4,500	5,027	5500
Quality Parish	6611	-	300	315	-	300	300	315
Legal Expenses	6620		2,493	2,617	-	2,617	2,617	2000
Professional Fees	6630	2,650	-	-	-	-	-	0
Professional Fees Licensing	6635	1,579	1,406	1,583	1,439	100	1,539	1500
Conference Fees & Expenses	6710	523	2,164	2,374	2,334	302	2,636	2500
Books and Periodicals	6720	-	267	-	-	572	572	400
Subscriptions	6730	6,195	5,259	6,505	5,362	1,000	6,362	6600
Waste Sacks Exp	6889	3,758	3,922	2,164	3,218	1,082	4,300	3300
Sundry Expenses	6900	(120)	525	552	187	185	372	500
Health & Safety/risk assessments	6922	8,054	4,743	-	5,051		5,051	5200
CCTV Maintenance	6931	-	-	-	0	0	-	0
Protective clothing	6952			5,126	-	-	-	0
Bank Charges	6975	1,483	1,308	1,573	706	749	1,455	1600
Credit card charges	6976	1,653	1,547	702	735	351	1,086	800
Election Expenses	7010	-	5,253	5,252	100	5,252	5,352	5000
Contingency (Development Costs)	7611	-	43,600	69,888	-	69,888	69,888	50000
Stag Reserve	7614		1,000	1,000	-	1,000	1,000	1000
Loan Repayment	7617	71,602	71,603	71,602	35,801	35,801	71,602	71602
Loan charges	8000		-	-				
Interest on deposits	1115	(725)	(10,369)	(18,000)	(16,684)	(9,000)	(25,684)	(22,000)
Roadside advertising - charties	1230	- -		-	(450)	-	(450)	(400)
Banner income	1231	(2,292)	(2,039)	-	(878)	-	(878)	(1,000)
Town Crier advertising	1232	(650)	(361)	(350)	(400)	-	(400)	(600)
Grant income	1350	(4,328)	-	-		-	-	-
Furlough grant income	1450		-	-			-	
Kickstart funding	1451	(6,847)	(2,823)	-		-	-	-
Waste Sacks Income	1889	(3,089)	(3,889)	(4,308)	(4,653)	(2,154)	(6,807)	(5,500)
Sundry Income	1990	(698)	(13)	-	(93)		(93)	0
		592,217	**663,327**	**679,070**	**313,109**	**376,651**	**689,761**	**704,122**
% Mvmt on previous budget								**4%**
Transfer from EMR		638					2,000	
							688,211	
F&GP - GENERAL Cost Centre 32								
Christmas Lights Switch On	6490	31,117	27,316	28,681	196	28,000	28,196	28,000
Remembrance Day/Civic Services	6491	5,445	3,752	3,940	919	3,000	3,919	5,000
Events	6869	7,011	6,630	17,487	18,967	820	19,787	20,000
Contributions to Christmas Lights Switch On	1490	(6,620)	(6,180)	(6,180)	(30)	(6,130)	(6,160)	(6,000)
No 8 bus income	1495		-	-			-	
Coronation Sponsorship	1491				(2,700)		(2,700)	
Coronation Donation	1492	-	-	-	(196)	-	(196)	-
Special events income	1496	(1,308)		-	(1,233)	-	(1,233)	-
Sundry Income	1990		-	-			-	
		36,682	**31,518**	**43,929**	**15,923**	**25,690**	**41,613**	**47,000**
Movement from EMR		(1,036)			**(10,000)**		**(10,000)**	
% Mvmt on previous budget							**31613**	**7%**
COUNCIL OFFICES Cost Centre 33								
Gross pay	4010	25,976	28,123	4,083	1,552	1,700	3,252	4,369
Mileage	4011			-	-	-		-
Employers Pension Contribution	4270	1,387	781	317	87	95	182	340
Property Maintenance	5011			-			-	
Repairs & Gen. Maintenance	5410	4,309	2,542	691	562	312	874	700
Equipment hired and New	5500	23	-	443	-	400	400	-
Rent and rates	6000	26,276	26,756	27,891	15,976	14,000	29,976	28,000
Light Heat & Cleaning	6010	7,373	6,492	10,985	3,198	4,154	7,352	4,754
Electricity	6011	-	-	-	1,345	-	1,345	4,000
Gas	6012	-	-	-	1,401		1,401	3,000
Water	6014			2,195	168	1,500	1,668	2,349
Mobile telephone	6104			57	75	48	123	75
Furnishings furniture equipment	6281	10,983	-	-			-	-
Catering Expenses	6510	55	102	-			-	

Draft Revenue Estimates Sevenoaks Town Council 2024/ 2025 PROPOSED BUDGET		Actual 2021/22	Budget 2022/23	Budget 2023/24	SeptYTD Actual 2023/24	Forecast Next 6 months	Forecast 2023/24	Budget V1 2024/25
Sundry Expenses	6900	123	102	-			-	
Health & Safety/Risk Assessments	6922	1,320	306	840	203	600	803	900
Alarm Maintenance	6930	848	873	836	1,023	-	1,023	1,000
Waste Bin Disposal	6935	1,239	808	1,302	618	651	1,269	1,400
Protective clothing	6952			35	67	16	83	100
Letting and Hire of Facilities	1022	(6,890)	(9,579)	(11,838)	(4,738)	(5,637)	(10,375)	(12,667)
Furlough grant income	1450			-			-	
		73,020	**57,306**	**37,837**	**21,537**	**17,839**	**39,376**	**38,320**
Movement from EMR		**(9,650)**					**0**	
% Mvmt on previous budget								**1%**
COMMUNITY CENTRE Cost Centre 36								
Gross Pay	4010	43,920	42,899	70,221	39,073	31,000	70,073	75,137
Expenses	4012	-		-	-	-	-	-
Employers Pension Contribution	4270	1,708	2,260	2,570	1,380	1,129	2,509	2,750
Flashpark	5318	471	485	509	-	-	-	-
Plants	5340	845	181	190	172	-	172	200
Buildings Repairs & Maint.	5410	1,407	347	1,529	6,164	1,000	7,164	2,000
Equipment Hired and New	5500	1,876	1,298	1,025	276	463	739	1,000
Rates and water	6000	3,199	6,986	5,518	2,892	1,836	4,728	6,000
Electricity	6011	12,014	7,545	15,021	7,758	7,200	14,958	16,073
Gas	6012	2,011	1,894	1,648	2,054	600	2,654	1,764
Cleaning (Incl. Materials)	6013	664	795	2,579	926	1,073	1,999	2,000
Water	6014	-		2,987	43	2,900	2,943	3,197
Telephone	6101	569	581	598	288	292	580	600
Mobile Phone	6104	158	371	240	83	117	200	240
Printing and Stationery	6200	145	255	2	-	2	2	-
Postage & Courier	6210		-	-		-	-	
Office Furniture/ Machinery	6230		-	-		-	-	
Computers	6240	572	-	1,370	73	1,600	1,673	400
Welfare/ Hospitality	6330	5,846	396	459	524	0	524	500
Publicity/Democratic notices	6460	455	515	-	-		-	
Refreshments For Resale	6520	1,941	2,472	2,535	477	1,107	1,584	1,000
Legal fees	6620	600		-	-	-	-	-
Professional fees - licensing	6635	490	505	533	180	300	480	500
Grounds Maintenance	6842	239	492	545	0	545	545	
Sundry Expenses	6900	609	406	14	56		56	50
Health & Safety/ Risk assessments	6922	1,083	520	776	3,524		3,524	2,000
Alarm Maintenance	6930	955	896	836	345	450	795	900
CCTV Maintenance	6931	-	330	346	-	346	346	400
Waste Disposal	6935	1,143	1,003	1,966	884	983	1,867	2,100
Protective clothing	6952	225	332	360	-	360	360	250
Letting and Hire of Facilities	1022	(65,788)	(89,968)	(100,106)	(48,165)	(42,409)	(90,574)	(107,114)
Electricity recharge	1030	(278)		(161)	-	(173)	(173)	(173)
Linen and Table hire	1032	(183)	(284)	-	-		-	-
Event catering	1213	(200)		-	(461)		(461)	-
Grant income	1350	(567)	-	-	-		-	
Outdoor Activities	1445	(2,519)	(662)	(22)	(149)		(149)	(200)
Furlough Grant Income	1450	(1,071)	-	-	-		-	
Kickstart	1451	(4,782)	(1,433)	-	-		-	-
Indoor Activities	1457	(3,649)	(4,760)	(4,946)	(3,481)	(2,355)	(5,836)	(5,293)
Other Income	1990	(10,126)	0		-		-	-
Insurance Claims	1550				(14,478)		(14,478)	
		(6,020)	**(23,343)**	**9,143**	**435**	**8,366**	**8,804**	**6,281**
% Mvmt on previous budget								**-31%**
Transfer from EMR		**-6136**					-	
COMMUNITY GRANTS Cost Centre 38								
Grant subsidies for Bat & Ball Stn	6933	82			161		161	
Grant subsidies for SCC	6937	4,318	4,833	5,493	3,478	2,169	5,647	-
Grant subsidies for Council Chamber	6938	600	1,000	340	244	100	344	-
Local Organisations and Youth Grants	7500	13,309	12,000	12,000	850	11,000	11,850	15,000
Sevenoaks Summer Festival	7502	5,000	5,000	-	-	-	-	5,000
Community Resilience Fund	7503	2,000	-	-	-	-	-	-
Twinning Support	7520	500	1,000	1,000	-	1,000	1,000	1,000
Youth Outreach	7552	500	3,887	3,887	375	3,477	3,852	8,000
Stag Community Arts Centre	7556	27,000	27,000	27,000	57,086	-	57,086	27,000
Community Rail Partnership	7557	3,000	3,000	3,000	3,000	-	3,000	3,000
Green Sands Common								4,000
		56,309	**57,720**	**52,720**	**65,194**	**17,746**	**82,940**	**63,000**

