

12th September 2018



You are summoned to attend a meeting of the FINANCE AND GENERAL PURPOSES COMMITTEE to be held in the Council Chamber at the address below on Monday 17th September 2018. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note that the proceedings of this meeting 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 meetings is available online at sevenoakstown.gov.uk or by request. Members of the public addressing the Committee but 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 S G Raikes (Chairman)

Cllr N J L Busvine OBE

Cllr J M Canet

Cllr M Chakowa

Cllr A S Clayton

Cllr R M C Hogarth [*ex officio*]

Cllr A Eyre (Vice Chairman)

Cllr R J Parry

Cllr E Parson

Cllr R L Piper

Cllr P E Towell

Cllr Mrs P C Walshe

PUBLIC QUESTION TIME

To enable members of the public to make representation or put questions to the Committee on any Financial or General Purposes matters.

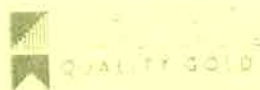
A G E N D A

- 01 **APOLOGIES FOR ABSENCE**
To receive and note apologies for absence.

- 02 **DECLARATIONS OF INTEREST**
To receive any declaration of interest from members in respect of items of business included in the agenda for this meeting.

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN11 3QG

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Town Clerk

03 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)

04 MINUTES

To receive, adopt and sign the minutes of the meeting of the Finance & General Purposes Committee held on 9th July 2018 (copy attached).

05 SUB COMMITTEES

(a) Youth Council

To receive and note that the minutes of the meetings of the Youth Council due to have been held on 4th July 2018 was inquorate.

(b) Youth Services Sub Committee

To receive and note the minutes of the Youth Services Sub Committee held on 4th July 2018 (copy attached).

06 FINANCE REPORTS

(a) Management Accounts

To receive and consider the Management Accounts, together with the Responsible Finance Officer's report and variance analysis for the period 1st to 30th June 2018. (Copy Appendices 1, 2 and 3 attached).

(b) Suppliers' Accounts

To authorise payment of the accounts listed in the schedules for the period 1st to 30th June 2018 (copy attached).

(c) Payroll Account

To confirm payments from the account listed in the schedules for the period 1st to 30th June 2018 (copy attached).

(d) Petty Cash Account

To confirm payments from the account listed in the schedules for the period 1st to 30th June 2018 (copy attached).

(e) Budget Timetable 2019/2020

To receive and note the Responsible Finance Officer's report (copy attached).

(f) Hospitality and Gifts Register

To receive and note that no Hospitality or Gifts were received by the Councillors nor the Employees for the period 1st to 30th June 2018.

07 GRANTS

To receive and note:

(a) Grant Aid Balance and Applications

To receive and consider applications for Grant Aid 2018/2019 (copy applications previously circulated to Members on 5th September 2018).

(b) Grant Reports

To receive and note grant reports returned in accordance with our terms and conditions (copy reports attached).

- 08 COMMUNITY INFRASTRUCTURE [CIL] LEVY
To receive and consider the October 2018 CIL spend in accordance with the Town Clerk's report (copy attached).
- 09 SEVENOAKS TOWN PARTNERSHIP MEETINGS
To receive and note the minutes of the meetings held on 8th August 2018 (copies attached).
- 10 CHRISTMAS LIGHTS
To receive and note arrangements for 2018 (copy attached).
- 11 CURRENT MATTERS AND PRIORITIES
To receive and note a list of
a) current matters
b) priorities
of the Town Council (copies attached).
- 12 PRESS RELEASE
To consider any agenda items, considered to be appropriate for a press release.

Sevenoaks Town Council

Minutes of the FINANCE & GENERAL PURPOSES COMMITTEE held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 9th July 2018

Meeting Commenced: 7.00 pm

Meeting Concluded: 7:52 pm

Cllr S G Raikes, Chairman	Present	Cllr R M C Hogarth	Present
Cllr N J L Busvine OBE	Present	Cllr R J Parry	Present
Cllr J M Canet	Present	Cllr E Parson	Apologies
Cllr M A Chakowa	Apologies	Cllr R L Piper	Present
Cllr A S Clayton	Present	Cllr P E Towell	Apologies
Cllr A Eyre, Vice Chairman	Present	Cllr Mrs P C Walshe	Apologies

[8]

Also in attendance:

Cllr Mrs R E Parry

Linda Larter MBE, Town Clerk

Satish Mathur, Responsible Finance Officer

Michèle MacDonald, Committee Clerk

Public Question Time

One member of the public was present to present the grant application for the Stag Community Arts Centre.

The Chairman welcomed the new responsible Financial Officer to the Council.

139 APOLOGIES FOR ABSENCE

RESOLVED to accept the apologies for absence as received from Cllr M A Chakowa, Cllr E Parson, Cllr Towell and Cllr Mrs Walshe.

140 DECLARATIONS OF INTEREST

Cllr Eyre declared an interest in the Stag Grant Application [*Agenda Item No 7 and Minute No 142 refers*] and took no part in the discussion or voting.

141 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations.

The Chairman brought forward Agenda Item No 7, Grant Application from the Stag Community Arts Centre, before proceeding.

142 GRANT APPLICATION – STAG COMMUNITY ARTS CENTRE

Ms Lisa Whitbread, Business Development Manager, advised that the Stag would like to run an annual Autumn event, the first one entitled “Sevenoaks Remembers” comprising of six events across the Remembrance weekend in November with youth involvement.

RESOLVED to award a grant £6,700 under the General Power of Competence [*Localism Act 2011 Sections 1-8 refers*] from the Youth Outreach budget.

143 MINUTES OF THE MEETING HELD ON 11TH JUNE 2018

RESOLVED: to receive, accept and sign the Minutes as a true record of the meeting.

144 FINANCE REPORTS

At the request of the Chairman, the new Responsible Finance Officer introduced himself and discussed the new format of reports to be presented to future meetings:

- a covering report highlighting:
 - a summary
 - the key issues noting if the variance (+/- £5000) be favourable or unfavourable
- Appendices showing:
 - Income and Expenditure by cost centre
 - Variance analysis
 - Cashflow
 - Working Capital
 - Statement of funds

Reports will be developed to also include a focus on financial planning on the Town Council’s current and planned projects in order that they are not seen in isolation and include risk management of their finances.

RESOLVED: It was unanimously agreed to accept the following financial reports: -

- a) Management Accounts for the period 1st to 31st May 2018
- b) Supplier’s Accounts for the period 1st to 31st May 2018 - £ 84,748.37 (net)
- c) Payroll Account for the period 1st to 31st May 2018 - £ 70,043.57
- d) Petty Cash Account for the period 1st to 31st May 2018 - £ 920.00

RESOLVED: to receive and note the

- e) Internal Audit Report dated 25th June 2018. The Finance and General Purposes Committee congratulated the Finance Team for their hard work in achieving another successful report.
- f) Hospitality and Gifts Register for the period of 1st to 31st May 2018, subject to the amendment to include Cllr Canet to whom the hospitality on 11.06.2018 had also been extended.

145 **CHANGES TO OFFICER BANK SIGNATORIES**
RESOLVED: to remove the outgoing Responsible Finance Officer and immediately replace with the new Responsible Finance Officer as signatory to the Town Council's bank and investment mandates.

RESOLVED: To commit for one year and after eight months of membership, the Officers should present a report of their findings as to how the Town Council benefits of such membership in order to decide whether or not to continue the subscription in future years.

RESOLVED to receive and note the
a) current matters as below:

5

Item	Minute No		Status	Latest update
	122- ii)		Refurbishment	Sevenoaks District Council Community Infrastructure Levy Spending Board - £258,247 Construction work commenced 18th June with build schedule 24 weeks.
4	203 - CIC 7.8.2017 123 – CIC 25.06.2018	Red Cross Business Hub Business Hub	Reverts to STC 17.09.2017	Tenders requested for repairs to review compared to demolition. To be reviewed in relation to development of other STC Capital Assets. Long term as Business Hub. Short term as temporary accommodation if needed for Community Centre users. RESOLVED i) Sevenoaks Town Council 'Opt to Tax' the building to enable VAT to be reclaimed on the refurbishment work. ii) The Town Council seeks external funding to provide an improved facility. iii) A feasibility study be brought to the next meeting which would include reference to car parking and planning requirements.
5	416 (ii) - CIC 8.1.2018 536 - CIC 12.3.2018 121 i) CIC 25.06.2018 33(i) – CIC 23.4.2018	Bat & Ball Centre Seven-oaks Day Nursery		Design to be placed to tender prior to applying for planning permission Feasibility of options taking place. Agreed to proceed with refurbishment and extension of current facility – one storey. First draft plans prepared and consultation taken place for Community Centre User. Pre-planning advice was being sought. Response due 28.06.2018 Sevenoaks Day Nursery were proceeding with their plans for a new facility.
6	414 (ii) - CIC 8.1.2018 32 - CIC 23.4.2018 120 CIC 25.06.2018	Cemetery Lodge	On going Contracts Exchanged Sale Price	On the market for sale. Contracts for sale had been completed Exchanged 22.05.2018 Completion 30.05.2018 30.05.2018 sold for £485,000.

Item	Minute No		Status	Latest update
7		Vine Waste	On going	2017 12 13 - SDC wrote to the Secretary of State seeking permission under Commons Act 2006 – Section 38 For permission to use as temporary car park.
8		Sevenoaks Fund		The first year of the Sevenoaks Fund had ended. It had been successful in achieving its aim of creating an internal on line 'crowdfunding' system and the building of the £450,000 Football 3G Pitch, at Greatness. The Sevenoaks Fund would be renamed The Sevenoaks Mayor's Fund, which this year will support: • Sevenoaks Powerchair Football • Sevenoaks Day Nursery • Stag Community Arts Centre • Sevenoaks Rugby Football Club 3G pitch.

- b) to receive and note the priorities of the Town Council. It was **noted** that
- i. a pre- planning meeting to discuss the Sevenoaks Community Centre was scheduled with the Sevenoaks District Council.
 - ii. the Sevenoaks District Council were in the process of commissioning an Economic Development Study regarding the Neighbourhood Development Plan for Sevenoaks Town.

148 PRESS RELEASE

It was **RESOLVED** that a press release be issued of the Grant awarded to the Stag Community Arts Centre for the autumn drama festival.

There being no further business the Chairman closed the meeting at 7:49 pm.

Signed

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Chairman

Dated

**MINUTES OF THE YOUTH SERVICES SUB COMMITTEE
MEETING HELD AT SEVENOAKS TOWN COUNCIL OFFICES
ON WEDNESDAY 4th JULY 2018 AT 7 P.M.**

Meeting Commenced: 7:00 p.m.

Meeting Concluded: 7:40pm

Cllr J M Canet	Apologies
Cllr A Eyre	Apologies
Cllr Mrs R E Parry (Chairman)	Present
Cllr R J Parry	Present
Cllr E Parson (Vice Chairman)	Apologies
Cllr S G Raikes	Present
Cllr O Schneider	Apologies
Cllr E Waite	Apologies
Cllr Mrs P C Walshe	Apologies

(3)

ALSO IN ATTENDANCE:

Mrs Caroline Berry, SAYT/Churches Together in Sevenoaks & District
 Ms Sarah Gaunt, KCC Youth Hub Delivery Manager
 Mrs Linda Larter MBE, Chief Executive Officer/Town Clerk
 Mrs Michèle MacDonald, Committee Clerk.

PUBLIC QUESTION TIME

No members of the public were present.

131 APOLOGIES FOR ABSENCE:

RESOLVED: to agree and accept apologies for absence received from:

Cllr J M Canet, Cllr A Eyre, Cllr E Parson, Cllr O Schneider, Cllr E Waite,
 Cllr Mrs P C Walshe and Mrs Gail Grieves, Manager of HOUSE in the Basement,

Mr John Shanley, Project Manager Kenward in the Community

Mr Andy Watson, Kenward in the Community

Mr Mark Murison, Community Development Manager, West Kent Communities,

Ms Roxanne Frost, Lead Youth Worker, West Kent Communities,

132 REQUESTS FOR DISPENSATION

None received.

133 DECLARATIONS OF INTEREST

None Received.

134 MINUTES**RESOLVED:**a) Youth Services Sub Committee

- i. to receive and sign the minutes of the Youth Services Sub Committee meeting held on 21st March 2018 [*ratified at Finance and General Purposes on 30th April 2018*] as a true record of events. It was **noted that** Minute No 541 Geographical Date should read Geographical data.
- ii. to receive and note that the meeting due to have been held on 9th May 2018 was cancelled as it would have been inquorate.

b) Youth Council

- i. to receive and note that the meeting due to have been held on 21st March was inquorate
- ii. to receive and note that the meeting due to have been held on 9th May 2018 was cancelled due to exam timetabling.

135 HOUSE IN THE BASEMENT [HiTB] YOUTH CAFÉ

It was **noted that** the Manager of the Youth Café had resigned her post and left on 6th July 2018. The Town Clerk advised that internal recruitment had closed and the vacancy would now be posted externally. The Committee thanked the Manager of the Youth Café for all her hard work which has been very much appreciated.

It was RESOLVED: to receive and note the following reports:

- a) HiTB report for April and May 2018 and the tabled report for June 2018 [attached as Appendix A]
- b) HiTB outcome, attendance and income for April to May 2018

Date	Activities - April	Attendance Male	Attendance Female	Cash Banked	New Members Male	New Members Female
4/4/2018	PC games, Caht Music and Chess	6	1	9.5	0	0
4/5/2018	New TV installed and set up, Pool table repaired, outside area swept and rubbish cleared, Music Year End, PC games, Minecraft, Andy Watson popped in.	5	0	18.15	0	0
4/6/2018	PC games, Music, Guitar, PS3 games, Pool and staff cleaned and date checked food and cleaning cupboards	6	2	18.55	0	0
4/7/2018	Pool PC games mobile phone games, pokemon chat	6	1	7.6	0	0
4/11/2018	PC games, coding, Pool, chat and watched a movie BFG	6	0	11.7	0	0
4/12/2018	Film- Big Daddy, Pool, Air hockey, Discussions, PC games and Wii games	6	3	14.5	0	0
4/13/2018	Smash Bro's on Wii, Pool, PC games, Scrabble	8	1	14.9	0	0

Date	Activities - April	Attendance Male	Attendance Female	Cash Banked	New Members Male	New Members Female
4/14/2018	Vanguard Card game,Smash Bros on Wii, pc games, pool and general chatter	15	1	35.58	4	0
4/18/2018	PC games and air Hockey	7	0	20.8	0	0
4/19/2018	PC games and watched a TV show	4	0	8.1	0	0
4/25/2018	Fitness, PC games, Laptop games,Fitness definitions,Homework	6	0	25.4	0	0
4/26/2018	Computer Games	3	0	7.65	0	0
4/27/2018	OMN	5	3	7.3	0	0
4/28/2018	Wii U Minecraft on PC,fitness, watched a Movie LA LA land	15	1	15.5	0	0
	Total	98	13	215.23	4	0
Date	Activities - May	Attendance Male	Attendance Female	Cash Banked	New Members Male	New Members Female
5/2/2018	Fitness, PC team games and you tube videos	5	0	20.6	0	0
5/3/2018	PC Games	2	0	4	0	0
5/4/2018	Smash Bros,PC games	6	3	16.05	0	0
5/5/2018	Smash Bros P.C Games Fitness	5	0	9.1	0	0
5/9/2018		8	0	27.8	0	0
5/11/2018	exercise computer gaming	2	0	6.4	0	0
5/16/2018	Bean Boozled (jelly bean game) PC games Music trivia	6	0	17.7	0	0
5/17/2018	Uno Table Tennis Computer Gaming Exercise Discussed nutrition	2	0	11.8	0	0
5/18/2018	OMN and talk from NCS	7	4	10.3	0	0
5/23/2018	Music, Minecraft,PC games, Homework, UNO, discussion on Pokemon	6	1	20.8	0	0
5/25/2018	PC games and a movieMadagasga	4	0	8.7	0	0
5/30/2018	PC games, catch up TV	4	0	9.8	0	0
5/31/2018	Debate on abortion, PC games wii u games	7	2	11	0	0
	Total	64	10	174.05	0	0

136 LIVE ON THE VINE

The Town Clerk advised that the event is weather dependant and that volunteers are requested to help on the night and will be provided with free teas/coffees. The Town Council has set up an events website to advertise the event:

www.liveonthevinesevenoaks.wordpress.com

RESOLVED: To charge West Kent Communities, commissioned by KCC to provide Youth Services across the District Council and to contribute the £100 to this annual event taking place in the Town of Sevenoaks noting that no KCC commissioned work was taking place in the Town of Sevenoaks.

137 REPORTS FROM CO-OPTED MEMBERS

RESOLVED: to receive and note the following:

- a) SAYT - Mrs Caroline Berry advised they had interviewed some applicants and now have a youth worker starting in September. Julie will continue supporting HiTB on Wednesday and the bus at Greatness is back on Thursdays.
- b) Community Safety Team – no one was present but the following update was provided:
 - Family Fun Days have been finalised with Parish Councils and the leaflet is being produced at the moment.
 - Kelly has been liaising with Sevenoaks Town Council regarding the issues at Greatness. I am sure Linda can update everyone with this.
 - I would be very grateful if you could pass on my Thanks to Gail as I know that she is leaving House in the Basement.
 - It is the end of the first quarter of the new Community Safety Partnership Action Plan and monitoring information for the actions will be requested this week. ASB reports from Bat and Ball Railway Station have reduced with the added work put in place.

The Town Clerk asked that the Team inform SAYT whenever there are any general safety issues at Greatness such as the recent dog attacks.

- c) Kent County Council - Ms Sarah Gaunt advised that:
 - i. she will be bringing some young people over from Swanley to the Live on the Vine event on Friday 20th July 2018
 - ii. KCC no longer has a youth worker presence at Knole Academy for two days a week
 - iii. KCC will now be working on KYCC Elections later this year.
 - iv. Knole Academy are now running the Duke of Edinburgh awards with their own staff.
 - v. KCC continue to provide citizenship lesson at Knole Academy once a term
 - vi. KCC provided 1-1 support for families and young people at Knole Academy and Trinity School targeting some young pupils who refuse to attend school over a six to eight-week period.
 - vii. KCC continues to promote HiTB and advised that some parents are not willing to let their children out alone in the town centre. The Committee advised that local Church Groups may have venues for hire or perhaps the local schools.

viii. KCC continues to carry out street based youth work in response to ASBO issues and confirmed that they are present for maximum of one hour carrying out youth engagement, currently not taking place in Sevenoaks.

d) West Kent Communities [WKC] – apologies noted.

138 PRESS RELEASES

RESOLVED: to issue a press release of the Live on the Vine event.

There being no further business the Chairman closed the meeting at 8pm.

Signed
Chairman

Dated

To: Finance & General Purposes Committee, Sevenoaks Town Council – 17th September 2018
 From: Responsible Finance Officer
 Date: 20th August 2018
 Subject: Finance Report for period to 30th June 2018
 Purpose: For Information

1.0 Summary

The first quarter net income, including Precept, is £37,633 against a budget of £22,668 resulting in a year to date favourable variance of £14,965. This does not include capital (infrastructure and rolling capital) related expenditure and funding, which is covered elsewhere.

The following Appendices are attached in support of the summary information contained in this report Appendix 1 - Income and Expenditure by cost centre

Appendix 2 – Working Capital

Appendix 3 - Statement of Funds

2.0 Income and Expenditure (Appendix 1)

The Precept income for 3 months (April – June) amounts to £272,149, being a quarter of £1,088,593 - the annual Precept.

