Sevenoaks Town Council

Tuesday 26th August 2025

You are hereby summoned to attend a meeting of the **Finance & Delivery Committee** to be held in the **Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QG** on **Monday 1st September 2025 at the conclusion of the Town Council meeting which commences at 7pm**. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note, proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: https://youtube.com/live/adzBfVcJD5o 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 Council Meeting 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 Nigel Wightman **(Chair)**	Cllr Catherine Daniell (Deputy Leader)
Cllr Claire Shea **(Leader & Vice-Chair)**	Cllr Dr Peter Dixon
Cllr Libby Ancrum	Cllr David Skinner OBE
Cllr Tony Clayton (Mayor)	

Quorum minimum of three members

PUBLIC QUESTIONS

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

AGENDA

1	**APOLOGIES FOR ABSENCE** To receive and note apologies for absence.
2	**REQUESTS FOR DISPENSATIONS** To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).

3	**DECLARATIONS OF INTEREST** To receive any declarations of interest from members in respect of any items of business included in this report.
4	**MINUTES OF FINANCE & DELIVERY COMMITTEE (pages 5 to 10)** To receive, adopt and sign the Minutes of the Meeting of the Finance & General Purposes Committee held on 21st July 2025 as a true record.
5	**FINANCE REPORTS - JULY 2025** To receive and consider the Responsible Finance Officer's reports.
5.1	**Statement of Accounts (pages 11 to 47)** To receive and consider the Statement of Accounts, together with the Finance Officer's report for the month ended 31st July 2025 , including: Appendix 1 - Income and Expenditure by cost centre (pages 15 to 36) Appendix 2 – Variance Analysis (pages 37 to 41) Appendix 3 – Fund Balances (page 42) Appendix 4 – Statutory Balance Sheet (pages 43 to 44) Appendix 5 – Earmarked Reserves (page 45) Appendix 6 - Operating Income & Expenditure (pages 46 to 47)
5.2	**Supplier's Accounts (pages 49 to 62)** To authorise payment of the accounts listed in the schedules for the period • 1st to 31st July 2025
5.3	**List of Payments (pages 63 to 64)** To note list of payments for: • Sevenoaks Town Council Nat West Account: 1st to 31st July 2025 • Mayor's Charity Account: 1st to 31st July 2025: None
5.4	**Payroll Account (pages 65 to 66)** To confirm payments from the account listed in the schedules for period: • 1st to 31st July 2025
5.5	**Petty Cash Account (pages 67 to 68)** To confirm payments from the account listed in the schedules for the period • 1st to 31st July 2025

5.6	**Hospitality & Gift Register** To receive and note Hospitality or Gifts received by Councillors or staff for the period 1st to 31st July 2025

Date of Offer	To	Accepted / Declined	From	For	Estimated Value
18.7.25	Town Clerk	Accepted	VVG (Dutch Clerks Association)	Invitation to Annual Conference, including Accommodation in Netherlands 1st – 4th October 2025.	£400
04.08.25	Hall Hire & Office Administrator	Accepted	Hall Hirer	Thank you gift - flowers & chocolates	£20

6	**EXTERNAL AUDIT 2024/25 (page 69)** To receive and note comments of the External Auditor before conclusion of the audit.
7	**VINE PAVILION: REPLACEMENT SKYLIGHTS (pages 72 to 72)** To consider replacement of the Vine Pavilion Skylights.
8	**COMMUNITY INFRASTRUCTURE LEVY (CIL) UPDATE (page 73)** To receive and note update report.
9	**GREATNESS RECREATION GROUND PAVILION PROJECT (page 75)** To consider allocation of CIL funding to reinstate identified environmental measures.
10	**GRANT APPLICATIONS RECEIVED (circulated as a separate document)** To consider grant applications received.
11	**INFORMATION SECURITY POLICY (pages 77 to 81)** To consider and re-adopt the Town Council's Information Security Policy.
12	**PRESS RELEASE** To consider any agenda item, which would be considered appropriate for a press release.

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Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee

Held on Monday 21st July 2025 in the Council Chamber, Town Council Offices, TN13 3QG

Livestreamed and available to view on YouTube until minutes approved by Council:
https://youtube.com/live/Umpdn1ltDRQ

Meeting commenced: 7:27 pm Meeting Concluded: 8.08 pm

Present:

Cllr Nigel Wightman, **Chair**	Present		Cllr Catherine Daniell, Deputy Leader	Apologies
Cllr Claire Shea, **Leader & Vice-Chair**	Present		Cllr Dr Peter Dixon	Present
Cllr Libby Ancrum	Present		Cllr David Skinner OBE	Present
Cllr Tony Clayton, Mayor	Apologies			

Cllr Lise Michaelides	Substitute for	Cllr Catherine Daniell

In attendance: Cllr Dr Merilyn Canet, Town Clerk, Deputy Town Clerk and Responsible Finance Officer.

No Members of the Public were present.

PUBLIC QUESTIONS: None

236 - APOLOGIES FOR ABSENCE

RESOLVED: To receive and accept apologies for absence as noted above.

237 - REQUESTS FOR DISPENSATIONS

No requests for dispensations were received.

238 - DECLARATIONS OF INTEREST

No declarations of interest were received.

239 - MINUTES OF FINANCE & DELIVERY COMMITTEE

RESOLVED: To receive, adopt and sign the Minutes of the Meeting of the Finance & Delivery Committee held on 9th June 2025 as a true record.

240 - FINANCE REPORTS - MAY 2025

240.1 Responsible Finance Officer's reports to 31st May 2025

Statement of Accounts

The Committee received and considered the Statement of Accounts, together with the Responsible Finance Officer's report for the month ended 31st May 2025, including Income and Expenditure by cost centre, Variance Analysis, Fund Balances, Statutory Balance Sheet, Earmarked Reserves and Operating Income & Expenditure, together with:

Supplier's Accounts

- 1st to 31st May 2025, total gross invoices £56,974.51

List of Payments

- Sevenoaks Town Council Nat West Account - 1st to 31st May 2025, total £713,316.82
- Mayor's Charity Account - 1st to 31st May 2025: None

Payroll Account

- 1st to 31st May 2025, total £113,866.13

Petty Cash Account

- 1st to 31st May 2025, total payments £439.75

It was noted that the year-to-date position at the end of May, gave a revenue surplus of £20,180.

RESOLVED: That the Management Accounts 1st to 31st May 2025 be received and accepted.

241 - FINANCE REPORTS - JUNE 2025

241.1 Responsible Finance Officer's reports to 30th June 2025

Statement of Accounts

The Committee received and considered the Statement of Accounts, together with the Responsible Finance Officer's report for the month ended 30th June 2025, including Income and Expenditure by cost centre, Variance Analysis, Fund Balances, Statutory Balance Sheet, Earmarked Reserves and Operating Income & Expenditure, together with:

Supplier's Accounts

- 1st to 30th June 2025, total gross invoices £71,414.02

List of Payments

- Sevenoaks Town Council Nat West Account - 1st to 30th June 2025, total £684,876.94
- Mayor's Charity Account - 1st to 30th June 2025: None

Payroll Account

- 1st to 30th June 2025, total £101,465.00

Petty Cash Account

- 1st to 30th June 2025, total payments £618.97

It was noted that the year-to-date position at the end of June, gave a revenue surplus of £52,104.

The Committee noted that:

- in the first quarter there was not too much deficit for the cafes, but it was expected to increase in the second half of the year
- Zurich had queried the insurance claim for St Nicholas' Church wall but had now approved payment of £8,000 which would be paid imminently
- CCLA was changing ownership having been bought by a company called Jupiter
- The Greatness Community & Football Pavilion project was progressing and a schedule of payments and cash flow would be submitted to the next meeting of this Committee. Sevenoaks District Council had approved the transfer of £787,5000 Community Infrastructure Levy (CIL) and funds were awaited

The Committee was advised that the debt of £5,000 for drainage works on Sevenoaks Common to be paid by Sevenoaks District Council (SDC) through a grant, had been outstanding for 15 months. The Committee agreed that there should be a further attempt to obtain payment but if unsuccessful consideration would be given to pursuing through the small claims court.

RESOLVED that:

1) That the Responsible Finance Officer follow up with SDC the outstanding debt of £5,000 for drainage works on Sevenoaks Common
2) The expenditure of £5,950 exclusive of VAT for the valuation of the Stag as part of the Business Plan submitted in the Community Asset Transfer process, be noted
3) The Management Accounts 1st to 30th June 2025 be received and accepted

241.2 - Hospitality & Gift Register

RESOLVED: To note the following Hospitality or Gifts received by Councillors or staff for the period 1st May to 30th June 2025:

Date of Offer	To	Accepted /Declined	From	For	Estimated Value
6.5.25	Town Clerk	Accepted	Association of Democratic Service Officers	Invitation to Annual Conference, Awards Dinner, and Accommodation in Liverpool 11th & 12 September 2025.	£400
17.06.25	Town Clerk	Declined	Summer Festival	2 tickets to Sackville Theatre Show on 30th June.	£

242 - RECOMMENDATION FROM COMMUNITY ASSETS (OPEN SPACES) COMMITTEE: ALLOTMENT RENTS

The Committee considered the recommendation from the Community Assets (Open Spaces) Committee regarding allotment rents for 2025/2026. *(Minute 168.1, C&A, 23.06.26 refers)*

RESOLVED:

1) That 2026/2027 allotment rents for Quakers Hall Allotments be increased by no more than 4.5% i.e. to 25p per square metre.
2) That 2026/2027 allotment rents for Bradbourne Vale Allotments be increased by no more than 4.5% i.e. to 24p per square metre.
3) That any increase be communicated to the tenants in September along with their renewal letter and invoice, with the increase effective from 1st October 2026.

243 - KENT PENSION FUND CONSULTATION: POOLING OF TOWN & PARISH COUNCILS

Consideration was given to the Formal Consultation with town and parish councils regarding proposals by the Kent Pension Fund to form a Local Government Pension Scheme (LGPS) funding pool specifically for town and parish councils as at 31st March 2025, with a possible universal LGPS pooled employer contribution rate for all involved, operative from 1st April 2026. The consultation deadline was 4th August 2025.

It was noted that the Chair and Responsible Finance Officer would be attending an annual fund meeting later in the year. Councillors asked for a copy of the Kent Pension Fund's investment strategy and risk appetite, and whether there were any exclusions (e.g. fossil fuels, tobacco).

Regarding the consultation on the funding pool specifically for town and parish councils, it was **RESOLVED** to write to Kent County Council asking:

- for more detailed information about how it would work
- for some reassurance about liabilities
- requesting a meeting with KCC and town and parish councils to discuss collectively
- what would happen if KCC or other large organisations pulled out of the scheme and how it would impact those left in

244 - LOCAL GOVERNMENT RE-ORGANISATION - TRANSFER OF ASSETS UPDATE

The Committee considered the update report on the Local Government Re-Organisation Community Transfer of Assets, which set out the:

- Sevenoaks District Council (SDC) Timetable
- Sevenoaks Town Council (STC) public consultation timetable and receipts to date
- STC's requests submitted in Round 1

- SDC's response and STC's concerns

It was noted that Cllr Hogarth, leader of SDC, met with the Town Council and community representatives on 14th July 2025 to discuss the process. He advised that the Community Transfer of Assets process would be reviewed and amended. It was not clear how and when this might happen or the implications for the Assets the Town Council had already submitted Expressions of Interest for.

RESOLVED:

i) Sevenoaks Town Council continue where possible to negotiate with SDC and prepare required information, including Market Value Reports if required for the following asset transfers – Hollybush Recreation Ground, Horse Field Bradbourne Vale Road, Land on High Street & Market Rights, St James Car Park, St John's Hill Car Park.

ii) To continue with public consultation to demonstrate support for requests for transfer of community assets to Sevenoaks Town Council.

iii) For Town Councillors to consider following receipt of public consultation and any criteria update which assets to submit Expressions of Interest to SDC for Tranche 2 (1st September 2025)

245 - REPAIRS AND HEALTH & SAFETY REQUIREMENTS FOR BUCKHURST PLAY AREA

The Committee noted progress against the programme of capital investment in the Town Council's play areas agreed in 2021, subject to availability of funds.

Buckhurst Play Area is situated in the Environmental Park on land leased from Knole Estates. The lease is due to expire this year and is currently being negotiated for a new lease up to 2034.

It was noted that in the last couple of weeks, the play area has suffered considerable vandalism, resulting in some areas being closed off which is unfortunate as summer school holidays are about to begin. The annual ROSPA report has also identified numerous wear and tear issues which need to be replaced as a matter of urgency. Some of the wear and tear relates to the use of wooden equipment in this play area, some wooden timbers sited within metal sleeve have rotted without evidence and then fail suddenly. The wear and tear issues also include substantial repairs required to the safety matting under the popular zip wire.

RESOLVED that:

1) £25,000 be allocated from CIL to enable the Buckhurst Play Area and minor improvements to other play areas to be restored to good working order.

2) That the Community Asset (Open Spaces) Committee review the programme for improvements to Play Areas.

246 - SEVENOAKS TOWN COUNCIL RISK ASSESSMENT

The Committee received and considered the Town Council's Risk Assessment and noted that there was an Action Plan in place in relation to one risk: Financial Management (risk of County or District Council going bankrupt). The Town Council aimed to control this risk by increasing its revenue reserves by £20,000 per year.

RESOLVED: That Sevenoaks Town Council's Risk Assessment and Action Plan be received and accepted.

247 - CURRENT MATTERS & PRIORITIES

Consideration was given to updates on Current Matters and the Town Council Priorities.

Councillors were pleased to note the Town Council's success in being awarded CIL grant funding by the District Council as follows:

- £100,000 toward the new Greatness Play Area
- £20,000 towards the new pedestrian crossing on Dartford Road

Councillors were also pleased with the resurfacing of the Vine Gardens which had improved the aesthetics and accessibility of the public space.

RESOLVED: To receive and note updates to:

a) Current Matters
b) Priorities of the Town Council

248 - PRESS RELEASE: None

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 31st July 2025

1. Summary

As at the end of July, the year-to-date position shows a deficit of £17,742. It is important to note that, due to phasing, STC was budgeted to report a deficit of £39,660 by this point in the year.

The following larger payments have been made this month:-

- Public Works Loan Board (£35,000)
- Stag grant (£27k)
- Large expenditure on In Bloom.

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

- Open Spaces: the income is £2,098 above budget YTD.
- Cemetery: Income is £10,238 above budget YTD.
- Cemetery: the repairs and general maintenance budget is £1,466 over its annual budget this is due to emergency lighting being installed at the chapel and the mess room, this was a recommendation of the fire risk assessment.
- Open Spaces Street Lighting: the public clock maintenance budget is £835 above budget due to fixing the clock this is expensive as they have to use a cherry picker.
- Vine Café: expenditure under equipment hired and new is high (£4,162) but there will be a refund of £1,229 in August due to a dishwasher being returned and new bistro chairs and tables have been purchased at a cost of £1,284.
- Bat and Ball Centre: Income is £33,704 above budget YTD.
- Establishments: Interest on deposits is approximately £5k over budget YTD.
- Establishments Professional Fees: this has no budget for the £3k YTD spent on the Oast House report, there will be further invoices for this in August.
- Youth Cafe: Overall expenditure is £7,355 above budget year to date, gross pay is approximately £4k over budget YTD and equipment hired and new is over its annual budget by £774 this is due to the hire of the coach for the daytrip to the seaside at a cost of £850.

The following Appendices are attached in support of the summary information contained in this report
Appendix 1 - Income and Expenditure by cost centre
Appendix 2 – Variance Analysis
Appendix 3 – Fund Balances.
Appendix 4 – Statutory Balance Sheet
Appendix 5 – Ear Marked Reserves
Appendix 6 – Operating income and expenditure

2. Use of Contingency

<u>Monies spent</u>

2025/2026 - £62k	
Stag Evaluation	5,950

To consider covering the cost of the dishwasher at the Vine Café (£1,580) from contingency.

3. Outstanding Debts

The outstanding debt of £5k for the drainage works on Sevenoaks Common has now been paid.

4. Statutory Balance Sheet

The total assets to end of July 2025 are £2,955,067, this is an increase of £574,824 from June 2025. Revenue (general) reserves have decreased by £69,036 leaving a balance of £496,571.

Earmarked Reserves have increased by £778,907 leaving a year to date balance of £2,025,576.

This includes:
1. Cil monies of £787,500 received from SDC for Greatness Pavilion.
2. Second payment for the flooring at the Vine totalling £11,565.
3. £2k paid for quantity surveyor on the Greatness Pavilion project.

The full movement in earmarked reserves is detailed in Appendix 5.

5. Fund Balances

The fund balances show a large amount in the Natwest account, this is due to CIL monies being received and part of this has since been moved to the CCLA.

6. Investments

The following investments have been made through the Insignis Portal:

- HSBC Bank Plc Tracker (3.95%) - £263,376.
- Santander 90 Day Notice (3.9%) - £381,402.
- Emirates NBD 3 month fixed term (4.18%) - £499,000.

7. Greatness Pavilion Project Progress Report

Funding Approvals

In June 2025, Sevenoaks Town Council (STC) and Sevenoaks Town Football Club (STFC) were pleased to receive confirmation of significant funding contributions toward the development of the new Football and Community Pavilion at Greatness Recreation Ground.

A grant of £759,100 was awarded by the Premier League, The FA, and the Government's Football Foundation to support the project.

An additional £150,000 was successfully secured through the Premier League Stadium Fund.

These contributions bring the total confirmed funding for the project to £1,784,100.

Project Development

Meetings have been held to finalise the cost of the project taking into account building regulations and the requirements of the grant funding, a more detailed report will be submitted with its own agenda items.

8. Local Government Reorganisation

Business plans are being worked on for the Hollybush Recreation area and markets.