Draft Revenue Estimates Sevenoaks Town Council 2024/ 2025 PROPOSED BUDGET		Actual 2021/22	Budget 2022/23	Budget 2023/24	SeptYTD Actual 2023/24	Forecast Next 6 months	Forecast 2023/24	Budget V1 2024/25
% Mvmt on previous budget								**19%**
LETTING OF NON-OPERATIONAL PROPERTY Cost Centre 39								
SCC ground rents, wayleaves	1046						-	-
Open Spaces rents and wayleaves	1469	(5,997)	(5,933)	(5,933)	(3,824)	(2,109)	(5,933)	(6,500)
Capital Expenditure	B/S							
		(5,997)	**(5,933)**	**(5,933)**	**(3,824)**	**(2,109)**	**(5,933)**	**(6,500)**
% Mvmt on previous budget								**10%**
SEVENOAKS TOWN PARTNERSHIP Cost Centre 40								
Telephone	6101	139	105	108	-	108	108	-
Printing & Stationery	6200	100	105	110		110	110	-
Computer/Database and other costs	6240	893	808	827	545	390	935	900
Website costs	6241	442	275	282	285	-	285	300
Information Screens	6244	1,275	1,313	1,345	240	500	740	1,500
Business Awards	6322	519	8,116	8,116	360	7,800	8,160	800
Business Show	6323	2,988	2,992	2,992	2,356	500	2,856	900
Holly Party Expenses	6325	-	-	-	300	-	300	-
Welfare/Hospitality	6330		-	-	0	-	-	-
Publicity	6460	11,053	-	-	-	-	-	-
Banner costs	6461			807	-	807	807	-
Conference Fees & Exps	6710		735	-	-	-	-	-
Subscriptions	6730	545	561	589	-	589	589	600
Special Events	6869		-	-	-		-	-
Sundry expenses	6900	1,166	749	786	-	786	786	-
Reinvestment	7000	-	-	841	-	841	841	-
Christmas gift guide expenses	7607	849	-	-	-	-	-	-
Friends of Bat & Ball	7608		1,051	-			-	
Wellbeing Show	7616		2,627	-	-	-	-	-
Business Awards	1206	-	(7,426)	(7,426)	(4,186)	-	(4,186)	(5,000)
Business Show	1207	(4,250)	(4,377)	(4,377)	(4,445)	(335)	(4,780)	(4,500)
Other events	1208	(500)		-			-	
Wellbeing Show Income	1209		(3,183)	-			-	
Grant income	1350	(8,647)	-	-			-	
Other income	1990		-	-			-	
			4,451		(4,545)	12,096	7,551	(4,500)
Movement in STC reinvestment funds	7000	(3,420)	549					-
Vintage Bus Expenses	7609						-	-
Vintage Bus income	1435						-	-
		3,152	**5,000**	**5,000**	**(4,545)**	**12,096**	**7,551**	**(4,500)**
% Mvmt on previous budget								**-190%**
BUSINESS HUB Cost Centre 41								
Gross pay	4010	4,030	5,152	5,668	3,382	2,685	6,067	6,065
Employers Pension Contribution	4270	-	206	227	-	227	227	243
Repairs & Gen. Maintenance	5410	590	822	166	-	166	166	300
Equipment Hired & New	5500	130	264	464	-	464	464	500
Rent & Rates	6000	2,071	2,561	2,489	987	1,500	2,487	3,000
Light Heat & Cleaning	6010	7,467	1,657	15,150	3,508	11,438	14,946	16,211
Telephone & Broadband	6101	489	-	-			-	
Broadband wifi	6105	2,830	1,749	1,739	849	849	1,698	1,800
Printing & Stationery	6200	677	500	-	-	-	-	-
Website costs	6241	133	133	-			-	
Sales commission	6511	739	2,599	2,075	-	2,075	2,075	-
Legal expenses	6620	750	-	-	-	-	-	-
Bad debts	6650	242		-	-	-	-	-
Sundry Expenses	6900	716	1,236	1,206	597	576	1,173	1,000
Health & Safety/Risk Assessments	6922	245	-	164	188	-	188	170
Alarm Maintenance	6930	553	286	243	257	-	257	300
CCTV Maintenance	6931		-	153	153	-	153	160
Credit card charges	6976	143	401	320	245	162	407	350
Hire of Facilities	1022	(379)	(1,738)	(1,052)	(669)	(435)	(1,104)	(1,126)
Hot desking facility	1026	(1,988)	(7,357)	(4,008)	(4,681)	(2,024)	(6,705)	(4,289)
Dedicated Desk x 12	1027	-	(4,944)	-	-	-	-	-
Office pod	1029	(5,299)	(11,948)	(15,687)	(7,192)	(6,848)	(14,040)	(16,786)
Chamber of Commerce	1031	(4,000)	(4,944)	(5,191)	(2,387)	(2,472)	(4,859)	(5,555)

Draft Revenue Estimates Sevenoaks Town Council 2024/ 2025 PROPOSED BUDGET		Actual 2021/22	Budget 2022/23	Budget 2023/24	SeptYTD Actual 2023/24	Forecast Next 6 months	Forecast 2023/24		Budget V1 2024/25
		10,137	**(13,365)**	**4,126**	**(4,764)**	**8,363**	**3,600**		**2,343**
% Mvmt on previous budget									**-43%**
Sevenoaks Town Mayor 42									
Printing and Stationery	6200		-		235 -	-		-	
Mayors Allowance 2021/22	6433	4,512	-		0	0	-		-
Mayors Car Allowance 2021/22	6434	2,511	-		0	0	-		-
Mayors Allowance 2022/23	6437		5805 -		1152	0	1,152		-
Mayors Car Allowance 2022/23	6438		2586 -		0		-		-
Mayors Allowance 2024/25	6441			5805	1113	4000	5,113		6,212
Mayors Car Allowance 2024/2025	6442			2586	0	2586	2,586		2,768
Mayoral charity donations	7100		-		13370		13,370		-
Quiz night Exp	7202	1,700	-		-		-		-
Knole Tour Exp	7204		-		-		-		-
Chevening Visit exp	7205		-		-		-		
Int W Day Exp	7206	1,343	-		-		-		-
Mayors Stag Event Exp	7207		-		306		306		-
Garden Party Ex	7208		-		893		893		-
Fundraising	1500	-681	-		(2,632)		(2,632)		
Quiz Night	1752	-4499	-		(16)		(16)		
Knole Tour	1754		-		-		-		
Chevening Visit	1755		-		-		-		
Int'l Womens day	1756	-1705	-				-		
Mayor's Stag Event	1757		-		(5,138)				
Garden Party Income	1758		-		(921)				
		3,180	**8,391**	**8,391**	**8,362**	**6,586**	**14,948**		**8,980**
% Mvmt on previous budget									**7%**
Transfer from EMR									
Youth Council 43									
Youth Council support	7555	45	500		500		500		500
		45	500		500	-	500		500
% Mvmt on previous budget									**0%**
Public Realm 444									
Gross Pay	4010	-			-		-		-
Public Realm signs & panels	5001				300		300		-
Repairs & General maintenance	5410				-		-		
		-			300	-	300		-
% Mvmt on previous budget									**-100%**
Transfer from EMR							-		
YOUTH CAFÉ Cost Centre 50									
Gross Pay	4010	31,603	31,572	46,273	25,109	20,000	45,109		49,513
Mileage	4011	-		-		-	-		-
Expenses	4012			-	13		13		-
Employers Pension Contribution	4270	691	1,263	1,505	650	650	1,300		1,611
Repairs and General Maintenance	5410	928	863	955	1,124	-	1,124		1,000
Equipment hired & new	5500	164		-	384	-	384		500
Light, Heat and Cleaning	6010	98	31	163	86	68	154		200
Telephone	6101	504	470	612	299	299	598		700
Broadband wifi service	6105			-	122		122		200
Printing & Stationery	6200	168	309	273	1	-	1		200
Postage & courier	6210	4	-	31	-	31	31		-
Computer/Database/WPS	6240	671	404	369	118	180	298		300
Website Costs	6241			-	36		36		200
Furnishings, furniture/Eqpt	6281	-	493	474	-	474	474		500
Staff Training	6320	20	206	-	20	-	20		100
Welfare/Hospitality	6330	35	31	1	-	-	-		-
Staff Uniforms	6340	414	103	81	338	-	338		200
Publicity/Democratic notices	6460	29	124	7	30		30		-
Goods for resale	6500	963	358	1,821	1,817	795	2,612		2,000
Café consumables	6505	8		73	3	70	73		-
Music Equipment	6571		-				-		
IT Equipment	6572		-				-		
Youth Magazine Expenditure	6573		-				-		
New Blood DJ workshops	6574		-				-		

