Sevenoaks Town Council

Finance & General Purposes Committee

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21st November 2018

Sevenoaks Town Council

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 26th November 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.

AGENDA

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 TN13 3QG
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 17th September 2018 (copy attached).

05 SUB COMMITTEES

(a) Youth Council

To receive and note the minutes of the Youth Council meeting held on 19th September 2018 and the Annual General Meeting on 7th November 2018 (copies attached).

(b) Youth Services Sub Committee

To receive and adopt the minutes of the Youth Services Sub Committee held on 19th September 2018 and 7th November 2018 (copies attached).

(c) Sevenoaks Community Centre

To receive and adopt the minutes of the Sevenoaks Community Centre User Group Committee held on 17th October 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 periods:

i. 1st to 31st July 2018
ii. 1st to 31st August 2018
iii. 1st to 30th September 2018

(copies attached).

(b) Suppliers' Accounts

To authorise payment of the accounts listed in the schedules for the periods:

i. 1st to 31st July 2018
ii. 1st to 31st August 2018
iii. 1st to 30th September 2018

(copies attached).

(c) Payroll Account

To confirm payments from the account listed in the schedules for the period 1st to 31st July 2018

i. 1st to 31st July 2018
ii. 1st to 31st August 2018
iii. 1st to 30th September 2018

(copies attached).

(d) Petty Cash Account

To confirm payments from the account listed in the schedules for the period

i. 1st to 31st July 2018 1st to 31st July 2018
ii. 1st to 31st August 2018
iii. 1st to 30th September 2018

(copies attached).

(e) 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 July to 31st October 2018 (copy attached).

07 2019/20 DRAFT REVENUE ESTIMATES AND ROLLING CAPITAL PROGRAMME

To receive and consider

(a) Draft Revenue Estimates 2019/2020

the draft Revenue Estimates 2019/2020 (copy attached).

(b) Property Maintenance Programme

the future Property Maintenance Programme (copy attached).

(c) Charges

To review the Town Council's charge with an increase of 3% for 2018/2019

i. re the hire of the Council Chamber from April 2019 (copy attached).
ii. re charges for the Community Centre [with effect from April 2019] (copy attached).
iii. Re charges for the Bat & Ball Station with effect from April 2019 (copy to follow)
iv. Recommendation from the Open Spaces and Leisure committee: general charges, Sports Fees and Cemetery charges *[Minute 223 OS&L 03.9.2018 refers]* (copies attached).

08 RECOMMENDATIONS FROM OPEN SPACES & LEISURE

To receive and consider the RECOMMENDATIONS from Open Spaces and Leisure committee meeting held on 12th November 2018:

(a) Cemetery:

a one-off Environment Agency Groundwater testing fee of £5,000 from the 2018/19 contingency funds to meet legislative requirements [*Minute 314 refers*].

(b) Millpond Wood Maintenance:

that maintenance be carried out to the pathway and steps at Millpond Wood allocating necessary funds within the budget [*Minute 317 refers*].

(c) 9-week Horticultural Course with West Kent MIND:

allocating £4,000 from the voluntary Grant budget to cover one course in 2019 [*Minute 321 refers].*

09 REVIEW OF INTERNAL CONTROLS

To note that the following for 2019/2020:

(a) Risk Assessment
(b) Investment Strategy
(c) Reserves
(d) Financial Regulations

have been reviewed by officers and will be submitted for approval at a future meeting of the Finance and General Purposes Committee.

10 COMMUNITY INFRASTRUCTURE LEVY (CIL) OCTOBER 2018 RECEIPT

To receive a report from the Town Clerk relating to the October 2018 CIL receipt (copy attached).

11 MARKETS

To receive and note the Town Clerk's report (copy attached).

12 SEVENOAKS TOWN PARTNERSHIP MEETING

To receive and note the minutes of the Annual General meeting held on 24th October 2018 (copy attached).

13 CURRENT MATTERS AND PRIORITIES

To receive and note a list of

a) current matters
b) priorities

of the Town Council (copies attached).