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

*Positive variances shown as Favourable (F); adverse variances are shown as Unfavourable (U)

<u>Cost Centre</u>	<u>Name</u>	<u>Variance</u> £	<u>Comments</u>
<u>21</u>	Open Spaces	11,014 (F)	A number of Items; should balance out.
<u>28</u>	Vine Café	4,987 (U)	Income £8k below budget; £3k cost savings.
<u>31</u>	Establishment	14,319 (F)	Phasing of Insurance+other costs; higher inc.
<u>36</u>	Community Centre	8,931 (F)	More bookings/income
<u>39</u>	Property	<u>13,315 (U)</u>	Knole Pdck/Vine Grnd-Timing Rent/Wayleaves
<u>Sub Total</u>		15,962 (F)	106.6% of Total Variance
<u>Other</u>		997 (U)	6.6% of Total Variance
<u>TOTAL</u>		<u>14,965 (F)</u>	

3.0 Cashflow

Since 30th March 2018, there has been a net increase in cashflow of £195,508, resulting in cash balance on 30th June 2018 of £3,087,993. During June there has been a small reduction in cash balance from £3,207,464 to £3,087,993. There was nothing outside of daily operational variation to explain this reduction.

4.0 Working Capital (Appendix 2)

Other than the items mentioned in last month's report there have been no significant variations in working capital this financial year.

5.0 Fund Balances (Appendix 3)

The statement of fund balances as at 30th June 2018 shows funds totalling £3,087,993 (£3,207,464 at 31 May 2018 and £2,928,932 at 31 May 2017). For now, there is sufficient liquidity to cover current commitments. A cashflow forecast which takes account of future proposed projects, and normal I&E, is in the process of being prepared.

Deposits have been invested for varying maturities with HSBC, Handelsbanken, Nationwide and Bank of Scotland. Interest rates vary from 0.04% to 0.65%.

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2018

Cost Centre Report

Month No : 3

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
11 Planning - General									
4010 Gross Pay	2,660	2,660	0	7,980	7,980	0	31,920		23,940
6240 Computer/ Data Base/WP's	0	0	0	0	0	0	510		510
6630 Professional Fees	42	12	-30	447	430	-17	2,000		1,553
6720 Books and Periodicals	0	0	0	0	0	0	300		300
7500 Local Organisations Grants	0	0	0	150	150	0	150		0
	2,702	2,672	-30	8,577	8,560	-17	34,880	0	26,303
Planning - General :- Expenditure									
	2,702	2,672	-30	8,577	8,560	-17	34,880		
Net Expenditure over Income									
21 O/ Spaces & Leisure - General									
4010 Gross Pay	13,256	13,500	244	38,436	40,500	2,064	162,000		123,564
4270 Employers Pension Contribution	769	876	107	2,265	2,628	362	10,510		8,245
5013 Graffiti Removal	0	0	0	0	500	500	1,500		1,500
5025 Lower St Johns Toilets	2,882	696	-2,186	3,465	2,088	-1,377	8,350		4,885
5026 Greatness Rec Convenience	271	500	229	271	1,500	1,229	6,000		5,729
5030 St Nicholas Burial Ground	0	0	0	69	0	-69	0		-69
5040 Footpaths, Bridle Ways, ROW	0	0	0	0	0	0	150		150
5050 Seats And Litter Bins	0	0	0	2,118	325	-1,793	2,600		482
5060 Sevenoaks Common	0	0	0	-315	0	315	3,500		3,815
5065 Tree Safety Survey	0	0	0	-3,700	0	3,700	3,600		7,300
5070 Other Woodlands	0	710	710	315	710	395	3,200		2,885
5110 Raleys/ K P Pavilion	0	100	100	0	300	300	2,080		2,080
5120 Raleys/KP Pitch & Grnd Mtce.	0	117	117	0	117	117	4,845		4,845

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2018

Month No : 3

Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
5310 Miscellaneous Open Spaces	1,290	1,792	502	2,338	5,376	3,038	21,500		19,162
5316 Skatepark Maintenance	42	0	-42	42	2,550	2,508	2,550		2,508
5317 Raleys Car Park	480	0	-480	480	0	-480	480		0
5320 Fertilizers	5	0	-5	-495	0	495	1,200		1,695
5330 Grass Seed	0	0	0	786	0	-786	1,950		1,164
5340 Plants	814	1,100	286	967	1,300	333	2,700		1,733
5410 Repairs & General Maintenance	68	125	57	174	375	201	1,500		1,326
5500 Equipment Hired and New	1,069	712	-357	627	1,676	1,049	8,000		7,373
5525 Equipment Maintenance	1,447	1,270	-177	489	1,510	1,021	8,000		7,511
5550 Vehicle Expenses	2,974	46	-2,928	3,722	2,991	-731	3,400		-322
5700 Fuel	960	460	-500	1,661	1,140	-521	6,000		4,339
6000 Rent, Rates & Water	99	150	51	-321	150	471	1,500		1,821
6010 Light Heat & Cleaning	806	170	-636	1,046	510	-536	2,040		994
6101 Telephone	12	17	5	35	51	16	200		165
6104 Mobile Telephone	15	25	10	52	75	23	300		248
6320 Staff Training	0	208	208	0	624	624	2,500		2,500
6330 Welfare/Hospitality	0	17	17	44	51	7	200		156
6730 Subscriptions	141	0	-141	141	150	9	200		59
6812 Road Dues	0	0	0	0	0	0	2,000		2,000
6851 Bus Shelter Maintenance	41	14	-27	41	43	2	170		129
6900 Sundry Expenses	0	8	8	0	24	24	100		100
6922 Health&Safety/Risk Assessments	0	500	500	0	600	600	1,500		1,500
6930 Alarm Maintenance	99	0	-99	99	0	-99	700		602
6931 CCTV Maintenance	0	0	0	-250	0	250	1,200		1,450
6934 Waste Bin Collection-Dog Bins	637	0	-637	1,256	675	-581	2,700		1,444

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2018

Cost Centre Report

Month No : 3

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6935 Waste Bin Disposal-Waste Bins	332	335	3	664	985	321	4,000		3,336
6952 Protective Clothing	385	117	-268	490	351	-139	1,400		910
	28,893	23,565	-5,328	57,009	69,874	12,865	286,325	0	229,316
O/ Spaces & Leisure - General :- Expenditure									
1022 Letting & Hire of Facilities	0	1,650	-1,650	2,423	6,750	-4,327	20,000		
1208 Food Fair Income	0	0	0	1,050	0	1,050	0		
1316 Raleys Car Park Permits	0	18	-18	10	81	-71	1,030		
1470 Income from Other Departments	0	0	0	13	0	13	0		
1850 Log Sales	0	0	0	0	0	0	1,200		
1990 Other Income	15	51	-36	1,690	206	1,484	720		
	15	1,719	-1,704	5,186	7,037	-1,851	22,950		
O/ Spaces & Leisure - General :- Income									
	28,878	21,846	-7,032	51,824	62,837	11,014	263,375		
Net Expenditure over Income									
<u>22 O/ Spaces & Leisure - Cemetery</u>									
4010 Gross Pay	5,426	5,000	-426	15,987	15,000	-987	60,000		44,013
4270 Employers Pension Contribution	478	492	14	1,395	1,476	81	5,900		4,505
5210 Cemetery Chapel & Office	0	0	0	0	0	0	170		170
5230 Cemetery Wshop/Messroom Mtce	197	0	-197	232	0	-232	170		-62
5340 Plants	337	0	-337	361	0	-361	0		-361
5410 Repairs & General Maintenance	4	83	79	9	250	241	1,000		991
5500 Equipment Hired and New	796	62	-734	726	198	-528	2,140		1,414
5525 Equipment Maintenance	754	100	-654	758	100	-658	2,400		1,642
5700 Fuel	112	75	-37	282	225	-57	900		618

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2018

Month No : 3

Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6000 Rent, Rates & Water	977	565	-412	1,876	1,120	-756	5,700		3,824
6010 Light Heat & Cleaning	120	100	-20	120	300	180	1,200		1,080
6101 Telephone	34	61	27	120	183	63	730		610
6104 Mobile Telephone	8	4	-4	25	11	-14	40		15
6200 Printing & Stationery	0	17	17	318	51	-267	200		-118
6240 Computer/ Data Base/WP's	0	0	0	0	0	0	380		380
6320 Staff Training	0	500	500	0	500	500	1,500		1,500
6330 Welfare/Hospitality	33	13	-20	47	38	-9	150		103
6500 Goods for Resale	0	17	17	0	51	51	200		200
6630 Professional Fees	0	0	0	90	0	-90	100		10
6730 Subscriptions	0	0	0	90	100	10	100		10
6802 Trees Plants Turf & Fertilizer	319	600	281	319	800	481	1,500		1,181
6822 Roads Path & Boundaries	0	126	126	121	126	5	550		429
6832 Lawn/Wall of Remembrance	0	0	0	0	0	0	100		100
6900 Sundry Expenses	20	4	-16	20	12	-8	50		30
6922 Health&Safety/Risk Assessments	0	242	242	0	242	242	970		970
6930 Alarm Maintenance	35	850	816	612	850	238	1,150		538
6932 Cemetery Security	740	425	-315	1,110	1,275	165	5,100		3,990
6935 Waste Bin Disposal-Waste Bins	229	100	-129	344	300	-44	1,200		857
6952 Protective Clothing	27	50	23	27	150	123	600		573
O/ Spaces & Leisure - Cemetery :- Expenditure	10,646	9,486	-1,160	24,990	23,358	-1,632	94,200	0	69,210
1700 Cemetery Income	5,710	6,166	-456	19,798	18,500	1,298	74,000		
O/ Spaces & Leisure - Cemetery :- Income	5,710	6,166	-456	19,798	18,500	1,298	74,000		
Net Expenditure over Income	4,937	3,320	-1,617	5,192	4,858	-334	20,200		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2018

Cost Centre Report

Month No : 3

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
23 O/ Spaces & Leisure- Allotment									
4010 Gross Pay	327	210	-117	1,346	630	-716	3,300		1,954
4270 Employers Pension Contribution	0	40	40	0	120	120	500		500
5410 Repairs & General Maintenance	16	0	-16	2,378	0	-2,378	1,590		-788
6000 Rent, Rates & Water	390	440	50	-110	440	550	1,760		1,870
6922 Health&Safety/Risk Assessments	0	300	300	0	300	300	300		300
	733	990	257	3,613	1,490	-2,123	7,450	0	3,837
O/ Spaces & Leisure- Allotment :- Expenditure									
1010 Rental Income	0	0	0	0	0	0	880		
1047 QH Allotments Income	20	0	20	228	0	228	3,150		
	20	0	20	228	0	228	4,030		
O/ Spaces & Leisure- Allotment :- Income									
	713	990	277	3,385	1,490	-1,895	3,420		
Net Expenditure over Income									
26 Open Spaces-Street Lighting/Ge									
6861 Public Clock Maintenance	-17	0	17	0	200	200	1,000		1,000
6862 Street Lighting	371	917	546	2,506	4,434	1,928	12,644		10,138
6865 In Bloom Costs	4,910	4,056	-854	5,912	4,056	-1,856	16,224		10,312
	5,264	4,973	-291	8,418	8,690	272	29,868	0	21,450
Open Spaces-Street Lighting/Ge :- Expenditure									
1263 Contr'ns to street lighting	0	0	0	0	0	0	7,197		
1997 In Bloom Income	0	124	-124	1,130	1,224	-94	1,224		
	0	124	-124	1,130	1,224	-94	8,421		
Open Spaces-Street Lighting/Ge :- Income									
	5,264	4,849	-415	7,288	7,466	178	21,447		
Net Expenditure over Income									

Sevenoaks Town Council

Page No: 6

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2018

Month No : 3

Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>28 O/ Spaces & Leisure-Vine Cafe</u>									
4010 Gross Pay	4,778	5,660	882	13,526	14,820	1,294	43,800		30,274
4270 Employers Pension Contribution	149	174	25	370	465	95	1,700		1,330
5410 Repairs & General Maintenance	0	42	42	165	126	-39	500		335
5500 Equipment Hired and New	684	150	-534	2,042	450	-1,592	1,800		-242
5525 Equipment Maintenance	0	42	42	180	126	-54	500		320
6000 Rent, Rates & Water	121	100	-21	231	300	69	1,200		969
6010 Light Heat & Cleaning	94	0	-94	591	400	-191	1,600		1,009
6101 Telephone	29	25	-4	87	75	-12	300		213
6200 Printing & Stationery	0	0	0	344	0	-344	30		-314
6210 Postage & Courier	0	160	160	60	160	100	160		100
6240 Computer/ Data Base/WP's	0	13	13	0	39	39	150		150
6320 Staff Training	0	0	0	0	150	150	300		300
6460 Publicity & Democratic notices	112	21	-91	123	63	-60	250		127
6500 Goods for Resale	3,015	3,953	938	6,341	9,151	2,810	29,000		22,659
6533 Copyright Fees/Royalties	0	0	0	0	0	0	300		300
6635 Professional Fees Licensing	0	100	100	0	100	100	100		100
6900 Sundry Expenses	0	15	15	144	45	-99	180		36
6922 Health&Safety/Risk Assessments	0	0	0	0	500	500	500		500
6930 Alarm Maintenance	185	0	-185	185	0	-185	500		315
6935 Waste Bin Disposal-Waste Bins	214	350	136	308	700	392	2,100		1,792
6976 Credit card charges	57	46	-11	128	137	9	550		422
	9,437	10,851	1,414	24,825	27,807	2,982	85,520	0	60,695

O/ Spaces & Leisure-Vine Cafe :- Expenditure

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2018

Cost Centre Report

Month No : 3

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1211 Sale of Goods	7,377	8,750	-1,373	15,789	14,250	1,539	57,000		
1212 Events Management	0	9,508	-9,508	0	9,508	-9,508	28,525		
	7,377	18,258	-10,881	15,789	23,758	-7,969	85,525		
O/ Spaces & Leisure-Vine Cafe :- Income									
	2,061	-7,407	-9,468	9,036	4,049	-4,987	-5		
Net Expenditure over Income									
29 O/Spaces & Leisure-Vine Ground									
4010 Gross Pay	1,004	688	-316	2,370	2,064	-306	8,250		5,880
4270 Employers Pension Contribution	41	41	0	123	125	2	500		377
5010 Vine Area General Maintenance	361	283	-78	1,376	850	-526	3,400		2,024
5014 Vine Kiosk	90	0	-90	90	0	-90	0		-90
5020 Vine Public Convenience	813	1,000	187	833	3,000	2,167	12,000		11,167
6000 Rent, Rates & Water	193	59	-134	193	176	-17	700		507
6010 Light Heat & Cleaning	60	17	-43	60	17	-43	65		5
6460 Publicity & Democratic notices	0	250	250	0	250	250	250		250
6635 Professional Fees Licensing	0	0	0	0	0	0	100		100
6868 Summer Concerts	0	0	0	0	0	0	3,000		3,000
6931 CCTV Maintenance	0	0	0	193	0	-193	620		428
	2,563	2,338	-225	5,237	6,482	1,245	28,885	0	23,648
O/Spaces & Leisure-Vine Ground :- Expenditure									
1208 Food Fair Income	0	1,050	-1,050	725	1,050	-325	3,152		
1805 Tea Kiosk Rental & Pavilion	773	0	773	1,545	795	750	3,180		
1870 Vine Club Insurance Contrib.	0	0	0	0	0	0	600		
	773	1,050	-278	2,270	1,845	425	6,932		
O/Spaces & Leisure-Vine Ground :- Income									
	1,790	1,288	-502	2,967	4,637	1,670	21,953		
Net Expenditure over Income									

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
30	<u>F & G P - Bat & Ball Station</u>									
4010	Gross Pay	0	0	0	0	0	0	15,216		15,216
4270	Employers Pension Contribution	0	0	0	0	0	0	5,214		5,214
5410	Repairs & General Maintenance	0	0	0	0	0	0	750		750
6000	Rent, Rates & Water	0	0	0	0	0	0	3,870		3,870
6010	Light Heat & Cleaning	0	0	0	0	0	0	3,498		3,498
6020	Insurance Cost	0	0	0	0	0	0	1,002		1,002
6101	Telephone	0	0	0	0	0	0	210		210
6460	Publicity & Democratic notices	0	0	0	0	0	0	2,802		2,802
6500	Goods for Resale	0	0	0	0	0	0	6,528		6,528
6533	Copyright Fees/Royalties	0	0	0	0	0	0	308		308
6635	Professional Fees Licensing	0	0	0	0	0	0	270		270
6922	Health&Safety/Risk Assessments	0	0	0	0	0	0	482		482
6930	Alarm Maintenance	0	0	0	0	0	0	600		600
6931	CCTV Maintenance	0	0	0	0	0	0	300		300
6935	Waste Bin Disposal-Waste Bins	0	0	0	0	0	0	600		600
	F & G P - Bat & Ball Station :- Expenditure	0	0	0	0	0	0	41,650	0	41,650
1022	Letting & Hire of Facilities	0	0	0	0	0	0	18,017		
1211	Sale of Goods	0	0	0	0	0	0	16,321		
	F & G P - Bat & Ball Station :- Income	0	0	0	0	0	0	34,338		
	Net Expenditure over Income	0	0	0	0	0	0	7,312		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2018

Month No : 3

Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
31 <u>F & G P - Establishments</u>									
4010 Gross Pay	24,143	24,750	607	69,300	74,250	4,950	297,000		227,700
4270 Employers Pension Contribution	2,504	2,917	413	7,326	8,751	1,425	35,000		27,674
4271 Pension Deficiency	5,833	5,667	-166	17,500	17,001	-499	68,000		50,500
5500 Equipment Hired and New	818	208	-610	1,361	624	-737	2,500		1,139
6010 Light Heat & Cleaning	0	0	0	47	0	-47	0		-47
6020 Insurance Cost	-1,958	0	1,958	6,502	13,000	6,498	17,000		10,498
6101 Telephone	621	208	-413	1,270	624	-646	2,500		1,230
6103 Fax	0	9	9	0	25	25	100		100
6200 Printing & Stationery	398	1,217	819	3,391	3,651	260	14,600		11,209
6210 Postage & Courier	467	416	-51	1,358	1,252	-106	5,000		3,642
6240 Computer/ Data Base/WP's	2,864	2,950	86	5,530	4,070	-1,460	13,580		8,050
6241 Website Costs	0	0	0	1,330	0	-1,330	880		-450
6242 I.T. Infrastructure	0	0	0	0	0	0	5,200		5,200
6281 Furnishings,Furniture/Eqpt	90	0	-90	259	0	-259	1,400		1,141
6300 Computers Accountancy	285	0	-285	1,680	1,595	-85	4,000		2,320
6315 Recruitment Costs	0	333	333	240	1,000	760	4,000		3,760
6320 Staff Training	0	416	416	0	1,250	1,250	5,000		5,000
6321 Investors in People	0	0	0	0	0	0	790		790
6330 Welfare/Hospitality	91	164	73	557	492	-65	1,970		1,413
6410 Civic Exps/Annual Reception	0	0	0	707	825	118	1,650		943
6415 Gifts/hospitality	241	55	-186	276	165	-111	400		124
6420 Annual Parish Meeting	0	0	0	0	0	0	100		100
6421 Honour Bd. Badges & Insignia	0	15	15	0	115	115	250		250