Draft Revenue Estimates		Actual	Budget	Budget	SeptYTD Actual	Forecast	Forecast		Budget V1
Sevenoaks Town Council						Next 6			
2024/ 2025 PROPOSED BUDGET		2021/22	2022/23	2023/24	2023/24	months	2023/24		2024/25
Professional fees licensing	6635	328	286	444	432		432		450
Bad debts	6650		-	-			-		
Subscriptions	6730		-	-			-		
Special Events	6869	100	-	-	-		-		
Sundry Expenses	6900	298	252	372	145	177	322		400
Health & Safety/Legal Advice	6922	1,015	870	948	821	200	1,021		1,000
Letting and Hire of Facilities	1022	(2,070)	(2,200)	(2,512)	(2,494)	(1,196)	(3,690)		(2,688)
Sale of Goods	1211	(578)	(358)	(1,894)	(1,610)	(827)	(2,437)		(2,000)
Grant Income	1350	(3,625)	-	-	(1,460)	-	(1,460)		-
Furlough grant income	1450	(4,165)	-	-			-		
Other Income	1990	(5)	-	-	(150)		(150)		-
		27,598	**35,077**	**49,997**	**25,838**	**20,921**	**46,755**		**54,386**
% Mvmt on previous budget									**9%**
Transfer from EMR		**-10000**					-		
MARKETS Cost Centre 60									
Gross Pay	4010	2,076	1,731	1,898	768	900	1,668		2,031
Repairs & general maintenance	5410	57	105	116	152	-	152		200
Saturday Market Charges	5420	14,645	15,011	17,144	6,157	6,200	12,357		18,345
Wednesday Market Charges	5421	26,543	27,341	11,910	4,080	4,080	8,160		12,744
Pop up Market	5425	7,794	-	-			-		
Equipment Hired and New	5500			-	77	0	77		-
Blighs market	6001	11,176	11,547	12,713	4,840	5,000	9,840		12,713
Light, Heat & Cleaning	6010	207	130	156	233	-	233		200
Postage & courier	6210			-	-	-	-		-
Professional fees licensing	6635	180	185	-	-	195	195		200
Bad debts	6650		-	195			-		
Subscriptions	6730		74	78	60	-	60		100
Rental Income Sat Market	1017	(17,310)	(17,724)	(19,588)	(12,551)	(8,000)	(20,551)		(20,960)
Rental Income Weds Market	1018	(12,668)	(14,536)	(11,910)	(7,703)	(5,665)	(13,368)		(12,744)
Rental Income Blighs Market	1019	(15,800)	(14,800)	(17,630)	(10,480)	(7,000)	(17,480)		(18,865)
Rental Income Pop up Market	1028	(770)	-	-			-		
Christmas Market			(3,100)	(823)		(823)	(823)		(823)
Revenue grant	1350	(500)					-		
		15,631	5,964	(5,742)	(14,367)	(5,113)	(19,480)		(6,859)
% Mvmt on previous budget									**19%**
Movement from EMR		**-5795**					-		
FINANCIAL & GENERAL PURPOSES COMMITTEE SUMMARY									
Vine Café	28	24,487	23,323	20,000	10,133	18,493	24,251		-
Bat & Ball Station Building	30	-	-	-	50,279	57,533	107,812		-
Central Services	31	592,855	663,327	670,427	313,109	376,651	688,211		704,122
General	32	35,646	31,518	43,928	5,923	25,690	31,613		47,000
Council Offices	33	63,370	57,306	37,837	21,537	17,839	39,375		38,320
Community Centre	36	(12,156)	(23,343)	(9,142)	435	8,366	8,804		6,281
Community Grants	38	56,309	57,720	52,720	65,194	17,746	82,940		63,000
Letting of Non-operational Property	39	(5,997)	(5,933)	(5,933)	(3,824)	(2,109)	(5,933)		(6,500)
Sevenoaks Town Partnership	40	3,152	5,000	5,000	(4,545)	12,096	7,551		(4,500)
Business Hub	41	10,137	(13,365)	(4,126)	(4,764)	8,363	3,600		2,343
Sevenoaks Town Mayor	42	3,180	8,391	8,391	8,362	6,586	14,947		8,980
Youth council	43	45	500	500	500	-	500		500
Public Realm	44			300	300	(779)	-		-
Youth Café	50	17,598	35,077	49,996	25,838	20,921	46,755		54,386
Markets	60	9,836	5,964	(5,741)	(14,367)	(5,113)	(19,480)		(6,859)
		798,462	**845,485**	**864,157**	**474,110**	**562,283**	**1,036,393**		**907,073**

Draft Revenue Estimates		Actual	Budget	Budget	SeptYTD Actual	Forecast Next 6 months	Forecast	Budget V1
Sevenoaks Town Council								
2024/ 2025 PROPOSED BUDGET		2021/22	2022/23	2023/24	2023/24		2023/24	2024/25
% Mvmt on previous budget								**4%**
OPEN SPACES & LEISURE COMMITTEE SUMMARY								
General	21	252,914	297,454	310,689	190,332	124,092	314,424	320,216
Greatness Cemetery	22	42,772	57,697	60,897	22,519	43,473	65,992	61,063
Allotments	23	1,785	1,086	29	(4,064)	4,214	150	(5,593)
Street Lighting and General	26	14,213	21,081	19,626	26,531	(7,241)	19,290	18,157
Vine Grounds	29	30,652	24,405	40,331	26,029	16,537	42,566	41,115
		342,336	**401,722**	**431,572**	**261,347**	**181,075**	**442,422**	**434,958**
% Mvmt on previous budget								**8%**
REVENUE FUND SUMMARY								
Planning Committee	1	25,255	28,473	28,108	16,437	13,083	29,522	30,215
Open Spaces & Leisure Committee	2	342,336	401,722	431,572	261,347	181,075	442,424	434,958
Finance/General Purposes Committee	3	798,462	845,485	864,157	474,110	562,283	1,036,393	907,073
		1,166,053	**1,275,680**	**1,323,837**	**751,894**	**756,442**	**1,508,340**	**1,372,246**
Revenue Reserves Movement								
Precept		**1,239,898**	**1,295,675**	**1,370,074**	**647,837**	**647,837**	**1,295,674**	**1,372,244**
% Mvmt on previous budget								**0.2%**
(Surplus)/ deficit		**(73,845)**	**(19,995)**	**(46,237)**	**104,057**	**108,605**	**212,666**	**2**
Council Tax Base								9,845
ie. Band D Equivalents								
AnnualCouncil Tax								***£139.39***
% increase								**5.1%**
Increase in Council Tax per year								**£139.39**
Council Tax per week								**£2.68**
Increase in Council Tax per week								**£2.68**

Sevenoaks Town Council
Finance & General Purposes Committee – 27th November 2023

Grant Application Received: Sevenoaks Summer Festival 2024

This Committee is requested to consider the attached Grant Application received from:

Grant Ref No	Organisation Name	Purpose of award	Previous grant history	Current Grant Application
20	Sevenoaks Summer Festival	Core funding for Sevenoaks Summer Festival	£10,000 – 2008 & 2009 £5000 – 2010 to 2020 & 2022	£5,000

The funding request is for the Sevenoaks Summer Festival 2024, to be funded from 2024/25 budget.