14 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 17th September 2018

Meeting Commenced: 7.00 pm **Meeting Concluded:** 8:02 pm

Cllr S G Raikes, Chairman	Present	Cllr R J Parry	Present
Cllr N J L Busvine OBE	Present	Cllr E Parson	Present *[arrived 7:52]*
Cllr J M Canet	Present	Cllr R L Piper	Present
Cllr M A Chakowa	Absent	Cllr P E Towell	Present
Cllr A S Clayton	Apologies	Cllr E T Waite	Present as substitute for Cllr A S Clayton
Cllr A Eyre, Vice Chairman	Present	Cllr Mrs P C Walshe	Apologies
Cllr R M C Hogarth	Apologies		

[8]

Also in attendance:
Linda Larter MBE, Town Clerk
Michèle MacDonald, Committee Clerk

Public Question Time
No members of the public were present.

236 APOLOGIES FOR ABSENCE
RESOLVED to accept the apologies for absence as received from Cllr A S Clayton, Cllr R M C Hogarth, Cllr Mrs Walshe and the Responsible Finance Officer.

237 DECLARATIONS OF INTEREST
Cllr Eyre declared an interest in the Grant Application from Sevenoaks Three Arts Festival [*Agenda Item No 7a) and Minute No 223 refers*] and took no part in the discussion or voting.

238 REQUESTS FOR DISPENSATIONS
There had been no requests for dispensations.

239 MINUTES OF THE MEETING HELD ON 9TH JULY 2018
RESOLVED: to receive, accept and sign the Minutes as a true record of the meeting.

240 SUB COMMITTEES

RESOLVED: to receive and

a) note that the meeting of Youth Council due to have been held on 4th July 2018 was inquorate and therefore did not take place

b) adopt the minutes of the meeting of Youth Services Sub Committee held on 4th July 2018.

241 FINANCE REPORTS

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

a) Management Accounts for the period 1st to 30th June 2018

b) Supplier's Accounts for the period 1st to 30th June 2018 - £ 73,574.85 (net)

c) Payroll Account for the period 1st to 30th June 2018 - £ 72,541.00

d) Petty Cash Account for the period 1st to 30th June 2018 - £739

e) Budget Timetable for the financial year 2019/2020

f) Hospitality and Gifts Register for the period of 1st to 30th June 2018, noting that none had been received by the members or employees.

Some minor queries were raised regarding the reports. Responses would be circulated to all Councillors.

242 GRANTS

The Grant Aid requests and the Grant Aid Balance were received, considered and noted.

RESOLVED:

a) Grant Requests be awarded under the General Power of Competence [Localism Act 2011 Sections 1-8 refers] as follows

Grant Ref No	Organisation Name & Charity Reg No If Applicable	2017/2018 Grant Application £	Grant Approved
04	Citizens Advice Bureau	£650.79	**£650** To purchase a desk and filing cabinet for their Sevenoaks Town office and to organise 2 future events in the wards of Sevenoaks Town

Cllr Parson arrived 7:52pm

06	Sevenoaks Three Arts Festival	£600	**£600** for the Young Musician of the Year award "Sevenoaks Town Council Prize ".
11	Sevenoaks Counselling Service	£1,500	**£1,500** for Sevenoaks Town clients who cannot afford the recommended amount of £60 counselling sessions. £10 to be paid and bursary available. £25 to be paid with use of grant to cover the £45 cost per session.
49	Kent Painters Group	£500	**£0** Grant decision delegated to Chairman and Town Clerk.
	Total Awarded		**£2,7250**

It was agreed that terms and conditions of the grant be outlined to the above organisations.

b) Grant reports be received and noted. The Committee valued the reports, which show a reflection of participation in the local people involved in Community Engagement.

243 COMMUNITY INFRASTRUCTUR LEVEY [CIL]

The details of the distribution of CIL payments to be made to Sevenoaks District Council and distribution to Sevenoaks Town Council as shown below were received and noted:

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)

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 **only.**

RESOLVED:
i) to use £21,000 of the October 2018 CIL payment to the Town Council on the following projects as mentioned in the 2018/2019 budget:

No	Expenditure	CIL Reference A
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

No	Expenditure	CIL Reference A
6	Knole Paddock new doors	2,000
	Total	**£21,000**

ii) to note the report detailing CIL income and expenditure to date

244 SEVENOASK TOWN PARTNERSHIP [STP] MEETING HELD ON 8TH AUGUST 2018
RESOLVED: to receive and note the minutes as a true record of events. Sevenoaks Rail Travellers update [*STP Minute 9 v) refers*] attached, as was omitted from the agenda documentation, as APPENDIX A.