Recommendations

- To consider covering the cost of the dishwasher at the Vine Café (£1,580) from contingency.
- To consider using CIL monies for the £4,500 for the Oast House report.

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 21/08/2025

Month No: 4

Cost Centre Report

Code	Description	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
11	Planning - General											
4010	Gross Pay	3,256	3,087	(169)	13,256	12,348	(908)	37,040		23,784	35.8%	
4270	Employers Pension Contribution	113	127	14	461	508	47	1,522		1,061	30.3%	
6240	Computer/ Data Base/WP's	50	57	7	219	228	9	800		581	27.4%	
6630	Professional Fees	88	307	219	202	307	105	922		720	21.9%	
6730	Subscriptions	0	51	51	625	204	(421)	615		(10)	101.6%	
	Planning - General :- Indirect Expenditure	**3,507**	**3,629**	**122**	**14,763**	**13,595**	**(1,168)**	**40,899**	**0**	**26,136**	**36.1%**	**0**
	Net Expenditure	**(3,507)**	**(3,629)**	**(122)**	**(14,763)**	**(13,595)**	**1,168**	**(40,899)**				
21	O/ Spaces & Leisure - General											
1022	Letting & Hire of Facilities	1,029	1,750	721	10,848	8,750	(2,098)	28,000			38.7%	
1030	Electricity recharge	0	0	0	0	950	950	3,800			0.0%	
1316	Raleys Car Park Permits	8	0	(8)	1,775	1,742	(33)	1,739			102.1%	
1550	Insurance Claims	0	0	0	0	0	0	0			0.0%	8,488
1853	Adopt a Tree income	0	0	0	0	0	0	102			0.0%	
1990	Other Income	0	0	0	1,249	92	(1,157)	276			452.6%	
	O/ Spaces & Leisure - General :- Income	**1,037**	**1,750**	**713**	**13,872**	**11,534**	**(2,338)**	**33,917**			**40.9%**	**8,488**
4010	Gross Pay	17,876	17,032	(844)	69,401	68,128	(1,273)	204,378		134,977	34.0%	
4011	Mileage	101	67	(34)	313	268	(45)	800		487	39.2%	
4270	Employers Pension Contribution	1,041	1,380	339	3,943	5,520	1,577	16,558		12,615	23.8%	
5010	Vine Area General Maintenance	0	0	0	281	0	(281)	0		(281)	0.0%	
5013	Graffiti Removal	248	333	85	248	333	85	1,000		752	24.8%	

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5025	Lower St Johns Toilets	1,525	1,196	(329)	3,509	4,784	1,275	14,350		10,841	24.5%	
5026	Greatness Rec Convenience	569	265	(304)	1,139	1,060	(79)	3,177		2,038	35.9%	
5030	St Nicholas Burial Ground	0	102	102	107	102	(5)	102		(5)	105.2%	
5050	Seats And Litter Bins	0	0	0	0	589	589	2,357		2,357	0.0%	
5060	Sevenoaks Common	0	1,708	1,708	580	1,708	1,128	5,125		4,545	11.3%	
5065	Tree Safety Survey	0	0	0	0	4,100	4,100	4,100		4,100	0.0%	
5070	Other Woodlands	2,284	1,025	(1,259)	2,606	2,050	(556)	4,100		1,494	63.6%	1,240
5110	Knole Paddock & Pavilion	6	359	353	1,821	718	(1,103)	3,587		1,766	50.8%	
5120	Knole Paddock Pitch & Grnd Mt	121	214	93	373	856	483	2,562		2,189	14.6%	
5310	Miscellaneous Open Spaces	2,738	442	(2,296)	4,596	1,768	(2,828)	5,300		704	86.7%	840
5311	Security Open Spaces	2,738	2,333	(405)	11,261	9,332	(1,929)	28,000		16,739	40.2%	
5316	Skatepark Maintenance	0	510	510	8	1,530	1,522	2,050		2,042	0.4%	
5317	Raleys Car Park	0	0	0	0	440	440	439		439	0.0%	
5320	Fertilizers	0	0	0	1,296	1,020	(276)	1,537		241	84.3%	
5330	Grass Seed	114	521	407	3,349	521	(2,828)	2,562		(787)	130.7%	
5340	Plants	672	0	(672)	1,190	769	(421)	3,075		1,886	38.7%	
5410	Repairs & General Maintenance	37	154	117	181	616	435	1,845		1,664	9.8%	
5412	Capital Refurbishments	0	667	667	0	2,668	2,668	8,000		8,000	0.0%	
5500	Equipment Hired and New	82	598	516	175	2,392	2,217	7,175		7,000	2.4%	
5525	Equipment Maintenance	100	941	841	1,843	2,823	980	8,000		6,157	23.0%	
5550	Vehicle Expenses	55	1,003	948	1,819	4,012	2,193	12,037		10,218	15.1%	
5700	Fuel	448	504	56	1,772	2,016	244	6,047		4,275	29.3%	
6010	Light Heat & Cleaning	0	726	726	0	2,904	2,904	8,712		8,712	0.0%	
6011	Electricity	880	0	(880)	4,133	0	(4,133)	0		(4,133)	0.0%	

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6013	Cleaning	132	51	(81)	319	204	(115)	615		296	51.9%	
6014	Water	225	85	(140)	1,132	340	(792)	1,025		(107)	110.4%	
6016	Contractor Payments	0	0	0	270	0	(270)	0		(270)	0.0%	
6101	Telephone	0	12	12	0	48	48	149		149	0.0%	
6104	Mobile Telephone	30	29	(1)	60	116	56	348		288	17.3%	
6105	Broadband wi-fi service	29	26	(3)	115	104	(11)	307		192	37.4%	
6320	Staff Training	0	0	0	635	769	134	3,075		2,440	20.7%	
6330	Welfare/Hospitality	37	53	16	166	212	46	640		474	26.0%	
6460	Publicity & Democratic notices	0	0	0	100	0	(100)	0		(100)	0.0%	
6635	Professional Fees Licensing	0	26	26	0	104	104	308		308	0.0%	
6730	Subscriptions	0	0	0	430	185	(245)	185		(245)	232.5%	
6812	Road Dues	0	0	0	0	0	0	1,128		1,128	0.0%	
6851	Bus Shelter Maintenance	0	17	17	0	68	68	205		205	0.0%	
6900	Sundry Expenses	0	7	7	0	28	28	82		82	0.0%	
6922	Health&Safety/Risk Assessments	0	0	0	294	0	(294)	1,700		1,406	17.3%	
6930	Alarm Maintenance	0	300	300	0	300	300	902		902	0.0%	
6931	CCTV Maintenance	0	0	0	0	0	0	615		615	0.0%	
6934	Waste Bin Collection-Dog Bins	728	0	(728)	728	769	41	3,075		2,347	23.7%	
6935	Waste Bin Disposal-Waste Bins	461	230	(231)	830	920	90	2,767		1,937	30.0%	
6952	Protective Clothing	60	133	73	390	532	142	1,600		1,210	24.4%	
	O/ Spaces & Leisure - General :- Indirect Expenditure	**33,339**	**33,049**	**(290)**	**121,413**	**127,726**	**6,313**	**375,701**	**0**	**254,288**	**32.3%**	**2,080**
	Net Income over Expenditure	**(32,302)**	**(31,299)**	**1,003**	**(107,541)**	**(116,192)**	**(8,651)**	**(341,784)**				
8001	plus Transfer from EMR	2,080	0	(2,080)	2,080	0	(2,080)	0				
8002	less Transfer to EMR	8,488	0	(8,488)	8,488	0	(8,488)	0				
	Movement to/(from) Gen Reserve	**(38,710)**	**(31,299)**	**(9,565)**	**(113,949)**	**(116,192)**	**(19,219)**	**(341,784)**				

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 21/08/2025

Month No: 4

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
22	O/ Spaces & Leisure - Cemetery											
1700	Cemetery Income	8,478	6,500	(1,978)	36,238	26,000	(10,238)	78,000			46.5%	
	O/ Spaces & Leisure - Cemetery :- Income	**8,478**	**6,500**	**(1,978)**	**36,238**	**26,000**	**(10,238)**	**78,000**			**46.5%**	**0**
4010	Gross Pay	8,561	8,791	230	34,832	35,164	332	105,490		70,658	33.0%	
4011	Mileage	7	0	(7)	44	0	(44)	0		(44)	0.0%	
4270	Employers Pension Contribution	811	735	(76)	3,252	2,940	(312)	8,818		5,566	36.9%	
5210	Cemetery Chapel & Office	0	0	0	0	0	0	153		153	0.0%	
5230	Cemetery Wshop/Messroom Mtce	0	0	0	0	179	179	717		717	0.0%	
5410	Repairs & General Maintenance	48	102	55	2,696	408	(2,288)	1,230		(1,466)	219.1%	
5500	Equipment Hired and New	0	342	342	1,090	1,368	278	4,100		3,010	26.6%	
5525	Equipment Maintenance	0	750	750	1,166	3,000	1,834	9,000		7,834	13.0%	
5700	Fuel	11	102	91	179	408	229	1,230		1,051	14.6%	
6000	Rent & Rates	848	875	27	3,395	3,500	105	10,500		7,105	32.3%	
6011	Electricity	97	179	82	535	716	181	2,152		1,617	24.8%	
6013	Cleaning	150	0	(150)	232	400	168	1,025		793	22.6%	
6014	Water	0	94	94	53	376	323	1,127		1,074	4.7%	
6101	Telephone	71	68	(3)	275	272	(3)	820		545	33.5%	
6104	Mobile Telephone	0	2	2	0	8	8	26		26	0.0%	
6105	Broadband wi-fi service	10	13	3	40	52	12	154		114	26.0%	
6240	Computer/ Data Base/WP's	46	76	30	182	304	122	686		504	26.6%	
6320	Staff Training	0	0	0	0	384	384	1,537		1,537	0.0%	
6330	Welfare/Hospitality	0	26	26	115	104	(11)	307		192	37.3%	
6500	Goods for Resale	0	11	11	200	44	(156)	128		(72)	156.4%	

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Detailed Income & Expenditure by Phased Budget Heading 21/08/2025

Month No: 4 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6720	Books and Periodicals	0	0	0	0	0	0	52		52	0.0%	
6730	Subscriptions	0	0	0	215	205	(10)	205		(10)	104.9%	
6802	Trees Plants Turf & Fertilizer	718	0	(718)	769	750	(19)	3,000		2,231	25.6%	
6822	Roads Path & Boundaries	0	218	218	0	436	436	871		871	0.0%	
6832	Lawn/Wall of Remembrance	0	0	0	0	31	31	123		123	0.0%	
6922	Health&Safety/Risk Assessments	276	0	(276)	398	375	(23)	1,500		1,102	26.5%	
6930	Alarm Maintenance	434	145	(289)	995	580	(415)	1,742		747	57.1%	
6932	Cemetery Security	635	512	(123)	2,542	2,048	(494)	6,150		3,608	41.3%	
6935	Waste Bin Disposal-Waste Bins	81	111	30	322	444	122	1,332		1,010	24.2%	
6952	Protective Clothing	40	58	18	42	232	190	700		658	6.0%	
	O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	**12,842**	**13,210**	**368**	**53,568**	**54,728**	**1,160**	**164,875**	**0**	**111,307**	**32.5%**	**0**
	Net Income over Expenditure	**(4,365)**	**(6,710)**	**(2,345)**	**(17,330)**	**(28,728)**	**(11,398)**	**(86,875)**				
23	O/ Spaces & Leisure- Allotment											
1010	Rental Income	0	0	0	0	0	0	1,636			0.0%	
1047	QH Allotments Income	14	0	(14)	130	0	(130)	8,759			1.5%	
	O/ Spaces & Leisure- Allotment :- Income	**14**	**0**	**(14)**	**130**	**0**	**(130)**	**10,395**			**1.2%**	**0**
4010	Gross Pay	654	500	(154)	2,410	2,000	(410)	6,000		3,590	40.2%	
4270	Employers Pension Contribution	80	33	(47)	307	132	(175)	400		93	76.7%	
6002	QH Allotments Costs	97	0	(97)	1,028	0	(1,028)	0		(1,028)	0.0%	538
6014	Water	106	0	(106)	521	243	(278)	973		452	53.6%	
6300	Computer Software	0	2	2	0	8	8	25		25	0.0%	

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Detailed Income & Expenditure by Phased Budget Heading 21/08/2025

Month No: 4 **Cost Centre Report**

Code	Description	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6730	Subscriptions	0	0	0	0	0	0	62		62	0.0%	
6922	Health&Safety/Risk Assessments	0	0	0	0	73	73	73		73	0.0%	
	O/ Spaces & Leisure- Allotment :- Indirect Expenditure	**937**	**535**	**(402)**	**4,265**	**2,456**	**(1,809)**	**7,533**	**0**	**3,268**	**56.6%**	**538**
	Net Income over Expenditure	**(923)**	**(535)**	**388**	**(4,136)**	**(2,456)**	**1,680**	**2,862**				
8001	plus Transfer from EMR	295	0	(295)	538	0	(538)	0				
	Movement to/(from) Gen Reserve	**(628)**	**(535)**	**93**	**(3,598)**	**(2,456)**	**1,142**	**2,862**				
26	Open Spaces-Street Lighting/Ge											
1480	Streetlighting income	0	0	0	0	0	0	9,000			0.0%	
1550	Insurance Claims	100	0	(100)	100	0	(100)	0			0.0%	
1990	Other Income	0	250	250	0	1,000	1,000	1,000			0.0%	
1997	In Bloom Income	0	0	0	2,850	0	(2,850)	0			0.0%	
	Open Spaces-Street Lighting/Ge :- Income	**100**	**250**	**150**	**2,950**	**1,000**	**(1,950)**	**10,000**			**29.5%**	**0**
6861	Public Clock Maintenance	0	0	0	1,040	0	(1,040)	205		(835)	507.3%	
6862	Street Lighting	278	0	(278)	2,746	0	(2,746)	11,000		8,254	25.0%	
6865	In Bloom Costs	7,017	4,220	(2,797)	7,979	8,018	39	14,350		6,371	55.6%	
	Open Spaces-Street Lighting/Ge :- Indirect Expenditure	**7,295**	**4,220**	**(3,075)**	**11,765**	**8,018**	**(3,747)**	**25,555**	**0**	**13,790**	**46.0%**	**0**
	Net Income over Expenditure	**(7,195)**	**(3,970)**	**3,225**	**(8,815)**	**(7,018)**	**1,797**	**(15,555)**				

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Detailed Income & Expenditure by Phased Budget Heading 21/08/2025

Month No: 4 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
28	O/ Spaces & Leisure-Vine Cafe											
1211	Sale of Goods	5,275	0	(5,275)	21,706	0	(21,706)	0			0.0%	
1213	Event catering	254	0	(254)	254	0	(254)	0			0.0%	
	O/ Spaces & Leisure-Vine Cafe :- Income	**5,529**	**0**	**(5,529)**	**21,960**	**0**	**(21,960)**	**0**				**0**
4010	Gross Pay	2,909	0	(2,909)	11,061	0	(11,061)	0		(11,061)	0.0%	
4270	Employers Pension Contribution	128	0	(128)	544	0	(544)	0		(544)	0.0%	
5410	Repairs & General Maintenance	86	0	(86)	317	0	(317)	0		(317)	0.0%	
5500	Equipment Hired and New	4,162	0	(4,162)	4,953	0	(4,953)	0		(4,953)	0.0%	
5525	Equipment Maintenance	617	0	(617)	1,472	0	(1,472)	0		(1,472)	0.0%	
6000	Rent & Rates	74	0	(74)	292	0	(292)	0		(292)	0.0%	
6010	Light Heat & Cleaning	68	0	(68)	114	0	(114)	0		(114)	0.0%	
6011	Electricity	810	0	(810)	810	0	(810)	0		(810)	0.0%	
6014	Water	99	0	(99)	274	0	(274)	0		(274)	0.0%	
6101	Telephone	51	0	(51)	204	0	(204)	0		(204)	0.0%	
6200	Printing & Stationery	0	0	0	31	0	(31)	0		(31)	0.0%	
6330	Welfare/Hospitality	0	0	0	8	0	(8)	0		(8)	0.0%	
6500	Goods for Resale	3,138	0	(3,138)	6,798	0	(6,798)	0		(6,798)	0.0%	
6505	Cafe consumables	136	0	(136)	402	0	(402)	0		(402)	0.0%	
6922	Health&Safety/Risk Assessments	293	0	(293)	574	0	(574)	0		(574)	0.0%	
6935	Waste Bin Disposal-Waste Bins	81	0	(81)	232	0	(232)	0		(232)	0.0%	
6976	Credit card charges	349	0	(349)	673	0	(673)	0		(673)	0.0%	
	O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	**13,000**	**0**	**(13,000)**	**28,759**	**0**	**(28,759)**	**0**	**0**	**(28,759)**		**0**
	Net Income over Expenditure	**(7,471)**	**0**	**7,471**	**(6,799)**	**0**	**6,799**	**0**				