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2018

Month No : 3

Cost Centre Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6433 Mayors Allowance 2017/18	0	0	0	-436	0	436	0	0	436
6435 Members Expenses	0	0	0	0	0	0	3,930	0	3,930
6437 Mayors Allowance 2018/19	347	433	86	1,063	1,299	236	5,200	0	4,137
6438 Mayors Car Allowance 2018/19	0	0	0	0	0	0	2,340	0	2,340
6440 Press Notices	234	130	-104	1,152	390	-762	1,500	0	348
6450 Bye Laws	0	0	0	0	0	0	100	0	100
6460 Publicity & Democratic notices	769	50	-719	1,427	680	-747	2,400	0	973
6461 Banner Costs	840	85	-755	840	255	-585	1,020	0	180
6610 Audit Fees	0	0	0	-1,020	0	1,020	5,200	0	6,220
6619 Irrecoverable VAT	0	0	0	0	0	0	6,000	0	6,000
6620 Legal Expenses	0	0	0	339	0	-339	5,000	0	4,661
6630 Professional Fees	0	0	0	260	0	-260	0	0	-260
6635 Professional Fees Licensing	0	0	0	810	0	-810	1,980	0	1,171
6650 Bad debts	0	0	0	125	0	-125	0	0	-125
6710 Conference Fees & Expenses	0	160	160	15	160	145	2,300	0	2,285
6720 Books and Periodicals	0	32	32	52	96	44	380	0	328
6730 Subscriptions	576	1,000	424	2,437	3,000	563	3,500	0	1,063
6868 Summer Concerts	-205	0	205	0	0	0	0	0	0
6869 Special Events	-465	0	465	0	0	0	0	0	0
6889 Waste Sacks	0	0	0	405	350	-55	1,400	0	995
6900 Sundry Expenses	21	41	20	225	123	-102	490	0	265
6922 Health&Safety/Risk Assessments	87	2,430	2,343	-911	2,430	3,341	3,000	0	3,911
6939 Healthcare Services	0	0	0	854	0	-854	0	0	-854
6975 Bank Charges	204	116	-88	439	347	-92	1,390	0	951
6976 Credit card charges	18	42	24	155	126	-29	500	0	345

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2018

Cost Centre Report

Month No : 3

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
7010 Election Expenses	0	0	0	0	0	0	3,000		3,000
7611 Contingency provision	4,167	0	-4,167	0	0	0	108,330		108,330
7614 Stag reserve	0	0	0	0	0	0	1,000		1,000
F & G P - Establishments :- Expenditure	42,991	43,844	853	126,865	137,946	11,081	640,880	0	514,015
1115 Interest on Deposits	567	500	67	2,375	1,500	875	6,000		
1231 Banner Income	1,080	250	830	1,080	750	330	4,500		
1350 Revenue Grant income	0	0	0	500	0	500	0		
1889 Waste Sacks Income	172	150	22	774	350	424	1,200		
1990 Other Income	-1,080	109	-1,189	1,828	719	1,109	1,700		
F & G P - Establishments :- Income	739	1,009	-270	6,557	3,319	3,238	13,400		
Net Expenditure over Income	42,252	42,835	583	120,308	134,627	14,319	627,480		
32 F & G P - General	0	0	0	20	0	-20	26,000		25,980
6490 Christmas Lights Switch On	12	0	-12	304	0	-304	2,700		2,396
6491 Remembrance Day/Civic Serv.	3,005	3,005	0	9,014	9,015	1	36,056		27,042
6495 Number 8 bus expenses	989	1,360	371	989	2,360	1,371	6,500		5,511
6869 Special Events	4,005	4,365	360	10,327	11,375	1,048	71,256	0	60,929
F & G P - General :- Expenditure	0	0	0	0	0	0	5,000		
1490 Christmas Lights Switch On	3,005	3,005	0	9,014	9,015	-1	36,056		
1495 Number 8 bus income	0	0	0	0	0	0	4,000		
1990 Other Income	3,005	3,005	0	9,014	9,015	-1	45,056		
F & G P - General :- Income	1,000	1,360	360	1,313	2,360	1,047	26,200		
Net Expenditure over Income									

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2018

Cost Centre Report

Month No : 3

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
33 F & G P - Council Offices									
4010 Gross Pay	2,143	1,575	-568	5,276	4,725	-551	18,900		13,624
4270 Employers Pension Contribution	86	48	-38	258	142	-116	570		311
5410 Repairs & General Maintenance	369	166	-203	418	500	82	2,000		1,582
6000 Rent, Rates & Water	1,699	1,959	260	7,411	5,877	-1,534	23,500		16,089
6010 Light Heat & Cleaning	198	915	717	1,630	1,345	-285	6,000		4,370
6101 Telephone	0	0	0	48	0	-48	0		-48
6510 Catering Expenses	0	0	0	0	0	0	130		130
6900 Sundry Expenses	0	7	7	0	23	23	90		90
6922 Health&Safety/Risk Assessments	0	150	150	0	150	150	300		300
6930 Alarm Maintenance	639	655	16	639	655	16	1,400		761
6935 Waste Bin Disposal-Waste Bins	214	62	-152	308	186	-122	740		432
	5,347	5,537	189	15,987	13,603	-2,384	53,630	0	37,642
1022 F & G P - Council Offices :- Expenditure	1,525	1,194	331	4,243	3,582	661	14,319		
Letting & Hire of Facilities									
	1,525	1,194	331	4,243	3,582	661	14,319		
F & G P - Council Offices :- Income									
	3,823	4,343	520	11,745	10,021	-1,724	39,311		
Net Expenditure over Income									
36 F & G P - Community Centre									
4010 Gross Pay	2,225	2,684	459	8,072	8,051	-21	32,200		24,128
4270 Employers Pension Contribution	125	125	0	346	375	29	1,500		1,154
5410 Repairs & General Maintenance	202	242	40	745	726	-19	2,900		2,155
6000 Rent, Rates & Water	1,388	1,023	-365	2,124	1,023	-1,101	6,700		4,576

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2018

Cost Centre Report

Month No : 3

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6010 Light Heat & Cleaning	0	0	0	154	0	-154	0		-154
6011 Electricity-SCC	161	225	64	924	675	-249	2,700		1,776
6012 Gas-SCC	0	0	0	0	0	0	1,800		1,800
6013 Cleaning-SCC	0	66	66	0	199	199	800		800
6101 Telephone	36	34	-2	108	100	-8	400		292
6104 Mobile Telephone	8	6	-2	17	20	3	80		63
6200 Printing & Stationery	15	6	-9	15	18	3	70		55
6230 Office Furniture/Machinery	0	50	50	0	150	150	600		600
6240 Computer/ Data Base/WP's	0	25	25	0	75	75	300		300
6281 Furnishings,Furniture/Eqpt	0	0	0	10	0	-10	320		310
6320 Staff Training	0	17	17	0	51	51	200		200
6460 Publicity & Democratic notices	0	42	42	0	125	125	500		500
6520 Refreshments for Resale	78	58	-20	151	175	24	700		549
6533 Copyright Fees/Royalties	0	470	470	0	470	470	470		470
6635 Professional Fees Licensing	0	0	0	0	0	0	210		210
6842 Grounds Maintenance	0	42	42	0	126	126	500		500
6900 Sundry Expenses	68	4	-64	68	12	-56	50		-18
6922 Health&Safety/Risk Assessments	0	50	50	-978	220	1,198	300		1,278
6930 Alarm Maintenance	298	0	-298	298	225	-73	2,000		1,702
6931 CCTV Maintenance	0	0	0	300	300	0	300		0
6935 Waste Bin Disposal-Waste Bins	241	150	-91	380	450	70	1,800		1,420
6939 Healthcare Services	47	158	111	47	475	428	1,900		1,853
	4,891	5,477	586	12,781	14,041	1,260	59,300	0	46,519
F & G P - Community Centre :- Expenditure	5,823	5,192	631	23,264	15,576	7,688	62,300		
1022 Letting & Hire of Facilities									

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2018

Month No : 3

Cost Centre Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1457 Indoor Activities	62	228	-166	664	682	-18	2,728		
F & G P - Community Centre :- Income	5,885	5,420	465	23,929	16,258	7,671	65,028		
Net Expenditure over Income	-994	57	1,051	-11,148	-2,217	8,931	-5,728		
38 F & G P - Grants									
6937 Annual Subsidy-Comm Centre	0	83	83	71	249	178	1,000		929
6938 Annual Subsidy-Council Chamber	56	83	27	494	249	-245	1,000		506
7500 Local Organisations Grants	0	2,500	2,500	0	2,500	2,500	16,500		16,500
7502 Sevenoaks Summer Festival	0	0	0	0	0	0	5,000		5,000
7520 Twinning Support	0	0	0	0	0	0	1,000		1,000
7552 Youth Outreach	0	0	0	0	0	0	5,000		5,000
7555 Youth Council Support	0	0	0	103	0	-103	500		397
7556 Stag Community Arts Centre	0	0	0	27,000	27,000	0	27,000		0
F & G P - Grants :- Expenditure	56	2,666	2,610	27,668	29,998	2,330	57,000	0	29,332
Net Expenditure over Income	56	2,666	2,610	27,668	29,998	2,330	57,000		
39 F & G P - Property									
5410 Repairs & General Maintenance	0	0	0	0	25	25	100		100
6000 Rent, Rates & Water	166	0	-166	498	0	-498	0		-498
6010 Light Heat & Cleaning	444	0	-444	444	0	-444	0		-444
F & G P - Property :- Expenditure	610	0	-610	942	25	-917	100	0	-842

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2018

Cost Centre Report

Month No : 3

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1016 Rental Income Raley's Centre	0	0	0	5	0	5	0		
1044 Knole Padck Gd Rents&Wayleaves	0	4,813	-4,813	0	9,625	-9,625	19,250		
1045 Vine Ground Rents & Wayleaves	0	963	-963	0	2,888	-2,888	11,550		
1046 SCC Ground Rents & Wayleaves	375	645	-270	750	645	105	3,900		
1469 O/S Ground Rents & Wayleaves	938	1,000	-63	2,005	2,000	5	5,000		
	1,313	7,421	-6,109	2,760	15,158	-12,398	39,700		
F & G P - Property :- Income									
	-703	-7,421	-6,718	-1,818	-15,133	-13,315	-39,600		
Net Expenditure over Income									
40 <u>Sevenoaks Town Partnership</u>									
6101 Telephone	6	8	2	6	24	18	100		94
6200 Printing & Stationery	0	8	8	0	24	24	100		100
6240 Computer/ Data Base/WP's	745	42	-703	828	125	-703	500		-328
6244 Information Screens	0	125	125	325	375	50	1,500		1,175
6322 Business Awards	0	0	0	464	0	-464	7,500		7,036
6323 Business Show	1,055	0	-1,055	1,538	2,500	962	2,500		962
6710 Conference Fees & Expenses	0	58	58	0	174	174	700		700
6900 Sundry Expenses	0	50	50	7	150	143	600		593
7000 Reinvestment	0	0	0	0	0	0	2,500		2,500
7608 Friends of Bat & Ball	0	150	150	0	300	300	1,000		1,000
7609 Vintage Bus Expenses	420	3,750	3,330	700	4,250	3,550	10,000		9,300
7616 Wellbeing show	690	500	-190	1,073	2,500	1,427	2,500		1,427
	2,917	4,691	1,775	4,942	10,422	5,480	29,500	0	24,558
Sevenoaks Town Partnership :- Expenditure									

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2018

Cost Centre Report

Month No : 3

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1206 Business Awards	-125	250	-375	375	2,750	-2,375	7,000		
1207 Business Show	0	0	0	5,030	3,000	2,030	3,000		
1209 Wellbeing show income	0	0	0	1,890	3,500	-1,610	3,500		
1350 Revenue Grant income	0	0	0	0	0	0	1,000		
1435 Vintage Bus income	0	0	0	0	4,250	-4,250	10,000		
1990 Other Income	54	0	54	2,927	0	2,927	0		
Sevenoaks Town Partnership :- Income	-71	250	-321	10,222	13,500	-3,278	24,500		
Net Expenditure over Income	2,988	4,441	1,454	-5,280	-3,078	2,202	5,000		
<u>50 Youth Cafe</u>									
4010 Gross Pay	3,382	3,333	-49	10,506	9,999	-507	40,000		29,494
4270 Employers Pension Contribution	65	41	-24	238	123	-115	500		262
5340 Plants	2	0	-2	2	0	-2	0		-2
5410 Repairs & General Maintenance	295	83	-212	295	249	-46	1,000		705
6010 Light Heat & Cleaning	0	42	42	-500	126	626	500		1,000
6101 Telephone	44	46	2	133	139	6	560		427
6200 Printing & Stationery	0	42	42	441	126	-315	500		59
6240 Computer/ Data Base/WP's	0	62	62	0	186	186	750		750
6281 Furnishings,Furniture/Eqpt	0	0	0	453	0	-453	500		47
6320 Staff Training	0	0	0	20	0	-20	400		380
6330 Welfare/Hospitality	8	0	-8	8	0	-8	0		-8
6340 Staff Uniforms	50	0	-50	50	50	0	200		150
6460 Publicity & Democratic notices	0	42	42	0	125	125	500		500

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2018

Cost Centre Report

Month No : 3

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6500 Goods for Resale	0	225	225	120	675	555	2,700		2,580
6573 Youth Magazine Expenditure	0	8	8	0	24	24	100		100
6635 Professional Fees Licensing	0	0	0	0	200	200	200		200
6900 Sundry Expenses	0	13	13	0	39	39	150		150
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	400		400
Youth Cafe :- Expenditure	3,847	3,937	90	11,767	12,061	294	48,960	0	37,193
1022 Letting & Hire of Facilities	0	325	-325	-85	975	-1,060	3,900		
1211 Sale of Goods	82	276	-194	450	828	-378	3,315		
1350 Revenue Grant income	0	833	-833	10,000	2,499	7,501	10,000		
1500 Fundraising	0	1,507	-1,507	0	4,521	-4,521	18,085		
Youth Cafe :- Income	82	2,941	-2,859	10,365	8,823	1,542	35,300		
Net Expenditure over Income	3,765	996	-2,769	1,402	3,238	1,836	13,660		
60 Markets									
4010 Gross Pay	187	242	55	585	726	141	2,900		2,315
5410 Repairs & General Maintenance	0	0	0	107	25	-82	100		-7
5420 Saturday market charges	1,077	1,125	48	3,500	3,375	-125	13,500		10,000
5421 Wednesday Market charges	1,962	1,750	-212	6,375	5,250	-1,125	21,000		14,625
5423 Friday market charges	0	1,125	1,125	0	3,375	3,375	13,500		13,500
6001 Blighs Market Charges	2,425	864	-1,561	4,185	2,592	-1,593	10,370		6,185
6010 Light Heat & Cleaning	0	42	42	18	125	107	500		482
6460 Publicity & Democratic notices	300	292	-8	817	876	59	3,500		2,683

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2018

Cost Centre Report

Month No : 3

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6900 Sundry Expenses	0	0	0	-132	0	132	0		132
7000 Reinvestment	0	0	0	0	0	0	16,957		16,957
Markets :- Expenditure	5,950	5,440	-510	15,454	16,344	890	82,327	0	66,873
1017 Rental Income Sat Market	2,019	2,028	-9	5,599	6,084	-485	24,337		
1018 Rental Income Wed Market	1,224	1,767	-543	3,739	5,301	-1,563	21,212		
1019 Rental Income Blighs Market	1,404	1,523	-119	4,060	4,569	-510	18,278		
1024 Rental Income Friday Market	0	1,541	-1,541	0	4,623	-4,623	18,500		
Markets :- Income	4,647	6,859	-2,212	13,397	20,577	-7,180	82,327		
Net Expenditure over Income	1,303	-1,419	-2,722	2,058	-4,233	-6,291	0		
<u>70 Precept</u>									
1995 Precept	90,716	90,716	0	272,149	272,148	1	1,088,593		
Precept :- Income	90,716	90,716	0	272,149	272,148	1	1,088,593		
Net Expenditure over Income	-90,716	-90,716	0	-272,149	-272,148	1	-1,088,593		
Finance & General Purposes Expenditure	130,852	130,832	-21	359,402	392,076	32,674	1,651,731	0	1,292,328
Income	121,733	146,132	-24,399	397,035	414,744	-17,709	1,644,419		
Net Expenditure over Income	9,119	-15,301	-24,420	-37,633	-22,668	14,965	7,312		

Fig 6
12-09-18
APP 2

Sevenoaks Town Council

Statement of Fund Balances as at 30 June 2018

30/03/2018		S&P Rating	30/06/2018	30/06/2018	Percent of	Interest
£		Long term	Short term	Funds £	Total Funds %	Rate %
	<u>Bank of Scotland</u>	A+	A1			
800,000	Treasury deposit (1m)			<u>750,000</u>	24.29%	0.65%
	<u>National Westminster Bank</u>	A-	A2			
	496 Business Reserve Account			496		
691,974	Current Account			712,209		
1,000	Payroll Account			725		
1,000	HITB Youth café			1,000		
6,753	Sevenoaks Town Partnership			7,873		
5,847	Mayors Charity Account			<u>26,021</u>		
<u>707,070</u>				<u>748,324</u>	24.23%	
	<u>HSBC</u>	AA-	A1+			
50,164	Business money manager			<u>50,191</u>		
<u>50,164</u>				<u>50,191</u>	1.63%	0.04%
	<u>Handelsbanken</u>	AA-	A1+			
62,135	Deposit account			62,817		0.15%
260,005	35 day notice account			<u>260,005</u>		0.25%
<u>322,140</u>				<u>322,822</u>	10.45%	
	<u>Nationwide</u>	A	A1			
1,002,251	Instant Saver			1,205,790		0.45%
10,013	Sevenoaks Fund Instant Saver			<u>10,054</u>		0.45%
<u>1,012,264</u>				<u>1,215,844</u>	39.37%	
	<u>Clydesdale</u>	BBB+	A2			
1	Current account			<u>1</u>		
846	Petty Cash			<u>812</u>	0.03%	
<u>2,892,485</u>				<u>3,087,993</u>	<u>100.00%</u>	

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Sevenoaks Town Council

Working Capital Summary as at 30 June 2018

	B/fwd 01-Apr-18 £	Movement* £	C/fwd 30-Jun-18 £	30-Jun-17 £
Current Assets				
120 Stock	1,041	-	1,041	1,680
101/104 Trade debtors	46,260	(21,699)	24,561	24,133
105 VAT	27,715	4,164	31,879	70,775
110/102 Prepayments and other debtors	61,185	(17,427)	43,758	39,630
Cash at bank and in hand	2,175,341	912,653	3,087,993	2,892,485
	2,311,542	877,691	3,189,233	3,028,704
Current Liabilities				
500 Trade creditors	85,507	(14,310)	70,697	250,943
505/508/5 Accruals and other creditors	269,270	(127,700)	141,570	94,110
10/516 Prior Mayors charity account	-	272,148	272,148	257,407
560 Precept received in advance of budget	26,042	(19,310)	6,732	11,353
560/565 Receipts in advance (rent and hall hire)				
	380,819	110,328	491,147	613,812
	1,930,723	767,363	2,698,086	2,414,891
Net Current Assets				
Represented by:				
General Funds				
310 Revenue Reserves	307,905	(39,776)	268,129	225,642
Earmarked/Designated Funds				
315 Pension Reserve	2,814	-	2,814	2,814
316 Rolling Capital Prog Revenue Reserve	53,502	(10,308)	43,194	20,059
317 Street Lighting Reserve	7,737	-	7,737	7,337
318 Community Centre Reserve	16,398	-	16,398	13,398
319 Stag Winding Up Reserve	6,000	-	6,000	5,000
320 Planning Fees Reserve	12,500	-	12,500	12,500
Youth Activities Reserve	-	-	-	-
324 Contingency Provision Reserve	55,442	-	55,442	10,263
Pension Deficit Reserve	-	-	-	69,866
340 Capital Receipts Reserve	1,279,584	459,512	1,739,096	1,958,876
360 CIL Earmarked Reserve	99,993	310,061	410,054	53,616
Capital Projects Reserve	-	-	-	-
370 No 8 bus Reserve	63,529	44,991	108,520	34,082
372 QH Allotments Key Reserve	4,035	(30)	4,005	-
506 Mayor's Charity Reserve	21,284	3,977	25,261	1,438
	1,622,818	808,203	2,431,020	2,189,249
	1,930,723	768,426	2,699,149	2,414,891

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

Note 1 Difference between precept received and budgeted year to date income and expenditure-representing 4 months operational costs

Note 2 Year to date net inflow in revenue reserves of £37,635 less net capital expenditure of £77,409

Note 3 Balance in No.8 Reserve is reduced monthly to offset operational costs of £3004.69 per month

Note 4 Balance in mayor's charity reserve relates to income collected for the previous mayor's charities. Following final reconciliation at the end of the mayoral year, a cheque will be sent to Breast Cancer Care being the chosen charity for 2017/18

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PURCHASE LEDGER INVOICE LISTING FOR MONTH No 3

Time :- 09:57

Ledger No 1 for Month No 3

Items marked with a * are disputed invoices.