245 CHRISTMAS LIGHTS SWITCH ON EVENT 2018
RESOLVED: to receive and note the arrangements to date for 30th November 2018.

246 CURRENT MATTERS AND PRIORITIES
RESOLVED: to receive and note the report relating to updates of current matters and priorities as distributed with the agenda.

247 PRESS RELEASE
It was RESOLVED: that press releases be issued of the Grants awarded to the local community and progress to date on the Community Investment Plan.

There being no further business the Chairman closed the meeting at 8:02 pm.

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

Sevenoaks Youth Council

MINUTES OF THE
SEVENOAKS YOUTH TOWN COUNCIL
HELD ON 19th SEPTEMBER 2018
IN THE COUNCIL CHAMBER at 6pm

Youth Councillors Present:
Phoebe Crichtlow (Vice Chairman), Sam Chard, Tom Chapman, Ram Capoor, Annabelle Durnford [*arrived 6:05*], Katherine Magee [*arrived 6:05*], Amber Warrender and Katie Willis (Treasurer)

Apologies:
The Town Clerk advised that some Youth Councillors had left for university, including the Chairman, Elise van den Hoek.

Also Present:
Cllr Andrew Eyre
Cllr Simon Raikes
Cllr Richard Parry
Mr Shane Mochrie-Cox, Kent County Council
Mrs Linda Larter MBE, Chief Executive Officer/Town Clerk
Mrs Michèle MacDonald, Committee Clerk

Youth Councillor Phoebe Crichtlow was elected Chairman for this meeting and welcomed Ram Capoor as a new Youth Councillor.

18 MINUTES OF MEETINGS – 2018

RESOLVED: It was noted that meetings due to have been held previously had not taken place on the following dates for the reasons shown below:

a) 21st March 2018 - inquorate
b) 9th May 2018 - cancelled due to exam timetabling
c) 4th July 2018 - inquorate

19 FINANCE REPORT

RESOLVED: to receive and note the income and expenditure sheet noting money spent via grant aid received from:

a) One Stop Shop
b) Kent County Council Police Crime Commissioner's Office

in support of the Live on the Vine end of summer term festival. It was **agreed that** the minutes would show the Youth Council's current available balance be: £1,041.32.

20 HOUSE IN THE BASEMENT [HiTB] YOUTH CAFE

RESOLVED: to receive and note the reports as follows:

a) HiTB Report for September 2018
b) HiTB Stats for July and August 2018 [in future the date format would be in the yyyy mm dd order].

The Town Clerk advised that a new Manager for the HiTB has been appointed, Charlotte Marchant, who has lots of new ideas has already purchased a new PS4 and was arranging a Japanese themed evening.

21 HERITAGE LOTTERY FUNDING BAT & BAL – VOLUNTEERING OPPORTUNITIES

The volunteering opportunities regarding the Bat & Ball Station copy circulated with the agenda had not copied well and it was **agreed** that an up to date copy be circulated with the minutes (copy attached).

The Town Clerk advised that there were many projects which Youth Councillors and their friends may wish to get involved with, including:

a) Arts and Craft Workshops
b) Historical research
c) Interviewing people for information about their past and present usage of the station.

It was noted that Youth Councillors Phoebe Chrichtlow and Katie Willis attended the Bat & Ball Time Capsule Ceremony held on 6th September 2018.

22 INVITATION AND EVENTS

a) 2018 09 28 – Japanese Themed Evening at HiTB – The Town Clerk advised that the new HiTB Manager was organising a Japanese Themed Evening on Friday 28th September 2018. Youth Councillors were asked if they might attend taking friends along for the evening. It was **agreed** that a flyer be circulated with the minutes (copy attached).

23 YOUTH COUNCIL ELECTIONS

The Town Clerk advised that:

a) New term commences every two years, which is 7th November 2018 at the Annual General Meeting, when all applicants will be asked for their aims over the next one and two-year period and what would they do if money were no object
b) the Youth Councillors would be encouraged to be more involved with the Youth Café providing ideas to develop the HiTB.

It was **noted** that the current Youth Council carried out a survey at the 2016 Christmas Light Switch On Event to promote and raise awareness of the youth café and had since held FREE music lessons followed by Open Mic nights, which then fed into the Live on the Vine End of Term Summer Festival [2016 and 2017] and participation on the Stage at the Christmas Lights Switch on Event [new 2017]. It was **suggested** that the current Youth Council Election website have the blurred [Young people protection] picture exchange with one of the Sevenoaks Youth Councillors.