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
29	O/Spaces & Leisure-Vine Ground											
1208	Other Events Income	0	256	256	0	1,024	1,024	1,538			0.0%	
1805	Tea Kiosk Rental & Pavilion	0	897	897	2,000	1,794	(206)	3,587			55.8%	
1870	Vine Club Insurance Contrib.	0	0	0	666	382	(284)	382			174.3%	
	O/Spaces & Leisure-Vine Ground :- Income	**0**	**1,153**	**1,153**	**2,666**	**3,200**	**534**	**5,507**			**48.4%**	**0**
4010	Gross Pay	2,333	2,125	(208)	8,658	8,500	(158)	25,505		16,847	33.9%	
4270	Employers Pension Contribution	80	119	39	302	476	174	1,427		1,125	21.2%	
5010	Vine Area General Maintenance	1,570	214	(1,356)	2,147	856	(1,291)	2,565		418	83.7%	
5015	Vine Pavilion maintenance	0	0	0	0	205	205	205		205	0.0%	
5020	Vine Public Convenience	1,921	1,167	(754)	3,804	4,668	864	14,000		10,196	27.2%	
5410	Repairs & General Maintenance	0	68	68	63	272	209	820		757	7.7%	
5500	Equipment Hired and New	0	343	343	230	1,372	1,142	2,056		1,826	11.2%	
6014	Water	33	43	10	140	172	32	512		372	27.3%	
6635	Professional Fees Licensing	0	200	200	70	215	145	215		145	32.6%	
6868	Summer Concerts	720	1,230	510	2,045	1,230	(815)	3,690		1,645	55.4%	
6869	Special Events	0	0	0	0	143	143	143		143	0.0%	
6922	Health&Safety/Risk Assessments	0	83	83	0	332	332	1,000		1,000	0.0%	
6931	CCTV Maintenance	0	0	0	0	0	0	748		748	0.0%	
6935	Waste Bin Disposal-Waste Bins	144	82	(62)	273	328	55	984		711	27.7%	
	O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	**6,801**	**5,674**	**(1,127)**	**17,732**	**18,769**	**1,037**	**53,870**	**0**	**36,138**	**32.9%**	**0**
	Net Income over Expenditure	**(6,801)**	**(4,521)**	**2,280**	**(15,066)**	**(15,569)**	**(503)**	**(48,363)**				

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Detailed Income & Expenditure by Phased Budget Heading 21/08/2025

Month No: 4 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
30	F& G P - Bat & Ball Station											
1022	Letting & Hire of Facilities	1,748	1,333	(415)	6,619	5,332	(1,287)	16,000			41.4%	
1211	Sale of Goods	2,648	0	(2,648)	10,975	0	(10,975)	0			0.0%	
1213	Event catering	1,131	0	(1,131)	3,776	0	(3,776)	0			0.0%	
	F& G P - Bat & Ball Station :- Income	**5,526**	**1,333**	**(4,193)**	**21,369**	**5,332**	**(16,037)**	**16,000**			**133.6%**	**0**
4010	Gross Pay	6,402	1,720	(4,682)	26,763	6,880	(19,883)	20,637		(6,126)	129.7%	
4270	Employers Pension Contribution	216	86	(130)	849	344	(505)	1,040		191	81.6%	
5410	Repairs & General Maintenance	0	500	500	3,893	2,000	(1,893)	6,000		2,107	64.9%	
5500	Equipment Hired and New	0	85	85	10	340	330	1,025		1,015	1.0%	
5525	Equipment Maintenance	23	0	(23)	313	0	(313)	0		(313)	0.0%	
6000	Rent & Rates	141	125	(16)	560	500	(60)	1,500		940	37.3%	
6011	Electricity	814	708	(106)	1,505	2,832	1,327	8,500		6,995	17.7%	
6012	Gas	84	121	37	327	484	157	1,455		1,128	22.5%	
6013	Cleaning	580	299	(281)	1,204	1,196	(8)	3,587		2,383	33.6%	
6014	Water	32	125	93	181	500	319	1,500		1,319	12.1%	
6020	Insurance Cost	0	83	83	0	332	332	1,000		1,000	0.0%	
6101	Telephone	51	43	(8)	204	172	(32)	512		308	39.8%	
6200	Printing & Stationery	0	0	0	31	0	(31)	0		(31)	0.0%	
6241	Website Costs	0	34	34	285	136	(149)	410		125	69.5%	
6330	Welfare/Hospitality	142	0	(142)	434	0	(434)	0		(434)	0.0%	
6460	Publicity & Democratic notices	0	0	0	19	0	(19)	0		(19)	0.0%	
6500	Goods for Resale	1,463	0	(1,463)	4,655	0	(4,655)	0		(4,655)	0.0%	
6505	Cafe consumables	35	0	(35)	172	0	(172)	0		(172)	0.0%	

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6635	Professional Fees Licensing	0	200	200	0	200	200	615		615	0.0%	
6869	Special Events	30	0	(30)	233	0	(233)	0		(233)	0.0%	
6922	Health&Safety/Risk Assessments	298	333	35	579	666	87	1,332		753	43.4%	
6930	Alarm Maintenance	0	0	0	0	0	0	717		717	0.0%	
6931	CCTV Maintenance	0	0	0	0	0	0	174		174	0.0%	
6935	Waste Bin Disposal-Waste Bins	111	68	(43)	444	272	(172)	820		376	54.1%	
6976	Credit card charges	193	0	(193)	390	0	(390)	0		(390)	0.0%	
	F& G P - Bat & Ball Station :- Indirect Expenditure	**10,614**	**4,530**	**(6,084)**	**43,052**	**16,854**	**(26,198)**	**50,824**	**0**	**7,772**	**84.7%**	**0**
	Net Income over Expenditure	**(5,088)**	**(3,197)**	**1,891**	**(21,683)**	**(11,522)**	**10,161**	**(34,824)**				
31	F & G P - Establishments											
1115	Interest on Deposits	5,897	4,167	(1,730)	21,629	16,668	(4,961)	50,000			43.3%	
1230	Roadside Advertising-Charities	0	34	34	180	136	(44)	416			43.3%	
1231	Banner Income	0	0	0	0	0	0	1,025			0.0%	
1232	Town Crier Advertising	100	0	(100)	900	250	(650)	1,000			90.0%	
1889	Waste Sacks Income	904	0	(904)	2,858	0	(2,858)	0			0.0%	
1990	Other Income	0	0	0	165	0	(165)	0			0.0%	
	F & G P - Establishments :- Income	**6,901**	**4,201**	**(2,700)**	**25,732**	**17,054**	**(8,678)**	**52,441**			**49.1%**	**0**
4010	Gross Pay	37,075	33,377	(3,698)	145,054	133,508	(11,546)	400,529		255,475	36.2%	
4011	Mileage	36	48	12	82	192	110	572		490	14.3%	
4012	Expenses	93	85	(8)	417	340	(77)	1,025		608	40.7%	
4270	Employers Pension Contribution	3,646	3,667	21	14,436	14,668	232	44,006		29,570	32.8%	

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4271	Pension Deficiency	5,916	6,667	751	26,679	26,668	(11)	80,000		53,321	33.3%	
5500	Equipment Hired and New	0	85	85	3,018	340	(2,678)	1,025		(1,993)	294.4%	
6020	Insurance Cost	0	0	0	22,275	20,000	(2,275)	20,000		(2,275)	111.4%	
6101	Telephone	481	469	(12)	1,856	1,876	20	5,627		3,771	33.0%	
6200	Printing & Stationery	213	1,583	1,370	6,629	6,332	(297)	19,000		12,371	34.9%	
6210	Postage & Courier	5	1,000	995	2,477	2,000	(477)	4,100		1,623	60.4%	
6240	Computer/ Data Base/WP's	1,724	2,000	276	8,009	8,000	(9)	24,000		15,991	33.4%	
6241	Website Costs	147	200	53	518	615	97	615		97	84.2%	
6242	I.T. Infrastructure	374	667	293	1,327	2,668	1,341	8,000		6,673	16.6%	
6300	Computer Software	693	148	(545)	6,340	4,444	(1,896)	5,637		(703)	112.5%	
6315	Recruitment Costs	0	167	167	0	668	668	2,000		2,000	0.0%	
6320	Staff Training	0	333	333	1,067	1,332	265	4,000		2,933	26.7%	
6321	Investors in People	0	0	0	0	0	0	1,000		1,000	0.0%	
6330	Welfare/Hospitality	226	342	116	2,054	1,368	(686)	4,100		2,046	50.1%	
6340	Staff Uniforms	175	0	(175)	175	0	(175)	0		(175)	0.0%	
6410	Civic Exps/Annual Reception	0	0	0	909	1,152	243	2,152		1,243	42.2%	
6415	Gifts/hospitality	0	100	100	205	400	195	1,200		995	17.1%	
6421	Honour Bd. Badges & Insignia	0	29	29	95	116	21	350		255	27.1%	
6435	Members Expenses	0	0	0	0	0	0	3,587		3,587	0.0%	
6460	Publicity & Democratic notices	675	0	(675)	865	250	(615)	1,000		135	86.5%	
6461	Banner Costs	0	133	133	660	532	(128)	1,600		940	41.3%	
6610	Audit Fees	0	0	0	(1)	1,138	1,139	5,125		5,126	0.0%	
6620	Legal Expenses	0	0	0	0	1,025	1,025	2,050		2,050	0.0%	
6630	Professional Fees	7,950	5,950	(2,000)	8,450	5,950	(2,500)	5,950		(2,500)	142.0%	

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6635	Professional Fees Licensing	0	0	0	0	250	250	1,000		1,000	0.0%	
6710	Conference Fees & Expenses	928	250	(678)	1,761	1,000	(761)	3,000		1,239	58.7%	
6720	Books and Periodicals	0	0	0	0	0	0	416		416	0.0%	
6730	Subscriptions	191	390	199	5,508	4,422	(1,086)	6,765		1,257	81.4%	
6889	Waste Sacks	660	0	(660)	1,260	0	(1,260)	0		(1,260)	0.0%	
6900	Sundry Expenses	0	42	42	28	168	140	500		472	5.5%	
6922	Health&Safety/Risk Assessments	0	444	444	4,225	1,776	(2,449)	5,330		1,105	79.3%	
6952	Protective Clothing	0	0	0	447	0	(447)	0		(447)	0.0%	
6975	Bank Charges	336	137	(199)	911	548	(363)	1,640		729	55.6%	
6976	Credit card charges	224	68	(156)	600	272	(328)	820		220	73.1%	
7010	Election Expenses	0	0	0	0	0	0	6,000		6,000	0.0%	
7611	Contingency provision	0	(783)	(783)	0	14,718	14,718	56,050		56,050	0.0%	
7614	Stag reserve	0	0	0	0	0	0	1,000		1,000	0.0%	
7617	PWLB Loan Repayment	35,801	35,801	0	35,801	35,801	0	71,602		35,801	50.0%	
	F & G P - Establishments :- Indirect Expenditure	**97,567**	**93,399**	**(4,168)**	**304,132**	**294,537**	**(9,595)**	**802,373**	**0**	**498,241**	**37.9%**	**0**
	Net Income over Expenditure	**(90,666)**	**(89,198)**	**1,468**	**(278,400)**	**(277,483)**	**917**	**(749,932)**				
32	F & G P - General											
1208	Other Events Income	538	0	(538)	828	0	(828)	0			0.0%	
1490	Christmas Lights Switch On	0	0	0	100	0	(100)	6,000			1.7%	
	F & G P - General :- Income	**538**	**0**	**(538)**	**928**	**0**	**(928)**	**6,000**			**15.5%**	**0**
6490	Christmas Lights Switch On	0	0	0	0	0	0	28,000		28,000	0.0%	

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6491	Remembrance Day/Civic Serv.	180	0	(180)	360	0	(360)	5,125		4,765	7.0%	
6869	Special Events	1,357	1,750	393	7,813	7,000	(813)	10,500		2,687	74.4%	1,955
	F & G P - General :- Indirect Expenditure	**1,537**	**1,750**	**213**	**8,172**	**7,000**	**(1,172)**	**43,625**	**0**	**35,453**	**18.7%**	**1,955**
	Net Income over Expenditure	**(1,000)**	**(1,750)**	**(750)**	**(7,245)**	**(7,000)**	**245**	**(37,625)**				
8001	plus Transfer from EMR	750	0	(750)	2,705	0	(2,705)	0				
	Movement to/(from) Gen Reserve	**(250)**	**(1,750)**	**(1,500)**	**(4,540)**	**(7,000)**	**(2,460)**	**(37,625)**				
33	F & G P - Council Offices											
1022	Letting & Hire of Facilities	704	875	171	4,865	3,500	(1,365)	10,500			46.3%	
1030	Electricity recharge	514	0	(514)	514	0	(514)	0			0.0%	
	F & G P - Council Offices :- Income	**1,219**	**875**	**(344)**	**5,379**	**3,500**	**(1,879)**	**10,500**			**51.2%**	**0**
4010	Gross Pay	371	684	313	1,487	2,736	1,249	8,215		6,728	18.1%	
4270	Employers Pension Contribution	24	29	5	96	116	20	348		252	27.6%	
5410	Repairs & General Maintenance	0	60	60	108	240	132	717		609	15.1%	
5500	Equipment Hired and New	15	0	(15)	15	0	(15)	0		(15)	0.0%	
6000	Rent & Rates	2,886	2,870	(16)	11,544	11,480	(64)	28,700		17,156	40.2%	
6010	Light Heat & Cleaning	78	292	214	396	1,168	772	3,500		3,104	11.3%	
6011	Electricity	(53)	333	386	(53)	1,332	1,385	4,000		4,053	(1.3%)	
6012	Gas	79	167	88	299	668	369	2,000		1,701	15.0%	
6014	Water	255	200	(55)	1,303	800	(503)	2,407		1,104	54.1%	
6016	Contractor Payments	241	0	(241)	241	0	(241)	0		(241)	0.0%	

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6104	Mobile Telephone	80	8	(72)	97	32	(65)	100		3	96.7%	
6922	Health&Safety/Risk Assessments	195	300	105	195	300	105	922		727	21.2%	
6930	Alarm Maintenance	190	200	10	879	1,000	121	1,000		121	87.9%	
6935	Waste Bin Disposal-Waste Bins	66	120	54	335	480	145	1,435		1,100	23.3%	
6952	Protective Clothing	0	0	0	0	0	0	100		100	0.0%	
	F & G P - Council Offices :- Indirect Expenditure	**4,427**	**5,263**	**836**	**16,943**	**20,352**	**3,409**	**53,444**	**0**	**36,501**	**31.7%**	**0**
	Net Income over Expenditure	**(3,209)**	**(4,388)**	**(1,179)**	**(11,564)**	**(16,852)**	**(5,288)**	**(42,944)**				
36	F & G P - Bat & Ball Centre											
1022	Letting & Hire of Facilities	17,751	9,583	(8,168)	72,036	38,332	(33,704)	115,000			62.6%	
1030	Electricity recharge	149	0	(149)	149	43	(106)	173			86.0%	
1213	Event catering	68	33	(35)	172	132	(40)	400			42.9%	
1445	Outdoor Activities	63	42	(21)	86	168	82	500			17.1%	
1457	Indoor Activities	531	500	(31)	2,264	2,000	(264)	6,000			37.7%	
1550	Insurance Claims	0	0	0	3,200	0	(3,200)	0			0.0%	
1989	Facilities Damage Income	420	0	(420)	420	0	(420)	0			0.0%	
1990	Other Income	41	0	(41)	137	0	(137)	0			0.0%	
	F & G P - Bat & Ball Centre :- Income	**19,022**	**10,158**	**(8,864)**	**78,462**	**40,675**	**(37,787)**	**122,073**			**64.3%**	**0**
4010	Gross Pay	7,956	7,596	(360)	33,614	30,384	(3,230)	91,154		57,540	36.9%	
4270	Employers Pension Contribution	220	296	76	1,000	1,184	184	3,552		2,552	28.1%	
5320	Fertilizers	22	0	(22)	22	0	(22)	0		(22)	0.0%	
5340	Plants	0	0	0	44	0	(44)	205		161	21.6%	

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 21/08/2025

Month No: 4

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5410	Repairs & General Maintenance	344	0	(344)	6,502	1,500	(5,002)	6,000		(502)	108.4%	
5500	Equipment Hired and New	17	256	239	1,535	512	(1,023)	1,025		(510)	149.8%	
5525	Equipment Maintenance	0	0	0	18	0	(18)	0		(18)	0.0%	
6000	Rent & Rates	649	615	(34)	2,593	2,460	(133)	6,150		3,557	42.2%	
6011	Electricity	924	1,196	272	2,251	4,784	2,533	14,350		12,099	15.7%	
6012	Gas	93	452	359	540	904	364	1,808		1,268	29.8%	
6013	Cleaning	120	171	51	1,118	684	(434)	2,050		932	54.5%	
6014	Water	76	167	91	106	668	562	2,000		1,894	5.3%	
6101	Telephone	51	51	(0)	205	204	(1)	615		410	33.4%	
6104	Mobile Telephone	17	20	3	33	80	47	246		213	13.6%	
6240	Computer/ Data Base/WP's	0	34	34	0	136	136	410		410	0.0%	
6330	Welfare/Hospitality	89	43	(46)	240	172	(68)	512		272	46.8%	
6520	Refreshments for Resale	404	250	(154)	1,439	1,000	(439)	3,000		1,561	48.0%	
6635	Professional Fees Licensing	0	0	0	180	260	80	520		340	34.6%	
6900	Sundry Expenses	0	0	0	0	0	0	52		52	0.0%	
6922	Health&Safety/Risk Assessments	1,653	0	(1,653)	2,931	0	(2,931)	2,500		(431)	117.2%	
6930	Alarm Maintenance	243	0	(243)	243	0	(243)	924		681	26.3%	
6931	CCTV Maintenance	0	0	0	0	0	0	410		410	0.0%	
6935	Waste Bin Disposal-Waste Bins	148	179	31	388	716	328	2,152		1,764	18.0%	
6952	Protective Clothing	0	0	0	0	0	0	250		250	0.0%	
	F & G P - Bat & Ball Centre :- Indirect Expenditure	**13,025**	**11,326**	**(1,699)**	**55,001**	**45,648**	**(9,353)**	**139,885**	**0**	**84,884**	**39.3%**	**0**
	Net Income over Expenditure	**5,997**	**(1,168)**	**(7,165)**	**23,462**	**(4,973)**	**(28,435)**	**(17,812)**				

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Detailed Income & Expenditure by Phased Budget Heading 21/08/2025