RECOMMENDATION

The Committee is asked to consider the grant application received from the Sevenoaks Summer Festival.

Sevenoaks
Town Council

APPLICATION FOR GRANT AID 2023/2024

NB – Grant recipients will be asked to provide a display stand at the Annual Town Meeting **[Monday 11th March 2024 at 7pm]** to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

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

PART 1 – YOUR ORGANISATION

ORGANISATION

SEVENOAKS SUMMER FESTIVAL

NAME OF CONTACT

RAY RUSSELL

ADDRESS OF CONTACT

[redacted]

POSTCODE [redacted]

TELEPHONE NO:	DAYTIME	[redacted]
	EVENING	AS ABOVE
	EMAIL ADDRESS	CHAIRMAN@SEVENOAKSFESTIVAL.ORG.UK

ARE YOU A REGISTERED CHARITY?	NO

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

2-week annual celebration of the Arts in and around Sevenoaks, now in its 54th year. Sevenoaks Summer Festival is organised and run on a not-for profit basis by a group of unpaid volunteers. It provides a well-loved showcase for the Town – a high-profile event bringing a wealth of diverse local amateur groups to the attention of audiences drawn from the town and further afield, plus some special attractions and headline professional acts, which attract people into the town from elsewhere.

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

We do try to minimise our carbon footprint by using social media and the like rather than printed material and communicating by email where possible. We know that some people prefer a hard copy brochure and plan that it remains at the fewer page version adopted in 2022. Wherever possible we recycle any discarded items.

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

We don't have realistic opportunities to increase biodiversity but, as regards greenhouse gas emissions, we encourage local residents to enjoy local events, thereby reducing their need to travel farther afield.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	None
	B) VOLUNTEERS	3-10
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	c.50
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN? *[See Guidance Notes]*	POTENTIALLY THE WHOLE POPULATION	

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR	£5,000

PLEASE DESCRIBE YOUR PROJECT

HAVING BEEN PREVENTED FROM HOLDING FESTIVALS IN 2020 AND 2021 DUE TO COVID RESTRICTIONS AND THIS YEAR (2023) DUE TO SIGNIFICANT LOSSES IN 2022, THE PROJECT IS A HOPED-FOR RETURN TO A 'NORMAL' SUMMER FESTIVAL, TO BE HELD FROM SATURDAY 22 JUNE TO SUNDAY 7 JULY.

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

THE GRANT WILL BE USED PRIMARILY AS CORE OR SEED FUNDING TO ALLOW US TO PROCEED WITH CONFIDENCE WITH RESPECT TO OUR ADMINISTRATIVE AND PUBLICITY COSTS. ALSO, IT IS VITAL TO OUR ABILITY TO ATTRACT COMMERCIAL SPONSORSHIP THAT WE CAN PORTRAY THE COUNCIL AS OUR PRINCIPAL SPONSOR.

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

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

YES

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

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

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE
FOR A GRANT FOR THIS PROJECT NOT YET

IF YES, PLEASE GIVE DETAILS

TRADITIONALLY, WE HAVE APPLIED TO KCC AND TO SDAC FOR SPONSORSHIP AND/OR PATRONAGE AND WILL PROBABLY DO SO AGAIN.

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

WE GREATLY VALUE THE COUNCIL'S CONTINUED SUPPORT, WHICH WE HAVE ENJOYED SINCE 2008, ANNUALLY EXCEPT FOR THIS YEAR AND 2021 WHEN THERE WAS NO FESTIVAL.

PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR	£23,228
HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?	BETWEEN 6 & 9 MONTHS
HOW MUCH HAS THE GROUP RAISED THROUGH ITS OWN EFFORTS EG. FUNDRAISING DURING THE LAST YEAR?	UNDER £1,000 DUE TO INACTIVITY

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

2008: £10,000 – revenue expenditure
2009: £10,000 – revenue expenditure
2010: £5,000 – revenue expenditure + £2,400 'pass-through' for youth events
2011: £5,000 – revenue expenditure + £1,000 'pass-through' for youth events
2012: £5,000 – revenue expenditure
2013: £5,000 – revenue expenditure + £2,000 for Festival Fair/Schools Stage
2014: £5,000 – revenue expenditure + £2,950 for Festival Fair/Youth Music Stage
2015: £5,000 – revenue expenditure + £1,500 for Festival Fair/Youth Music Stage
2016: £5,000 - revenue expenditure
2017: £5,000 - revenue expenditure
2018: £5,000 - revenue expenditure
2019: £5,000 - revenue expenditure
2020: £5,000 - revenue expenditure
2022: £5,000 - revenue expenditure

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION
CHECKLIST

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

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES

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

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

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

[redacted] [redacted]

Chairman [redacted]

[redacted] AND POSITION IN ORGANISATION:
IN CAPITALS PLEASE: RAY RUSSELL, CHAIRMAN

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

Bank: [redacted]
Sort Code: [redacted]
Account No. [redacted]

All Application Forms must be signed (electronic signature acceptable).
Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2nd Friday in August** [11th August 2023] for the September Finance and General Purposes Grant Committee

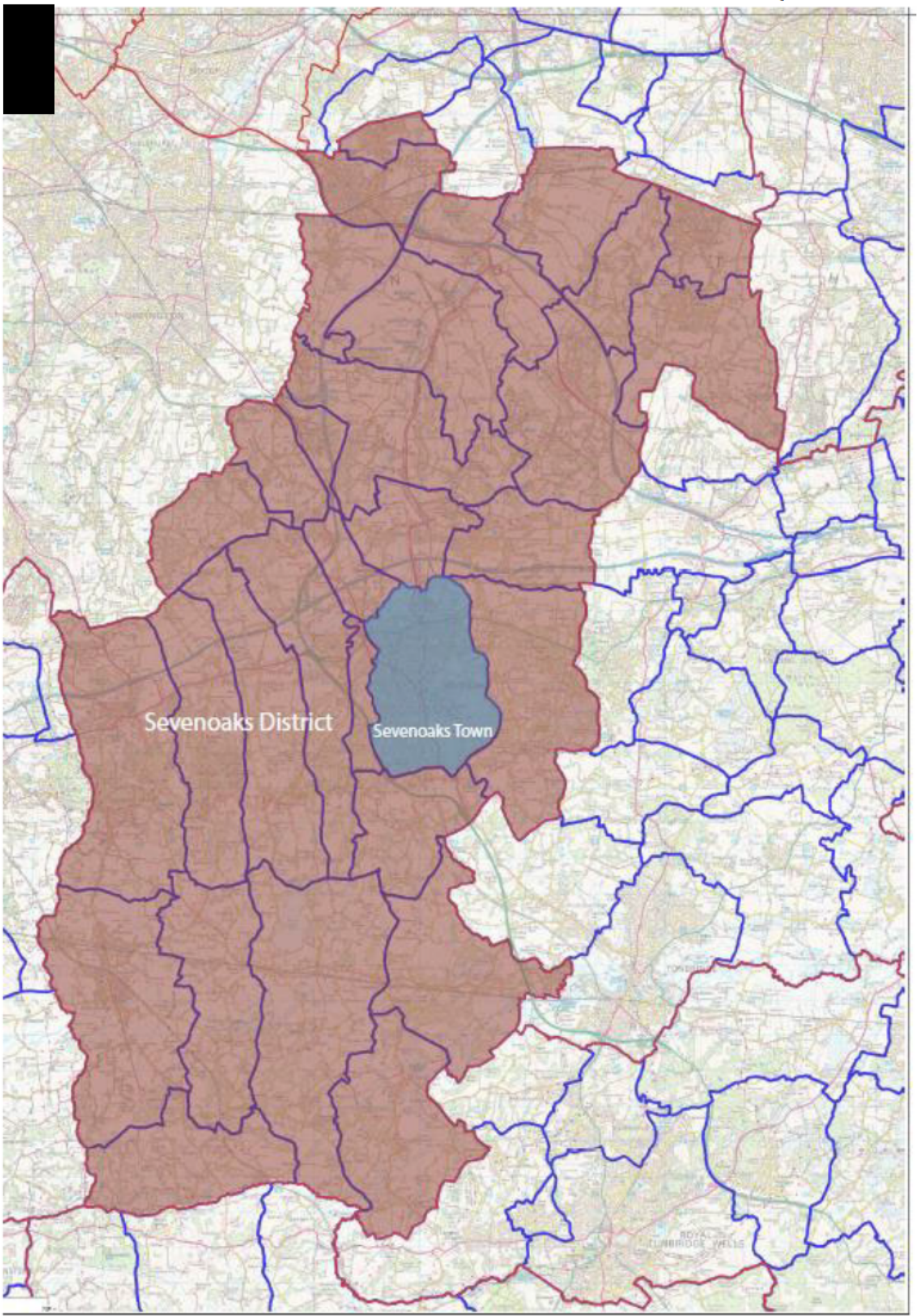
- **2ND Friday in January** [12th January 2024] for the February Finance and General Purposes Grant Committee

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

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

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

THIS DOCUMENT IS AVAILABLE IN LARGE PRINT IF REQUIRED.