Youth Councillors made the following suggestions for activities to be held at HiTB:

i. Advertising - Youth Councillors agreed to
   (1) hold Assemblies at their schools
   (2) put up posters on Noticeboards in their schools
   (3) advertise on social media as flyers are simply discarded. HiTB FaceBook and Twitter is already set up and Youth Councillors agreed to share with their friends also and to advertise via Instagram.
   (4) Design a project to revamp advertising for HiTB by Youth Councillor Tom Chapman
ii. Study Place – Quiet night: possibly on Thursdays was suggested to use HiTB as a quiet place for studying as the library closes early and PC's plus WIFI are available to use. Not all Young People have PC's/WIFI access at home
iii. Competitions – pool, air hockey and football [FIFA] suggested with a league table once monthly. Youth Councillor Tom Chapman agreed to assist. Prizes would be free Stag cinema tickets.
iv. Ted Talks – Youth Councillors to suggest Speakers for consideration.
v. Book Club – monthly night at HiTB suggested
vi. Vinyl nights – all to bring own records. Youth Councillor Tom Chapman will talk to Sevenoaks Record Shop asking for their assistance.
vii. Curry and Quiz nights - could be introduced as the meal deal at HiTB costs £2 for a meal plus drink.

The Town Clerk advised that past benefits of the HiTB included young people:

- Gaining part time jobs:
  - having received CV assistance from staff at HiTB
  - having taken part in a Food Hygiene Certificate Course
  - having received a signed certificate from the Mayor of Sevenoaks for completion of an 8-week volunteering course at HiTB. It was **agreed** that a copy be included with the Minutes [copy attached].
- being given a free No 8-bus pass for Sevenoaks for attending HiTB
- who were initially self-conscientious of attending HiTB, had in the past become a volunteer, in which way there was a purpose to attend and friends outside of their school could be made gradually whilst learning skills for their future CV
- Young People had gained full time employment
- Young people had gained confidence in performing to large crowds.

There being no further items, the meeting closed at 6:45 pm.

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MINUTES OF THE ANNUAL GENERAL MEETING OF SEVENOAKS YOUTH TOWN COUNCIL HELD ON 7th NOVEMBER 2018 COUNCIL CHAMBER

The Town Clerk welcomed the 20 new and the 5 returning Youth Councillors to the first meeting of the new Youth Council term for the 2018 to 2020 period:

Roshni	Agarwal	Present	Ola	Kujawinska	Present
Eva	Azazoglu	Present	Emily	Mahoney	Present
Alexander	Black	Present	Megan	Ng	Present
Samuel	Crawford	Present	Louisa	Phillips	Present
Tasha	Dambacher	Present	Michael	Roberts	Present
Ronnie	Day	Present	Rose	Spurling	Present
Charlotte	Foulds	Present	Gabby	Tan	Apologies
Oscar	Goodwin	Present	Loic	Thiry	Present
Matthias	Jammot	Present	Amy	Vickers	Present
Meera	Jassi	Present	Jacob	Watson	Present

Tom	Chapman	Present
Sam	Chard	Present
Phoebe	Crichtlow	Present
Amber	Warrender	Present
Katie	Willis	Present

Also, In Attendance
Cllr Mrs R Parry and Cllr R Parry
Cllr M Canet
Linda Larter MBE, Chief Executive/Town Clerk
Michèle MacDonald, Committee Clerk

The Town Clerk advised that the order of the meeting would be
A. Welcome and brief introduction by the Mayor of Sevenoaks, Cllr Roderick Hogarth.
B. Informal Discussion
followed by the meeting.

WELCOME BY THE MAYOR AND BRIEF INTRODUCTION

The Mayor welcomed all to the Town Council and provided a brief introduction outlining his role.

The Mayor recommended that the new Youth Council to be ambitious as the Town Council likes positive outcomes and said, "*our ears are wide open to hear you*".

Photos of the Youth Councillors were taken with the Mayor:

Workshop
All Youth Councillors were asked to walk around the Council Chamber and use the Post It Notes to comment on the questions posed. Answers would be circulated with the minutes and ideas would be discussed at the next meeting.

1) **APOLOGIES**
RESOLVED: to agree and accept apology received from Youth Councillor Gabby Tan.