Month No: 4 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
38	F & G P - Grants											
7500	Local Organisations Grants	0	0	0	1,440	0	(1,440)	22,900		21,460	6.3%	
7502	Sevenoaks Summer Festival	0	0	0	5,000	5,000	0	5,000		0	100.0%	
7520	Twinning Support	0	0	0	0	0	0	1,000		1,000	0.0%	
7552	Youth Outreach	0	0	0	538	0	(538)	8,200		7,663	6.6%	
7556	Stag Community Arts Centre	27,000	0	(27,000)	27,000	27,000	0	27,000		0	100.0%	
7557	Community Rail Partnership	0	0	0	0	0	0	3,000		3,000	0.0%	
	F & G P - Grants :- Indirect Expenditure	**27,000**	**0**	**(27,000)**	**33,978**	**32,000**	**(1,978)**	**67,100**	**0**	**33,123**	**50.6%**	**0**
	Net Expenditure	**(27,000)**	**0**	**27,000**	**(33,978)**	**(32,000)**	**1,978**	**(67,100)**				
39	F & G P - Property											
1469	O/S Ground Rents & Wayleaves	0	555	555	3,360	2,220	(1,140)	6,662	3,700		106.0%	
	F & G P - Property :- Income	**0**	**555**	**555**	**3,360**	**2,220**	**(1,140)**	**6,662**			**50.4%**	**0**
	Net Income	**0**	**555**	**555**	**3,360**	**2,220**	**(1,140)**	**6,662**				
40	Town Team											
1206	Business Awards	0	0	0	1,800	0	(1,800)	7,450			24.2%	
1207	Business Show	0	0	0	6,725	5,000	(1,725)	5,000			134.5%	
	Town Team :- Income	**0**	**0**	**0**	**8,525**	**5,000**	**(3,525)**	**12,450**			**68.5%**	**0**
6101	Telephone	0	9	9	0	36	36	110		110	0.0%	
6200	Printing & Stationery	0	9	9	0	36	36	114		114	0.0%	

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Detailed Income & Expenditure by Phased Budget Heading 21/08/2025

Month No: 4 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6240	Computer/ Data Base/WP's	0	70	70	0	280	280	847		847	0.0%	
6241	Website Costs	0	72	72	285	144	(141)	289		4	98.6%	
6244	Information Screens	0	0	0	120	250	130	1,000		880	12.0%	
6322	Business Awards	0	0	0	0	0	0	8,318		8,318	0.0%	
6323	Business Show	1,445	307	(1,138)	4,400	1,228	(3,172)	3,687		(713)	119.3%	
6325	Holly Party Expense	0	0	0	300	0	(300)	0		(300)	0.0%	
6461	Banner Costs	0	0	0	0	207	207	827		827	0.0%	
6730	Subscriptions	0	0	0	150	0	(150)	603		453	24.9%	
6900	Sundry Expenses	0	67	67	10	268	258	805		795	1.2%	
7000	Reinvestment	0	0	0	0	0	0	850		850	0.0%	
	Town Team :- Indirect Expenditure	**1,445**	**534**	**(911)**	**5,265**	**2,449**	**(2,816)**	**17,450**	**0**	**12,185**	**30.2%**	**0**
	Net Income over Expenditure	**(1,445)**	**(534)**	**911**	**3,260**	**2,551**	**(709)**	**(5,000)**				
41	Business Hub											
1022	Letting & Hire of Facilities	89	111	22	307	444	137	1,332			23.1%	
1026	Hot Desking Facility	169	444	275	1,464	1,776	312	5,330			27.5%	
1029	Office Pods	1,408	1,407	(1)	5,318	5,628	310	16,882			31.5%	
1031	Chamber of Commerce	125	466	341	1,725	1,864	139	5,587			30.9%	
	Business Hub :- Income	**1,791**	**2,428**	**637**	**8,815**	**9,712**	**897**	**29,131**			**30.3%**	**0**
4010	Gross Pay	900	710	(190)	3,150	2,840	(310)	8,525		5,375	37.0%	
4270	Employers Pension Contribution	0	23	23	0	92	92	274		274	0.0%	
5410	Repairs & General Maintenance	0	31	31	1,690	102	(1,588)	307		(1,383)	550.6%	

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5500	Equipment Hired and New	0	43	43	0	172	172	512		512	0.0%	
6000	Rent & Rates	165	200	35	657	800	143	2,000		1,343	32.8%	
6010	Light Heat & Cleaning	53	1,083	1,030	88	4,332	4,244	13,000		12,912	0.7%	
6011	Electricity	(116)	0	116	664	0	(664)	0		(664)	0.0%	
6105	Broadband wi-fi service	142	154	13	566	616	50	1,845		1,279	30.7%	
6900	Sundry Expenses	100	85	(15)	398	340	(58)	1,025		627	38.9%	
6922	Health&Safety/Risk Assessments	180	177	(3)	1,174	177	(997)	177		(997)	663.3%	
6930	Alarm Maintenance	0	0	0	260	312	52	312		52	83.3%	
6931	CCTV Maintenance	0	14	14	166	56	(110)	164		(2)	101.1%	
6976	Credit card charges	24	30	6	113	120	7	358		245	31.5%	
	Business Hub :- Indirect Expenditure	**1,448**	**2,550**	**1,102**	**8,927**	**9,959**	**1,032**	**28,499**	**0**	**19,572**	**31.3%**	**0**
	Net Income over Expenditure	**343**	**(122)**	**(465)**	**(111)**	**(247)**	**(136)**	**632**				
42	Sevenoaks Town Mayor											
1500	Fundraising	0	0	0	216	0	(216)	0			0.0%	
1754	Knole Tour Income	0	0	0	356	0	(356)	0			0.0%	
1755	Chevening Visit Income	0	0	0	1,139	0	(1,139)	0			0.0%	
	Sevenoaks Town Mayor :- Income	**0**	**0**	**0**	**1,711**	**0**	**(1,711)**	**0**				**0**
6444	Mayors Car Allowance 2024/2025	0	226	226	(0)	(1,811)	(1,811)	0		0	0.0%	
6446	Mayors Allowance 2025/2026	659	0	(659)	1,645	6,044	4,399	6,044		4,399	27.2%	
6447	Mayors Car Allowance 2025/2026	0	0	0	0	2,715	2,715	2,715		2,715	0.0%	
7100	Mayoral Charity Donations	0	0	0	6,185	0	(6,185)	0		(6,185)	0.0%	

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
7204	Knole Tour Expenditure	0	0	0	466	0	(466)	0		(466)	0.0%	
7205	Chevening Visit Expenditure	0	0	0	2,416	0	(2,416)	0		(2,416)	0.0%	
	Sevenoaks Town Mayor :- Indirect Expenditure	**659**	**226**	**(433)**	**10,710**	**6,948**	**(3,762)**	**8,759**	**0**	**(1,951)**	**122.3%**	**0**
	Net Income over Expenditure	**(659)**	**(226)**	**433**	**(8,999)**	**(6,948)**	**2,051**	**(8,759)**				
43	Youth Council											
7555	Youth Council Support	0	0	0	0	0	0	500		500	0.0%	
	Youth Council :- Indirect Expenditure	**0**	**0**	**0**	**0**	**0**	**0**	**500**	**0**	**500**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**0**	**0**	**0**	**0**	**(500)**				
50	Youth Cafe											
1022	Letting & Hire of Facilities	450	333	(117)	1,710	1,332	(378)	4,000			42.8%	
1211	Sale of Goods	230	167	(63)	1,176	668	(508)	2,000			58.8%	
1350	Revenue Grant income	0	0	0	1,125	0	(1,125)	0			0.0%	
	Youth Cafe :- Income	**680**	**500**	**(180)**	**4,011**	**2,000**	**(2,011)**	**6,000**			**66.8%**	**0**
4010	Gross Pay	7,507	5,167	(2,340)	24,749	20,668	(4,081)	62,000		37,251	39.9%	
4270	Employers Pension Contribution	280	174	(106)	1,038	696	(342)	2,090		1,052	49.7%	
5410	Repairs & General Maintenance	0	85	85	756	340	(416)	1,025		269	73.7%	
5500	Equipment Hired and New	1,182	44	(1,138)	1,294	176	(1,118)	520		(774)	248.8%	
6010	Light Heat & Cleaning	9	17	8	131	68	(63)	205		74	63.9%	
6101	Telephone	51	60	9	204	240	36	717		513	28.4%	

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Detailed Income & Expenditure by Phased Budget Heading 21/08/2025

Month No: 4 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6105	Broadband wi-fi service	33	0	(33)	131	0	(131)	400		269	32.8%	
6200	Printing & Stationery	0	17	17	21	68	47	205		184	10.4%	
6240	Computer/ Data Base/WP's	645	42	(603)	645	168	(477)	500		(145)	128.9%	
6241	Website Costs	24	50	26	48	50	2	205		157	23.4%	
6281	Furnishings,Furniture/Eqpt	0	0	0	0	129	129	515		515	0.0%	
6320	Staff Training	0	0	0	180	0	(180)	100		(80)	180.2%	
6330	Welfare/Hospitality	0	0	0	31	0	(31)	0		(31)	0.0%	
6340	Staff Uniforms	0	0	0	44	51	7	205		161	21.6%	
6500	Goods for Resale	362	171	(191)	1,108	684	(424)	2,050		942	54.1%	
6505	Cafe consumables	0	0	0	1	0	(1)	0		(1)	0.0%	
6635	Professional Fees Licensing	175	115	(60)	672	230	(442)	461		(211)	145.8%	
6900	Sundry Expenses	5	33	28	22	132	110	400		378	5.5%	
6922	Health&Safety/Risk Assessments	94	139	45	433	556	123	1,250		817	34.6%	
6952	Protective Clothing	0	0	0	103	0	(103)	0		(103)	0.0%	
	Youth Cafe :- Indirect Expenditure	**10,367**	**6,114**	**(4,253)**	**31,611**	**24,256**	**(7,355)**	**72,848**	**0**	**41,237**	**43.4%**	**0**
	Net Income over Expenditure	**(9,687)**	**(5,614)**	**4,073**	**(27,600)**	**(22,256)**	**5,344**	**(66,848)**				
8001	plus Transfer from EMR	149	0	(149)	149	0	(149)	0				
	Movement to/(from) Gen Reserve	**(9,538)**	**(5,614)**	**3,924**	**(27,452)**	**(22,256)**	**5,196**	**(66,848)**				
60	Markets											
1017	Rental Income Sat Market	1,788	1,757	(31)	7,599	7,028	(571)	21,081			36.0%	
1018	Rental Income Wed Market	1,043	1,068	26	4,003	4,272	269	12,818			31.2%	

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1019	Rental Income Blighs Market	1,415	1,581	166	7,110	6,324	(786)	18,974			37.5%	
1208	Other Events Income	0	0	0	480	0	(480)	0			0.0%	
	Markets :- Income	**4,246**	**4,406**	**161**	**19,192**	**17,624**	**(1,568)**	**52,873**			**36.3%**	**0**
4010	Gross Pay	178	178	(0)	714	712	(2)	2,139		1,425	33.4%	
5410	Repairs & General Maintenance	20	0	(20)	20	51	31	205		185	9.7%	
5420	Saturday market charges	1,189	1,231	42	5,052	5,231	179	16,000		10,948	31.6%	
5421	Wednesday Market charges	1,486	1,192	(294)	5,349	5,066	(283)	15,500		10,151	34.5%	
5424	Vegan Market Expenditure	0	0	0	41	0	(41)	0		(41)	0.0%	
6001	Blighs Market Charges	0	750	750	3,509	3,000	(509)	9,000		5,491	39.0%	
6010	Light Heat & Cleaning	0	51	51	0	102	102	205		205	0.0%	
6011	Electricity	32	0	(32)	157	0	(157)	0		(157)	0.0%	
6200	Printing & Stationery	0	0	0	20	0	(20)	0		(20)	0.0%	
6461	Banner Costs	0	0	0	156	0	(156)	0		(156)	0.0%	
6635	Professional Fees Licensing	0	0	0	0	0	0	205		205	0.0%	
6730	Subscriptions	0	0	0	0	102	102	102		102	0.0%	
	Markets :- Indirect Expenditure	**2,905**	**3,402**	**497**	**15,018**	**14,264**	**(754)**	**43,356**	**0**	**28,338**	**34.6%**	**0**
	Net Income over Expenditure	**1,340**	**1,004**	**(336)**	**4,174**	**3,360**	**(814)**	**9,517**				
70	Precept											
1995	Precept	128,762	128,762	(0)	515,049	515,048	(1)	1,545,147			33.3%	
	Precept :- Income	**128,762**	**128,762**	**(0)**	**515,049**	**515,048**	**(1)**	**1,545,147**			**33.3%**	**0**
	Net Income	**128,762**	**128,762**	**(0)**	**515,049**	**515,048**	**(1)**	**1,545,147**				

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 21/08/2025

Month No: 4 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
91	Capital Infrastructure Budget											
2002	Capital Grants	787,500	0	(787,500)	787,500	0	(787,500)	0			0.0%	787,500
2012	CIL income allocation	0	0	0	349,947	0	(349,947)	0			0.0%	349,947
	Capital Infrastructure Budget :- Income	**787,500**	**0**	**(787,500)**	**1,137,447**	**0**	**(1,137,447)**	**0**				**1,137,447**
9053	Vine Area	11,565	0	(11,565)	23,130	0	(23,130)	0		(23,130)	0.0%	23,130
9066	NDP	0	0	0	9,313	0	(9,313)	0		(9,313)	0.0%	9,313
9075	Public Realm	0	0	0	4,590	0	(4,590)	0		(4,590)	0.0%	4,590
9077	QS & EA Fees - Greatness Pav	2,000	0	(2,000)	3,000	0	(3,000)	0		(3,000)	0.0%	3,000
	Capital Infrastructure Budget :- Indirect Expenditure	**13,565**	**0**	**(13,565)**	**40,033**	**0**	**(40,033)**	**0**	**0**	**(40,033)**		**40,033**
	Net Income over Expenditure	**773,935**	**0**	**(773,935)**	**1,097,414**	**0**	**(1,097,414)**	**0**				
8001	plus Transfer from EMR	13,565	0	(13,565)	40,033	0	(40,033)	0				
8002	less Transfer to EMR	787,500	0	(787,500)	1,137,447	0	(1,137,447)	0				
	Movement to/(from) Gen Reserve	**0**	**0**	**(1,575,000)**	**0**	**0**	**(2,274,894)**	**0**				
	Grand Totals:- Income	**971,343**	**162,871**	**(808,472)**	**1,907,796**	**659,899**	**(1,247,897)**	**1,997,096**			**95.5%**	
	Expenditure	**262,283**	**189,411**	**(72,872)**	**825,107**	**699,559**	**(125,548)**	**1,997,096**	**0**	**1,171,989**	**41.3%**	
	Net Income over Expenditure	**709,061**	**(26,540)**	**(735,601)**	**1,082,689**	**(39,660)**	**(1,122,349)**	**0**				
	plus Transfer from EMR	**16,839**	**0**	**(16,839)**	**45,505**	**0**	**(45,505)**	0				
	less Transfer to EMR	**795,988**	**0**	**(795,988)**	**1,145,935**	**0**	**(1,145,935)**	0				
	Movement to/(from) Gen Reserve	**(70,089)**	**(26,540)**	**43,549**	**(17,742)**	**(39,660)**	**(21,918)**	**0**				

July 2025 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
Comments in blue - the nominal is over budget

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Planning & Environment Committee					
General	(14,763)	(13,595)	1,168	(40,889)	Subscriptions has reached its annual budget but most of the expenditure is at the beginning of the year.
Community & Well Being					
Youth Council	-	-	-	(500)	

July 2025 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
Comments in blue - the nominal is over budget

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Open Spaces					
General	(113,949)	(116,192)	(2,243)	(341,784)	Income is favourable - £2k over year to date budget. St Nicholas Burial Ground has reached its annual budget due to some paving maintenance works. Grass seed is £787 over its annual budget, this is due to some works being undertaken but it is hoped that grant funding will be received to offset this from the football foundation. Fertiliser is at 84% of its budget for the same reason. Water is £107 over its annual budget due to two high water charges in June and July. Subscriptions is £245 over the annual budget due paying two subs for the Institute of Groundsmanship.
Cemetery	(17,330)	(28,728)	(11,398)	(86,875)	Income is favourable - £10k above budget year to date. The repairs and general maintenance budget is already £1,466 over its annual budget but this is due to emergency lighting being installed at the chapel and the mess room, this was a recommendation of the fire risk assessment. The subscription is over its annual budget by £10 due to two subscriptions to the ICCM.
Allotments	(3,598)	(2,456)	1,142	2,862	The invoices for this year will be issued in September.
Street lighting/ general	(8,815)	(7,018)	1,797	(15,555)	£2,850 has been received as income for In Bloom. The public clock expenditure is £835 over budget because the clock was showing the wrong time and this was rectified. There has been a lot if In Bloom expenditure this month and the billing of the street lights does not take place until March 2026.
Vine Grounds	(15,066)	(15,569)	(503)	(48,363)	All the nominals are roughly where they should be.
Café					
Vine Café	(6,799)	-	6,799	-	The position as at July of last year was a deficit of £3,786 against a deficit this year of £6,799. The income as at July of last year £24,640 against £21,960 this year. There will be a refund of £1,229 in August due to a dishwasher being returned and new bistro chairs and tables have been purchased at a cost of £1,284.
Bat & Ball Station	(21,683)	(11,522)	10,161	(34,824)	Café income this year YTD is £14,751 against £18,119 last year. Booking income this year YTD is £6,619 against £8,686 last year. There is now one member of staff operating the cafe instead of two. The pumps have been replaced with the boiler at the Station at a cost of £2,691.
Finance & Delivery					

July 2025 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
Comments in blue - the nominal is over budget