Report & Accounts

For the year ended 31 August 2023

Sevenoaks Summer Festival

Report of the Organising Committee

For the year ended 31 August 2023

We decided to forgo a Festival in 2023 on the basis that the underlying conditions that had brought about the significant financial loss on our own promotions, including Festival Fair, in 2022, had not improved.

Consequently, the following accounts represent primarily:

- the receipt of bank interest and subscriptions from Members and Friends
- payments for insurance, website maintenance and our own membership subscriptions
- tidying-up of items related to prior years

The outcome is a net deficit for the year of £254, reducing our reserves to £23,228 at year-end.

We plan to use those reserves to hold a Festival next year from Sat 22 June to Sunday 7 July.

We'll build the Festival around Community Groups and, depending on how many volunteers we can attract to help with pre-Festival tasks, include as many of the usual features as we can, including Festival Fair, Festival Flags, Grand Prize Draw and a sprinkling of professional/celebrity events, with the Finale at Sevenoaks School's Pamoja Hall on Sunday 7 July.

Our rough timetable is as follows:

- Open application process: 1 November 2023
- Close application process: 29 February 2024
- Process applications 1-31 March 2024 and
- Publish Events page on website and begin distribution of printed brochure in early-April
- Put the flags out early June

Messages to that effect have been sent to our various stakeholders and posted on our website.

Following the untimely death of Simon Harris, our Organising Committee now comprises just me, Audrey Franks and John Levett and **we need help!!**

I want to step back a wee bit so please let me know if you, or somebody you know, would like to join the team that makes Festival happen

Signed on behalf of the Committee by:

25 October 2023

Profit and Loss Account

For the year ended 31 August 2023

	Notes	2023	*2022*
		£	£
Income			
Subscriptions	2	325	*3,142*
Grants utilised	3	0	*6,037*
Income from Festival events (including sponsorship)		0	*14,672*
Bank interest and Prize Draw income (net)		160	*1,379*
Total Income		**485**	***25,230***
Expenditure			
Publicity	4	153	*6,927*
Expenditure on Festival Events		0	*26,392*
Administrative Costs	5	666	*713*
Total Expenditure		**799**	***34,031***
Net Operating Deficit *(Surplus)*		**(334)**	***8,801***
Prior year items	6	**80**	***1,440***
Provision for PRS			***(177)***
Net Deficit for year		**(254)**	***(7,538)***

Balance Sheet

As at 31 August

	NOTES	2023	*2022*
Net Assets		£	*£*
Bank and Cash		23,546	*23,949*
add: Debtors	7	62	*70*
less: Creditors and Advance Receipts	8	(380)	*(537)*
Total Net Assets		**23,228**	***23,482***
Reserves			
Promoted Professional Events Reserve		10,000	*10,000*
Publicity, Administration & General Reserve		13,228	*13,482*
Total Reserves		**23,228**	***23,482***

Notes to the Financial Statements

For the year ended 31 August 2023

1. Accounting Policies

Basis of preparing the financial statements

The statement has been prepared on an accruals basis and under the historical cost convention.

The costs of new flags, flagpoles, banners, pull-up and other display materials are written off in the year of purchase. Amounts paid by flag sponsors in respect of future years are shown within Creditors - see Note 7.

2. Subscriptions

	2023	*2022*
Individuals (incl Friends)	325	*385*
Companies and Organisations (incl. Participants*)	0	*2,757*
Subscriptions	**325**	***3,142***

- Net of card company's charges

3. Grants - 2022

	2023	*2022*
Sevenoaks Town Council (STC) £5,037 (*includes £37 brought forward from 2021)*	0	*5,037*
Kent County Council – Cllr Streatfeild's discretionary fund	0	*500*
Sevenoaks District Arts Council	0	*500*
Grants	**0**	***6,037***

4. Publicity

	2023	*2022*
Leaflet & poster Printing	0	*768*
Web-site Design, Hosting & Maintenance	153	*246*
Advertising and Marketing	0	*4,793*
New banners	0	*995*
Festival Flags (net of sponsorship)	0	*126*
Total Publicity	**153**	***6,927***

5. Management and Administration

	2023	*2022*
Audit & Accountancy fees	0	*276*
General Expenses (2022 - including purchase of card-reader)	31	*119*
Subscription and Insurance	615	*318*
Total Management and Administration	**646**	***713***

6. Prior year items

	2023	*2022*
Flag sponsorship receipt not included in 2022 accounts *(2022 - Payments to performers not accrued in 2021 accounts)*	150	*(310)*
Debtor from 2022 written off *(2022 - Amounts written back from 2019 as no longer due)*	(70)	*1,750*
Net total of prior year items	**80**	***1,440***

7. Debtors

Bank interest due *(2022 – sponsorship outstanding)*	**62**	**70**

8. Creditors and Advance Receipts

Flag sponsorship prepaid for future years	360	360
Payments due to Creditors	20	177
Total Creditors and Advance Receipts	**380**	**537**

9. Benefits in Kind

Included within the Income and Expenditure figures above is a total amount of £0 *(2022 - £3,276)*, being the assessed value of facilities provided to Festival at no cost and recognised as Sponsorship or Patronage. Not included in the above Statement of Financial Activities is the value of goods, services and facilities provided free of charge by volunteers, including committee members and associates.

Sevenoaks Summer Festival

The Festival in its present form was constituted on 2 November 2001 with the following objectives:

“to promote, maintain, improve and advance education by the encouragement of the arts and to formulate, prepare and establish schemes therefore, in particular, but not solely, an annual festival of the arts in and around the town of Sevenoaks.”

We aim to showcase the breadth and diversity of local arts activities, augmented by professional events, continuing a tradition begun by Sevenoaks School in 1970.

Organising Committee

Ray Russell (Chairman & Treasurer)

Audrey Franks (Secretary)

John Levett (Publicity)

Volunteers & Brochure Distribution

John Power

Prize Draw Organiser

Kay Thorne

Website: www.sevenoaksfestival.org.uk

Facebook: https://facebook.com/sevenoaksfest

Twitter: @sevenoaksfest

Emails: admin@sevenoaksfestival.org.uk

Postal Address:

Sevenoaks Summer Festival, Sevenoaks School, Claridge House, High Street, Sevenoaks TN13 1HU

Report & Accounts

For the year ended 31 August 2022

Sevenoaks Summer Festival

Report of the Organising Committee

For the year ended 31 August 2022

Well, it was great to be back!!

Our primary objective of showcasing the performing and visual arts happenings in and around Sevenoaks was an undoubted and welcome success, with some 25 local groups presenting around 50 events or performances over the two-week period from Saturday 18 June to Sunday 3 July. In addition, four exhibitions were held during Festival and we promoted Festival Fair on the opening Saturday to the delight of the many parents, children and others who flocked to Bligh's Meadow to welcome us back, and 5 professional or celebrity events over the next 15 days.

These, again, were artistic successes, warmly received by the audiences who enjoyed:

- Eddi Reader and Charlie Dore giving this year's John Smedley Folk Memorial Concert
- An Evening With David Gower – humorous and fascinating insights into his world of cricket
- Mrs Churchill – My Life With Winston – a one-woman drama about Clementine Churchill's life
- If Peter Cook Had Played The Bass – a delightfully funny and musically exquisite evening in the company of Roger Carey and Mike Hatchard bringing to life Peter Cook and Dudley Moore
- Swinging At The Cotton Club – a fitting Finale Concert as The Harry Strutters Hot Rhythm Orchestra and the Lindy Hop Dance Company transported us in distance and time to 1920s Harlem.