2) **ELECTION OF CHAIRMAN**
Six youth Councillors put their name forwards to be Chairman of the Sevenoaks Youth Council for the period 2018-2019.

Voting cards were circulated and collected by Cllr Mrs Parry to be counted and checked by the Town Clerk and Committee Clerk.

RESOLVED: Youth Councillor Tasha Dambacher be elected as Chairman. Tasha would like to look at cultural opportunities and help offer more work experience opportunities.

Youth Councillor Tasha Dambacher took the Chair and invited nominations for the election of Vice Chairman and Treasurer.

3) **ELECTION OF VICE-CHAIRMAN**
Six Youth Councillors put their name forwards to be Vice Chairman of the Sevenoaks Youth Council for the period 2018-2019.

Voting cards were circulated and collected by Cllr Mrs Parry to be counted and checked by the Town Clerk and Committee Clerk.

RESOLVED: Youth Councillor Charlotte Foulds be elected as Vice Chairman. Charlotte likes to work as a team to make decisions and would like to focus on mental Health issues.

4) **ELECTION OF TREASURER**

Four Youth Councillors put their name forwards to be Treasurer of the Sevenoaks Youth Council for the period 2018-2019.

Voting cards were circulated and collected by Cllr Mrs Parry to be counted and checked by the Town Clerk and Committee Clerk.

RESOLVED: Youth Councillor Matthias Jammot be elected as Vice Chairman. Matthias has an interest in maths and looks forward to managing the funds.

5) **FINANCE REPORT**

The Chairman confirmed the balance the balance of accounts at £944.32 in the bank. An additional £500 is available annual in April with further funding being obtainable in the way of grant applications.

6) **MINUTES**

RESOLVED: the notes of the meeting of the Youth Council meeting held on 19th September 2018 be received and adopted.

7) **SEVENOAKS YOUTH COUNCIL CONSTITUTION**

The Town Clerk asked all to read this document, also on the Youth Council website: www.sevenoaksyouthcouncil.com , and forms the rules of the Youth Council and highlighted one of the rules of not attending 3 consecutive meetings, results in one no longer being a Youth Councillor.

8) **CHRISTMAS LIGHTS SWITCH ON**

Youth Councillors suggested having a board to survey young people with a white washable board to ask "*What one thing in Sevenoaks would make it better for young people*" at the Christmas Lights Switch On Event on Friday 30th November 2018.

Youth Councillors are to let the Committee Clerk, Michèle MacDonald, know whether or not they can attend the event as volunteers for the Youth Council.

9) **DATE OF NEXT MEETING**

RESOLVED: to hold an extended meeting of the Youth Council on Tuesday 4th December 2018 at the HOUSE in the Basement Youth Café, Basement of the Stag, London Road, Sevenoaks TN13 1ZZ from 6 to 8pm.

All to note the change of venue and timings.

The Chairman declared the meeting closed at 6:58 pm.

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MINUTES OF THE YOUTH SERVICES SUB COMMITTEE MEETING HELD AT SEVENOAKS TOWN COUNCIL OFFICES ON WEDNESDAY 19th SEPTEMBER 2018 AT 7 P.M.

Meeting Commenced: 7:00 p.m. **Meeting Concluded:** 7:45pm

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	Absent
Cllr E Waite	Apologies
Cllr Mrs P C Walshe	Present

(5)

ALSO IN ATTENDANCE:
Mrs Caroline Berry, SAYT/Churches Together in Sevenoaks & District
Mr Shane Mochrie-Cox, KCC Youth & Community Worker
Mrs Linda Larter MBE, Chief Executive Officer/Town Clerk
Mrs Michèle MacDonald, Committee Clerk.

PUBLIC QUESTION TIME
No members of the public were present.

248 APOLOGIES FOR ABSENCE:
RESOLVED: to agree and accept apologies for absence received from:

Cllr M Canet, Cllr A Eyre, Cllr E Parson and Cllr E Waite [*arrived 7:48pm*]
Miss Charlotte Marchant, Manager of HOUSE in the Basement,
Mr Mark Murison, Community Development Manager, West Kent Communities,
Ms Roxanne Frost, Lead Youth Worker, West Kent Communities,

249 REQUESTS FOR DISPENSATION
None received.

250 DECLARATIONS OF INTEREST
None Received.

251 MINUTES
RESOLVED:

a) Youth Services Sub Committee
to adopt and sign the minutes of the Youth Services Sub Committee meeting held on 4th July 2018 as a true record of events. It was **agreed** that the date on HiTB statistics be written in *yyyy mm dd* format in future.

b) Youth Council
to receive and note that the meeting due to have been held on 4th July 2018 was inquorate

252 HOUSE IN THE BASEMENT [HiTB] YOUTH CAFÉ
It was **noted** that a new Manager of the Youth Café had been appointed: Miss Charlotte Marchant, for 20 hours a week.