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Establishments	(278,400)	(277,483)	917	(749,932)	The income from interest on deposits is £5k above the budget figure year to date. Insurance costs have increased at a higher rate than expected due to various claims, the insurance nominal code is £2,275 over budget. The computer software has spent its annual budget but I have moved some software that was being recorded under 6240/31 - I will vire between the three different IT nominals. The equipment hired and new budget is £1,993 over its annual budget due to £1,565 spent on a new noticeboard and £628 on a dishwasher for the council offices. Professional fees budget has no budget for the £3k YTD spent on the Oast House report.
General	(4,540)	(7,000)	(2,460)	(37,625)	There has been no income yet as most income will be for the Christmas lights.
Council Offices	(11,564)	(16,852)	(5,288)	(42,944)	Income is favourable - £1,365 above budget year to date and overall expenditure is £4k under budget YTD.
Bat & Ball Centre	23,462	(4,973)	(28,435)	(17,812)	Income is £33k above budget year to date. The repairs and maintenance nominal is £502 over its annual budget but £3k of this is for the replacement of the bike rack which is offset by the insurance monies. The equipment hired and new nominal is £510 over the annual budget due to the purchase of a bench for £1,079 but thisis offset.
Grants	(33,978)	(32,000)	1,978	(67,100)	
Property	3,360	2,220	(1,140)	6,662	

July 2025 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
Comments in blue - the nominal is over budget

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	3,260	2,551	(709)	(5,000)	The Business show income is positive with lots of sponsorship.
Business Hub	(111)	(247)	(136)	632	Income is £897 under budget year to date - there has been a bit of a reshuffle and the hub users that were hot desking have now moved into a pod, resulting in no use of the hot desks - availability has been advertised on Linked In and a meeting set up with Sevenoaks Mums to see if there is any advertising that they can do for STC. The repairs and general maintenance is £1,383 over its annual budget due to drainage and rectification works, there were two tears in the lino due to tree roots. Some emergency lighting has also been put on the outside of the building as requested in the fire risk assessment. The health & safety nominal is £997 overbudget due to the smoke detector battery replacement.
BID	-		-	-	
Sevenoaks Town Mayor	(8,999)	(6,948)	2,051	(8,759)	This includes the charity donations of the last Mayor.
Youth Cafe	(27,452)	(22,256)	5,196	(66,848)	The revenue grant income is for the Tesco grant received for free meals for kids during the school holiday this is being administered through HitB. Gross pay is approximately £4k over budget YTD. Equipment hired and new is over its annual budget by £774 this is due to the hire of the coach for the daytrip to the seaside at a cost of £850. Overall expenditure is £7,355 above budget year to date.
Markets	4,174	3,360	(814)	9,517	Income is £1,568 above budget YTD.
Precept	515,049	515,049	-	1,545,147	
Revenue Surplus/ (Deficit) Total	**(17,741)**	**(39,659)**	**(21,918)**	**10**	
Capital Infrastructure	-	-	-	-	
Total inc Capital	(17,741)	(39,659)	(21,918)	10	

Summary by Committee:

July 2025 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
Comments in blue - the nominal is over budget

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Planning	(14,763)	(13,595)	1,168	(40,889)	
Community and Well Being	-	-	-	(500)	
Vine Café	(6,799)	-	6,799	-	
Bat Ball Station	(21,683)	(11,522)	10,161	(34,824)	
Finance & Delivery	(489,546)	(529,591)	(40,045)	(1,468,924)	
Precept	515,049	515,049	-	1,545,147	
Capital Infrastructure	-	-	-	-	

Sevenoaks Town Council

Statement of Fund Balances as at 31st July 2025

£ (2024/25)	Bank	Account	S&P Rating 31/10/2024 Long term	S&P Rating 31/10/2024 Short term	Values £	Total Values £	Percent of Total Funds %	Interest rate
	National Westminster Bank		A+	A-1				
14,946		Business Reserve Account			20,443			
150,662		Current Account			870,891			1.46%
1,000		Payroll Account			1,000			
1,000		HITB Youth café			1,000			
10,449		Sevenoaks Town Partnership			10,449			
7,306		Mayors Charity Account			8,607			
						912,389	31.65%	
	HSBC		A+	A-1				
52,637		Business money manager			52,865			1.45%
						52,865	1.83%	
	Handelsbanken		AA-	A-1+				
170		Deposit account			171			2.20%
1,689		35 day notice account			1,695			2.20%
						1,866	0.06%	
	Nationwide		A+	A-1				
2,835		Instant Saver			2,835			0.00%
21		Sevenoaks Fund Instant Saver			21			2.20%
						2,855	0.10%	
	CCLA							
560,000		Public Sector Deposit	AAA (Fitch only)		760,000			
						760,000	26.36%	4.30%
	Virginmoney							
1		Current account	BBB	A-2	1			
7,524		95 Day Notice			7,563			4.07%
						7,564	0.26%	
	Insignis Investments							
		Insignis Hub			0			
507		Insignis Earmarked Fees			855			
259,590		HSBC Tracker (31 Day Notice)	A+		263,376			3.95%
376,041		Santander (90 Day Account)	A+		381,402			3.90%
		Emirates NBD (3 month)			499,000			4.18%
						1,144,633	39.70%	
949	Petty Cash					911	0.03%	
	Cashbook suspense					19	0.00%	
1,447,327						2,883,103		

Instant access funds	1,709,206
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

Balance Sheet as at 31st July 2025

31 March 2025			31 March 2026		
Net Value		Fixed Assets	Cost of Asset	Depreciation	Net Value
0			0	0	0
		Current Assets			
32,579		Debtors	18,251		
36,201		SCC Bookings Debtors	25,764		
35,259		Vat Control	20,700		
199		Allotment Ledger	20		
26,096		Prepayments	3,925		
3,319		Stock	3,319		
150,662		Nat West - Current Account	870,891		
1,000		Payroll Account	1,000		
7,306		Mayors Charity Account	8,607		
1,000		House i/t Basement Youth Cafe	1,000		
10,449		Sevenoaks Town Partnership	10,449		
949		Petty Cash	911		
170		Handelsbanken Investment	171		
1,689		Handelsbanken Notice Account	1,695		
2,835		Nationwide Instant Saver	2,835		
14,946		Natwest Investment	20,443		
0		Emirates NBD (3 Months)	499,000		
1		Virgin Money Current Account	1		
52,637		HSBC Investment	52,865		
21		Nationwide Sevenoaks Fund	21		
560,000		CCLA Public Sector Deposit	760,000		
7,524		Virgin Money 90 day Notice	7,563		
317		Insignis Earmarked Fees	855		
376,041		Santander (90 day Notice)	381,402		
259,590		HSBC Tracker (31 days Notice)	263,376		
0		Superannuation Due	5		
1,580,789				2,955,067	
	1,580,789	Total Assets			2,955,067
		Current Liabilities			
0		Cash Book Suspense	19		
35,882		Creditors	35,349		
33,621		Accruals	101,770		
52,470		Receipts in Advance	276,287		
3,904		Receipt in Advance-Cemetery	3,690		

Sevenoaks Town Council

Balance Sheet as at 31st July 2025

31 March 2025					31 March 2026
7,923		Damage Deposit	7,229		
485		Key Deposit	451		
6,320		QH Allotment Key deposits	6,500		
727		BV Allotment key deposits	727		
141,331				432,021	
	1,439,458	Total Assets Less Current Liabilities			2,523,046
		Represented By			
	533,825	Revenue Reserve			496,571
	905,633	Earmarked Reserves			2,025,576
	1,439,458				2,522,147

The above statement represents fairly the financial position of the authority as at 31st July 2025 and reflects its Income and Expenditure during the year.

Signed :
Chairman ______________________________ Date : __________________

Signed :
Responsible
Financial ______________________________ Date :__________________

Earmarked Reserves

	Account	Opening Balance	Net Transfers	Closing Balance
312	Temp Staff Reserve	4,000.00		4,000.00
313	Youth Council Reserve	1,875.37	-898.67	976.70
314	Council Offices Reserve	1,547.63		1,547.63
315	Pension Reserve	2,814.23		2,814.23
316	Rolling Cap Prog Rev Reserve	47,053.06	6,408.34	53,461.40
317	Street Lighting Reserve	10,723.26		10,723.26
319	Stag winding-up reserves	12,000.00		12,000.00
320	Planning Fees Reserve	2,500.00		2,500.00
321	Youth Activities Reserve	1,268.75		1,268.75
324	Development Fund 2025/2026	0.00	19,512.00	19,512.00
328	Non-annual commitments reserve	11,035.00		11,035.00
329	Staff training reserve	2,890.00		2,890.00
331	20 MPH Reserve	21,489.00		21,489.00
334	Energy Saving - TC Offices	6,780.26		6,780.26
338	Greatness Pavilion Project	0.00	872,000.00	872,000.00
339	Capital Receipts Quaker Hall	59,244.68	-538.00	58,706.68
340	Capital Receipts Reserve	395,409.22		395,409.22
346	Vehicle/machinery replacement	51,616.00		51,616.00
348	B&B Ctr Maintenance Reserve	10,578.00		10,578.00
360	CIL Earmarked reserve	171,239.17	223,459.00	394,698.17
370	No 8 bus reserve	78,808.26		78,808.26
374	Mayor's Charity Reserve	7,303.02		7,303.02
376	Mayor's Regalia Reserve	5,457.99		5,457.99
		905,632.90	1,119,942.67	2,025,575.57

Sevenoaks Town Council

Income and Expenditure Account for Year Ended 31 March 2026

31 March 2025		31 March 2026
	Operating Income	
40,547	O/ Spaces & Leisure - General	13,872
82,397	O/ Spaces & Leisure - Cemetery	36,238
9,281	O/ Spaces & Leisure- Allotment	130
19,489	Open Spaces-Street Lighting/Ge	2,950
42,089	O/ Spaces & Leisure-Vine Cafe	21,960
14,470	O/Spaces & Leisure-Vine Ground	2,666
62,368	F& G P - Bat & Ball Station	21,369
103,189	F & G P - Establishments	25,732
10,535	F & G P - General	928
11,841	F & G P - Council Offices	5,379
118,516	F & G P - Bat & Ball Centre	78,462
6,424	F & G P - Property	3,360
16,213	Town Team	8,525
27,817	Business Hub	8,815
13,117	Sevenoaks Town Mayor	1,711
31,840	Youth Cafe	4,011
60,466	Markets	19,192
300	Longspring Woods	0
1,437,614	Precept	515,049
261,200	Capital Infrastructure Budget	1,137,447
2,369,712	Total Income	1,907,796
	Running Costs	
38,346	Planning - General	14,763
331,976	O/ Spaces & Leisure - General	121,413
163,769	O/ Spaces & Leisure - Cemetery	53,568
12,800	O/ Spaces & Leisure- Allotment	4,265
28,923	Open Spaces-Street Lighting/Ge	11,765
71,388	O/ Spaces & Leisure-Vine Cafe	28,759
69,886	O/Spaces & Leisure-Vine Ground	17,732
139,756	F& G P - Bat & Ball Station	43,052
782,067	F & G P - Establishments	304,132
46,934	F & G P - General	8,172
55,587	F & G P - Council Offices	16,943
146,872	F & G P - Bat & Ball Centre	55,001
73,742	F & G P - Grants	33,978
14	F & G P - Property	0
17,999	Town Team	5,265
25,176	Business Hub	8,927
18,300	Sevenoaks Town Mayor	10,710
18,677	BID	0
89,761	Youth Cafe	31,611
35,246	Markets	15,018
419,356	Capital Infrastructure Budget	40,033
2,586,575	Total Expenditure	825,107

Sevenoaks Town Council

Income and Expenditure Account for Year Ended 31 March 2026

31 March 2025		31 March 2026
	General Fund Analysis	
514,992	Opening Balance	533,825
2,369,712	Plus : Income for Year	1,907,796
2,884,704		2,441,621
2,586,575	Less : Expenditure for Year	825,107
298,129		1,616,514
(235,696)	Transfers TO / FROM Reserves	1,119,943
533,825	Closing Balance	496,571

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Purchase Ledger for Month No 4 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
31/07/2025	10855	38143	ADADEMY CONSULTING	ACA001	2,000.00	400.00	2,400.00	9077	91	2,000.00	QS & Employers Agent fees
12/06/2025	27633	38026	AMETHYST	AME002	547.19	109.44	656.63	5340	21	547.19	Plants
12/06/2025	27634	38025	AMETHYST	AME002	717.69	143.54	861.23	6802	22	717.69	Plants
15/07/2025	1769	38115	ARCHERS	ARC003	850.00	0.00	850.00	5500	50	850.00	Coach hire for trip
23/07/2025	23/7	38147	BAKES BY SAM	BAK001	60.00	0.00	60.00	6865	26	60.00	16 In Bloom cupcakes
15/07/2025	15/7	38087	BANKLINE	BANKL01	85.90	0.00	85.90	6975	31	85.90	bank chg
03/07/2025	38733187	37968	BIDFOOD	BID001	227.97	18.57	246.54	6500	28	227.97	goods for resale
03/07/2025	38733431	37969	BIDFOOD	BID001	63.86	12.77	76.63	6500	28	63.86	goods for resale
10/07/2025	38864948	37987	BIDFOOD	BID001	137.96	6.15	144.11	6500	28	137.96	goods for resale
24/07/2025	39110612	38089	BIDFOOD	BID001	238.08	4.59	242.67	6500	28	238.08	goods for resale
31/07/2025	39212150	38119	BIDFOOD	BID001	216.36	41.65	258.01	6500	28	216.36	Goods for resale
13/05/2025	0329988	38033	BOOKER	BOOK001	18.25	0.00	18.25	6500	28	18.25	goods for resale
01/07/2025	0334258	37971	BOOKER	BOOK001	238.71	18.54	257.25	6500	28	174.49	Goods fo resale
								6505	28	50.73	consumables
								6010	28	13.49	cleaning eq
01/07/2025	0334259	38030	BOOKER	BOOK001	28.99	0.00	28.99	6500	28	28.99	goods for resale
01/07/2025	0334259REV	38035	BOOKER	BOOK001	-28.99	0.00	-28.99	6500	28	-28.99	Goods for resale
25/04/2025	0392703	38031	BOOKER	BOOK001	91.94	16.64	108.58	6505	28	39.23	consumables
								6500	28	52.71	goods for resale
06/05/2025	0598145	38032	BOOKER	BOOK001	28.99	0.00	28.99	6500	28	28.99	goods for resale
06/05/2025	0598145REV	38036	BOOKER	BOOK001	-28.99	0.00	-28.99	6500	28	-28.99	Goods for resale
22/07/2025	244067	38101	BOURNE SPORT	BOU002	121.00	24.20	145.20	5120	21	121.00	Surrey loam
01/07/2025	252064371	37989	BP FUEL	BPF001	113.36	22.68	136.04	5700	21	113.36	fuel
01/07/2025	252064372	37990	BP FUEL	BPF001	10.40	0.00	10.40	5700	21	10.40	fuel
30/06/2025	252067460	38002	BP FUEL	BPF001	42.62	8.52	51.14	5700	21	42.62	fuel
30/06/2025	252067461	38007	BP FUEL	BPF001	12.00	0.00	12.00	5700	21	12.00	fuel
08/07/2025	252069313	38021	BP FUEL	BPF001	14.82	0.00	14.82	5700	21	14.82	fuel
15/07/2025	252070755	38067	BP FUEL	BPF001	11.46	2.29	13.75	5700	22	11.46	fuel

Purchase Ledger for Month No 4 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
15/07/2025	252070756	38066	BP FUEL	BPF001	9.21	0.00	9.21	5700	21	9.21	fuel
22/07/2025	252072938	38094	BP FUEL	BPF001	56.65	11.33	67.98	5700	21	56.65	fuel
29/07/2025	252074413	38203	BP FUEL	BPF001	97.06	19.41	116.47	5700	21	97.06	fuel
29/07/2025	252074414	38202	BP FUEL	BPF001	12.73	0.00	12.73	5700	21	12.73	fuel
31/07/2025	252079398	38177	BP FUEL	BPF001	12.00	0.00	12.00	5700	21	12.00	fuel
30/06/2025	SVO/37629	38019	BREWERS	BREW001	23.56	4.71	28.27	5410	28	23.56	Maint equip
17/06/2025	SVO/376543	38005	BREWERS	BREW001	59.96	11.99	71.95	5010	29	59.96	maint equip
24/06/2025	SVO/376577	38006	BREWERS	BREW001	35.80	7.16	42.96	5010	29	35.80	maint equip
30/06/2025	SVO/376728	38020	BREWERS	BREW001	62.91	12.58	75.49	5410	28	62.91	Maint equip
07/07/2025	SVO/376835	38206	BREWERS	BREW001	73.51	14.70	88.21	5310	21	73.51	maint equip
11/07/2025	SVO/376862	38082	BREWERS	BREW001	14.57	2.91	17.48	5010	29	14.57	maint equip
31/07/2025	SVO/377083	38207	BREWERS	BREW001	96.56	19.31	115.87	5010	29	96.56	maint equip
29/07/2025	802277818	38117	BRITISH GAS	BRI001	84.07	4.20	88.27	6012	30	84.07	gas chg 22/6-21/7
22/07/2025	814937041	38096	BRITISH GAS	BRIT007	79.38	3.96	83.34	6012	33	79.38	gas chg 15/6-14/7
15/07/2025	810190714	38070	BRITISH GAS	BRIT008	93.28	4.66	97.94	6012	36	93.28	gas chg 12/6-11/7
02/07/2025	0000334746	38103	BROXAP	BROX001	105.00	21.00	126.00	5310	21	105.00	Memorial plaque
01/06/2025	4856	38038	CJS PLANTS	CJS001	2,819.99	563.99	3,383.98	6865	26	2,819.99	Floral maint
10/07/2025	4897	37988	CJS PLANTS	CJS001	2,819.99	563.99	3,383.98	6865	26	2,819.99	Floral maint Jun-Sept
01/07/2025	INV-D-08265	37982	CLOUDY GROUP	CLO001	1,995.00	399.00	2,394.00	6240	31	1,995.00	IT Conference 2/8/25-2/826
19/07/2025	155601	38064	CONNECTAPHONE	CON001	561.01	112.20	673.21	6101	50	50.98	June telephone chg
								6101	22	50.98	June telephone chg
								6101	28	50.98	June telephone chg
								6101	36	51.26	June telephone chg
								6101	30	50.98	June telephone chg
								6101	31	305.83	June telephone chg
30/06/2025	INV540076	38024	COUNTRY STYLE RECYCL	COU001	80.20	16.04	96.24	6935	29	80.20	June glass collection
30/06/2025	INV541567	38015	COUNTRY STYLE RECYCL	COU001	22.47	4.49	26.96	6935	36	22.47	Jun glass collection chg
31/07/2025	INV547107	38201	COUNTRY STYLE RECYCL	COU001	64.16	12.83	76.99	6935	29	64.16	Jul glass collection
31/07/2025	INV549028	38180	COUNTRY STYLE RECYCL	COU001	14.98	3.00	17.98	6935	36	14.98	Jul glass collection chg