Supplier A/c Order

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Analysis Detail
								A/C	Centre	Amount	
20/06/2018	59379	23592	APPOINTMENT BUS	APP001	64.67	12.93	77.60	6200	36	3.74	23592/Printer costs for SCC
								6200	31	60.93	23592/Printer costs for Financ
29/05/2018	59197	23617	APPOINTMENT BUS	APP001	171.36	34.27	205.63	6200	31	159.82	23617/Printing Costs
								6200	36	11.54	23617/Printing Costs
21/05/2018	11213	23533	ARK TRADING	ARK001	125.26	25.05	150.31	6952	22	11.95	23533/trousers
								6952	21	113.31	23533/baseball cap & polo tops
20/06/2018	11298	23593	ARK TRADING	ARK001	50.43	10.09	60.52	6340	50	50.43	23593/HiB uniforms
26/06/2018	11321	23621	ARK TRADING	ARK001	123.71	24.74	148.45	6952	21	123.71	11321/23621/Ark Trading
31/05/2018	6171	23534	ATLAS (UK)	ATL001	380.51	76.10	456.61	6932	22	380.51	23534/Grtness cem bank hol loc
15/06/2018	15062018	23625	BANKLINE	BANKL01	106.20	0.00	106.20	6975	31	106.20	23625/NatWest Bankline fees
25/04/2018	3528168	23613	BOOKER	BOOK001	99.17	7.39	106.56	6500	28	99.17	23613/Various food supplies
26/04/2018	3528185	23614	BOOKER	BOOK001	24.77	3.12	27.89	6500	28	24.77	23614/Quiche & platter
30/04/2018	3528348	23612	BOOKER	BOOK001	-5.19	0.00	-5.19	6500	28	-5.19	23612/Stilton Refund
14/06/2018	3530451	23615	BOOKER	BOOK001	146.67	17.35	164.02	6500	28	146.67	23615/Various Food Supplies
25/05/2018	SVO/343674	23560	BREWERS	BREW001	27.49	5.50	32.99	5010	29	27.49	23560/Supplies
31/05/2018	SO/343673	23561	BREWERS	BREW001	24.10	4.82	28.92	5010	29	24.10	23561/Supplies
31/05/2018	SVO/343672	23559	BREWERS	BREW001	73.79	14.76	88.55	5010	29	73.79	23559/Supplies
11/06/2018	SVO/343737	23624	BREWERS	BREW001	6.70	1.34	8.04	5010	29	6.70	343737/23624/Vine Railings
11/06/2018	SVO/343738	23623	BREWERS	BREW001	90.38	18.08	108.46	5014	29	90.38	SVO/343738/23623/C Brewer & So
18/06/2018	SVO/343812	23622	BREWERS	BREW001	41.22	8.24	49.46	6851	21	41.22	SVO/343812/23622/C Brewer & So
18/06/2018	SVO/343811	23694	BREWERS	BREW001	27.49	5.50	32.99	5010	29	27.49	23694/black paint
05/06/2018	8510059074	23514	BRITISH GAS - CL	BRIT005	79.06	3.95	83.01	9012	91	79.06	23514/British Gas Cem final bi
15/06/2018	1506	23562	BRITISH GAS - CL	BRIT005	83.01	28.33	111.34	9012	91	83.01	23562/Gas Bill
05/06/2018	2045	23563	A CHAILL	CHAI001	70.00	0.00	70.00	5410	36	70.00	23563/CC Job
05/06/2018	CTN4836	23558	CHARLES TAYLOR	CHAR002	230.00	0.00	230.00	5500	28	230.00	23558/Parasols + base x 3
28/06/2018	37	23618	CHART ENTERPRISES	CHAR003	68.50	0.00	68.50	6500	28	68.50	23618/BBQ food
07/06/2018	105175	23536	CURD & CURE	CHS001	34.02	0.00	34.02	6500	28	34.02	23536/VC supplies
14/06/2018	106243	23594	CURD & CURE	CHS001	68.04	0.00	68.04	6500	28	68.04	23594/Bacon for Cafe

Sevenoaks Town Council

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 3

Date :- 16/07/2018

Time :- 09:57

Supplier A/c Order

Ledger No 1 for Month No 3

Items marked with a * are disputed invoices.

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
14/06/2018	37665	23599	EJPFIREPROTECT	EJPFIRE001	120.00	24.00	144.00	6930	36	120.00	23599/Fire Alarm Maintenance
14/06/2018	37666	23598	EJPFIREPROTECT	EJPFIRE001	90.00	18.00	108.00	6930	28	90.00	23598/Fire Alarm Maintenance
14/06/2018	37667	23597	EJPFIREPROTECT	EJPFIRE001	80.00	16.00	96.00	6930	28	80.00	23597/Fire alarm maintenance
30/06/2018	7264	23704	ATLAS/EMPRISE SVS	EMP001	359.81	71.96	431.77	6932	22	359.81	23704/June lock up
18/06/2018	741501	23631	EXPRESS FACTORS	EXPR001	5.00	1.00	6.00	5525	21	5.00	23631/Water Bowder
21/06/2018	742412	23632	EXPRESS FACTORS	EXPR001	24.74	4.95	29.69	5010	29	24.74	23632/Rep Kissing Gate
09/05/2018	04032351	23529	FAIRALLS	FAIR001	21.78	4.35	26.13	5500	21	5.82	23529/Claw
								5410	23	15.96	23529/post fix
16/05/2018	04032582	23527	FAIRALLS	FAIR001	5.78	1.16	6.94	6865	26	5.78	23527/Pebbles
29/05/2018	04032965	23526	FAIRALLS	FAIR001	10.31	2.06	12.37	5010	29	10.31	/23526/Bolts
30/05/2018	04032985	23525	FAIRALLS	FAIR001	3.99	0.80	4.79	5410	22	3.99	23525/post fix
12/06/2018	9379678	23602	FOCUS GROUP	FG001	295.00	59.00	354.00	5410	50	295.00	23602/Door Service
27/06/2018	14209	23630	FIRST INTUITION	FIM001	61.00	4.00	65.00	4010	31	61.00	23630/JM Exam fees
01/06/2018	3958/4449/5	23528	FLASHPARK	FLASH001	480.00	96.00	576.00	5317	21	480.00	23528/sign rental 07/18-06/19
01/06/2018	9219	23701	FRESH ACRES	FRE001	170.00	34.00	204.00	5340	21	170.00	23701/Cosmos plants
01/06/2018	9220	23702	FRESH ACRES	FRE001	318.68	63.74	382.42	6802	22	318.68	23702/Bedding for Cemetery
01/06/2018	9221	23703	FRESH ACRES	FRE001	626.40	125.28	751.68	5340	21	626.40	23703/Summer bedding plants
31/05/2018	430306	23634	GAZA TIMBER	GAZA001	17.84	3.57	21.41	5525	21	13.10	23634/Cem post box
								5525	22	4.74	23634/Cem repairs
15/06/2018	431234	23633	GAZA TIMBER	GAZA001	26.35	5.27	31.62	5010	29	26.35	23633/Shuttering Bench base
26/06/2018	431916	23700	GAZA TIMBER	GAZA001	21.02	4.20	25.22	5010	29	21.02	23700/Wood for De Fib cabinet
28/06/2018	1057	23699	GODFREYS	GOD001	14.91	2.98	17.89	5525	21	14.91	23699/Swivel plate
15/06/2018	05/788235	23635	GREENHAM	GREE001	100.18	20.04	120.22	6952	21	100.18	23635/B Day & Stock boots
09/05/2018	8352	23685	GRAHAM TAYLOR ENGRAV	GTE001	69.98	0.00	69.98	6415	31	69.98	23685/Jade Glass Engraved
30/04/2018	9347	23524	HARDWARE CENTRE	HARD001	50.91	10.18	61.09	5340	22	7.04	23524/screws and supplies
								5340	50	1.84	23524/washer/bolt
								5500	21	42.03	23524/Drill bits/ tap fixings
31/05/2018	9390	23570	HARDWARE CENTRE	HARD001	153.74	30.74	184.48	5310	21	14.89	23570/Supplies
								5010	29	29.08	23570/Supplies

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Supplier A/c Order											
Ledger No 1 for Month No 3											
Items marked with a * are disputed invoices.											
Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			
								A/C	Centre	Amount	Analysis Detail
30/06/2018	10855	23636	HELIOCENTRIX	HELI001	840.25	168.05	1,008.30	5500	21	16.62	23570/Supplies
30/05/2018	10609	23690	HELIOCENTRIX	HELI001	938.52	187.70	1,126.22	5500	22	6.66	23570/Supplies
31/05/2018	10745	23691	HELIOCENTRIX	HELI001	937.84	187.57	1,125.41	5525	21	86.49	23570/Supplies
01/06/2018	79740	23571	JKK	JKK001	99.00	19.80	118.80	6240	31	840.25	23636/IT chrgable calls
04/06/2018	1855	23546	JJ BROOKS	JJB001	11,307.62	2,261.52	13,569.14	6240	31	938.52	23690/ IT support April 18
09/06/2018	13156305	23572	KCC KCS	KCC003	81.70	16.34	98.04	6240	31	937.84	23691/IT support May 18
09/06/2018	13156304	23638	KCC KCS	KCC003	56.80	11.36	68.16	6460	31	99.00	23571/OP Gardener
15/06/2018	13162069	23639	KCC KCS	KCC003	35.30	7.06	42.36	340	0	11,307.62	23546/QH final bild fees
27/06/2018	13173542	23640	KCC KCS	KCC003	20.10	4.02	24.12	6200	31	81.70	23572/Stationery supplies
29/06/2018	13176384	23641	KCC KCS	KCC003	201.65	40.33	241.98	6010	33	56.80	23638/cleaning supplies
								6010	31	35.30	23639/Stationery supplies
								6200	31	20.10	23640/Stationery
								6010	33	164.15	23641/Cleaning supplies
								6200	31	37.50	23641/stationery
29/06/2018	13176383	23642	KCC KCS	KCC003	33.50	6.70	40.20	6010	33	33.50	23642/Cem - refuse sacks
15/06/2018	13162068	23707	KCC KCS	KCC003	8.40	1.68	10.08	6330	50	8.40	23707/Burn Gel sackets
18/06/2018	AG271	23643	KENCLEAN	KENC001	185.00	37.00	222.00	9062	91	185.00	23643/Cesspit inspection
06/06/2018	6635440	23509	KFF	KFF001	187.55	9.86	197.41	6500	28	187.55	23509/KFF VC food supplies
14/06/2018	6642495	23603	KFF	KFF001	132.03	10.48	142.51	6500	28	132.03	23603/Various Food Supplies
21/06/2018	6648770	23604	KFF	KFF001	262.76	9.67	272.43	6500	28	262.76	23604/Food Supplies
24/06/2018	61886265	23605	KFF	KFF001	234.00	46.80	280.80	6440	31	234.00	23605/June Public Notices
27/06/2018	6654540	23645	KFF	KFF001	107.07	7.23	114.30	6500	28	107.07	23645/supplies
28/06/2018	6655149	23644	KFF	KFF001	212.53	2.70	215.23	6500	28	212.53	23644/Supplies
29/06/2018	77137	23714	LANDSCAPE SUPPLY CO	LAND001	100.18	20.05	120.23	6952	22	15.15	23714/protec clothing
								6952	21	47.45	23714/protec clothing
								5500	21	37.58	23714/protec clothing
26/06/2018	5256	23646	LEOFRIC BUILDING	LEOF001	197.40	39.48	236.88	5230	22	197.40	23646/Concrete garage panels
30/04/2018	90955	23711	LISTER WILDER	LIST002	649.00	129.80	778.80	5500	21	649.00	23711/Seeder
22/05/2018	722989	23713	LISTER WILDER	LIST002	91.24	18.25	109.49	5525	21	91.24	23713/Trimax Mower bearing kit

Sevenoaks Town Council

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 3

Date :- 16/07/2018

Time :- 09:57

Supplier A/c Order

Ledger No 1 for Month No 3

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Analysis Detail
								A/C	Centre	Amount	
25/06/2018	724789	23712	LISTER WILDER	LIST002	766.04	153.20	919.24	5525	21	766.04	23712/Tractor service
05/06/2018	01536GR	23532	LOCUM LOCKS	LOC003	213.23	42.65	255.88	5010	29	11.00	23532/key cutting
								5025	21	202.23	23532/replace broken lock
16/04/2018	01465GR	23649	LOCUM LOCKS	LOC003	318.79	63.76	382.55	5025	21	318.79	23649/St Johns toilet locks
22/06/2018	01589GR	23697	LOCUM LOCKS	LOC003	267.66	53.53	321.19	5025	21	267.66	23697/St Johns Eur deadlocks
30/06/2018	61889512	23648	LOCAL WORLD LTD	LOCA001	114.00	22.80	136.80	6868	31	114.00	23648/Armed forces advertising
30/06/2018	61889513	23647	LOCAL WORLD LTD	LOCA001	205.00	41.00	246.00	6868	31	205.00	23647/Armed forces advertising
26/06/2018	28962	23650	MAX FORDHAM	MAX001	1,250.00	250.00	1,500.00	9062	91	1,250.00	23650/Bat & Ball fees June 18
30/06/2018	30062018	23651	MILK & MORE	MILK001	4.10	0.00	4.10	6330	31	4.10	30062018/23651/Milk & More
25/05/2018	INV-0463	23573	MOUNTAIN MARKETING	MOUNT001	500.00	100.00	600.00	6460	31	500.00	23573/Sidebar advert
26/04/2018	1161976	23687	MARKET TRADE NEWS	MTN001	100.00	20.00	120.00	6460	60	100.00	23687/Market Trade News Advert
24/05/2018	1162488	23686	MARKET TRADE NEWS	MTN001	100.00	20.00	120.00	6460	60	100.00	23686/Market Trade News Advert
28/06/2018	1162992	23718	MARKET TRADE NEWS	MTN001	100.00	20.00	120.00	6460	60	100.00	23718/Market Trade News Advert
01/05/2018	0104	23574	NALC	NALC001	51.00	0.00	51.00	6730	31	51.00	23574/Subscription
27/06/2018	17037483	23652	NISBETS	NIS001	145.71	0.00	145.71	6500	28	70.18	23652/Cups & Lids
								5500	28	75.53	23652/Plate stand & Roast dish
21/05/2018	964014	23523	OAKS PLANT HIRE	OAKS001	67.00	13.40	80.40	5010	29	67.00	23523/Install phone box Vine
30/06/2018	964674	23698	OAKS PLANT HIRE	OAKS001	60.13	6.76	66.89	6010	28	60.13	23698/BBQ gas & bottle chrg
12/06/2018	12062018	23522	OASIS LANDSCAPES	OAS001	60.00	0.00	60.00	4010	21	60.00	23522/Landscape Vine area
04/06/2018	WC28MAY	23556	OASIS LANDSCAPES	OAS001	120.00	0.00	120.00	4010	21	120.00	23556/labour - w/c 28.5+4.6.18
22/06/2018	VINEJUNE18	23696	OASIS LANDSCAPES	OAS001	210.00	0.00	210.00	4010	29	210.00	23696/MW 12.6-3.7 Vine Gardens
22/06/2018	A0484232	23695	OBI	OBI001	20.25	4.05	24.30	5310	21	20.25	23695/3 bags coldclay
29/06/2018	244973	23653	OLIVERS	OBW001	165.02	33.00	198.02	6500	28	165.02	23653/Drinks for resale
18/04/2018	SIN025280	23705	ONLINE PLAYGROUNDS	ONP001	187.15	37.43	224.58	5310	21	187.15	23705/Playground equip
26/06/2018	SIN026266	23706	ONLINE PLAYGROUNDS	ONP001	67.50	13.50	81.00	5310	21	67.50	23706/Playground equipment
01/06/2018	222	23510	OTTO'S	OTTO001	84.00	0.00	84.00	6500	28	84.00	23510/OTTO'S cofee x6
08/06/2018	224	23511	OTTO'S	OTTO001	84.00	0.00	84.00	6500	28	84.00	23511/OTTO'S coffe x 6
22/06/2018	227	23654	OTTO'S	OTTO001	104.79	0.00	104.79	6500	28	104.79	23654/coffee supply
29/06/2018	229	23693	OTTO'S	OTTO001	84.00	0.00	84.00	6500	28	84.00	23693/coffee x 6

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 3

Ledger No 1 for Month No 3

Supplier A/c Order

Items marked with a * are disputed invoices.

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
25/06/2018	2500875586	23655	PLANNING	PLAN001	250.00	0.00	250.00	6730	31	250.00	23655/Planning subscription
03/06/2018	101505297	23578	PLUSNET	PLUS01	18.50	3.70	22.20	6101	22	18.50	23578/GP Cem
04/06/2018	101544743	23579	PLUSNET	PLUS01	29.37	5.87	35.24	6101	28	29.37	23579/Vine Cafe
04/06/2018	101545424	23576	PLUSNET	PLUS01	44.23	8.84	53.07	6101	50	44.23	23576/HIB
08/06/2018	1017080059	23575	PLUSNET	PLUS01	47.50	9.50	57.00	6101	31	47.50	23575/Council offices
09/06/2018	101750584	23577	PLUSNET	PLUS01	24.69	4.94	29.63	6101	36	24.69	23577/CC
12/06/2018	163493	23580	PREMIER ALARMS	PREM001	558.22	111.64	669.86	6930	33	558.22	23580/Council offices
06/06/2018	75558	23659	PROVENDER	PRO002	24.50	4.90	29.40	5340	21	24.50	23659/Rhododendron
09/06/2018	75897	23658	PROVENDER	PRO002	15.84	3.16	19.00	5500	21	10.42	23658/Brush handle & hose conn
								5320	21	5.42	23658/Fertiliser
21/06/2018	77073	23656	PROVENDER	PRO002	158.33	31.67	190.00	5500	21	158.33	23656/Soaker hose
26/06/2018	77450	23657	PROVENDER	PRO002	330.00	66.00	396.00	5340	22	330.00	23657/hanging basket plants
24/05/2018	S57198	23661	RAWSTONE HIRE	RAW001	99.64	19.93	119.57	5500	21	99.64	23661/Kippington fencing
06/06/2018	S57583	23660	RAWSTONE HIRE	RAW001	3.21	0.64	3.85	5500	21	3.21	23660/Kippington fencing
19/06/2018	1906	23581	REFLECTIONS	REFL001	48.00	0.00	48.00	5410	36	48.00	23581/Window cleaned
01/06/2018	SM18982	23512	RIALTAS	RIAL001	285.00	57.00	342.00	6300	31	285.00	23512/Bookings annual s/ware s
25/06/2018	9056834856	23662	ROYAL MAIL	ROYA002	2.46	0.49	2.95	6200	31	2.46	23662/Royal Mail response serv
25/06/2018	509626	23606	SABERCOM	SAB001	745.00	149.00	894.00	6240	40	745.00	23606/Sabercom S/W and Install
01/06/2018	1514310	23663	SAFEGUARD PEST	SAFE001	47.00	9.40	56.40	6939	36	47.00	23663/Hire of Fly Killer unit
05/06/2018	2050156	23584	SDC	SDC001	170.00	34.00	204.00	6460	31	170.00	23584/Central services
18/06/2018	2050177	23609	SDC	SDC001	3,038.46	0.00	3,038.46	5421	60	1,961.54	23609/Wednesday Market June
								5420	60	1,076.92	23609/Saturday Market June
06/06/2018	148531	23515	SDC DIRECT SERVICES	SDC002	381.80	0.00	381.80	6935	21	153.20	23515/Knole waste 7.5 - 3.6.18
06/06/2018	148598	23518	SDC DIRECT SERVICES	SDC002	228.60	0.00	228.60	6935	21	152.00	23515/Knole annual waste fees
								6935	21	76.60	23515/Knole addit 4 bins
06/06/2018	148601	23517	SDC DIRECT SERVICES	SDC002	228.60	0.00	228.60	6935	22	76.60	23518/4 Wk collect 7.5-3.6.18
								6935	22	152.00	23518/Annual Duty of care fee
06/06/2018								6935	36	76.60	23517/Waste coll 7.5-3.6.18
								6935	36	152.00	23517/Annual duty of care fee

Sevenoaks Town Council

USER : MB

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 3

Date :- 16/07/2018

Time :- 09:57

Supplier A/c Order

Ledger No 1 for Month No 3

Items marked with a * are disputed invoices.