RESOLVED: to receive and note the following reports:

a) HiTB report for September 2018 and events. The Town Clerk advised that a Japanese Themed Event had been organised with Wagamama assisting with the provision of a chef on the night and that Youth Councillors, at the previous meeting of Youth Council, were happy to support the event.
It was **noted** that a TV Licence had been purchased for HiTB.

b) HiTB Stats for July and August 2018.
It was **agreed** that the date be written in *yyyy mm dd* format in future.

253 REPORTS FROM CO-OPTED MEMBERS

RESOLVED: to receive and note the following:

a) **KCC** - Mr Shane Mochrie-Cox, KCC Youth & Community Worker advised all of two meetings to discuss youth provision:
   i. update that there is a KCC Cabinet meeting on Tuesday, 25th September 2018 to discuss the outcomes to date of the KCC Commissioning project.
   ii. Followed by a second paper to discuss the YAGs, DABs and CCPGs to review how to procced in the future.

   Shane Mochrie-Cox advised that the KCC Youth Council Elections are underway and nominations are currently open.

b) **Kenward Trust** – no representative was present

c) **SAYT** - Mrs Caroline Berry advised they had appointed a Youth Worker, Beth Holgate, who starts on 24th September 2018. The Town Clerk asked if spaces be available, would the Chair and a member of SAYT wish to attend a Safeguarding Training Course put on by the District Council on 1st October 2018? **RESOLVED:** the Committee Clerk contact Kelly Webb.

d) **Community Safety Team** – apologies received with the following report from Maxine Quinton, Community Safety Officer
"Sevenoaks District Council is launching the Voluntary and Community Awards for 2019 this week. The Awards Celebration evening will be taking place at the Stag Theatre on February 13th 2019. There is a category for Youth Group of the Year. Kelly will be emailing all Town and Parish Councils to encourage to nominate groups. This may be a good opportunity to nominate House in the Basement for all their great work with young people.
Summer Fun days were a great success. Kelly is awaiting the evaluation from the IMAGO and will distribute this to Town and Parish councils when received.
A couple of Sevenoaks Town Council employees are attending SDC Safeguarding training in October and we will keep you informed of any further training sessions.
If anything is raised in the meeting that the Community Safety Unit can help with, please let me know".

e) **West Kent Communities [WKC]**– apologies received with the following report from Ms Roxanne Frost, Lead Youth Worker:
"We have had a very successful summer working in partnership with Sevenoaks District Council and Imago with providing the Summer Family Fun Days throughout the district. I am waiting to hear back from Imago with a full report on the numbers, but we successfully engaged with approximately 140 young people aged 8-19 years old.

I am very happy to announce we now have a term time schools' worker in post (Ellie Hayes) and a youth work apprentice (Tilly Meteyard). We have attended a PSHE day already this school year in Knole Academy delivering to year 10's and have much more coming up in the way of school's work. As Ellie has started very recently we will have more to update in the next meeting.
In regard to detached work: Following my district wide sent emails to all parish and town councils that I have not yet worked in -I had very little replies but thanks to those

who have responded and I am very excited to be working 6 weeks detached programmes in both Kemsing and Crockenhill. Kemsing started last night (18/09/2018) and will be finishing 06/11/2018 and we will be out 5pm-7pm to start with focusing on the Nightingale Road recreation ground and surrounding areas. Crockenhill is starting this evening (19/09/2018) and will be finishing 07/11/2018 on a Wednesday evening 5pm-7pm focusing at Newports Green and surrounding areas. There are a couple of weeks that we are not able to go out due to staff A/L and trainings therefore the 6 weeks has been moved around to fit all. As we are approaching the end of the year I am aware that the evenings are getting colder and darker so have been in contact with Kelly Webb about using a youth bus to bring along to these detached areas and this is just being processed.