Purchase Ledger for Month No 4 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								Nominal Ledger Analysis			
23/07/2025	03-10471661	38148	DAC BEACHCROFT	DAC001	0.00	75.00	75.00			0.00	..**VAT Only Inv
16/07/2025	16/7	38039	BEATRIZ M DAY	DAY002	637.31	0.00	637.31	6865	26	637.31	Gardening services 17/6-3/7
02/07/2025	000024075632	37977	EDF ENERGY	EDF002	923.95	184.78	1,108.73	6011	36	923.95	June electric chg
03/07/2025	000024107871	38016	EDF ENERGY	EDF003	32.37	1.62	33.99	6011	60	32.37	June electric chg
03/07/2025	000024107324	38017	EDF ENERGY	EDF004	206.49	10.32	216.81	6011	41	206.49	June electric chg
16/07/2025	000024275025	38069	EDF ENERGY	EDF005	809.71	161.94	971.65	6011	28	809.71	Electric chg 1/4-6/7
16/07/2025	000024275322	38071	EDF ENERGY	EDF007	212.23	10.61	222.84	5020	29	212.23	electric chg 1/4-6/7
31/07/2025	000024416118	38151	EDF ENERGY	EDF009	97.32	4.87	102.19	6011	22	97.32	Jul electric chg
22/07/2025	000024308881	38088	EDF ENERGY	EDF010	-53.28	-2.66	-55.94	6011	33	-53.28	Electric credit 7/4-6/7
01/07/2025	000024021296	37978	EDF ENERGY	EDF011	813.67	162.73	976.40	6011	30	813.67	June electric chg
23/07/2025	000024321563	38095	EDF ENERGY	EDF012	880.22	176.04	1,056.26	6011	21	880.22	electric chg 14/4-13/7
30/07/2025	INV-0901	38144	EGM	EGM001	174.90	34.96	209.86	6340	31	174.90	Staff uniform
16/07/2025	INV-1255	38138	EIA REAL ESTATE	EIA001	5,950.00	1,190.00	7,140.00	6630	50	5,950.00	Stag market val report
01/07/2025	INV-48856	38009	EJPFIREPROTECT	EJPFIRE001	190.00	38.00	228.00	6930	33	190.00	Fire alarm call out
09/07/2025	INV-48877	38051	EJPFIREPROTECT	EJPFIRE001	191.00	38.20	229.20	6922	33	191.00	Fire equip service
09/07/2025	INV-48878	38049	EJPFIREPROTECT	EJPFIRE001	180.00	36.00	216.00	6922	41	180.00	Fire equip service
09/07/2025	INV-48879	38052	EJPFIREPROTECT	EJPFIRE001	534.00	106.80	640.80	6922	36	534.00	Fire equip service
09/07/2025	INV-48880	38053	EJPFIREPROTECT	EJPFIRE001	204.00	40.80	244.80	6922	30	204.00	Fire equip service
09/07/2025	INV-48881	38050	EJPFIREPROTECT	EJPFIRE001	199.00	39.80	238.80	6922	28	199.00	Fire equip service
09/07/2025	INV-48882	38048	EJPFIREPROTECT	EJPFIRE001	275.50	55.10	330.60	6922	22	275.50	Fire equip service
07/07/2025	SV407464	38042	ELS	ELS001	19.43	3.89	23.32	5410	21	19.43	maint equip
01/07/2025	122837	38047	ATLAS FM/EMPRISE SVS	EMP001	635.42	127.08	762.50	6932	22	635.42	July lock up chg
01/07/2025	122838	38046	ATLAS FM/EMPRISE SVS	EMP001	1,642.38	328.48	1,970.86	5311	21	1,642.38	July lock up chg
01/07/2025	122839	38045	ATLAS FM/EMPRISE SVS	EMP001	1,095.54	219.11	1,314.65	5311	21	1,095.54	July lock up chg
19/07/2025	4533355	38063	EVERFLOW WATER	EVE002	934.26	0.00	934.26	6002	23	97.33	water chg 17/8-18/9
								5025	21	11.02	water chg 17/8-18/9
								6014	33	254.54	water chg 17/8-18/9
								6014	36	76.11	water chg 17/8-18/9
								6014	30	31.92	water chg 17/8-18/9

Purchase Ledger for Month No 4 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
								6014	21	225.34	water chg 17/8-18/9
								6014	28	98.95	water chg 17/8-18/9
								6014	29	32.56	water chg 17/8-18/9
								6014	23	106.49	water chg 17/8-18/9
24/07/2025	24/7	38092	MAYOR OF FAVERSHAM	FAV001	70.00	0.00	70.00	6446	42	70.00	Faversham Hop Festival
08/07/2025	MF/STC/988	38012	FOUR FRYS LTD	FOU002	1,342.00	268.40	1,610.40	6323	40	1,342.00	Promo items for show
08/07/2025	MF/STC/991	38013	FOUR FRYS LTD	FOU002	300.00	60.00	360.00	6630	45	300.00	BID website updates
07/07/2025	INV-31161	37983	FREAK MUSIC	FRE002	320.00	64.00	384.00	6868	29	320.00	Bandstand performance 15/8
25/07/2025	INV578887	38125	GAZA TIMBER	GAZA001	56.13	11.22	67.35	5500	21	44.20	drill
								5010	29	11.93	timber
31/07/2025	184926	38198	GODFREYS	GOD001	67.48	13.49	80.97	5700	21	67.48	fuel
23/07/2025	SI-13083	38135	GRAFFITI REMOVAL	GRAF001	247.80	49.56	297.36	5410	21	247.80	graffiti removal product
30/07/2025	SI-151	38105	HANDYMAN HICKS	HAN001	920.68	0.00	920.68	9053	91	920.68	Vine Hut prep & paint
22/07/2025	98028	38062	HERBERT & WARD	HAW001	117.00	7.00	124.00	6500	28	82.00	Goods for resale
								6505	28	35.00	consumables
23/07/2025	98177	38116	HERBERT & WARD	HAW001	120.00	24.00	144.00	5525	28	120.00	Jul coffee machine rental
30/07/2025	98208	38123	HERBERT & WARD	HAW001	190.00	7.00	197.00	6500	30	155.00	goods for resale
								6505	30	35.00	consumables
18/07/2025	27479	38076	HELIOCENTRIX	HELI001	644.56	128.91	773.47	6240	50	644.56	HP Laptop
31/07/2025	27627	38178	HELIOCENTRIX	HELI001	2,042.88	408.58	2,451.46	6240	31	1,668.86	Jul IT support chg
								6242	31	374.02	Jul IT support chg
31/07/2025	27732	38179	HELIOCENTRIX	HELI001	33.00	6.60	39.60	6240	31	33.00	Remote Access lic
31/07/2025	T3663	38181	HELIOCENTRIX	HELI001	365.89	73.18	439.07	6101	31	141.40	Jul Wifi chg
								6101	22	11.48	Jul Wifi chg
								6105	41	141.50	Jul Wifi chg
								6105	22	10.00	Jul Wifi chg
								6105	21	28.69	Jul Wifi chg
								6105	50	32.82	Jul Wifi chg
14/07/2025	2007860896	38120	HM LAND REGISTRY	HML001	14.00	0.00	14.00	6630	11	14.00	Title View x 2

Purchase Ledger for Month No 4 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
22/07/2025	2007892429	38075	HM LAND REGISTRY	HML001	56.00	0.00	56.00	6630	11	56.00	Title registers x 8
24/07/2025	0019456	38136	HOLLYBUSH LAUNDRY	HOL002	120.00	0.00	120.00	6013	36	120.00	tablecloth laundry
01/07/2025	INV-16130	37972	HUGO FOX	HUG001	10.83	2.16	12.99	6240	11	10.83	Planning tracker support
30/06/2025	30/6/25	38205	INFORMATION COMMISS	ICO	47.00	0.00	47.00	6730	31	47.00	ICO Subs 2025/26
27/07/2025	27/7	38098	KENT YOUTH JAZZ	JAZZ001	300.00	0.00	300.00	6868	29	300.00	Bandstand show on 3/8
02/07/2025	0001321597	37970	JAMES BUCKLAND LTD	JBU001	89.98	6.40	96.38	6500	30	89.98	goods for resale
30/07/2025	0001324402	38122	JAMES BUCKLAND LTD	JBU001	75.34	0.00	75.34	6500	30	75.34	goods for resale
28/07/2025	25-29	38097	JJ BROOKS	JJB001	407.00	81.40	488.40	9053	91	407.00	Vine Bridge repairs
07/07/2025	INV-0330	38028	J S RESIN	JSR001	11,565.00	2,313.00	13,878.00	9053	91	11,565.00	Vine garden surface covering
15/07/2025	15/7	38027	KASSIA ESTRADA-CASTI	KAS001	9.50	0.00	9.50	6865	26	9.50	Cake for judge
27/07/2025	158	38099	KATHERINE TYE	KAT003	100.00	0.00	100.00	6868	29	100.00	Bandstand show on 24/7
03/07/2025	113653	37973	KCC KCS	KCC003	43.47	8.69	52.16	6200	31	1.49	stationery
								6010	33	41.98	cleaning eq
10/07/2025	118395	38010	KCC KCS	KCC003	94.59	18.92	113.51	6200	31	94.59	stationery
11/07/2025	119269	37985	KCC KCS	KCC003	34.80	6.96	41.76	6200	31	34.80	stationery
16/07/2025	121875	38068	KCC KCS	KCC003	149.95	29.99	179.94	6013	22	149.95	cleaning equip
18/07/2025	123491	38074	KCC KCS	KCC003	76.24	15.25	91.49	6200	31	76.24	stationery
24/07/2025	126822	38079	KCC KCS	KCC003	89.26	17.85	107.11	6010	33	35.88	cleaning eq
								6010	41	53.38	cleaning eq
25/07/2025	127826	38114	KCC KCS	KCC003	5.49	1.10	6.59	6200	31	5.49	stationery
26/07/2025	23022869	38158	KENT BOILER REPAIRS	KEN004	180.00	36.00	216.00	5525	28	180.00	Dishwasher installation
07/07/2025	8638960	37986	KFF	KFF001	99.90	9.37	109.27	6500	30	99.90	goods for resale
14/07/2025	8645681	38054	KFF	KFF001	123.20	0.00	123.20	6500	30	123.20	goods for resale
14/07/2025	8645682	38055	KFF	KFF001	86.23	4.33	90.56	6500	30	86.23	goods for resale
21/07/2025	8651915	38090	KFF	KFF001	123.59	12.06	135.65	6500	30	123.59	goods for resale
28/07/2025	8657667	38124	KFF	KFF001	93.53	3.23	96.76	6500	30	93.53	Goods for resale
02/07/2025	0000907771	37967	MAWS FINE FOODS	MAW001	125.60	2.76	128.36	6500	28	125.60	goods for resale
17/07/2025	0000910746	38056	MAWS FINE FOODS	MAW001	116.20	5.52	121.72	6500	28	116.20	goods for resale
31/07/2025	MHC/33873	38185	MAY HARRIS	MAY001	241.20	48.24	289.44	6016	33	241.20	July cleaning cover

Purchase Ledger for Month No 4 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
28/07/2025	UKSPS00170174	38182	NEXUDUS SL	NEX001	99.56	19.91	119.47	6900	41	99.56	Hub booking chg
03/07/2025	31538144	38133	NISBETS	NIS001	624.95	124.99	749.94	5500	28	624.95	Bistro table x 5
03/07/2025	31547718	38132	NISBETS	NIS001	37.49	7.49	44.98	5500	28	37.49	Parasol base
07/07/2025	31559348	38130	NISBETS	NIS001	439.98	87.99	527.97	5500	28	439.98	Bistro chair x 2
10/07/2025	31586497	38131	NISBETS	NIS001	219.99	43.99	263.98	5500	28	219.99	Bistro chair
30/07/2025	31709988	38121	NISBETS	NIS001	20.98	4.19	25.17	5500	28	20.98	dishwasher rack
19/06/2025	0001/00202409	38044	OBM	OBM001	4.22	0.84	5.06	5525	21	4.22	maint equip
25/06/2025	0001/00202793	38004	OBM	OBM001	8.78	1.76	10.54	5010	29	8.78	maint equip
08/07/2025	0001/00203600	38022	OBM	OBM001	13.00	2.60	15.60	5310	21	13.00	Maint equip
28/07/2025	28/JUL25/ANN	38140	ONECARD	ONE002	114.00	0.00	114.00	6730	31	114.00	Amazon Prime subs 25/26
28/07/2025	28/JUL25/GEO	38141	ONECARD	ONE002	3,932.44	624.12	4,556.56	6240	31	10.83	Software design subs
								5025	21	39.90	2 soap dispensers
								6104	21	6.67	O/S Manager mobile
								6104	33	8.34	Caretaker mob
								6104	21	8.34	Town Warden Mobile
								6104	36	8.34	KW mob
								6330	31	41.98	2200 tea bags
								6491	32	30.00	Rem Day parking bay suspension
								6491	32	150.00	Rem Day parking bay suspension
								6865	26	36.00	Vine garden signs
								5500	33	15.44	picture frames
								5500	50	73.92	DJ deck set
								5500	50	66.42	DJ speakers
								5500	50	8.33	DJ headphones
								5500	28	1,229.99	Dishwasher
								5500	28	1,579.99	Dishwasher
								5500	50	35.09	magazine holders
								6241	50	12.00	website maintenance
								6922	33	4.16	Emergency lighting key

Purchase Ledger for Month No 4 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
								5525	28	285.00	Dishwasher Installation
								6101	31	16.67	Town Clerk ipad
								6101	22	8.34	AC mobile
								6300	31	195.69	Adobe Subscription
								6210	31	5.00	Delivery fee
								6446	42	56.00	Gravesham Council Wine Tour
28/07/2025	28/JUL25/LIN	38142	ONECARD	ONE002	1,573.23	115.40	1,688.63	6869	32	14.00	AFD Expenditure
								6500	28	64.32	goods for resale
								6500	28	33.50	goods for resale
								6500	28	25.35	goods for resale
								6500	28	63.95	goods for resale
								6500	28	-2.00	goods for resale
								6500	30	112.42	goods for resale
								6500	30	5.26	goods for resale
								6500	28	44.87	goods for resale
								6500	28	92.50	goods for resale
								6500	30	84.42	Goods for resale
								6500	50	48.77	Goods for resale
								6500	50	62.25	Goods for resale
								6500	28	145.20	Goods for resale
								6500	28	21.87	Goods for resale
								6500	28	-1.30	Goods for resale
								6500	28	31.01	Goods for resale
								6500	28	5.77	Goods for resale
								6500	28	-1.75	Goods for resale
								6500	30	84.65	Goods for resale
								6500	28	82.68	Goods for resale
								6500	28	5.08	Goods for resale
								6500	28	59.67	Goods for resale

Purchase Ledger for Month No 4 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
								6500	28	58.17	Goods for resale
								6500	30	117.92	Goods for resale
								6500	30	-6.45	Goods for resale
								6500	50	20.24	Goods for resale
								6500	50	26.00	Goods for resale
								6500	28	46.09	Goods for resale
								6500	28	96.19	Goods for resale
								6500	28	-3.35	Goods for resale
								6010	28	3.33	cleaning equip
								6010	28	3.33	cleaning equip
								6010	33	7.49	stain remover
								6010	33	-7.49	cleaning equip
								6010	50	3.19	cleaning equip
								6010	28	7.16	cleaning equip
								6010	28	11.33	cleaning equip
								6010	50	1.15	cleaning equip
								6010	28	2.14	cleaning equip
								6505	28	2.50	consumables
								6505	28	1.92	consumables
								6505	28	5.58	consumables
								6630	11	18.41	survey subscription
								6865	26	29.50	plants
								6865	26	19.08	Flower lego
								6730	31	14.81	Town Crier delivery subs
								6013	30	12.50	cleaning equip
28/06/2025	28/JUN25/GEO	38018	ONECARD	ONE002	3,169.22	179.59	3,348.81	6323	40	12.00	Business Show advertising
								6323	40	12.00	Business Show advertising
								6323	40	12.00	Business Show advertising
								6323	40	12.00	Business Show advertising