Unfortunately, the financial outcome was rather less than successful, as the following accounts will reveal and is easily explained by a lower than hoped-for turn-out and a fall in the level of sponsorship of our own promotions.

The overall deficit for the year was £7,538 after making a provision for payment to PRS for this year's own promotions and writing back £1,440 relating to prior year items. This deficit, however, masks a loss on our own promotions of nearly £17,500, of which just over £7,500 was the net cost of Festival Fair.

We are therefore, exceedingly grateful to:

- Sevenoaks Town Council, for its grant aid as our Principal Sponsor;
- Solicitors Berry & Lamberts, Manak and Knocker & Foskett for sponsoring 3 of our celebrity concerts;
- Francis Jones Jewellers, Hamptons International and Rotosound for sponsorship of Festival Fair music;
- KCC and SDAC for grant aid;
- Berkeley Homes for continuing its support as a Platinum Patron.

We have yet to formulate plans for 2023.

We hope to mount a Festival worthy of the name but possibly with fewer celebrity events and built around the events of community groups – a topic for discussion at our AGM.

Finally, to place on record our shock at the sudden death of our Treasurer, Simon Harris, in March, just as our plans for this year were coming together and to express our gratitude for his superb contributions to our past efforts. RIP

Signed on behalf of the Committee by:

Ray Russell
Chairman

17 October 2022

Profit and Loss Account

For the year ended 31 August 2022

	NOTES	2022	2021
Income			
Subscriptions	2	3,142	965
Grants utilised	3	6,037	2,036
Income from Festival events (including sponsorship)		14,672	-
Other Income		1,379	7
Total Income		**25,230**	**3,008**
Expenditure			
Publicity	4	6,927	2,110
Expenditure on Festival Events		26,392	-
Administrative Costs	5	713	898
Total Expenditure		**34,031**	**3,008**
Net Operating Deficit *(Surplus)*		**8,801**	**-**
Prior year items	6	**1,440**	**-**
Provision for PRS		**(177)**	**-**
Net Deficit for year		**(7,538)**	**-**

Balance Sheet

As at 31 August 2022

	NOTES	31 AUG 2022	31 AUG 2021
Net Assets			
Bank and Cash		23,949	34,088
add: Debtors		70	70
less: Creditors and Advance Receipts	7	(537)	(3,138)
Total Net Assets		**23,482**	**31,020**
Reserves			
Promoted Professional Events Reserve		10,000	12,000
Publicity, Administration & General Reserve		13,482	19,020
Total Reserves		**23,482**	31,020

Sevenoaks Summer Festival

Notes to the Financial Statements

For the year ended 31 August 2022

1. Accounting Policies

Basis of preparing the financial statements

The statement has been prepared on an accruals basis and under the historical cost convention.

The costs of new flags, flagpoles, banners, pull-up and other display materials are written off in the year of purchase. Amounts paid by flag sponsors in respect of future years are shown within Creditors - see Note 7.

2. Subscriptions

	2022	2021
Individuals (incl Friends)	385	689
Companies and Organisations (incl. Participants*)	2,757	276
Subscriptions	**3,142**	**965**

- Net of card company's charges

3. Grants

Sevenoaks Town Council (STC) £5,037 (*includes £37 brought forward from 2021)*	5,037	2,036
Kent County Council – Cllr Streafeild's discretionary fund	500	-
Sevenoaks District Arts Council	500	-
Grants	**6,037**	**2,036**

4. Publicity

		2021
Leaflet & poster Printing	768	-
Web-site Design, Hosting & Maintenance	246	616
Advertising and Marketing	4,793	1,494
New banners	995	-
Festival Flags (net of sponsorship)	126	-
Total Publicity	**6,927**	**2,110**

5. Management and Administration

Audit & Accountancy fees	276	276
General Expenses (including purchase of card-reader)	119	125
Subscription and Insurance	318	497
Total Management and Administration	**713**	**898**

6. Prior year items

Payments to performers not accrued in last year's accounts	(310)	-
Amounts written back from 2019 as no longer due	1,750	-
Net total of prior year items	**1,440**	

7. Creditors and Advance Receipts

Flag sponsorship prepaid for future years	360	965
Payments due to Creditors	177	636
Balance of STC Grant not utilised in 2021	-	37
Amount held re VAT dispute	-	1,500
Total Creditors and Advance Receipts	**537**	**3,138**

8. Benefits in Kind

Included within the Income and Expenditure figures above is a total amount of £3,276 (2021 - £276), being the assessed value of facilities provided to Festival at no cost and recognised as Sponsorship or Patronage. Not included in the above Statement of Financial Activities is the value of goods, services and facilities provided free of charge by volunteers, including committee members and associates.

Honorary Independent Examiner's Certificate

I have examined this Statement of Financial Activities, which has been prepared by and is the responsibility of the Committee, with the books and records produced to me and the further information and explanations given to me by the Officers. In my opinion, proper records have been kept of incoming and outgoing resources and the Statement of Financial Activities has been prepared in accordance with those records.

Mark Lowton, Honorary Independent Examiner 17 October 2022

Sevenoaks Summer Festival

The Festival in its present form was constituted on 2 November 2001 with the following objectives:

"to promote, maintain, improve and advance education by the encouragement of the arts and to formulate, prepare and establish schemes therefore, in particular, but not solely, an annual festival of the arts in and around the town of Sevenoaks."

We aim to showcase the breadth and diversity of local arts activities, augmented by professional events, continuing a tradition begun by Sevenoaks School in 1970.

Organising Committee

Ray Russell (Chairman & Treasurer)

Audrey Franks (Secretary)

John Levett (Publicity)

Volunteers & Brochure Distribution

John Power

Prize Draw Organiser

Kay Thorne

Website: www.sevenoaksfestival.org.uk

Facebook: https://facebook.com/sevenoaksfest

Twitter: @sevenoaksfest

Emails: admin@sevenoaksfestival.org.uk

Postal Address:

Sevenoaks Summer Festival, Sevenoaks School, Claridge House, High Street, Sevenoaks TN13 1HU

This page has been left blank intentionally

This page has been left blank intentionally

Sevenoaks Town Council
Finance & General Purposes Committee – 27th November 2023

Sevenoaks Town Council
Communication Working Party
Notes of Meeting held on 29th September 2023

The Communications Working Group noted where necessary decisions are required or new policies to be implemented, which are not already within the operational duties of the Town Clerk these will be reported and processed via the Finance & General Purposes Committee.

Present: Cllr Dr Merilyn Canet, Cllr Victoria Granville, Cllr Nick Varley, and Town Clerk
Apologies for Absence: Cllr Sally Layne.

1. Agree Chair of Working Group

It was agreed that Cllr Varley would be the Chair of the Working Group.

2. 20 mph Consultation

It was noted that it was a very tight timetable (see below) to produce a special edition of the Town Crier in relation to the 20-mph consultation, liaise with KCC and print and deliver for November.

27.9.23	Town Clerk meeting with Cllrs – review text for consultation
4.10.23	STC finalise text and forward to KCC officer for verification
11.10.23	latest date for response from KCC
13.10.23	complete artwork
6.11.23	Town Crier delivery starts
14.12.23	Close of survey

3. Town Crier

The following was noted:

> CODE OF RECOMMENDED PRACTICE ON LOCAL AUTHORITY PUBLICITY 2011
> 28. Local authorities should not publish or incur expenditure in commissioning in hard copy or on any website, newsletters, newssheets, or similar communications which seek to emulate commercial newspapers or magazines in style or content. Where local authorities do commission or publish newsletters, newssheets, or similar communications, they should not issue them more frequently than quarterly, apart from parish councils which should not issue them more frequently than monthly. Such communications should not include material other than information for the public about the business, services, and amenities of the council or other local service providers.
>
> STC currently produces a quarterly newsletter as per above. This is difficult within its limited resources both in time and budget. We currently deliver paper copies to 12,000 homes (not everyone is digitally inclusive), also digitally for those who want it, quarterly at a cost of approximately £3,500 per time.

The following was also agreed:

3.1. Editorial – this remained within the remit of the Town Clerk and officers.
3.2. Design

- A brief would be provided to prepare a new pro forma design which could be used in the future.
- Move Mayor's column to Pg 3
- Latest STC news on Pg 1
- Not include photographs of all councillors
- Promote STC more

3.3. Name – consider renaming 'Our Town' with strap line – 'News from Sevenoaks Town Council.

3.4. Digital distribution – consider methods to enhance

4. STC Communication Engagement Strategy – circulated with agenda
Councillors to provide feedback on any recommendations for changes.
Note to update names of councillors and add as an appendix the Social Media Strategy.