I am also happy to announce that we will be attending Sevenoaks fireworks night working with Sevenoaks Round table on this on the 3rd November 2018 where we are providing FREE hot drinks, face glitter, West Kent merchandise to engage with the young people that attend this event. We are also hoping to attend the Christmas lights switch on in partnership with Sevenoaks Town Council on the 20th November, we are just waiting on confirmation from Michelle and the team at the town council for this.

In addition to this we are still running our 8-12's project in the following areas: Edenbridge, New Ash Green, West Kingsdown, Swanley – Nurture and Friday, Dunton Green and Sevenoaks.

If anyone would like more information or has any youth work needs, please contact me on either: Roxanne.Frost@wkha.org.uk OR 07834633531."

It was reported that West Kent Community booked a £20 stall reduced to £10 at the forthcoming Christmas Lights Switch On Event [30.11.2018] to engage with the young people for two hours by handing out free goodies in exchange for the young people's contact details, which the Committee did not regard this as Youth Work.

The Committee was concerned why the youth work promised under the KCC Commissioning framework, the published WKC Wheel, i.e. to hold a festival within Sevenoaks and work with the Youth Forums within the Town of Sevenoaks, had not yet been delivered.

RESOLVED: the Chair to write to:

- Roger Gough, Cabinet Member for Children, Young People and Education
- Matt Dunkley CBE, Corporate Director of Children, Young People and Education
- Cllr Margaret Crabtree

to raise the Town Council's concerns regarding West Kent Community's 'Wheel' and the lack of Youth Work delivered in Sevenoaks Town under this commissioned scheme. It should also mention the fact that booking stalls at events run by the Town Council to hand out free merchandise in exchange for young people's contacts over a two-hour period, rather than providing actual youthwork, was not considered by the Town Council as fulfilling the KCC's Commissioning criteria.

254 PRESS RELEASES

RESOLVED: to issue a press release of the forthcoming Sevenoaks Youth Council Elections.

There being no further business the Chairman closed the meeting at 7:45pm.

Signed ..... Dated .....

Chairman

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

Meeting Commenced: 7:00 p.m. **Meeting Concluded:** 7:45pm

Cllr J M Canet	Present
Cllr A Eyre	Apologies
Cllr Mrs R E Parry (Chairman)	Present
Cllr R J Parry	Present
Cllr E Parson (Vice Chairman)	Present
Cllr S G Raikes	Present
Cllr O Schneider	Absent
Cllr E Waite	Absent
Cllr Mrs P C Walshe	Apologies
Mr Shane Mochrie-Cox	Apologies
Mrs Caroline Berry	Apologies
Mr Mark Murison	Apologies
Ms Charlotte Marchant	Apologies

(5)

ALSO IN ATTENDANCE:
Mrs Sarah Gaunt, KCC Youth Hub Delivery
Ms Maxine Quinton, SDC Community Safety Unit
Mrs Linda Larter MBE, Chief Executive Officer/Town Clerk
Mrs Michèle MacDonald, Committee Clerk.

PUBLIC QUESTION TIME
No members of the public were present.

303 APOLOGIES FOR ABSENCE:
RESOLVED: to agree and accept apologies for absence received from:

Mrs Caroline Berry, SAYT/Churches Together in Sevenoaks & District
Mr Shane Mochrie-Cox, KCC Youth & Community Worker
Miss Charlotte Marchant, Manager of HOUSE in the Basement,
Mr Mark Murison, Community Development Manager, West Kent Communities,

304 REQUESTS FOR DISPENSATION
None received.

305 DECLARATIONS OF INTEREST
None Received.

306 MINUTES
RESOLVED:

a) Youth Services Sub Committee
to adopt and sign the minutes of the Youth Services Sub Committee meeting held on 19th September 2018 as a true record of events subject to the following amendment: Minute 251 a and Minute 252: date to be written in *dd mm format* in future and not a previously stated *yyyy mm dd*.

b) Youth Council
to receive and note that 25 Youth Councillors were elected, including five previous youth councillors, at the Annual General Meeting of the Youth Council held prior to this meeting, noting that the following were elected to positions:
Chairman – Youth Councillor Tasha Dambacher
Vice Chairman – Youth Councillor Charlotte Foulds
Treasurer – Youth Councillor Matthias Jammot
The Committee congratulated the Committee and Town Clerk for community engagement with the local schools.