Purchase Ledger for Month No 4 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
								6323	40	12.00	Business Show advertising
								6323	40	12.00	Business Show advertising
								6323	40	12.00	Business Show advertising
								6323	40	12.00	Business Show advertising
								6323	40	6.70	Business Show advertising
								6500	28	130.19	Goods for resale
								6500	28	33.58	Goods for resale
								6500	28	31.53	Goods for resale
								6500	28	17.62	Goods for resale
								6500	50	42.37	Goods for resale
								6500	50	12.87	Goods for resale
								6500	30	90.95	Goods for resale
								6500	28	65.14	Goods for resale
								6500	28	97.62	Goods for resale
								6500	50	51.41	Goods for resale
								6500	50	30.70	Goods for resale
								6500	50	-53.77	Goods for resale
								6500	50	-35.47	Goods for resale
								6500	28	54.16	Goods for resale
								6500	28	30.37	Goods for resale
								6500	30	86.52	Goods for resale
								6500	30	-86.52	Goods for resale
								6500	28	10.58	Goods for resale
								6500	28	62.12	Goods for resale
								6500	30	123.91	Goods for resale
								6500	30	2.75	Goods for resale
								6500	50	44.69	Goods for resale
								6500	50	22.46	Goods for resale
								6500	28	68.94	Goods for resale

Purchase Ledger for Month No 4 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
								6500	28	45.71	Goods for resale
								6500	28	23.50	Goods for resale
								6500	28	89.94	Goods for resale
								6500	50	53.77	Goods for resale
								6500	50	35.47	Goods for resale
								6010	28	3.33	Cleaning equip
								6010	28	2.50	Cleaning equip
								6010	50	5.00	Cleaning equip
								6010	28	2.71	Cleaning equip
								6010	28	6.67	Cleaning equip
								6010	28	0.99	Cleaning equip
								5525	21	46.67	maint equip
								6241	31	147.02	Vine Café website domain
								6241	50	12.00	website maintenance
								6240	31	10.83	Software design subs
								6013	30	6.67	Cleaning equip
								6635	50	174.50	TV License 2025/26
								6900	50	5.42	battery
								6900	50	-5.42	battery
								6900	50	5.42	battery
								6505	50	3.08	consumables
								6505	50	-3.08	consumables
								6505	28	1.50	consumables
								6104	21	6.67	O/S manager mobile
								6104	33	8.34	Caretaker mob
								6104	33	5.82	Caretaker phone case
								6104	33	57.50	mobile phone
								6104	21	8.34	Town Warden mobile
								6104	36	8.34	KW mob

Purchase Ledger for Month No 4 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
								6935	21	270.00	Skip hire
								6935	21	30.00	skip hire
								6710	31	90.40	conference train tickets
								6865	26	28.73	Plant markers
								6865	26	68.00	Sponsors signs for BIB
								6865	26	131.25	Best Dressed prize voucher
								6865	26	56.97	Roses
								6101	31	16.67	Town Clerk ipad
								6300	31	195.69	Adobe subscription
								6460	31	474.88	QR Code Generator subs
11/07/2025	SIN066554	38041	ONLINE PLAYGROUNDS	ONP001	464.00	92.80	556.80	5310	21	464.00	Playground equip
11/07/2025	SIN066555	38040	ONLINE PLAYGROUNDS	ONP001	100.00	20.00	120.00	5310	21	100.00	swing seat
19/06/2025	14466	38003	PARKERS	PARK001	114.48	0.00	114.48	5330	21	114.48	grass seed
17/07/2025	12162	38193	PJC	PJC	1,240.00	248.00	1,488.00	9047	91	1,240.00	Woodlands Management Plan
17/07/2025	12162/A	38195	PJC	PJC	1,240.00	248.00	1,488.00	5070	21	1,240.00	Woodland Management Plan
17/07/2025	12162/REV	38194	PJC	PJC	-1,240.00	-248.00	-1,488.00	9047	91	-1,240.00	Woodland Management Plan
17/07/2025	12163	38192	PJC	PJC	840.00	168.00	1,008.00	5310	21	840.00	Woodland Management Plan
11/07/2025	90357	38065	PLAYSAFETY	PLAY001	792.00	158.40	950.40	5310	21	792.00	Play area inspections
21/05/2025	PS8606	38183	PRESSFORD SAFETY SER	PRE001	986.00	197.20	1,183.20	6922	36	986.00	Testing of Safetylines & PPE
01/07/2025	22661	38014	PREMIER ALARMS	PREM001	434.20	86.84	521.04	6930	22	434.20	Alarm maint annual chg
01/07/2025	226733	38037	PREMIER ALARMS	PREM001	242.74	48.55	291.29	6930	36	242.74	CCTV Annual renewal
22/07/2025	263748	38100	PROVENDER	PRO002	146.50	25.65	172.15	5340	21	124.83	Plants
								5320	36	21.67	compost
17/06/2025	PW509522	38093	PWLB	PUBL001	35,800.76	0.00	35,800.76	7617	31	35,800.76	PWBL Repayment
21/07/2025	92381	38073	REPOSS LTD	REP001	23.18	4.64	27.82	5525	30	23.18	Monthly till support
21/07/2025	92382	38072	REPOSS LTD	REP001	31.76	6.35	38.11	5525	28	31.76	Monthly till support
24/06/2025	25-041	38204	RUSSELL HARPER	RUS001	200.00	40.00	240.00	6460	31	200.00	Mayoral Photography
03/07/2025	3/7/25	37974	SAMSARA SPORT	SAM002	860.00	0.00	860.00	6869	32	860.00	Skateboarding sessions
21/07/2025	2005780930	38102	SCREWFIX	SCREW001	100.34	12.08	112.42	6952	21	60.35	boots

Purchase Ledger for Month No 4 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
								6952	22	39.99	boots
02/07/2025	2098495	37951	SDC	SDC001	728.00	145.60	873.60	6934	21	728.00	Dog bin emptying Apr-Jun25
08/07/2025	2098552	38011	SDC	SDC001	660.00	0.00	660.00	6889	31	660.00	waste sacks 30 bundles
14/07/2025	2098654	37996	SDC	SDC001	80.60	0.00	80.60	6935	30	80.60	bin collection 16/6-13/7
14/07/2025	2098729	37997	SDC	SDC001	161.20	0.00	161.20	6935	21	161.20	bin collection 16/6-13/7
14/07/2025	2098730	37995	SDC	SDC001	80.60	0.00	80.60	6935	22	80.60	bin collection 16/6-13/7
14/07/2025	2098731	37992	SDC	SDC001	65.60	0.00	65.60	6935	33	65.60	bin collection 16/6-13/7
14/07/2025	2098738	37994	SDC	SDC001	80.60	0.00	80.60	6935	36	80.60	bin collection 16/6-13/7
14/07/2025	2098739	37993	SDC	SDC001	80.60	0.00	80.60	6935	28	80.60	bin collection 16/6-13/7
14/07/2025	2098958	38029	SDC	SDC001	2,674.42	0.00	2,674.42	5421	60	1,485.79	July market rent chg
								5420	60	1,188.63	July market rent chg
28/07/2025	28/7	38104	SDC CHAIRMAN	SDC003	80.00	0.00	80.00	6446	42	80.00	SDC Lullingstone Tour
29/07/2025	GAC66153	38126	SETYRES	SETY001	55.00	11.00	66.00	5550	21	55.00	GU14 XKD service
30/06/2025	#00092	38080	SGE	SGE001	31.71	6.34	38.05	5310	21	31.71	maint equip
30/06/2025	#00093	38081	SGE	SGE001	32.46	6.49	38.95	5525	21	32.46	maint equip
26/06/2025	89981	38043	SGE	SGE001	16.41	3.28	19.69	5525	21	16.41	maint equip
30/06/2025	90020	38008	SGE	SGE001	47.50	9.50	57.00	5410	22	47.50	maint equip
03/07/2025	BK221951-1	37975	SLCC	SLCC001	660.00	79.20	739.20	6710	31	660.00	National Conference G.J
03/07/2025	BK221952-1	37976	SLCC	SLCC001	480.00	69.60	549.60	6710	31	480.00	National Conference L.L
08/07/2025	CIC25/213	37999	SPADEWORK	SPA003	250.00	50.00	300.00	6865	26	250.00	Plants
26/06/2025	SI-3044824	38023	SPALDINGS	SPAL001	132.48	26.50	158.98	6013	21	132.48	cleaning equip
11/07/2025	11/7	37998	STAG	STAG002	27,000.00	0.00	27,000.00	7556	38	27,000.00	Stag Grant
21/07/2025	21/7	38061	SWANLEY TOWN COUNCIL	SWA002	50.00	0.00	50.00	6446	42	50.00	Swanley's Indian Banquet
29/07/2025	1812	38091	SWANLEY TOWN COUNCIL	SWA002	96.00	0.00	96.00	6446	42	96.00	Swanley Council 1812 Night
21/07/2025	21/7	38058	MAYOR OF SWALE	SWA003	100.00	0.00	100.00	6446	42	100.00	Swale's Tudor Footsteps
28/07/2025	28/7	38078	MAYOR OF SWANLEY	SWA004	7.00	0.00	7.00	6446	42	7.00	Swanley Indian Banquet
29/07/2025	0000606636	38199	TATE FENCING	TATE001	97.15	19.43	116.58	5310	21	97.15	Timber
29/07/2025	0000606637	38200	TATE FENCING	TATE001	221.77	44.35	266.12	5310	21	221.77	Timber
25/07/2025	INV-000308	38134	JS TAYLOR	TAYL001	320.00	0.00	320.00	5410	36	320.00	electrical work

Purchase Ledger for Month No 4 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
21/07/2025	1172/OH/1495	38059	THEISANDKHAN	THEI001	2,000.00	400.00	2,400.00	6630	31	2,000.00	Oast House feasibility plan
14/07/2025	14/7	37991	TOWN CRIER	TOW001	51.00	0.00	51.00	6865	26	51.00	Town Crier Appearance
23/07/2025	1025843351	38146	TRAVIS PERKINS	TRA005	37.70	7.54	45.24	5500	21	37.70	combi locks x 2
26/07/2025	INV-6446	38034	TREE ABILITY	TREE001	1,044.00	208.80	1,252.80	5070	21	1,044.00	Tree work
30/06/2025	163185	38001	WETTON CLEANING SERV	WET001	1,402.14	280.43	1,682.57	6013	30	280.43	June clean & lock up chg
								5026	21	280.43	June clean & lock up chg
								5020	29	841.28	June clean & lock up chg
30/06/2025	163186	38000	WETTON CLEANING SERV	WET001	17.26	3.45	20.71	5020	29	12.95	June clean & lock up chg
								5026	21	4.31	June clean & lock up chg
30/06/2025	163187	38060	WETTON CLEANING SERV	WET001	737.00	147.40	884.40	5025	21	737.00	Jun clean & lock up chg
31/07/2025	163679	38128	WETTON CLEANING SERV	WET001	1,402.14	280.43	1,682.57	5026	21	280.43	Jul clean & lock up chg
								6013	30	280.43	Jul clean & lock up chg
								5020	29	841.28	Jul clean & lock up chg
31/07/2025	163680	38127	WETTON CLEANING SERV	WET001	17.26	3.45	20.71	5020	29	12.95	Jul hygiene unit clean
								5026	21	4.31	Jul hygiene unit clean
31/07/2025	163681	38129	WETTON CLEANING SERV	WET001	737.00	147.40	884.40	5025	21	737.00	Jul clean & lock up chg
30/06/2025	371893573	38086	WORLDPAY	WOR001	61.31	10.46	71.77	6976	31	61.31	June card trans chg
30/06/2025	371986469	38085	WORLDPAY	WOR001	97.36	10.60	107.96	6976	30	97.36	June card trans chg
30/06/2025	372043753	38084	WORLDPAY	WOR001	57.18	0.04	57.22	6976	31	57.18	June card trans chg
30/06/2025	372081689	38083	WORLDPAY	WOR001	185.38	17.47	202.85	6976	28	185.38	June card trans chg
31/07/2025	377825522	38160	WORLDPAY	WOR001	71.69	10.51	82.20	6976	31	71.69	Jul card trans chg
31/07/2025	377948794	38161	WORLDPAY	WOR001	95.52	10.55	106.07	6976	30	95.52	Jul card trans chg
31/07/2025	378042220	38162	WORLDPAY	WOR001	163.59	16.08	179.67	6976	28	163.59	Jul card trans chg
31/07/2025	378127082	38163	WORLDPAY	WOR001	24.09	0.02	24.11	6976	31	24.09	Jul card trans chg
01/07/2025	WM12572896	37981	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	June card trans chg
01/07/2025	02776940	37980	YU ENERGY	YUE001	24.10	1.20	25.30	6862	26	24.10	June electric chg
01/07/2025	02776941	38150	YU ENERGY	YUE001	6.90	0.34	7.24	6862	26	6.90	Electric chg June
01/07/2025	02776942	37979	YU ENERGY	YUE001	239.76	11.99	251.75	6862	26	239.76	June electric chg
01/06/2025	20687134	38149	YU ENERGY	YUE001	7.13	0.36	7.49	6862	26	7.13	electric chg May

Purchase Ledger for Month No 4 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								Nominal Ledger Analysis			
				TOTAL INVOICES	148,626.72	13,794.86	162,421.58			148,626.72	

List of Payments made between 01/07/2025 and 31/07/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/07/2025	L.L	ATCM	-302.37		L.L ATCM expense
01/07/2025	Reach PLC	DD01/JUL25	14.73		Sev Chronicle subs
01/07/2025	Sevenoaks District Council	DD02/JUL25	848.00		Business Rates chg Jul
01/07/2025	Sevenoaks District Council	DD03/JUL25	2,886.00		Business Rates chg Jul
01/07/2025	Sevenoaks District Council	DD04/JUL25	649.00		Business Rates chg Jul
01/07/2025	Sevenoaks District Council	DD05/JUL25	74.00		Business Rates chg Jul
01/07/2025	Sevenoaks District Council	DD06/JUL25	165.00		Business Rates chg Jul
01/07/2025	Sevenoaks District Council	DD07/JUL25	141.00		Business Rates chg Jul
01/07/2025	South East Water - now Water C	DD08	253.46		Water chg 29/10/24-15/5/25
01/07/2025	BP Fuel	DD09	274.97		fuel
01/07/2025	Nexudus S.L	DD10	119.52		Hub booking chg
02/07/2025	Legal & General	DD2/7	5,231.33		June L&G Payment
02/07/2025	Payroll A/c	DD2/7	5,231.33		June L&G Tfr
04/07/2025	BACS P/L Pymnt Page 6996	BACS Pymnt	7,596.08		BACS P/L Pymnt Page 6996
04/07/2025	British Gas - Community Centre	DD11	169.55		gas chg 12/5-11/6
07/07/2025	BP Fuel	DD12	63.14		fuel
07/07/2025	NATWEST ONE CARD	DD13	5,498.51		June Onecard Geo
08/07/2025	YU ENERGY	DD14	25.30		June electric chg
08/07/2025	YU ENERGY	DD16	251.75		June electric chg
08/07/2025	BP Fuel	DD17	146.44		fuel
08/07/2025	YU ENERGY	DD15	7.24		Purchase Ledger DDR Payment
08/07/2025	EDF Energy - Business Hub	DD37	216.81		June electric chg
09/07/2025	British Gas - Offices	DD18	101.95		gas chg 15/5-14/6
10/07/2025	BACS P/L Pymnt Page 7000	BACS Pymnt	10,790.59		BACS P/L Pymnt Page 7000
10/07/2025	R.C	BACS10/7	30.00		Allot key refund
14/07/2025	WorldPay	DD19	11.94		May card trans chg
15/07/2025	BP Fuel	DD21	14.82		fuel
15/07/2025	NatWest Bankline	bln	85.90		bank chg
15/07/2025	Public Works Loan Board	DD20	35,800.76		PWBL Repayment
16/07/2025	British Gas - B&B St	DD23	100.27		Gas chg 22/5-21/6
16/07/2025	Connectaphone	DD22	673.21		June telephone chg
16/07/2025	HM Land Registry	DD24	14.00		Title registers x 8
17/07/2025	BACS P/L Pymnt Page 7005	BACS Pymnt	67,588.42		BACS P/L Pymnt Page 7005
21/07/2025	EDF ENERGY - Cemetery	DD31	99.86		June electric chg
21/07/2025	WorldPay	DD32	11.94		June card trans chg
21/07/2025	Reposs Ltd	DD29	38.11		Monthly till support
21/07/2025	Reposs Ltd	DD30	27.82		Monthly till support
21/07/2025	WorldPay	DD25	107.96		June card trans chg
21/07/2025	WorldPay	DD26	202.85		June card trans chg
21/07/2025	WorldPay	DD27	71.77		June card trans chg
21/07/2025	WorldPay	DD28	57.22		June card trans chg
22/07/2025	EDF ENERGY - B&B Station	DD34	976.40		June electric chg
22/07/2025	BP Fuel	DD33	22.96		fuel

Continued on Page 2

List of Payments made between 01/07/2025 and 31/07/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
23/07/2025	EDF Energy - Bat and Ball Cent	DD35	1,108.73		June electric chg
23/07/2025	J.L	001999	30.00		Allot key refund
24/07/2025	EDF Energy - High Street Marke	DD39	33.99		June electric chg
24/07/2025	HM Land Registry	DD38	56.00		Title View x 2
25/07/2025	BACS P/L Pymnt Page 7013	BACS Pymnt	17,005.21		BACS P/L Pymnt Page 7013
25/07/2025	E.P	BACS25/7	30.00		Allot key refund
25/07/2025	Petty Cash	002000	358.50		petty cash top up
25/07/2025	Councillors	BACS25/7-	239.55		July Allowances Payment
25/07/2025	Payroll A/c	BACS25/7	69,141.60		July Salaries Tfr
28/07/2025	BACS P/L Pymnt Page 7017	BACS Pymnt	7.00		BACS P/L Pymnt Page 7017
28/07/2025	Everflow Water	DD40	934.26		water chg 17/8-18/9
28/07/2025	Payroll A/c	BACS28/7	35,530.20		July HMRC/KCC Tfr
30/07/2025	BP Fuel	DD41	67.98		fuel
30/07/2025	Country Style Recycling	DD42	123.20		June glass collection
31/07/2025	Legal & General	DD31/7	5,382.14		July L&G Payment
31/07/2025	Payroll A/c	DD31/7	5,382.14		July L&G Tfr
		Total Payments	281,820.04		