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
06/06/2018	148699	23516	SDC DIRECT SERVICES	SDC002	214.40	0.00	214.40	6935	28	62.40	23516/COV waste 7.5-3.6.18
06/06/2018	148760	23519	SDC DIRECT SERVICES	SDC002	214.40	0.00	214.40	6935	33	152.00	23516/annual duty of care fee
								6935	33	62.40	23519/4 wk coll 7.5-3.6.18
								6935	33	152.00	23519/annual duty of care fee
25/06/2018	149012	23608	SDC DIRECT SERVICES	SDC002	637.00	127.40	764.40	6934	21	637.00	23608/Quarterly Dog Bins
31/05/2018	9302775499	23692	SETON	SET001	189.00	37.80	226.80	5500	31	189.00	23692/Asset labels
25/04/2018	GAC18193	23664	SETYRES	SETY001	20.00	4.00	24.00	5525	22	20.00	23664/Setyres Borrow sets
14/05/2018	8127	23688	SEV MOWERS	SEV006	325.56	65.11	390.67	5525	21	325.56	23688/Chainsaw serv & repair
14/05/2018	8131	23689	SEV MOWERS	SEV006	95.41	19.08	114.49	5525	22	95.41	23689/Strimer fuel tank replac
04/06/2018	17A	23588	WATER CHOICE	SEWAT001	126.05	0.00	126.05	5025	21	126.05	23588/St Johns Hill
04/06/2018	17B	23589	WATER CHOICE	SEWAT001	1,607.47	0.00	1,607.47	6000	31	1,607.47	23589/Town Council Offices
05/06/2018	CC17	23587	WATER CHOICE	SEWAT001	1,019.75	0.00	1,019.75	6000	36	1,019.75	23587/CC
07/06/2018	8	23591	WATER CHOICE	SEWAT001	65.59	0.00	65.59	6000	28	65.59	23591/V/C Water Bill
11/06/2018	18	23590	WATER CHOICE	SEWAT001	192.99	0.00	192.99	6000	29	192.99	23590/Vine Gardens
20/06/2018	20622954-	23607	WATER CHOICE	SEWAT001	527.65	0.00	527.65	6000	22	527.65	23607/Cemetery Water Bill
25/06/2018	20582897-1-	23680	WATER CHOICE	SEWAT001	240.24	0.00	240.24	6000	23	240.24	23680/Water Bradbourne allotme
25/06/2018	20605907-5-	23679	WATER CHOICE	SEWAT001	98.58	0.00	98.58	6000	21	98.58	23679/Water Cricket Grnd
25/06/2018	80015745-7-	23678	WATER CHOICE	SEWAT001	149.60	0.00	149.60	6000	23	149.60	23678/Water Allotments
31/05/2018	66681	23666	SGE	SGE001	10.61	2.13	12.74	5010	29	10.61	23666/Bolt & studding
31/05/2018	66704	23667	SGE	SGE001	12.78	0.64	13.42	5700	22	12.78	23667/Gas oil x 18
31/05/2018	66706	23668	SGE	SGE001	21.62	1.34	22.96	5700	22	19.88	23668/Gas oil x 28
								5010	29	1.74	23668/6 x knockins
31/05/2018	66800	23665	SGE	SGE001	41.51	8.30	49.81	5316	21	41.51	23665/Flat plate cut & drill
27/05/2018	090951	23531	SHELL	SHEL001	138.93	27.78	166.71	5700	21	138.93	23531/Shell Account fuel
10/06/2018	091069	23674	SHELL	SHEL001	278.23	0.00	278.23	5700	21	258.35	23674/Fuel general
								5700	22	19.88	23674/Fuel general
20/05/2018	090892	23715	SHELL	SHEL001	242.09	48.41	290.50	5700	22	19.59	23715/Shell fuel
								5700	21	222.50	23715/Shell fuel
03/06/2018	091018	23718	SHELL	SHEL001	111.91	22.38	134.29	5700	22	19.94	23718/Shell fuel

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Sevenoaks Town Council

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 3

Date :- 16/07/2018
Time :- 09:57

Supplier A/c Order

Ledger No 1 for Month No 3

Items marked with a * are disputed invoices.

Nominal Ledger Analysis

Items marked with a * are disputed invoices.											
Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
								5025	21	216.38	23520/Wetton Cleaning & Lock u
								5026	21	72.13	23520/Wetton Cleaning & Lock u
31/05/2018	129061	23681	WETTON CLEANING SERV	WET001	931.27	186.25	1,117.52	5025	21	931.27	23681/deep Clean Vine/St Johns
30/06/2018	129342	23710	WETTON CLEANING SERV	WET001	1,364.53	272.91	1,637.44	5020	29	584.79	23710/clean & lock up June 18
								5025	21	584.79	23710/clean & lock up June 18
								5026	21	194.95	23710/clean & lock up June 18
30/06/2018	129343	23709	WETTON CLEANING SERV	WET001	27.79	5.56	33.35	5020	29	11.91	23709/Hygiene units toilets
								5025	21	11.91	23709/Hygiene units toilets
								5026	21	3.97	23709/Hygiene units toilets
								9062	91	2,700.00	23549/B&B stat Quant Fees
01/06/2018	304019SFEE	23549	WICKSTEEDS	WICK002	2,700.00	540.00	3,240.00	6976	28	56.64	23547/c/c fees May 18
01/06/2018	K1552334	23547	WORLDPAY	WOR001	89.83	11.93	101.76	6976	31	33.19	23547/c/c fees May 18
								6976	31	9.00	23548/WorldPay fee June 18
01/06/2018	WM1033970	23548	WORLDPAY	WOR001	9.00	0.00	9.00	6976	31	-24.00	Rev 23288 as in £99.71
01/04/2018	RE23288	23550	WORLDPAY	WOR001	-24.00	-4.80	-28.80	6976	31	490.00	23545/2 snap frames post signs
06/06/2018	494	23545	YELLOW DUCK	YELL002	490.00	98.00	588.00	5500	31	282.50	23544/Vin Bus advertising
08/06/2018	490	23544	YELLOW DUCK	YELL002	282.50	56.50	339.00	7609	40	110.00	23682/4 x plastic panels
27/06/2018	514	23682	YELLOW DUCK	YELL002	110.00	22.00	132.00	7609	40	27.50	23683/1 plastic panel
27/06/2018	515	23683	YELLOW DUCK	YELL002	27.50	5.50	33.00	7609	40	245.00	23684/Large silver frame
29/06/2018	516	23684	YELLOW DUCK	YELL002	245.00	49.00	294.00	5500	28	2,400.00	23557/WIP Bat&Ball 18.6-31.12.
19/06/2018	32308970	23557	ZURICH INSURANCE	ZUR001	2,400.00	288.00	2,688.00	9062	91		
TOTAL INVOICES						73,574.85	11,225.92	84,800.77	73,574.85		

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Date: 12/07/2018

Sevenoaks Town Council

Page No: 345

Time: 12:45

Cash Book 5

User : MB

Payroll A/c

For Month No : 3

Receipts for Month 3

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	724.57				724.57	
Banked on : 11/06/2018		62.12					
	Nat West - Current Account	62.12			205	62.12	Tfr of May NEST pension
Banked on : 25/06/2018		45,231.63					
	Nat West - Current Account	45,231.63			205	45,231.63	Monthly Wages May 2018
Banked on : 26/06/2018		23,235.87					
	Nat West - Current Account	23,235.87			205	23,235.87	Monthly HMRC/Pensions May '18
Banked on : 27/06/2018		135.00					
	Nat West - Current Account	135.00			205	135.00	Monthly S.Widows May '18 Tfr
Banked on : 28/06/2018		178.62					
	Nat West - Current Account	178.62			205	178.62	Monthly NEST May '18 Tfr
	Sales Recpts Page 4575	125.00	125.00		104		Sales Recpts Page 4575
Banked on : 29/06/2018		2,973.19					
	Nat West - Current Account	2,973.19			205	2,973.19	Monthly L&G May '18 Tfr
Total Receipts for Month		71,816.43	125.00	0.00		71,816.43	
Cash Book Totals		72,541.00	125.00	0.00		72,541.00	

Continued on Page 346

Date: 12/07/2018

Sevenoaks Town Council

Page No: 346

Time: 12:45

Cash Book 5

User : MB

Payroll A/c

For Month No : 3

Payments for Month 3

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
11/06/2018	NatWest Bank	DD11/6	62.12			516	62.12	May NEST contributions
25/06/2018	NatWest Bank	BACS25/6-	240.00			520	240.00	Allowance payment - June '18
25/06/2018	NatWest	BACS25/6-	44,991.63			520	44,991.63	Monthly Salaries June '18
26/06/2018	NatWest	BACS26/6	23,235.87			516	9,552.58	Monthly HMRC/Pensions June '18
						515	13,683.29	Monthly HMRC June '18
27/06/2018	NatWest	DD27/6	135.00			516	135.00	Monthly S.Widows June '18
28/ 2018	NatWest	DD28/6	178.62			516	178.62	Monthly NEST June '18
29/06/2018	NatWest	DD29/6	2,973.19			516	2,973.19	Monthly L&G June '18
Total Payments for Month			71,816.43	0.00	0.00		71,816.43	
Balance Carried Fwd			724.57					
Cash Book Totals			72,541.00	0.00	0.00		72,541.00	

Date: 12/07/2018

Sevenoaks Town Council

Page No: 412

Time: 12:48

Cash Book 6

User : MB

Petty Cash

For Month No : 3

Receipts for Month 3

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	920.00				920.00	
Banked on : 14/06/2018		360.93					
	Nat West - Current Account	360.93			210	360.93	Petty Cash top-up Tfr
Banked on : 21/06/2018		213.25					
	Nat West - Current Account	213.25			210	213.25	Petty Cash Top-up Tfr
Total Receipts for Month		574.18	0.00	0.00		574.18	
Cash Book Totals		1,494.18	0.00	0.00		1,494.18	

Continued on Page 413

Date: 12/07/2018

Sevenoaks Town Council

Page No: 413

Time: 12:48

Cash Book 6

User : MB

Petty Cash

For Month No : 3

Payments for Month 3

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
01/06/2018	Open Spaces	075	22.93			5500 21	22.93	New Kettle
04/06/2018	Vine Cafe	076	32.51		0.30	6500 28	32.21	Food Supplies
04/06/2018	Council Offices	077	55.80			5410 33	55.80	Repair supplies
04/06/2018	Council Offices	077/2	8.40			6330 31	8.40	Milk
04/06/2018	Council Offices	077/3	1.60			6900 31	1.60	Handwash
04/06/2018	Community Centre	078	44.19			6520 36	44.19	Tea Dance Supplies
06/06/2018	Open Spaces	079	28.09			6330 22	28.09	Milk/Squash/Tea/Co
08/06/2018	Vine Cafe	080	41.25			6500 28	41.25	Food Supplies
12/06/2018	Council Offices	081	8.70			6865 26	8.70	Garden Net & Twist Ties
12/06/2018	Council Offices	082	3.00			6900 31	3.00	Parking for in Bloom
12/06/2018	Council Offices	083	3.10			6900 31	3.10	Parking for Tonbridge Meeting
12/06/2018	Council Offices	084	3.10			6900 31	3.10	Parking in Tonbridge for Meeti
12/06/2018	Council Offices	085	19.50			6415 31	19.50	Flowers
12/06/2018	Council Offices	086	13.26		1.58	6330 31	11.68	Working Lunch
13/06/2018	Council Offices	087	72.00			6415 31	72.00	Silver Salver & engraving
13/06/2018	Council Offices	088	3.50			6900 31	3.50	Parking
15/06/2018	Council Offices	089	39.98		6.66	5410 33	33.32	Decorating Supplies
15/06/2018	Council Offices	089/2	7.75			6330 31	7.75	Milk
18/06/2018	Council Offices	090	7.30			6210 31	7.30	Annual Return Postage
18/06/2018	Cemetery	091	4.45			6330 22	4.45	Milk/Tea/Coffee
18/06/2018	Cemetery	091/2	12.00			6900 22	12.00	Key Cutting
18/06/2018	Cemetery	091/3	8.00		1.34	5500 22	6.66	Garden Equipment
18/06/2018	Open Spaces	092	100.00			299	100.00	Advance for Drill/Phone
21/06/2018	Council Offices	093	24.77		3.40	5410 33	21.37	Wall Plugs/Drill Bits
21/06/2018	Council Offices	093/2	9.00			6330 31	9.00	Milk
26/06/2018	Council Offices	094	10.62			6210 31	10.62	Postage
27/06/2018	Community Centre	095	3.99		0.66	5410 36	3.33	Batteries
27/06/2018	Community Centre	095/2	0.80		0.13	5410 36	0.67	Screws
27/06/2018	Community Centre	095/3	33.53			6520 36	33.53	Food for Resale
27/06/2018	Open Spaces	096	21.00		3.50	6865 26	17.50	Garden Mesh
28/06/2018	Cemetery	097	10.00		1.66	6900 22	8.34	Plaque for Casket
28/06/2018	Vine Cafe	098	28.20			6500 28	28.20	Food for Resale
Total Payments for Month			682.32	0.00	19.23		663.09	
Balance Carried Fwd			811.86					
Cash Book Totals			1,494.18	0.00	19.23		1,474.95	

Sevenoaks Town Council
Budget Development Programme - 2019-20 Budget

- | | | |
|-----|------------------------|--|
| 1. | 06.08.18 | RFO & Open Spaces & Leisure Manager prepared Draft OSL Budget (V.1) for meeting 03.09.18 |
| 2. | 15.08.18 | Responsible Finance Officer [RFO] & Town Clerk [TC] preliminary working assumption agreed |
| 3. | 24.08.18 | RFO & Open Spaces & Leisure Manager prepared Draft OSL Budget (V.1) for meeting 03.09.18 |
| 4. | 03.09.18 | OSL Committee Meeting |
| 5. | 15.10.18 | Prepare F&GP budget [RFO] |
| 6. | 16.10.18 | Review F&GP budget [RFO with TC] |
| 7. | 22.10.18 | Budget Revisions following review by TC [RFO] |
| 8. | 26.10.18 | Further Review with [RFO with TC] |
| 9. | 07.11.18 | RFO Submit budgets to F+GP |
| 10. | 12.11.18 | F&GP Committee |
| 11. | 16.11.18
- 02.12.18 | Final Budget/Precept awaited (SDC first to confirm <i>Band D Householder numbers to STC</i>) for RFO to finalise budget |
| 12. | 10.01.19 | Review TC & RFO with Chairman, Vice Chairman F&GP and Committee Clerk |
| 13. | 16.01.19 | RFO Submit final budget to F&GP |
| 14. | 21.01.19 | F&GP Committee |
| 14. | 21.01.19 | Town Council Precept Meeting [follows F&GP] |

Prepared By: Responsible Finance Officer 17/8/18

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Balance

Budget	2017/2018	
	2018/2019 Budget £	Balance 24.08.2018 £
Budget Local Organisations F & GP & Youth Support Services	16,500	16,500
<i>Of which Play Days £2,000</i>		
Twinning Support	1,000	1,000
Grant Subsidies Chamber	1,000	300
Grant Subsidies Summer Festival	5,000	5,000
Sevenoaks Conservation Centre	1,000	904
Grant Subsidies Sevenoaks Community Centre	150	0
Annual Donation to Sevenoaks Conservation Council	5,000	4,850
Youth Outreach	500	500
Youth Council Support	27,000	0
Stag		

Grant Applications Requested £3,200 as follows:

Grant Ref No	Organisation Name & Charity Reg No	Purpose Of award	2016 2017	2017 2018	2018/2019 Grant Application £	Grant Approved	Reason for Refusal	Notes
04	Citizens Advice Bureau	Ongoing refurbishment and maintenance. £600: • Desk £184.80 • Filing cabinet £95.99 • Two events £370.00 2018/2019 Received to date: Free Council Chamber Hire from 1.4.18 to 31.8.18 £418.75	FGP 22.02.2016 £750.00	FGP 18.09.2017 £556.20	FGP 17.09.2018 £650.79			

Grant Ref No	Organisation Name & Charity Reg No If Applicable	Purpose Of award	2016 2017	2017 2018	2018/2019 Grant Application £	Grant Approved	Reason for Refusal	Notes
06	Sevenoaks Three Arts Festival	Hiring of pianos and performing space for competitive classes and prize winners concert. Young Musician of the Year – Town Council Award – accommodates instrumentalists of exceptional standard The Sevenoaks Town Council Prize.	F&GP 22.02.2016 £600 F&GP 05.09.2016 £600 F&GP 20.02.2017 £600	18.09.2017 £600 05.03.2018 £600	17.09.2018 £600			
11	Sevenoaks Counselling Service	Supplement Bursary Fund – clients who cannot afford the recommended amount 60 counselling sessions £20 paid and bursary £25 to cover the £45 cost.	F&GP 05.09.2016 £2000	F&GP 18.09.2017 £1,200	FGP 17.09.2018 £1500			
49	Kent Painters Group	Towards new lighting system for the screens on which artists exhibit their work.	F&GP 18.04.2016 £200 F&GP 20.02.2017 £200	05.03.2018 £0	FGP 17.09.2018 £500			
TOTAL GRANT APPLICATION REQUESTED F&GP 17.09.2018					£3200.00			

Finance and General Purposes Committee – 17th September 2018

Agenda Item 7 (b)

Grant Reports

To receive and note grant reports returned in accordance with our terms and conditions (copies attached):

Grant Ref No	Organisation		Sum Awarded & date	Report attached
02	Sevenoaks Volunteer Transport Group – Charity 276663	To build a website - £1000	£500 2018 03 05	Yes
05	Friends of Pontoise	To further membership and foster twinning relations.	£250 2018 04 30 F&GP	Yes
06	Sevenoaks Three Arts Festival	Hiring of pianos and performing space for competitive classes and prize winners concert.	£600 2018 03 05	Yes
09	Friends of Rheinbach	Funds for Tax Year 2018/2019 Production and distribution of hard copy and internet publicity materials. Hire of premises and related expenses incurred within the town council area for promotional and recruitment purposes.	<i>Also receives Free bookings of the Council Chamber totalling £206.42 [to 5.3.2018]</i> £250 2018 03 05	Yes
13	Sevenoaks Art Club	Towards the £300 cost of 5000 glossy flyers-/brochures.	£200 2018 03 05	Yes
23	Kent Youth Jazz Orchestra [KYJO]	Towards £730 cost of Annual Youth Jazz workshop on 26.06.2018 at a local school. Free to musicians to participate in the workshop.	£500 2018 03 05	Yes
43	D'Vine Singers	Grant to enable a hardship fund or no subs at all, to benefit with their mental health issues.	£1,000 2018 03 05 F&GP	Yes

Grant Ref No	Organisation	Sum Awarded & date	Report attached	Grant Ref No
55	WWI book – Matthew Ball	Book being proof read. Available early October. Publisher changed. 45 complimentary copies to be given to STC [was to be 20]. Cemetery talks being arrange with STC.	£2000 2018 01 22	Yes

Grant Report currently unavailable - event still to happen.