5. Future Topics of Discussion for Communications Working Group

- STC Branding
- Photo ID
- Website (BID?)
- Volunteering Process

6. Next Meeting
3 p.m. Monday 27th November 2023.

Agenda Item 13
Finance & General Purposes Committee – 27th November 2023

SEVENOAKS TOWN TEAM

Sevenoaks Town Team
Minutes of the AGM and Executive Board Meeting

6:30pm: Wednesday 11th October 2023

Held at
The Council Chamber, Sevenoaks Town Council, Bradbourne Vale Road TN13 3QG

Meeting started 6.30 p.m. **Meeting concluded: 8.00pm**

Executive Board

Cllr Chloe Gustard	Sevenoaks Town Council	Present
Cllr Victoria Granville	Sevenoaks Town Council	Present
Linda Larter MBE	Sevenoaks Town Council	Apologies
Mike Reid	Town Team Facilitator	Present
Cllr Graham Clack	Sevenoaks District Council	Apologies
Cllr Richard Streatfeild MBE	Kent County Council	Present
Cllr Tony Clayton **Chair**	Sevenoaks Rail Travellers Association	Present
Austin Blackburn	Go Coach	Present
South Eastern	Gemma Louro	Absent
Andrew Eyre	Stag	Present
Hannah Kay	Knole	Absent
Dawn Blee	Chamber of Commerce	Absent
Steve Butler	Workman (Blighs)	Absent
Sevenoaks Chronicle	Vacant	Absent
Geraldine Tucker	Sevenoaks Society	Present
Roger Walshe	Sevenoaks Society	Now retired
Maxine Morgan, **V Chair**	Specsavers	Present
Elizabeth Dolding	Warners Solicitors	Apologies
Roberta Ware	Francis Jones Jewellers	Present
Glenn Ball	Local Architect	Apologies
Avril Hunter	Redlands RA	Present
Helen O'Sullivan	Eardley Road RA	Apologies
Elizabeth Purves	Hollybush RA	Apologies
Byron Brown	Bradbourne RA	Present
Mike Williams	Round Table	Absent
Police	PC Nick Hubbard	Apologies
Cllr Dr Merilyn Canet	Sevenoaks District Seniors Action Forum	Present

In attendance: Cllr Varley, Sam Shoesmith, Jim Hughes, Dennis Glasspool, Cllr Skinner, Cllr Ancrum, Cllr Wightman, Cllr Layne, Cllr Willis.

Apologies for Absence: Cllr Clack, PC Nick Hubbard, Elizabeth Purves, Elizabeth Dolding, Helen O'Sullivan, Glen Ball and Linda Larter, Glenn Ball

SEVENOAKS TOWN TEAM

1. **Election of Chair of Sevenoaks Town Team**

   Mike Reid took the chair in order to conduct the election of a Chair for 2023/4. Cllr Tony Clayton was nominated by Maxine Morgans and seconded by Richard Streatfeild and being the only candidate, was unanimously elected.

2. **Election of Vice Chair of Sevenoaks Town Team**
   Having re-taken the Chair, Cllr Tony Clayton sought candidates and with multiple nominations and seconds, Maxine Morgans was duly re-elected.

3. **Apologies for Absence**
   Cllr Clack, PC Nick Hubbard, Elizabeth Purves, Elizabeth Dolding, Helen O'Sullivan, Glen Ball and Linda Larter

4. **Declarations of Interest**
   None

5. **Minutes**
   To receive and approve the minutes of the Sevenoaks Town Team Executive Board meeting held on 2nd August 2023. There were no amendments or matters arising which would not be covered in this meeting.

6. **Annual Report**
   The Annual Report had been circulated with the meeting papers, and while noting how actively the Team is performing there were no comments arising.

7. **Finance Matters**
   It was explained that STC has not, until recently, had a Responsible Finance Officer in place and that some reporting areas were not up to date, including reports on Town Team and the Business Hub. It was explained by the Chair that he had seen figures from July and that both the Team and Hub were operating well with both in profit.

8. **Constitution of the Town Team Executive Board.**
   It has been noted that some groups or businesses on the Executive Board have not been present at meetings for some time. Members were reminded of this extract from the Town Team Terms of Reference:

   "Members of the Executive Board who miss more than 3 months of meetings will cease to be members. Exceptions will be considered on a case-by-case basis".

   Those members which have not attended for some time are asked to do so, so as to update themselves on the purposes and activities of the Team and to discuss how their business or organisation can contribute.

   The Chair opined that the Team is missing some fundamental parts of the Sevenoaks Community, notably Education, Sport and Youth.

There was a consensus of agreement that these sectors should be encouraged to join the Board and current Board members are going to canvass their contacts in these sectors.

The Chair observed that past Board member, Elliot Waters who represented South Eastern while being station manager at Sevenoaks has now been nominated in a national competition details of which he would circulate to the Board encouraging members to vote for him, as he had been so helpful during his stationing in the town.

9. **Business Improvement District (BID).**

Cllr Clayton put forward the proposal that Sevenoaks returns to its plans to create a Business Improvement District (BID).

It was unanimously agreed to pursue this.

A BID is a separate legal entity and not run by a Council. It needs its own board of directors and will only come to exist if a referendum of businesses in the BID area produces a majority in favour.

The first step will be to create Business Plan in order that the project can be explained to prospective board members. TT members were asked to consider who they feel should be approached, but not to do so until the plan is produced and agreed.

Both Tunbridge Wells and Eastbourne BIDs have offered to help with describing their experiences in both setting up and running their BID.

10. Wayfinding.

Work is proceeding towards the production of a tender document. An application to SDC for CIL monies has ben made and it is hoped that an invitation will be received to attend a CIL meeting at SDC on November 29th. While the application is for the major part of the funding, STC will also be contributing to the project.

A request was made to ensure that the new signage would be accessible to people with disabilities. It was confirmed that the fonts, colours and positioning of information would account for this. It was further asked if the signs would carry braille and that will be investigated.

It was repeated that before committing to the new signage the design of the scheme would be widely shared.

11. Public Realm

The railings at the junction of Seal Hollow Road and High Street have been substantially painted, waiting for scaffold around the Constitution building to be dropped. At the same time KCC have agreed to paint the Pembroke Road railings opposite SDC.

The blue lamp posts, belisha beacons, road signs and bollards in the lower part of St Johns Hill and belisha beacons in Dartford Road have been painted. This work was paid by the Levelling Up Fund.

SEVENOAKS TOWN TEAM

12. Business Awards 2023 Report

28 entries have been received and 22 businesses are in the Customer Choice vote. The Awards evening takes place on Friday 20th October.

13. Business Hub Report

Occupancy of the pods remains good with new hirers usually taking them within a couple of weeks of one becoming available.

The condition of the building remains good with no major repairs or decoration required.

14. Fireworks (cancelled) **& Christmas Lights**

Plans for the Christmas Lights Switch On are progressing and the event should follow the established pattern. There is though a major problem in that the Purelake development is about to start and the site for the stage is unavailable. Negotiations are in hand to move the stage to Blighs Walk between Danish Collection and The Oak.

15. Childrens Christmas High Street Safari and Christmas Best Dressed Window competition

Bothe events will be held in 2023.

16. Holly Party

Board members were provided with posters and asked to promote it to their business colleagues.

Last year was the first such party at the Bat & Ball Centre, and with the experience of running that, the catering will be indoors, and the entertainment expanded so that this year there will be a Jersey Boys tribute band playing. Tickets are deliberately at a very modest £25.

17. Reports from Members Organisations

Dennis Glasspool
He and Roberta Ware had attended a meeting convened by Laura Trott with senior police and a range or retailers to discuss crime affecting them. A copy of his report is appended.

Richard Streatfeild
KCC is having to find savings of £30m this year which means that discretionary services are under serious review.

However school bus services are receiving more support through the Bus Service Improvement Plan.

Geraldine Tucker
The Sevenoaks Society AGM has been held and the Society is in "good shape". The series of Autumn talks has now started.

Jim Hughes
Jim is concerned that some societies and clubs in the town are closing, mostly due to dwindling numbers and people willing to run them. He volunteered to undertake investigations in co-operation with the Town Team Facilitator, to investigate and consider how Town Team might help reinvigorate them.

He also asked if there is an opportunity to install real time bus information in the town, maybe using potential BID investment.