Receipts for Month 4 — 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: 02/07/2025	5,231.33							
DD2/7	Nat West - Current Account		5,231.33			201		5,231.33	June L&G Tfr
	Banked: 25/07/2025	69,141.60							
BACS25/7	Nat West - Current Account		69,141.60			201		69,141.60	July Salaries Tfr
	Banked: 28/07/2025	35,530.20							
BACS28/7	Nat West - Current Account		35,530.20			201		35,530.20	July HMRC/KCC Tfr
	Banked: 31/07/2025	5,382.14							
DD31/7	Nat West - Current Account		5,382.14			201		5,382.14	July L&G Tfr
	Total Receipts for Month	115,285.27		0.00	0.00			115,285.27	
	Cashbook Totals	116,285.27		0.00	0.00			116,285.27	

Continued on Page 2

Payments for Month 4 — Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/07/2025	Nat West - Current Account	CORR2/7	5,231.33			201		5,231.33	Correction - L&G June
25/07/2025	Employees	BACS25/7	68,902.05			520		68,902.05	July Salaries Payment
25/07/2025	Nat West - Current Account	CORR25/7	239.55			201		239.55	Corr - July Allowances
28/07/2025	HMRC/KCC	BACS28/7	35,530.20			515		23,486.44	July HMRC Payment
						516	0	12,043.76	July KCC Payment
31/07/2025	Nat West - Current Account	CORR - 31/	5,382.14			201		5,382.14	Corr - July L&G
	Total Payments for Month		115,285.27	0.00	0.00			115,285.27	
	Balance Carried Fwd		1,000.00						
	Cashbook Totals		116,285.27	0.00	0.00			116,285.27	

Receipts for Month 4 — Nominal Ledger Analysis

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		814.82					814.82	
	Banked: 25/07/2025	358.50							
002000	Nat West - Current Account		358.50			201		358.50	petty cash top up
	Total Receipts for Month	358.50		0.00	0.00			358.50	
	Cashbook Totals	1,173.32		0.00	0.00			1,173.32	

Continued on Page 2

Payments for Month 4 | Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/07/2025	Establishments	1255	18.05			6330	31	18.05	Refreshments
07/07/2025	Establishments	1256	2.15		0.36	4012	31	1.79	Parking
08/07/2025	Open Spaces	1257/A	5.99		1.00	5410	21	4.99	maint equip
08/07/2025	Open Spaces	1257/B	11.98		2.00	5010	29	9.98	maint equip
08/07/2025	Open Spaces	1257/C	7.00		1.17	5110	21	5.83	maint equip
08/07/2025	Open Spaces	1258/A	6.00		0.99	5010	29	5.01	maint equip
08/07/2025	Open Spaces	1258/B	16.84			6330	21	16.84	Refreshments
23/07/2025	Establishments	1259	4.95			6330	31	4.95	Refreshments
23/07/2025	Open Spaces	1260/A	15.50			6330	21	15.50	Refreshments
23/07/2025	Open Spaces	1260/B	5.95		0.99	6330	21	4.96	Refreshments
23/07/2025	Open Spaces	1260/C	15.50		2.58	5410	21	12.92	Maint equip
23/07/2025	Vine Cafe	1261/A	55.28			6500	28	55.28	goods for resale
23/07/2025	Vine Cafe	1261/B	11.25			6010	28	11.25	cleaning equip
23/07/2025	Vine Cafe	1261/C	8.49			5500	28	8.49	chalkboard
23/07/2025	Bat and Ball Centre	1262	28.39		4.73	5410	36	23.66	maint equip
30/07/2025	Markets	1263/A	19.90			5410	60	19.90	keys
30/07/2025	Bat and Ball Centre	1263/B	20.50		3.42	5500	36	17.08	Gardening equip
31/07/2025	Establishments	1264	8.40			6330	31	8.40	Refreshments
	Total Payments for Month		262.12	0.00	17.24			244.88	
	Balance Carried Fwd		911.20						
	Cashbook Totals		1,173.32	0.00	17.24			1,156.08	

Sevenoaks Town Council

External Audit 2024/2025

1. External Audit

The external auditor has identified the following items, they have mentioned that these will be recorded under "other matters". An auditor will give a qualified opinion and a qualified report if they can't confidently clear the organization's financial statements or financial reporting practices. The auditor has confirmed that these issues do not amount to a qualified audit or a fundamental weakness in the Council's accounts.

At this stage, the auditor's findings are still subject to review by his manager before the final conclusion is issued, which is expected shortly.

The sale of a fixed asset for £1,000 was recorded incorrectly.	An old nominal code was used which did not link it to the AGAR box 3	RFO to review all the nominal codes and delete codes that do not link to the AGAR to avoid any future problems.
Longspring Woods was omitted from the asset register.	Officer Error	RFO to cross reference the land and buildings list with the asset register annually.
The bank charges were incorrect for Insignis.	October and November were missing.	RFO to reconcile the Insignis investments at the end of every month.
Asset register – Quaker Hall allotments monies received from SDC – recorded incorrectly.	An annual sum is received from SDC which consists of interest payments and the repayment of the principle sum for the historic sale of land at the allotments.	RFO to chase SDC for financial statement annually with up to date information.

In conclusion, while the external audit identified several areas requiring correction, these findings largely relate to administrative oversights and coding errors rather than fundamental financial weaknesses. The recommended actions—such as reviewing and updating nominal codes, reconciling investment accounts monthly, and ensuring the asset register is fully aligned with supporting documentation—will strengthen the Council's financial processes and improve accuracy going forward.

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Sevenoaks Town Council

Town Council Offices – Replacement of Skylights at the Vine Pavilion

1. Background

The replacement of the Vine skylights was previously discussed in the January Finance & Delivery Committee meeting where it was agreed to purchase three new polycarbonate skylights up to the value of £3,000. Funding to be from capital refurbishment budget. (Minute Number 508).

A local contractor was instructed in January to proceed but has been unable to complete the task.

2. Specification

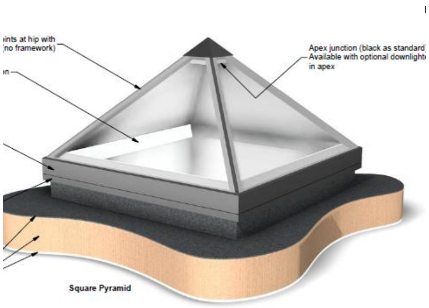
Following a reassessment, it was determined that the originally proposed polycarbonate replacements were insufficiently durable. Two alternative recommendations were made:

Flat glass toughened rooflights – £8,346

Glass toughened lantern rooflights – £10,644

Flat glass toughened rooflights

Glass toughened Lantern rooflights.



3. **Funding**

A total of £3,000 has already been accrued for this project. It is recommended that the balance be drawn from the Development Fund EMR 2025/26, which currently holds £19,512.

Recommended

- **The council is asked to waive financial regulation 5.7 – “For contracts greater than £3,000 excluding VAT the Town Clerk or Responsible Finance Officer shall seek at least 3 fixed-price quotes”; this job is specialist, further contractors have been approached but were unable to fulfil the works**

- **For STC to approve the replacement of the skylights with flat glass toughened rooflights at a cost of £8,346, with the remaining costs funded from the Development Fund EMR.**

Sevenoaks Town Council

Updated CIL Report

1. CIL Update – August 2025

The remaining projects for CIL as at 26th August 2025 are as follows:-

	Original Budget	Spent	Balance	Agreed	Planned Completion
Public Realm Town Ward	£50,000	£46,995	£3,006	Reviewed Feb 24	Ongoing
Judd's piece resurfacing	£2,000	-	£2,000	Reviewed Feb 24	2026
Woodside Rd - fencing	£1,000	-	£1,000	Reviewed Feb 24	2025
knole paddock front barn doors	£2,000	-	£2,000	Reviewed Feb 24	2025
Green Link Feasibility	£15,000	-	£15,000	Reviewed Feb 24	Ongoing
Masterplan x2	£65,000	£63,091	£1,910	Reviewed Feb 24	Started
20 mph	£141,967	£111,271	£10,000	10/06/2024	Contingency Left
Dartford Road Crossing	£25,000	£4,170	£20,830	Reviewed Feb 24	2025
Greatness Pavilion	£87,500	Moved	£0	Reviewed Feb 24	2026
Greatness CCTV	£9,000	-	£9,000	Reviewed Feb 24	2026
Vine Gardens Crazy Paving	£10,000	£10,000	£0	Reviewed Feb 24	2025
Balance of cost for Recycle bound resin (Vine Gardens crazy paving)	£13,130	£13,130	£0	Agreed June 25	2025
Greatness Play Area	£150,000		£150,000	Agreed June 25	2025
Solar Batteries	£20,000		£20,000	Agreed June 25	2025
Play Areas inc Buckhurst	£25,000		£25,000	Agreed July 25	2025
			£259,745		

2. STC Community Infrastructure Levy (CIL) Receipts

Projected unallocated CIL Balance (as at October 2025) reported to Finance & Delivery Committee in June 2025	£277,900
Current Balance of CIL EMR	£394,698
Less agreed projects	£259,745
Total Unallocated Balance	**£134,953**
Add current SDC CIL balance (CIL collections April 2025 to date), to be paid October 2025	£116,469
Projected Unallocated Balance October 2025	**£251,422**

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Sevenoaks Town Council
Finance & Delivery Committee – 1st September 2025

Greatness Pavilion

Request for Additional Funding – Pavilion Project

Background

Sevenoaks Town Council and Sevenoaks Town Football Club have been working in partnership to deliver a new pavilion building. The project has undergone a process of value engineering to align costs with the available funding. An amended planning application reflecting these changes was submitted and has since been approved.

The process of obtaining funds was lengthy and during that time costs have increased not least by inflation. Both organisations are keen to progress the project within available funds and funding timescales. Therefore considerable "valuation engineering" took place to reduce the building to a core structure with fund raising to continue for fit out etc.

While the revised scheme meets the budget requirements, it was necessary to omit several important environmental features in order to achieve cost savings. The Council has previously expressed strong support for the environmental aspects of this project, which are in line with the Council's commitment to sustainability, climate responsibility and Green Community Investment Plan.

Environmental Features Omitted

The following elements were removed during the value engineering process:

- **Air Source Heat Pump** – £60,000
- **Living Green Wall (external walls)** – £51,600
- **Photovoltaic (solar) system** – £22,000

Total: £133,600

These measures would significantly improve the environmental performance of the pavilion, reducing its long-term carbon footprint, improving energy efficiency, and creating wider community benefits through sustainability leadership. They would also be difficult and uneconomical to retrofit.

Proposal

To enable the project to move forward to the contract stage without compromising on its environmental integrity, it is recommended that Sevenoaks Town Council consider allocating a further **£133,600** from Community Infrastructure Levy (CIL) funds. This additional investment would specifically reinstate the above environmental features.

Recommendation

That Sevenoaks Town Council approve the allocation of **£133,600 from CIL monies** towards the Pavilion Project, to reinstate the identified environmental measures, thereby ensuring the pavilion delivers on both its community and environmental objectives.

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Adopted at Finance & Delivery Committee – 1st ~~2nd~~ September 2025~~4~~

Information Security Policy 2025/26

1 Introduction

1.1 This policy has been adopted by the Town Council ("Council") in order to:

- Prevent inappropriate use of computer equipment (such as extended personal use or for accessing and circulating pornographic, racist, sexist or defamatory material).
- Protect confidential, personal or commercially sensitive data.
- Prevent the introduction of viruses.
- Prevent the use of unlicensed software.
- Ensure the Council property is properly looked after.
- Monitor the use of computer facilities to ensure compliance with internal policies and rules and to detect abuse.

1.2 The consequences of misuse can be severe. Examples of potential damage include, but are not limited to, malware infections, legal and financial penalties for data leakage and lost productivity from network downtime.

1.3 The Council provides Councillors and employees with access to various computing and telephone communication methods ("facilities") to allow them to undertake the responsibilities of their position and to improve internal and external communication.

2 Scope

2.1 This policy sets out the Council's position on the use of the facilities and it includes:

- Employees and councillors' responsibilities and potential liability when using the facilities.

- The monitoring policies adopted by the Council; and guidance on how to use the facilities.

2.2 This policy has been created to:

- Ensure compliance with all applicable laws relating to data protection, information security and compliance monitoring.

- Protect the Council from the risk of financial loss, loss of reputation or libel; and

- Ensure that the facilities are not used so as to cause harm or damage to any person or organisation.

3 Breach of Policy

3.1 In respect of employees, breach of this policy will be regarded as a disciplinary offence and will be dealt with under the Council's disciplinary process.

3.2 Anyone who considers that there has been a breach of this policy in relation to personal information about them held by the Council should raise the matter via the Council's formal grievance procedure.

4 Email (Internal or External Use)

4.1 All Councillors and relevant employees will be issued with a Council email account which must always be used when transacting on behalf of the Town Council. Such account will only be used for Council correspondence.

4.2 Email should be treated as any other documentation. If you would normally retain a certain document in hard copy, you should retain the email.

4.3 As with any other records, email may be subject to discovery in litigation. Like all communications, you should not say anything that might appear inappropriate or that might be misinterpreted by a reader.

4.4 Viewing, displaying, storing (including data held in RAM or cache) or disseminating materials (including text and images) that could be considered to be obscene, racist, sexist, or otherwise offensive may constitute harassment and such use of an email is strictly prohibited.

4.5 Take care that emails will be seen only by the person intended. Particular care should be taken when sending confidential information that the email has been correctly addressed, marked 'private' and not copied in to those not authorised to see the information. Sending confidential information via email without proper authorisation or without taking sufficient care to ensure that it is properly protected will be treated as misconduct.

4.6 While a reasonable amount of personal use of email is perfectly acceptable, your email remains the property of the Council and you should not use your Council email to send or receive any information that you regard as private. The Council may, in the course of its operation, read emails that you have sent or received - although in the absence of evidence of wrongdoing the Council will try to avoid reading personal emails if possible.

4.7 Councillors and employees will be required to surrender their email account and all of its contents to the Town Clerk when they leave the Council. The Clerk on leaving the Council needs to the same, but the Leader of the Town Council.

5 Laptop computers, PC's, tablets and mobile phones

5.1 Laptop computers, PC's, tablets and mobile phones belonging to the Council along with related equipment and software are subject to all the Council's policies and guidelines governing non-portable computers and software.

5.2 When using such equipment:-

- You are responsible for all equipment and software until you return it. It must be kept secure at all times.
- The Town Clerk and the individual employees or Councillor are the only persons authorised to use the equipment and software issues to that employee or Councillor.
- If you discover any mechanical, electronic, or software defects or malfunctions, you should immediately bring such defects or malfunctions to the Council's attention, initially through the Town Clerk, or in their absence the Deputy Clerk.
- Upon the request of the Council at any time, for any reason, you will immediately return any equipment and all software to the Council.
- Software piracy could expose both eh Council and the user to allegations of intellectual property infringement. The Council is committed to following the terms of all software licenses to which the Council is a contracting party. This means, that:

- Software must not be installed onto any of the Council's computers unless this has been approved in advance by our IT Contractors or the Council. They will be responsible for establishing that the appropriate licence has been obtained, that the software is virus free and compatible with the computer facilities.

- Software should not be removed from any computer, nor should it be copied or loaded on to any computer without prior consent.

6 Internet

6.1 Internet connection is for business purposes only. The only exception is for personal use during normal working hours in the Officer's own time.

6.2 Employees with access to the internet on Council-owned devices should use that access responsibly. Excessive personal use during working hours will be treated as misconduct. From time to time the Council may block access to sites which it considers inappropriate but whether or not a specific site has been blocked, employees must not use the internet to view or download offensive or sexually explicit material. Any attempt to do so may, depending on the circumstances, amount to gross misconduct leading to dismissal.

6.3 The downloading of files, shareware or freeware to the Town Council's processors is authorised for business use only and is considered a high risk activity. Any applicable licence conditions must be complied with. The downloading of games, screensavers and other "fun" software is not considered to be legitimate business activity. These are more likely to contain viruses and programming errors which can severely compromise the Town Council's systems.

6.4 Firewalls and anti-virus software may be used to protect the Council's systems. These must not be disabled or switched off without the express authorisation of the Town Clerk.

7 Social Media

7.1 The Council may use social media to communicate messages to residents and will only be used:

- By the Town Clerk and persons authorised by the Town Clerk.

- To transmit factual information and news, not personal opinion.

Adopted at Finance & Delivery Committee – 1st ~~2nd~~ September 2025~~4~~

- To respond to comments and requests submitted via the account.

7.2 Employees and Councillors using their own social media accounts must ensure that any comment made is clearly identified as their own and not representative of the Council.

7.3 An employee's behaviour on any social networking or other internet site must be consistent with the behaviour required of employees generally. Where it is possible for users of a social media site to ascertain who you work for, then you should take particular care not to behave in a way which reflects badly on the Council. Inappropriate or disparaging comments about the Council, colleagues or the town will be treated as misconduct. Because social media interactions can be copied and widely disseminated in a way that you may not be able to control, the Council will take a particularly serious view of any misconduct that occurs through the use of social media.

8 General Guidance

8.1 Observation of this policy is mandatory and forms part of the terms and conditions of employment of employees and the terms of access to the Council's systems and offices. Misuse of the Facilities will be treated as gross misconduct and may lead to dismissal.

8.2 You must ensure that portable computers and any other easily stolen equipment is securely locked away when not in use.

8.3 If you leave your terminal or PC unattended for up to 10 minutes, a password-protected time out or screen saver must be operating.

8.4 Monitoring of email usage takes place without notice. You should have no expectation of privacy in respect of personal and business use of email and the internet whilst at work.

8.5 Unauthorised access to any of the Council's systems will amount to gross misconduct.