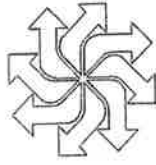
Grant Ref No	Organisation		Sum Awarded & date	Status
03	Sevenoaks Literary Festival	Hire a speaker for free event for local primary schools	£350 2018 03 05	Event takes place September/October

To receive and note grant reports currently outstanding:

Grant Ref No	Organisation	Sum Awarded & date	Status	Grant Ref No
52	Sevenoaks Air Cadets	Towards the cost of training weekends in the UK ready to send 8 cadets & 3 staff to the Italian Dolomites to attend Exercise Partisan Show.	£1,100	No – requested

Sevenoaks Volunteer

Sevenoaks Hospital
Hospital Road
Sevenoaks
Kent TN15 3PH



Transport Group

Telephone: 01732 458931
Email: soaksvtg@yahoo.com

Registered Charity: 276663

recd
3-8-18
Q

Group Report
12.02.18

Sevenoaks Town Council
Town Council Offices
Bradbourne Vale Road
SEVENOAKS
Kent TN13 3QG

02 August 2018

F.a.o. Ms Michèle MacDonald

Dear Michèle

Report on Awarded Grant Aid

The generous grant of £500 from the Town Council to Sevenoaks Volunteer Transport Group [SVTG] has been a major contribution toward the cost of our new website: [sevenoaksvolunteertransport.com]. This is now running. We hope it will provide valuable information for potential users and, at the same time, help attract more volunteers

Our latest figures, for the six months ended 31 March 2018, showed that more than 75% of the people who used our services were over 75 years old. In fact, more than 40% of them were over 85.

We regularly compare our charges with commercial providers. SVTG continues to represent exceptional value. For example, our users save nearly 70% on round trips from Sevenoaks town to Pembury Hospital. But our service is not just about saving money. Our drivers generally escort their passengers to their clinic within a hospital and will wait up to two hours to return them to their homes.

We believe our volunteer drivers are providing a valuable service to an increasingly elderly population who want to remain in their own homes but be able to access health facilities. Here are some of the recent comments from Town residents:

"Thank you so much for your invaluable help." [Mrs EP]

"Thank you for your help and thanks to R [driver] for a safe journey." [Mrs JH]

"Thank you for your kindness in providing this transport and congratulations on your award for Best Community Group 2017 – you certainly deserve it!" [Mr JD]

The Town Council's continuing support has enabled SVTG to provide low cost local transport to many elderly, disabled and infirm residents of the Town needing transport to medical facilities. On behalf of our Committee, our volunteer drivers and our users, I offer our sincere thanks.

Your letter of 19 March requested photos. Some were taken recently for our new website. If these are suitable, we will be happy to provide copies.

Yours sincerely
for **SEVENOAKS VOLUNTEER TRANSPORT GROUP**


Anthony Weston Smith, Treasurer

h'nd

Friends of Pontoise

Grant
Report 2018

Michèle MacDonald | Council Committee Clerk, Sevenoaks Town Council | Town Council
Offices | Bradbourne Vale Road | SEVENOAKS | TN13 3QG

6.9.18

F&GP Grants Committee
Sevenoaks Town Council

Re: F&GP Grant of £250 awarded in 2018 - Report

Sevenoaks has been twinned with Pontoise in France for 54 years and every year there is an exchange visit. This year it was the turn of the Friends of Sevenoaks from Pontoise to visit Sevenoaks. On Thursday 10 May, twenty-eight guests were welcomed by Mayor Cllr. Maxine Chakowa. Local Kentish elderflower, apple juice and Chapel Down sparkling wine was served with speeches emphasising the importance of the town twinning in fostering friendships, cultural, school, choir, orchestra, sports and other exchanges

Guests stayed in the homes of members of the Friends of Pontoise and next day a coach trip to Hampton Court Royal Palace was enjoyed by all. After a free day on Saturday, guests, hosts and the Mayor attended a champagne reception with dinner at West Heath School. The visit ended on the Sunday after a breakfast farewell. Needless to say, our members always pay fully for their own participation in this get-together.

The calendar of events for the year includes a number of social functions which raise money to help fund the cost of the visit by the French

2018 Programme

25 January - Indian Feast New Year Dinner
08 March - Spring Meeting Town Council Chambers 19.00 hrs
10-13 - May Les Amis visit
1 July - Start of Boule every two weeks at The White Rock, Underriver
22 July - Summer Tea Party
05 October - Autumn Meeting
09 November - AGM

We would not be able to offer the Friends of Sevenoaks the kind of hospitality necessary without the Town Council support. Thank you!

Evy Drew Co-Chairman



06.09.2018

Mike Pembrey Co-Chairman/Sec/Treasurer



06.09.2018

Friends of Pontoise

Website: friendsofpontoise.com

Email: friendsofpontoise@gmail.com

Address: 14 St Marys Drive, Sevenoaks TN13 2AR

Home Tel: 01732 452 739

Evy Drew & Mike Pembrey 14 St Marys Drive, Sevenoaks TN13 2AR
Home Tel: 01732 452 739 friendsofpontoise@gmail.com

5 September 2018

Ms Michèle Macdonald
Committee Clerk
Secretary to Linda Larter, MBE
Chief Executive/Town Clerk
Town Council Offices
Bradbourne Vale Road
Sevenoaks
TN13 3QG

Dear Ms Macdonald

This year, Sevenoaks Town Council awarded a grant of £250 to the Sevenoaks French twinning association, Friends of Pontoise. In accordance with the terms of that award, I am enclosing a brief report explaining how the money was spent.

Yours sincerely



Evy Drew & Mike Pembrey
Co-chairman, Friends of Pontoise



Sevenoaks Three Arts Festival

Registered Charity No 1031815

Affiliated to The British and International Federation of Festivals
of which Her Majesty the Queen is Patron

Festival Secretary
Margaret Holgate
36 Bayham Road
Sevenoaks
Kent TN13 3XE
Tel: 01732 454448
07789 731927

*Grant Report
Ref: 06*

29 July 2018

RECEIVED
29 JUL 2018

Michèle MacDonald
Sevenoaks Town Council
Council Offices
Bradbourne Vale Road
Sevenoaks, Kent
TN13 3QG

Dear Michèle

On behalf of our Executive Committee, may I record our grateful thanks to the Town Council for their generosity in awarding a grant of £600 to the 2018 Sevenoaks Three Arts Festival, being a contribution towards the hire of two pianos for accompanying the Vocal and Instrumental classes - thank you.

I can assure you that the Town Council's support is not only much appreciated but is also acknowledged on all publicity, with the Council's logo.

I enclose herewith a report of this year's Festival as requested, including photographs taken at last Saturday's Prizewinners' Concert at which the Town Mayor, Cllr Roderick Hogarth, presented the awards. Also enclosed are copies of the Syllabus and Programme for this year's Festival.

With many thanks again,

Yours sincerely

Festival Secretary



Sevenoaks Three Arts Festival

Registered Charity No 1031815

2018 Festival Report to Sevenoaks Town Council

The Sevenoaks Three Arts Festival this year saw **entry numbers** falling slightly – this is not particularly surprising as they have been rising over the last few years, a situation which could not be expected to go on indefinitely. The only exception to this was our Speech and Drama section which **continues** to grow bigger year by year. Our Festival has always had a reputation for being a particularly friendly one, and **certainly** our competitors showed a huge amount of enthusiasm both in their **performances** and in showing off **their** Certificates and adjudication sheets afterwards.

We have a high quality venue for the Festival, Walthamstow Hall Senior School, **whose** facilities have proved very popular **and** who support the Festival both by **giving** us a lot of help, providing excellent refreshments for our audiences (**with** students from the School helping in order to **support** their lacrosse tours) and laying on lunches for helpers and Adjudicators.

A rough estimate puts the number of participating Sevenoaks-based children (aged 17 and under) at well over 900, and lots more from further afield. Our adult competitors, **mainly** in the Speech, Singing and Accordion sections, also come from far and wide and number between 40 and 50.

The Prizewinners' Concert which brought this year's Festival to a close on Saturday 23 **June** was once again an **indication** of the high standards reached across the varied age range and different performance disciplines: with performers aged from six to adult, the audience was treated to a feast of entertainment and showed their appreciation accordingly. Awards were presented by the Town Mayor Cllr Roderick Hogarth, and the SDC and SDAC Chairmen were also official guests. It may be of interest to the Council to know that the Sevenoaks Town Council Cup (**given** to the **Competitor(s)** **gaining** the highest mark in the **Woodwind and Brass Section**) was awarded to Isabella Pengelly, an 11-year-old clarinettist who gave a beautiful rendition of the Prelude from the Victorian Kitchen Garden .

As ever we express our grateful thanks to the Sevenoaks Town Council for its valued and **generous** support, which enables us to hire two high quality pianos for the Festival's music classes and also contributes towards the hire of the venue.

A copy of this year's Festival Syllabus and Programme are enclosed for further information together with photographs taken at the Concert.

Margaret Holgate *Festival Secretary*

Cllr Hogarth with Margaret Holgate, Festival Secretary, and the cups before presentation.



Cllr Hogarth with award winners after the presentation.



1000000

Report to Sevenoaks Town Council on the use of grant funds awarded to the Friends of Rheinbach in 2018

Use of Sevenoaks Town Council grant funds

The valuable financial support that Friends of Rheinbach receives from the Town Council is assigned to our key objectives of broadening the basis of links between Sevenoaks and Rheinbach and expanding membership. In line with the Council's guidance on use of grant funds our application envisages that the grant will be spent mainly on publicity activities and hire of premises for meetings.

The Council's letter of May 14th outlined the criteria for evaluating future grant applications from twinning organisations. We welcome this initiative which aligns grant support more closely with the objectives enshrined in the Charter that links Sevenoaks with Rheinbach. In the light of this, we have reviewed some of our plans. Examples of initiatives already undertaken or currently in hand appear later in this report.

Exchange visit to Rheinbach June 7th – 10th 2018

Our principal activity during the first part of this year has been our biennial visit to Rheinbach. 27 people made the trip to Germany where we were received by our sister organisation, the 'Freunde von Sevenoaks'. The visit was covered by press reports in both the Sevenoaks and Bonn regional (including Rheinbach) newspapers.

Zu Gast bei guten Freunden

Rheinbacher bereiten Besuchern aus der britischen Partnerstadt Sevenoaks einen herzlichen Empfang

REINBACH. Seit Jahrzehnten besteht ein freundschaftliches Verhältnis zwischen der britischen Partnerstadt Sevenoaks und der rheinischen Gemeinde. Die beiden Städte haben sich im Rahmen der Städtepartnerschaft einander nahegebracht und sich gegenseitig Unterstützung bei verschiedenen Projekten geleistet.

Die Rheinbacher bereiten den Besuchern aus Sevenoaks einen herzlichen Empfang. Die Gäste werden in der Stadtmitte von den Mitgliedern der 'Freunde von Sevenoaks' empfangen. Die Gäste werden in der Stadtmitte von den Mitgliedern der 'Freunde von Sevenoaks' empfangen.



Gruppenfoto der Rheinbacher Gastgeber

Kommen und gehen. Die Rheinbacher bereiten den Besuchern aus Sevenoaks einen herzlichen Empfang. Die Gäste werden in der Stadtmitte von den Mitgliedern der 'Freunde von Sevenoaks' empfangen.

„Wenn man die Stadtgrenzen von Deutschland zu Deutschland überquert, so fühlt man sich wie zu Hause“, so Philip. Die Rheinbacher bereiten den Besuchern aus Sevenoaks einen herzlichen Empfang. Die Gäste werden in der Stadtmitte von den Mitgliedern der 'Freunde von Sevenoaks' empfangen.



Sevenoaks Twinning Group with their hosts during their visit to Germany

Twinning group enjoys trip to Germany

A GROUP of 27 people, under the auspices of the Friends of Rheinbach, made their customary biennial visit to Sevenoaks.

Sevenoaks, which lies about 10 minutes' drive to the south-west of Rheinbach, is a town of about 10,000 people.

The group, which was accompanied by the local 'Sevenoaks' group, enjoyed a programme of sightseeing and social activities.

Over two days the group enjoyed a programme of sightseeing and social activities.

A visit to a nearby open-air museum provided insight into the history and building styles of the region, as well as the chance to enjoy examples of local cuisine.

The group also enjoyed a visit to the local 'Sevenoaks' group, which was accompanied by the local 'Sevenoaks' group.

Joint activities during our two days in Rheinbach included a visit to the 'Wir Rheinländer' exhibition at the Rhenish Open Air Museum, which provided an opportunity to learn more about the history and customs of the Rhineland, and an evening event at the Rheinbach Coach House Museum. In addition, a group of walkers from both organisations hiked a section of the footpath along the banks of the Rhine; the attached picture shows some members of the group during their lunch break beside the river.



Broadening the basis of links between Sevenoaks and Rheinbach

The initiatives outlined on our 2017 report have continued into the current year and are viewed as a long-term project. Our experience to date is that simply identifying groups with similar interests in Sevenoaks and Rheinbach and attempting to put them in touch with each other is seldom likely to produce a viable and lasting pairing. We see this as being consistent with the ways in which international mobility and contact have changed since the earlier days of twinning and it reflects the experience of other societies who we met at the national conference of German twinning organisations last year.

To create a better environment for broadening the links between our two towns, we think it necessary to find ways of increasing positive awareness of Rheinbach, to seek more developed contact with target groups and, where possible, to initiate face to face contact between representatives of matching organisations.

We have found it somewhat easier to develop contacts with schools, despite the long-term decline in German language teaching that has occurred across the UK. We continue to enjoy a productive relationship with Knole Academy and are currently in discussion with them about ways in which we can best support the visit of the Choir and Orchestra of the Städtisches Gymnasium Rheinbach (pictured below) towards the end of this year.



A promising line of contact with another Sevenoaks secondary school has also been opened recently and we are awaiting a response from our colleagues in Rheinbach who are discussing with one of their local secondary schools.



We are keen to identify and reach younger people who might have an interest in the twinning relationship and have considered the possible benefits of offering subsidised, or even fully expense paid, visits to suitable candidates on the occasions of our biennial trips to Rheinbach. This year, we have tried out the idea by taking a young man, who recently graduated in German and who is currently working as an intern at one of the Sevenoaks churches, to Rheinbach. Travel expenses were covered by Friends of Rheinbach and accommodation with a local family was arranged by our partners in the 'Freunde von Sevenoaks'.

Successful broadening of the links between Sevenoaks and Rheinbach is dependent on close co-ordination between the two twinning organisations. Group visits to and from Rheinbach provide important opportunities for face to face contact but these only occur once per year. We envisage a likely need for further increases in communication between our two organisations.

The encouragement and support provided by municipal and/or regional authorities, together with the potential for contributing to their respective communities, is recognised and valued by both Friends of Rheinbach and 'Freunde von Sevenoaks'.

Friends of Rheinbach
30th July 2018

SEVENOAKS ART CLUB
founded 1901

www.sevenoaksartclub.org

Harvey Mahn, Chairman
Roland Courtney, Hon. Treasurer
Debra Barr-Smith, Public Relations

harvey33mahn@btinternet.com, 01732 459295
01732 461758 roland@courtney7oaks.co.uk
debrabarrsmith@yahoo.co.uk

www.sevenoaksartclub.org follow us on Facebook



and Twitter



Michèle MacDonald
Sevenoaks Town Council
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

30 July, 2018

Dear Ms MacDonald,

Sevenoaks Art Club– Publicity Flyers

I am writing on behalf of the Artists in Sevenoaks Art Club. The Artists are most grateful for your support through your generous grant aid received in March 2018 and put towards the printing of flyers advertising our recent Brushworks art event which coincided with the Sevenoaks Festival. Please find photos attached.

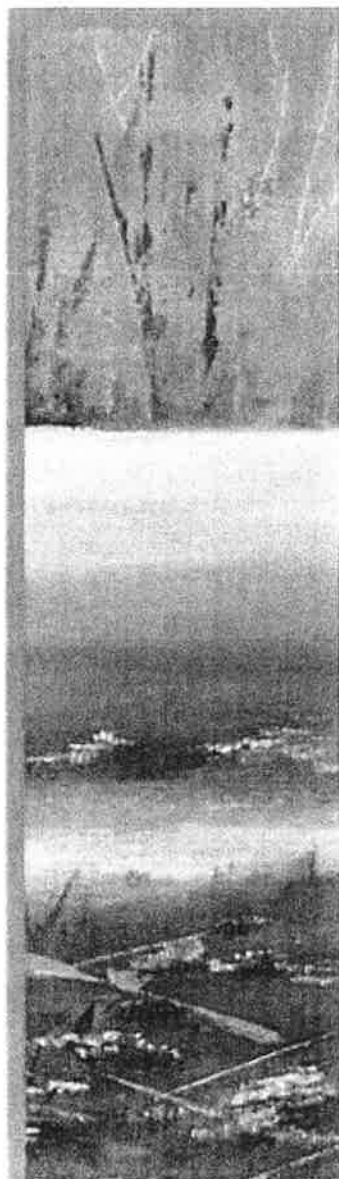
The flyers provided welcome publicity for our Exhibition and the Town Council logo printed on the flyers proclaimed the Council's support of our local Art group. Thank you.

We had a good turn out at our Annual Exhibition at the Kaleidoscope Gallery at Sevenoaks Library and a pleasing amount of sales. Commission paid on these sales helps to fund activities for the Art Group.

We were also grateful that the Mayor Councillor Roderick Hogarth attended to officially open our Exhibition on the Artist Reception night.