Austin Blackburn
Staffing remains an issue despite offering very flexible working arrangements. Concessionary passenger numbers are now back to 80% of pre-covid. Dartford and Tonbridge are presently the principal areas where delays are taking place, mainly due to lots of roadworks.

Route No 3 is re-opening serving Sevenoaks, Orpington and Locks Bottom.

Roberta Ware
A freedom of Information request informs that the police are paying SDC £19,700 pa for their accommodation at the SDC Office where at least the front desk is closed and the back office is supposedly under-used.

Andrew Eyre
It seems that in addition to cost of living issues many people have simply lost the habit to visit cinemas and theatres.

However film distributors have changed course and are more frequently releasing new films to cinemas before streaming services, which had until recently been the other way round.

Byron Brown
Heritage Lottery Offices are working with consultants to improve Bradbourne Lakes. It has been discovered that the North lake is heavily polluted with sewage.

18. Date of Next Meeting
The next meeting will be held on Wednesday 6th December 2022

This page has been left blank intentionally

This page has been left blank intentionally

Sevenoaks Town Council
Minutes of the Bat and Ball Centre User Group Meeting held at
The Bat & Ball Centre on Wednesday 18th October 2023

Meeting commenced: 7.03 p.m. **Meeting concluded:** 7.26 p.m.

Present:

Cllr Tony Clayton Chair	Sevenoaks Town Council
Cllr Dr Merilyn Canet	Sevenoaks Town Council
Cllr Claire Shea	Sevenoaks Town Council
Linda Larter MBE	Sevenoaks Town Council
Liz Hodgson	Sevenoaks Town Council
Valerie Glencross	The Arts Society Knole
Andrew Watts	Tea Dance

412. Appointment of Chair
Cllr. Tony Clayton was proposed by Cllr. Dr. Merilyn Canet to be Chair. The motion was accepted.

413. Apologies for Absence
Cllr. Gareth Willis, Adrienne Brewin (Breathe Easy), David Williams (Probus), Jo Wilkinson (Kent Blind), Gail Biggins (GB Pilates), Narcotics Anonymous representative, Alison Hadlow (Oaks Martial Arts).

414. Requests for Dispensation
There were no requests for dispensations from Councillors.

415. Declaration of Interests
There were no Declaration of Interests from Councillors.

416. Minutes of the previous meeting of the Community Centre User Group held on 8th March 2023.

RESOLVED: That the Minutes were a true record of the meeting and to be signed by the Chair.

417. Bat & Ball Centre
The facility continues to be very well used by both local members of the community and voluntary organisations for domestic events and by larger commercial organisations. Demand is high and therefore there is sometimes a need to cancel regular hirers to accommodate other bookings.

Although the building has very good carbon credentials, we are looking at installing additional solar panels to boost this. Investigation is taking place in relation to structural capacity to take more. This will also be a Capital Project which we will need to be reviewed within budget capacity.

With the building being so well used there is now some general wear and tear and settlements which will be addressed within maintenance.

418. Bat & Ball Station

Following the downturn due to the pandemic, number of hirers and café customers are both increasing steadily.

The café opening hours are changing to 7.30a.m. – 3.00p.m. Mondays to Fridays.

We hope to reintroduce the school educational programme in the near future subject to staff resources.

We are awaiting some work to be done on the roof of the building by Network Rial – the problems with the roof has caused some water damage to the ceiling cornice in the Luggage Room.

419. Feedback from Hirers

419.1 The Report relating to Feedback Forms was received.

419.2 Those present provided the following feedback:

Andrew Watts (Tea Dance)	**Feedback:** Very happy with the facility and the cakes provided by the Bat & Ball Station Café. There are insufficient cakes when there is an increase in numbers attending the dance some weeks. **Response:** Linda Larter suggested that the café could provide more cakes on a weekly basis with any left-over cakes being given to the Youth Café.
Valerie Glencross (The Arts Society Knole)	**Feedback:** Very happy with the caretaking and audio/visual equipment provided. Sometimes there are insufficient car parking spaces at the Centre due to people also parking there to attend a booking in the other hall. **Response:** There are 66 car parking spaces, 6 disabled bays and 2 electric charging points at the Centre. Linda Larter suggested that people should consider car sharing.
Cllr. Claire Shea	**Feedback:** The car parking signage is misleading as it suggests that parking is limited to 4 hours. **Response:** Linder Larter said the signage was necessary to act as a deterrent to drivers who were not using the Centre from parking there. The caretakers can point out to hirers that parking is

	unlimited for the duration of their hire at the Bat & Ball Centre and Station.

Additional Comments:

The date of the next meeting is scheduled for Wednesday 6th March 2024.

420. Press Releases

It was agreed not to issue a Press Release.

There being no further business the Chairman closed the meeting.

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

This page has been left blank intentionally

This page has been left blank intentionally

Sevenoaks Town Council
Finance & General Purposes Committee – 27th November 2023

Current Matters
NB: Updates shown in red

Item	Minute No		Status	Latest update
1	44 F&GP 24.04.23 *Update from Town Clerk 24.07.23* 244 Town Council 24.07.23	**Market Tenders** **Wednesday Market**	Ongoing	Wednesday & Saturday Markets, Sevenoaks It was noted that the Town Council had been successful in its tenders to Sevenoaks District Council to operate the Wednesday and Saturday Markets in Sevenoaks Town. Sevenoaks Town Council has previously requested that the Wednesday Market be relocated to the High Street. Decision to be reviewed at STC Council meeting 24.07.23 The Town Council had been considering the location of the Wednesday market but had been advised by Sevenoaks District Council today that there was no possibility of relocating to the High Street. It was agreed therefore that opportunities to expand the market in its current location at Buckhurst Lane be pursued. At its Blue-Sky meeting in September the Town Council would be reviewing the town centre, including detailed consideration of the future of the markets, within a Town Centre Masterplan.
2	260.3 - F&GP 13.09.21	**Pension Deficit**	*Ongoing*	Responsible Financial Officer, Chairman, and Vice-Chairman of Finance and General Purposes Committee to meet Kent County Council to discuss deficit.
3	45 F&GP 24.04.23	**Sencio Funding Agreement**	*Ongoing*	The Committee noted the terms of the Sencio Funding Agreement under which the Town Council was entitled to a partial refund of grant funds (on a sliding scale) due to the breach of conditions following the closure of Sencio due to insolvency. The Town Council had followed its fiduciary duty to residents and registered its financial interest with the insolvency agents, Evelyn Partners. **RESOLVED:** That the report be received and noted
4	46 F&GP 24.04.23	**Provision of Electric vehicle Charging Bollards at**	*Ongoing*	**RESOLVED:** That the proposal to work with Ubitricity to install 12 EV charging bollards at Raleys Car Park be approved, on the basis set out above.

Sevenoaks Town Council
Finance & General Purposes Committee – 27th November 2023

Item	Minute No		Status	Latest update
		Raleys Car Park		Project progressing slowly due to electric connection complications.
5	127 F&GP 12.06.23	**Participatory Budgeting**	*Ongoing*	**RESOLVED**: That a working group comprising Cllr Clayton, Cllr Ancrum, Cllr Dr Canet and the Town Clerk be established to look at ideas and the process for a *[Participatory Budgeting]* project, and report back to a future committee meeting.
6	128 F&GP 12.06.23	**Current Matters & Priorities**	*Ongoing*	To be reviewed at Blue Skies Meeting 09.09.2023 Draft Sevenoaks Town Council Priorities approved by Community Infrastructure Committee on 30.10.23. Submitted to Town Council Meeting 27.11.23 for adoption.
7	253.1	**Investment of Funds**	*Ongoing*	Cllr Wightman and Cllr Dixon to meet with the new Responsible Finance Officer, once in post, to review the current investment of funds to seek an increase in returns.
8	389 F&GP 2.10.23	**Upgrade to Fire Alarm System, Town Council Offices**	*Completed*	RESOLVED: 1) That a new wireless fire alarm system be installed at the Town Council office building by the current fire protection contractor. 2) That the expenditure of £4,275.00 be taken from the Contingency Budget Completed
9	390 F&GP 02.10.23	**Land at Woodside Road – Soil Remediation**	*Ongoing*	RESOLVED: That local residents be consulted on the proposals for the Woodside Road Open Space, with the results being reported back to this Committee.
10	392.2	**Grant Subsidies for Room Hire & Activities**	*Ongoing*	That the allowances be reviewed within the budget setting process. To be considered at January meeting.