Yours sincerely,

Debra Barr-Smith



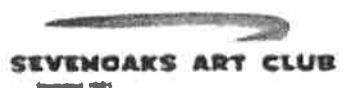
BRUSHWORK

ART EXHIBITION AND SALE

2 – 14 July 2018

**The Sevenoaks
Kaleidoscope Gallery**

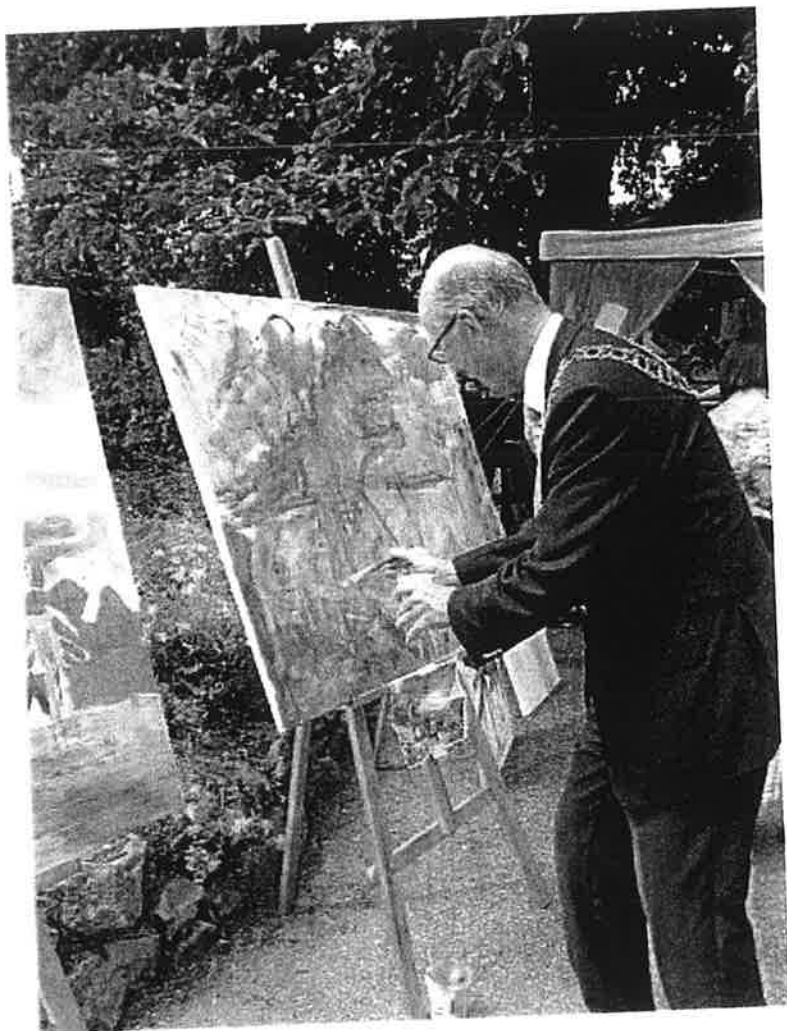
Sevenoaks Library
Buckhurst Lane TN13 1LQ
Open during library hours

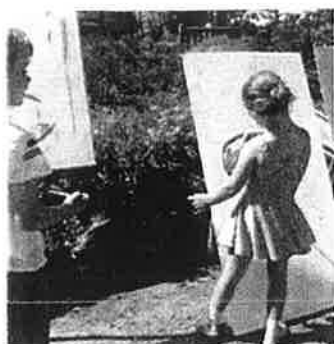


Meet the artists on
Thursday 5 July

5000 Flyers were printed and distributed in the Sevenoaks Town Area advertising the Brushworks Art Exhibition in July.

As in previous years, on Saturday 23 June Sevenoaks Art Club hosted the Children's collaboration painting event in the Vine Cricket club. We had many 'artists' children from our community helping us to paint two big paintings beside doing their little masterpieces to take home. Our nice Mayor Cllr. Roderick and Mary Hogarth also helped the collaboration while visiting our stand. For once the sun shined and everybody enjoyed a great day. Thank you to all the young artists also to Sevenoaks Art Club members who helped in organising the event.







Town Mayor, Councillor Roderick Hogarth officially opened the Brushworks Exhibition.



Visitors gathered at the Artists' Reception on Thursday, 5 July when the Mayor, Councillor Roderick Hogarth declared the Exhibition officially open. Representatives from Sevenoaks Mind were also present to express their thanks for the contributions made to their funds from the Brushworks Mind Wall.

Rock

Grant Report
Code
23



Patrons: Derek Nash & Steve Waterman
www.kyjo.co.uk
Big Band – Swing – Latin – Funk

Dear Michèle

**Re: Grant Reference Code 23 – Grant Application March 2018 – Kent Youth Jazz Evening
Report for the Finance and General Purpose Committee (£500)**

We are pleased to report that the grant kindly received by Sevenoaks Town Council in March 2018 was used to successfully support our free community Jazz workshop event that took place on the evening of 26th June 2018 at New Beacon School, Brittain's Lane, Sevenoaks. This allowed KYJO to perform an educational outreach programme which is in line with our charitable objectives.

The Kent Youth Jazz Orchestra were able to hire a fantastic facility at the school and also procure the services of top UK Jazz Trumpeter, Steve Waterman (a KYJO patron) to run a free (and open to all young musicians) Jazz workshop. The workshop was very well attended with over 40 children playing a mix of jazz instruments. Over 10 of the children were new to playing with KYJO and came from the local area around Sevenoaks.

The workshop focussed on rhythm, improvisation and a mix of Jazz styles. The children were all able to participate and each given the opportunity to solo with the backing of the main band during the evening. The event was attended by many of the children's parents and also local music teachers. We received excellent feedback from participants.

KYJO's own Musical Directors – Graham Mann and Michael Austin – also attended and supported the musicians during the evening.

The event was well publicised and acknowledged the generous support of Sevenoaks Town Council in both the promotional posters, the registration forms and also during the evening itself.

We are sending some photographs of the evening through to accompany this report.

We would be delighted to answer any questions about the evening.

Kind Regards

Tom Lee, KYJO Secretary – 07515 928958

Kent Youth Jazz Orchestra

Registered Charity No. 1149477

21 Bosville Drive, Sevenoaks, Kent TN13 3JA

KentYouthJazzOrchestra@gmail.com





REPORT FOR SEVENOAKS TOWN COUNCIL: SEPT 2018

About the D'Vine Singers

The D'Vine Singers was set up in 2015 as part of a Kent research study, which confirmed the benefits of singing on mental wellbeing. The Sevenoaks members were keen to continue as an independent group once the NHS funding expired. We were therefore grateful to receive a generous grant of £300 from Sevenoaks Town Council in March 2018. This allowed us to continue to support our singing sessions for Sevenoaks residents with mental health problems and others who enjoy singing in a supportive group. We have used the grant for costs associated with these sessions. We meet weekly in term-time for a session of community singing – open to all without the need to read music.

Numbers in the organisation:

- 2 professional choirleaders (working alternate weeks)
- Committee of 6 volunteers, including chairman, secretary and treasurer
- Currently up to 25 singers attending

We have a core of 18 regular members and up to 7 who attend when they can. Last year we had hoped to increase the numbers to a maximum of 25 and we have on a number of occasions achieved this. We are also running a recruitment drive this autumn

Breakdown of costs:

The grant from Sevenoaks Town Council has contributed towards our running costs, which consist of hall hire, choirleaders' fees and publicity, and has enabled us to reduce members' contributions for the last two terms to free. Please see below for further details.

- We rehearse at the Vine Baptist Church every Friday at a cost of £18 per session. This cost has been kindly covered by the Sevenoaks Lions.
- The grant helped us retain the service of two professional choirleaders, working on alternate weeks, at a rate of £75.00 per session.
- Although we receive referrals from West Kent Area Mind, we felt it was necessary to produce flyers to reach a wider public. We have recently ordered a 1000 more with the help of this grant.
- Sources of funding

We were fortunate to receive grants from Sevenoaks District Council, the Sevenoaks Lions and from sources within Kent County Council..

Contributions to community activities in the town

Over the past year we have had the pleasure of performing at several events in and around Sevenoaks town. As well as our own concert at the Vine Baptist Church, we took part in Sevenoaks District Council Big Sing, which took place at the Stag Theatre, we have performed at weekly markets in Sevenoaks Town Centre, as well as on the bandstand at the monthly Farmers' Market on the Green and most recently for the Lions Club again at the bandstand. We also sang at the turning on of the Christmas lights in Sevenoaks. We also performed at Knole and their Dementia Café and we are returning this year. We have also created a relationship with Sevenoaks School and have performed at an old persons club that they run weekly. Again we have been asked back. These performances have helped to boost the confidence of our singers and give them a sense of belonging to the town community.

Nicola Wydenbach

On behalf of the D'Vine Singers

6th Sept, 2018

Michele MacDonald

From: Matthew Ball
Sent: 07 September 2018 12:13
To: Michele MacDonald
Cc: Linda Larter
Subject: WW1 Book

Categories: Yellow category

Dear Michele,

I can't find reference to what was required in the report, so I am forwarding a general update. Please do let me know if you need further information.

First, I would like to again thank Sevenoaks Town Council, the Mayor, Councillors, Town Clerk, and colleagues for their support, financial and otherwise, for this book and for the last five years of my research and community engagement.

The book is being proof read and should be delivered in early October, once I am back from leave.

The Council has been thanked in the acknowledgements section and mention is been made of Bat & Ball station, although the main station for the war was Sevenoaks (Tubs Hill). The book also features a reference to Jack Harbour, a conscientious objector and railway porter, who lived at Greatness and worked at Bat & Ball station.

Unfortunately, I needed to change publisher during the process and I have discussed with the Town Clerk that I will only be able to provide 45 complimentary copies of the book.

I am pleased to be supporting a Sevenoaks First World War talk by Ian Walker and have also agreed to deliver three cemetery talks at Greatness. I am also liaising with Sevenoaks school regarding a possible schools cemetery visit and have recently loaned WW1 objects for class discussions. The Stag Theatre has also invited me to participate in a Q&A discussion as part of their remembrance season in November. I am, time permitting, happy to discuss other activities as part of the town's commemorations.

My website : <https://www.sevenoakstowntalks.co.uk> contains more resource material for schools and the general reader and I also engage with the local community through Facebook and Twitter

I hope that this is helpful.

With best wishes,

Matt

You may have provided Sevenoaks Town Council and associated companies with some personal data relating to you. Under the General Data Protection Regulations, we as the data controller in respect of that personal data are required to provide you with a set of specific information about how we will use, hold and retain this data as well as making you aware of various rights that you have. For more information please view our full Privacy Notice: https://emea01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsevenoakstown.gov.uk%2F_UserFiles%2FFiles%2FGDPR%2FPrivacy%2520Notice.pdf&data=01%7C01%7Ccouncil%40sevenoakstown.gov.uk%7C1b8e2a655547410b456e08d614b2dd4d%7C4cfcabae7d014873890b808ecfd9949c%7C1&data=8RspD%2Fy3JodRsGw1EwKAdKH6y3mvjxqlqdnCI1ucVM0%3D&reserved=0

6/11/19

Sevenoaks Town Council

Finance & General Purposes Committee 17th September 2018

Community Infrastructure Levy (CIL)

Most developments require a CIL payment to be made to SDC. This is then distributed as follows:

25% to parish (STC CIL) divided into two elements, see below A & B*

5% to SDC for Admin

70% to SDC for pot for infrastructure projects (SDC) for which we have in the past bid for e.g. B&B Station. (Ref C)

Details of CIL Income & Expenditure to date are attached.

Definition	Type of Payment
A	Proportion of CIL receipts as laid out in Section 59A of the CIL Regulations where SDC has a duty to pay the town and parish council. The money received under A can only be spent on the following: i) The provision, improvement, replacement, operation or maintenance of infrastructure. ii) Anything else that is concerned with addressing the demands that development places on the area.
B	The equalisation of CIL receipts paid at the discretion of the Sevenoaks District Council Cabinet, to ensure the town and parish council receives 25% of all the CIL monies secured in the parish at the highest rate set out in the CIL charging schedule. i) The provision, improvement, replacement, operation or maintenance of infrastructure <u>only</u>.

Attached is a report indicating CIL income and expenditure to date for reference.

2018 – 2019 Sevenoaks Town Council budget

STC automatically receives its 25% every April and October. In October 2018 we are currently expecting a minimum of £78,000.

The 2018 – 2019 budget states that the following shown below highlighted should be funded by STC CIL. This needs to be formally agreed by the Finance & General Purposes Committee.

RECOMMENDED: That the October 2018 CIL payment is used partly for the following expenditure as identified in the 2018 / 2019 budget:

	Expenditure	CIL Reference		
		A	B	C
1	Bus Shelters 50%	5,000		
2	Pontoise Gates	2,000		
3	Skateboard Park Surface	3,000		
4	Littlewood Fencing	4,000		
5	Cemetery Path Repairs	5,000		
6	Knole Paddock new doors	2,000		
	Total	£21,000		

	A	B	C	D	E	F	G	H	I	J	K	L
1	Sevenoaks Town Council											
2												
3	CIL income to Sevenoaks Parish											
4	Ref	Date										
5			A	B	C							
6	1	Oct-15	13,600.50	9,067.00	22,667.50							
7	2	Apr-16	7,171.88	0	7,171.88	tbc						
8	3	Oct-16	38,014.21	22,769.23	60,783.44							
9	4	Apr-17	16,658.29	10,693.27	27,351.56							
10	5	Oct-17	49,437.76	29,372.87	78,810.63							
11	6	Apr-18	208,824.21	103,264.85	312,089.06							
12	7	Apr-18										
13	8	Oct-18										
14			<u>333,706.85</u>	<u>175,167.22</u>	<u>508,874.07</u>							
15												
16												
17												
18												
19	CIL Allocated Expenditure by Sevenoaks Parish											
20	Ref	Date	Project	A	B	C						
21												
22	1	Oct-15	Buckhurst Play Area	7,365.00								
23	2	Oct-15	Stag	15,302.50								
24	3	Oct-15	Buckhurst Play Area Surface	7,171.88								
25	4	Apr-16	Vine Pavilion Roof									
26	5	Apr-16	Greatness Rec WC	27,783.00								
27	6	Oct-16	Cemetery Workshop									
28	7	Oct-16	Bat & Ball Station	78,810.63								
29	8	Apr-17	Bat & Ball Station	110,000.00								
30	9	Apr-17	Bat & Ball Centre	100,000.00								
31	10	Oct-17	Business Hub	25,000.00								
32	11	Oct-17	Vine Pavilion Windows	35,000.00								
33	12	Apr-18	Greatness Rec WC	5,000.00								
34	13	Apr-18	Bat & Ball Station stores etc	37,000.00								
35	14	Apr-18	Bat & Ball Station building			130,000.00						
36	15	Apr-18	Ramp to Platform 1			39,000.00						
37	16	Apr-18	Cycle Racks Platform 1			28,728.00						
38	17	Apr-18	Cycle Racks etc Platform 2			32,000.00						
39	18	Apr-18	New Access Otford Rd			28,546.00						
40												
41												
42				<u>95351.56</u>	<u>413,433.01</u>	<u>508,784.57</u>	<u>258,274.00</u>	<u>767058.57</u>				

Minutes of Sevenoaks Town Partnership Meeting held at the Town Council Chamber On Wednesday 8th August at 6.30 p.m.

Executive Board:

Cllr Stephen Arnold (Chairman)	Sevenoaks Town Council	Apologies
Cllr Andrew Eyre (Vice Chairman)	Stag	Present – arrived 6.45pm
Linda Larter	Sevenoaks Town Council	Present
Cllr Tony Clayton	Sevenoaks Rail Travellers Association	Present
Cllr Avril Hunter	Sevenoaks District Council	Present
Neil Jackson	Coolings	Apologies
Roger Walshe	Sevenoaks Society	Present
Jane Parish	Sencio	Apologies
Mike Williams	Sevenoaks Round Table	Apologies
Austin Blackburn	Go Coach	Present
Roberta Ware	Francis Jones Jewellers	Present
Glenn Ball	Local Architect	Apologies
	Blighs	Apologies
Nick Brooker	Sevenoaks and District Chamber of Commerce	Present

Also in Attendance:

Stephanie Harrison – My Sevenoaks Community

Cllr Maxine Chakowa – Sevenoaks Town Council/Specsavers

Elizabeth Dolding – Warners Solicitors

As the Chairman was not present at the meeting Cllr Maxine Chakowa chaired the meeting.

It was noted that the following members had been appointed to the Executive Board:

Cllr Maxine Chakowa to represent Sevenoaks Town Council

Elizabeth Dolding from Warners Solicitors to represent Large Businesses

1. Apologies for Absence

As noted above. Apologies also received from Cllr Richard Parry, Cllr Mrs Rachel Parry, Cllr Simon Raikes, Cllr Pam Walshe and Cllr Marilyn Canet.

2. Declarations of Interest

There were none.

3. Minutes

The Minutes of the Sevenoaks Town Partnership Meeting held on 16th May 2018 were received and accepted with two amendments:

Cllr Avril Hunter was not present and Elizabeth Dolding had provided apologies prior to the meeting.

4. Friends of Bat & Ball Station meeting held on 10th July 2018

A copy of the minutes were received and noted. The following events were taking place shortly:

Thursday 16th August (12-4) and Wednesday 29th August (10-2) – Family Arts and Crafts events at the Community Centre

Thursday 6th September – 11am Hard Hat Day and Time Capsule at Bat & Ball Station

Tuesday 23rd October – 7pm Thomas Crampton Talk at the Town Council Chamber

5. Sevenoaks Business Awards 2018**Press Release**

Sevenoaks Business Awards 2018 Customer Choice Voting open 1st – 31st August

The Customer Choice Award voting is now open. Voting closes on 31st August with the following nominations.

The 2018 Customer Choice Nominees are:

Raj Bari
 Brisket & Barrel
 Sevenoaks Sports Magazine
 Wagamama
 Basil
 Sevenoaks Bookshop
 Devine on Dorset Street
 Dulce's Patisserie
 Specsavers
 Milos Barbers
 Neal's Yard Remedies
 My Sevenoaks Community
 Riverhill Himalayan Gardens

As always every vote counts so please vote for your favourite from the list below using the link.

<https://goo.gl/forms/9NO2QcLlfHgHBmt22>

An update was received from the Committee Clerk. Customer Choice voting was open from 1-31st August. We had received 600 votes in the first day. Tickets were now on sale for the awards evening on Friday 14th September at Knole Academy.

Members were asked to help with the set up and take down of the Awards Evening, anyone that might be able to help was asked to email the Committee Clerk – admin.tp@sevenoakstown.gov.uk

6. Creation of a Business Hub

A report was received and noted. The project was still in the initial stages with a feasibility study being undertaken. Initial feedback had been very positive and showed a need for the facility in the area. The Town Council was currently seeking funding for the project.

7. Retail issues in Sevenoaks including footfall

A summary of the document produced by Sevenoaks District Council was received. It was requested that members read the full report and any comments should be emailed to the Committee Clerk ready to bring back to the next meeting.

https://www.sevenoaks.gov.uk/downloads/file/729/retail_study_2017

8. CCTV Operation in Sevenoaks

A report with responses to questions was received and noted. The SDC Portfolio Holder and Officer attended the previous meeting and requested that questions be forwarded. It was noted that not all the questions raised by the Board had been answered fully. It was agreed that the Vice Chairman would contact Sevenoaks District Council for more information.

It was noted that the members suggested the following for the project:

- Project needs to be relaunched to encourage more businesses to sign up
- More training needed for current users
- People that already have the service need to ensure they are using it.
- Dennis Glasspool be invited to attend the next Town Partnership meeting.

9. Member Organisations

i) Stag

It had been noticed that the money spent on the new air unit at the building had been money well spent with less complaints received during the recent hot weather than in previous years. Current project underway to refurbish SR3 in order for the room to be used for meeting room hire for 12-15 people. During November an Arts Festival called Sevenoaks Remembers would take place focusing on WW1.

- ii) Francis Jones Jewellers
Business currently busy. A few issues with parking in the area had arisen and were being dealt with between the business owners.
- iii) My Sevenoaks Community
The website was now up and running, with lots of interesting information and events. Over 10 days 100,000 people visited the website and Facebook page.
- iv) Pink Week
This year it had been decided not to host the Pink Party on the Vine due to the continued bad weather over recent years. Two events had been booked, other arrangements were being reviewed.

9th October – Film night at the Stag

13th October – Quiz Night at the Sevenoaks Community Centre organised by The Chinaman

- v) Sevenoaks Rail Travellers
Please see update attached.

- i) Sevenoaks Society
The Sevenoaks Society had currently been working on the Local Plan and had been consulting with local Residents Associations.
- ii) Sevenoaks District Council
The new Premier Inn Hotel was now open with bookings for September going well.

Buckhurst 2 car park was still on schedule and due to open early 2019.

New Artist Studios would be opening shortly above the current M&Co building.

- iii) Go Coach
The 10 year anniversary event in May had been a great success with £1,100 raised for Breast Cancer Care.

Ticket sales for the Vintage Bus had been going well with more tickets sold during the week than at weekends.

A new project with Swanley Town Council would be taking place during November. Buses would be provided for a “Park to Park” service for the Fireworks Display and Festival the next day.

- iv) Sevenoaks & District Chamber of Commerce
Networking events for the Chamber continued to do well with more members joining.

Swanley Expo event on 11th September
Charity Golf Day at Nizels on 13th September
AGM on 10th October where Mark Tuvey would stand down as Chairman and Nick Brooker to be appointed.

Updates to the Chamber Website and Social Media accounts would be happening shortly.

v) Warners Solicitors

Business had been doing well. Currently a high turnover of Secretarial staff with three vacancies to date. Staff at Warners and Handelsbanken recently completed the 3 Peaks Challenge with £11,000 raised to date for West Kent Mind.

vi) Sevenoaks Town Council

Sevenoaks Festival for All on the Vine Gardens 8th & 9th September 10am till 4pm. The festival includes Live Music, food, craft stalls, children's entertainment and dance classes. Free event for the public to enjoy.

10. Dates of Next Meetings

12th September 2018 at the Town Council Chamber. It was noted that Cllr Avril Hunter would not be able to attend.

11. Press Release

It was agreed to continue to produce press releases regarding events as when needed.

There being no further business the Chairman closed the meeting at 7.40 pm.

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Christmas Lights Switch on Events 2018

Town Centre – Traditionally takes place on the last Friday in November - Friday 30th November 2018

- The Town Council tried moving the date to 23rd November 2018. However, the fairground has a prior commitment [Tonbridge].
- Letters going to all retailers, restaurant/food outlets and businesses in September
- Road Closure applied for.
- WC to remain open late at Bus Station.
- St John's Ambulance booked.
- Security booked.
- Raffle Licence granted by SDC.
- SDC granting use of
 - Buckhurst 1 Car Park again 2018 from 7am
 - parking in High Street
 - last ticket can be bought 12 noon – with fines from 2pm
 - Fairground may park from 2pm – reduce effects of road closure on town traffic
- Entertainment:
 - Stage sited between Wagamama and Tesco Metro, covering brick mound
 - Open Mic Night – young performers from HOUSE in the Basement [tbc]
 - Countdown to Switch by The Mayor of Sevenoaks
 - Other entertainment tbc. The Pantomime Cast are unable to perform due to pantomime already started.
 - Live Reindeer – back by popular demand [Bligh's confirmed verbally that we may use space under Clock Tower]. Licence to occupy requested.
 - Fairground in High Street
 - Miami Ride situated in Buckhurst Car Park as in 2017
 - Local artists around the town
- Stalls in the High Street – charities, local organisations including food stalls
 - Charges: September to mid-October:
 - Charity Stalls £10
 - Non-food stalls £20
 - Food Stalls £40

ST John's – date tbc

Negotiations taking place for an event to take place in St Johns area. Location and date tbc.

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Agenda Item 11 (a)

Item	Minute No		Status	Latest update
1	08 – F&GP 3.4.2017 263 – F&GP 18.9.2017 222 - OSL 3.9.18	Street Lighting	Ongoing	Farnaby Drive Residents have since signed an agreement with STC effective 27 th April 2017. No further changes since 18 th September 2017. Invoices were sent prior to the financial year end. <i>Invoices sent out annually in March.</i>
2		Bat & Ball Station	Lease negotiation	South Eastern have confirmed amendments to Heads of Terms for lease to include sub-letting of café if needed. <i>Funding secured as reported to CIL 20.08.2018. 24-week contract due to complete 02.12.2018. HLF activities report to Friends of Bat& Ball Station.</i> Currently being reviewed by Network Rail lawyers. Planning application approved. HLF bid round two submitted 29 th August 2017. HLF requires Variation to lease being negotiated with South Eastern/Network Rail. Tenders returned, short listed. Contractors being reviewed. HLF Decision early December 2017.
	350 - F&GP (c) (5) 13.11.2018		Capital Project	
	33 - CIC 23.4.2018		CIL	Allocated £78,810.63 for the Bat & Ball project.
	416 (i) - CIC 8.1.2018		CIL	See Financial Report - Agenda Item No 8
	CIC 25.06.2018 122 – i)		Grant Awarded	HLF awarded full grant of £755,600. Start up Process begins January 2018. Heritage Engagement Officer started 21 st May 2018
		Building	Funding	HLF Stage Two - £8,000 grant awarded from Railway Heritage Trust for purchase of Heritage Items. Sevenoaks District Council Community Infrastructure Levy Spending Board - £258,247
	122- ii)		Refurbishment	Construction work commenced 18 th June with build schedule 24 weeks.

Item	Minute No		Status	Latest update
3	- CIC 7.8.2017		Business Hub	<i>Feasibility report being prepared. Potential Funding application made to KCC. Temporary repair to roof to be carried out.</i>
4	33(i) – CIC 23.4.2018 27 i) CIC 20.08.18	Bat & Ball Centre Seven-oaks Day Nursery		<i>Planning Application to be submitted by end of September 2018. Out to tender October 2018.</i> First draft plans prepared, and consultation taken place for Community Centre User. Sevenoaks Day Nursery were proceeding with their plans for a new facility. <i>Lease area agreed by CIC 20.08.2018</i>
6		Sevenoaks Fund		The first year of the Sevenoaks Fund had ended. It had been successful in achieving its aim of creating an internal on line 'crowdfunding' system and the building of the £450,000 Football 3G Pitch, at Greatness. The Sevenoaks Fund would be renamed The Sevenoaks Mayor's Fund, which this year will support: • Sevenoaks Powerchair Football • Sevenoaks Day Nursery • Stag Community Arts Centre • Sevenoaks Rugby Football Club 3G pitch.

PRIORITY ONE

Agenda Item 11 (b)

No	Project	Details	Proposed target timescale	£	Update / comment
1	Bat & Ball Community Conference Centre	Research feasibility of building new multi-purpose community centre, including commission plans to tender stage.	March 2017	£60,000 £20,000 £170,000 £4,500,000	RIBA Competition completed. Report to Community Infrastructure Committee 29.06.2015. New build centre. Additional feasibility work being undertaken for mixed use of site to include residential. Presented to Cllrs 22.12.2015. Pre-build professional fees including planning application and tender process. On hold until capital receipts received. Capital Build. Appointment contracts for professional team being prepared. Planning application expected to be submitted November/December 2017. Pre-planning advice received. Project Team addressing matters raised in pre-planning advice. Design to be placed for tender prior to application for planning permission. Feasibility of options taking place. Agreed to extend and refurbish current centre – one storey. Pre-Planning submitted. Feasibility costs being reviewed. Response was due 28.06.2018. Meeting with SDC being arranged on 11.07.2018. <i>Planning Application submitted 4.9.2018. Pre-planning advice not provided by SDC to date. Out to tender. October 2018.</i>
2	Bat & Ball Station building	STC acquire station building on long peppercorn lease. Use as community building.	January 2016	£250,000 (Tbc) Confirmed at £258,274	Planning application approved. HLF bid submitted November 2016 on-going discussions between HLF Case Officer and Town Clerk. Decision expected March 2017 – successful at first round. HLF Bid round two submitted 29.08.2017. Tenders opened 16.08.2017. Lease completed 25.08.2017.

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 11 (b)

No	Project	Details	Proposed target timescale	£	Update / comment
2 contd					Funding secured as reported to CIL 20.08.2018. 24-week contract due to complete 02.12.2018. HLF Activities reported to Friends of Bat & Ball Station. The Town Council agree to lease variations as recommended by its lawyer to meet HLF requirements. The Town Council provides an indemnity against the break provisions. HLF Grant of £755,600 awarded to STC. Start up Process approved January 2018. Contract dates 26th March to 21st September HLF round Two £8,000 from Railway Heritage Trust award for purchase of Heritage items. Application made for CIL funding successful by SDC 8th May 2018.SDC Community Infrastructure Levy Spending Board granted £258,274 to spend: - Refurbishment of Bat & Ball Station £130,000 -Provision of New Access to Platform 1 £54,582 -Provision of 56 cycle racks adjacent to platform 1 £28,728 -Provision of 30 Cycle Racks (inc. 6 electrical charging points) adjacent to Platform 2 (station building side) £44,964 -Provision of additional access from Otford Road via Community Centre. £34,865

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 11 (b)

No	Project	Details	Proposed target timescale	£	Update / comment
3	Greatness Football Pavilion	Review under proposals for improvements to Greatness area	March 2015	£1,500,000 £50,000*	Football Club submitting planning application and seeking funding. Consultation needed with football club(s) and local residents. GRA prefer this ambitions scheme and have submitted scheme for pre-planning advice. Funding to be obtained. Second option being investigated - Football Club to have separate building to replace current portacabins, current pavilion * refurbished to accommodate public toilets, café and community space for hire. Consideration to be given to joint management of facility. STC Awaiting drawings and costing relating to conversion of pavilion to enable access to public toilets. CIL Funding allocated towards this facility. Planning Application being prepared. Confirmation of amended planning application. Due 10th January 2018. Also reviewing potential space for MUGA at Greatness. Fundraising achieved. 3G Official launch Saturday 9th September 210-17. Tenders received for Greatness Rec W.C. New facilities completed.

No	Project	Details	Proposed target timescale	£	Update / comment																
4	Neighbourhood Development Plan for Sevenoaks	To provide a long term sustainable plan for the Sevenoaks	March 2017	£20,000 approx £300,000 (Cap projects)	Questionnaire for public on line and distributed to all households from 11.04.2014. Children competition – excellent entries received. Questionnaire responses being analysed. SDC circulating questionnaire re Economic Development and willing to share data. Integrated transport study and information banners for public consultation during December. New proposed timetable agreed at Planning Committee 01.08.2016. Contractor for Master Planning for Sevenoaks Northern appointed early November 2016. Report presented to Annual Town Meeting March 2017. Full consultation to take place May/June 2017. Urban Initiatives appointed. Draft policies to be prepared. The Masterplan for North Sevenoaks initial consultation has been completed. Draft NDP made available March 2018: <table><tr><td>Draft plan presented to NDP cttee</td><td>Jan/Feb 2018</td></tr><tr><td>Public Consultation on Draft Plan</td><td>June/July 2018</td></tr><tr><td>Amendments</td><td>August 2018</td></tr><tr><td>Submission to SDC for examination</td><td>September 2018</td></tr><tr><td>Pre-examination consultation</td><td>Sept/Oct 2018</td></tr><tr><td>Amendments</td><td>Nov/Dec 2018</td></tr><tr><td>Referendum</td><td>Jan/Feb 2019</td></tr><tr><td>Plan is made</td><td>Early/Mid 2019</td></tr></table> Noted that the Economic Assessment being commissioned by SDC could create some delay to draft timetable for consultation in July 2018.	Draft plan presented to NDP cttee	Jan/Feb 2018	Public Consultation on Draft Plan	June/July 2018	Amendments	August 2018	Submission to SDC for examination	September 2018	Pre-examination consultation	Sept/Oct 2018	Amendments	Nov/Dec 2018	Referendum	Jan/Feb 2019	Plan is made	Early/Mid 2019
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Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 11 (b)

No	Project	Details	Proposed target timescale	£	Update / comment
5	Community Right to Bid.	To nominate assets of community value to Sevenoaks District Council which Sevenoaks Town Council would be interested in purchasing if they were to be sold.			Cllrs to be asked to provide information of such buildings within their wards Registration process for STAG. Completed. Registration process for Bradbourne Lakes completed.
6	Free Recreational facilities	To include outdoor gym, table tennis, basketball play facilities.	2015 onwards	£120,000	Agreed to put on hold until Capital Receipts received. Kippington Meadow – Play area installed May 2018 Open Spaces & Leisure Committee resolved to progress.
7	Business Hub	Convert old Red cross building to Business Hub for new start-up of small businesses	2018	Tbc	Reviewing. Need to use as temporary Community Centre space prior to opening as Business Hub. RESOLVED: i) Sevenoaks Town Council 'Opt to Tax' the building to enable VAT to be reclaimed on the refurbishment work. ii) The Town Council seeks external funding to provide an improved facility. iii) A feasibility study be brought to the next meeting which would include reference to car parking and planning requirements. <i>Feasibility report being prepared. Potential Funding submitted to KCC. Temporary repair to roof to be carried out.</i>

PRIORITY TWO**Agenda Item 11 (b)**

No	Project	Details	Proposed target timescale	£	Update / comment
1	Vine Cricket Pavilion	Research and feasibility to be undertaken into rebuild and refurbishment of the building	Dec 2015	23,000	Grant to KCC applied for refurbishment of toilets. Grant successful. Work completed.
			Tbc	70,000	Plans being prepared for Grant to be applied for disabled access to pavilion. Consideration needs to be undertaken whether disabled access is to be front or rear of building. – Open Spaces and Leisure Committee agree for front. Planning permission delayed, awaiting feedback from Pavilion Club on design. Indicative quotes being obtained to support applications for funding once plan approved. Planning application submitted and approved. Tender to be sought.
			Oct 2016	70,000	Specification being prepared for tenders for robust maintenance programme for exterior of building. Currently out to tender. Tenders received. Contractor to start 12.09.2016. Some asbestos to be removed prior to start of contract. £3,468. All asbestos now removed.
				30,000	Replacement flat roof. Quotations obtained and agreed. CIL funding allocated. Order placed. Work completed.
					Planning permission obtained. Grant application submitted to Derbyshire Communities Fund. Decision expected June 2018. Additional repaid work identified to sash windows.

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 11 (b)

No	Project	Details	Proposed target timescale	£	Update / comment
1 contd.	Vine Cricket Pavilion			35,000	Tenders received for the ramp at the pavilion. Funding application of £25,000 successful. Intend to commence works towards end of 2018 cricket season. STC allocation CIL Funding for refurbishment of sash windows. Work to commence 12.11.2018 for ramp and windows.
2	South East in Bloom	Provide action plan for obtaining gold award.			Town Centre – Silver Gilt Sevenoaks Cemetery – Silver (1st year of entry) Sevenoaks Common – Silver (1st year of entry) The Vine – Silver Gilt (2016 = Gold) Sevenoaks Upper High Street Gardens – Silver Gilt (2016 = Bronze) People's Choice best pub-The Chequers Sevenoaks. Budget and plans for 2018 commenced. Judging date 4th July 2018. Results provided on 14.9.18.

Agenda Item 11 (b)**PRIORITY THREE**

No	Project	Details	Proposed target timescale	£	Update / comment
1	Bradbourne Lakes	To seek continued improvements with facility			To work with SDC to achieve this. Bradbourne Residents Association had started to create a plan. SDC agreed at Town Forum 10.03.2014 to involve STC. <i>SDC produced Consultation document.</i>
2	Night time economy	To seek to develop night time economy via Sevenoaks Town Partnership initiatives, entertainment on the Vine one evening per week	June to August 2017		Programme being put in place for bands on Vine Bandstand. Evening bands to be funded by presence of arts and craft stalls, now premises licence in place. Preparing application for Purple Flag Award. To be considered within proposed BID.

Sevenoaks Town Council**Priorities [Note updated with 2015 Blue Skies Proposals]****Agenda Item 11 (b)**

No	Project	Details	Proposed target timescale	£	Update / comment
3	Library (Kaleidoscope)	Research feasibility for taking over the management of facility and moving STC administration into the venue	May 2013		To liaise with KCC Informal STC meeting 04.03.2013 Progress delayed until after KCC elections 02.05.2013. Officer meeting arranged for 24.05.2013 To prepare architect drawings with STC functions within current perimeter and second set of plans with extension. Completed, discussions ongoing. Progress delayed due to KCC internal review / reorganisation. KCC confirmed willing to continue discussions. KCC consultation paper to F&GP 23.02.2015. Project not being progressed by KCC. KCC requested meeting for January 2016. Further discussion underway.

Sevenoaks Town Council**Priorities [Note updated with 2015 Blue Skies Proposals]****Agenda Item 11 (b)**

No	Project	Details	Proposed target timescale	£	Update / comment
3 contd	Library (Kaleidoscope)				Discussions taking place as part of the One Public Estate programme.
4	MUGA Multi Use Games Area	Install to replace facility at Community centre	Tbc	£100,000	Await outcome of plans for Community Centre. Include within master planning for Northern ward to be placed at Greatness Recreation Ground at current futsal area. To be reviewed within Bat & Ball Centre Options. With received plans for centre should be able to remain on Community site. To be reviewed once designed and planning completed for Bat & Ball

Agenda Item 11 (b)

F&GP Committee 17.09.2018
Sevenoaks Town Council
 Priorities [Note updated with 2015 Blue Skies Proposals]

COMPLETED

No	Project	Details	Proposed target timescale	£	Update / comment
1	Play Area Town Centre	New large play area in town centre	2015	£100,000	Negotiations completed for 10-year lease of land within Environmental Park. Knole Trustees offered 5-year lease and have been requested to review term. Knole agreed to extend to 10 years commencing 01.10.2015. STC requested extension of area. Consultation taking place and external funding applied for £36,000. Obtained. Round Table agreed grant of £6,000 from 2015 Fireworks event. Balance to be funded by CIL. Order placed to be installed by Easter 2016 (subject to weather). Installation to commence 15.02.2016. Opened on 07.04.2016. Problems with land being water logged. Under review. New surfacing at £10,000 installed to address issue.
2	Farmers Market	Local Food Promotion. Hold Farmers Market 1 x monthly on a Sunday 6 months April to September in Vine Gardens	April 2016	0	Arrangements to be put in place from April 2016. Income generating. To be reviewed in Autumn 2016. Agreed not to continue but to incorporate into events.

Sevenoaks Town Council**Priorities [Note updated with 2015 Blue Skies Proposals]****Agenda Item 11 (b)**

No	Project	Details	Proposed target timescale	£	Update / comment
3	Junction 5 / slipway	To re-open dialogue with organisations involved in this matter			Agreed at KALC AGM to create a working party to work on this. STC agreed at Planning Committee 18.08.14 to provide grant. KALC report received.
4	Disposal of Raleys Gym, Indoor Cricket School and bungalow	Disposal of land to enable reinvestment into fit for purpose replacement and additional recreational facilities		£30,000 £95,000 £150,000	Negotiations with Knole Estates Change to covenant agreed – legal documentation completed. SP10 discussions completed with SDC – S.106 unilateral agreement signed. McCullochs submitted planning application to SDC. Amended Plans being prepared. 9.10.2015. STC paid when planning application approved. Unfortunately, SDC Planning Office has raised objections to planning application resulting in delays. Noted Indoor Cricket School could be accommodated within Indoor Bowls Centre or Wildernesse Site (meeting held with KCC) Negotiations progressing well. Decision received regarding Grammar School, negotiations recommenced. KCC forwarded Heads of Terms agreed by CIC committee on 18.07.2016. 20.10.2016 planning permission granted. Completion of contract 16.02.2017.
5	Cemetery Lodge	To sell property	Asap		Contracts for sale completed 30 th May 2018. <i>Sold £485,000.</i>