307 HOUSE IN THE BASEMENT [HiTB] YOUTH CAFÉ
RESOLVED: to receive and note the following reports:

a) HiTB report for October 2018. It was noted that HiTB:
i. is currently trying to recruit Youth Workers
ii. now provides free Sanitary products

b) HiTB Stats for September and October 2018. It was noted that both the Japanese and Halloween evenings were successful

308 REPORTS FROM CO-OPTED MEMBERS
RESOLVED: to receive and note the following:

a) **KCC** – Mrs Sarah Gaunt advised that:
i. the KYCC Elections had taken place recently
ii. the KCC will assist Knole Academy with PHSE lesson the week before Christmas
iii. there is currently not much Youth Worker presence in Sevenoaks and that recruitment is underway.

b) **Kenward Trust** – no representative was present

c) **SAYT** - Mrs Caroline Berry submitted the following report in her absence:
"Beth Holgate our new full-time youth worker is settling well into her role and finding her way round Sevenoaks and surroundings.

Sadly Bill Lattimer is giving up being a Trustee so we seriously need to find a Trustee to replace him.

As an opportunity to meet Beth and catch up on SAYT activities we have an 'open' breakfast (cooked!) at Vine Evangelical church on ***Saturday November 24th*** *8.30 am till 10 to which all are welcome.*

Churches Together in Sevenoaks District has its AGM at St Johns URC church at 8pm on ***Thursday 15th November****. An opportunity to hear what is going on in the various churches and social action groups. Again, all welcome".*

It was noted that Cllr Mrs Parry as Chairman and Cllr Parson as Vice Chairman of the Youth Services Committee were pleased to accept the breakfast invitation to meet with Beth on 24th November 2018.

d) **Community Safety Team** –Maxine Quinton, Community Safety Officer informed the Committee:

i. Community & Voluntary awards 2019 with results on 16th December 2018
ii. There will be scam training at the end of November
iii. That SDC will be launching a new scam website soon
iv. Of an Internet Safety Day in February 2019
v. Youth engagement will take place in schools with NatWest re money management. The Committee Clerk advised that NatWest will be attending Youth Council in the New Year.

e) **West Kent Communities [WKC]**– no one was present. It was noted that Roxanne had resigned and recruitment was taking place.

309 **PRESS RELEASE**
RESOLVED: to issue a press release relating to the Youth Council Annual General Meeting.

There being no further business the Chairman closed the meeting at 7:46pm.

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

Sevenoaks Town Council

Minutes of the Community Centre User Group Meeting held at the Sevenoaks Community Centre on Wednesday 17th October 2018 at 7.00pm

Meeting Commenced: 7.00 p.m. **Meeting Concluded:** 7.52 p.m.

Present:

Cllr Simon Raikes	Sevenoaks Town Council (Chairman)
Cllr Merilyn Canet	Sevenoaks Town Council
Linda Larter MBE	Sevenoaks Town Council
Liz Hodgson	Sevenoaks Town Council
Kevin Watson	Caretaker Sevenoaks Town Council
Stewart Armstrong	Knole U3A
Richard Baxter	U3A
Adrienne Brewin	Breathe Easy
Janet Davies	Sevenoaks Day Nursery
Jim Garlinge	Otford Bridge Club
Pamela Holmes	The Arts Society-Knole
Bryan Miles	Tea Dance
John Musselbrook	Line Dancing
Barbara Phillips	North West Kent Family History
Kate Pruce	Hollybush Montessori
Bryan Richardson	Sevenoaks District Arts Council
Magda Sweetland	Knole U3A Chairman

289. Apologies for Absence

Received from Cllr A. Eyre, Cllr R.L.Piper, Allan de Turberville (Probus), David Williams (Probus)

RESOLVED: Sevenoaks Town Council to nominate a replacement for Cllr Robert Piper

290. Requests for Dispensation

There were no requests for dispensations.

291. Declaration of Interests

There were no Declarations of Interest.

292. Minutes of the Meeting of the Community User Group held on 22nd March 2018

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

293. Bat & Ball Centre Development

Sevenoaks Town Council submitted plans in September for the refurbishment and extension of the Centre and expects to receive a decision from Sevenoaks District Council Planning Department on 8th November.

The Town Council resolved to refurbish and extend current facility using same architect and similar design.

In May 2018 the Town Council was advised in writing from SDC Planning Officer that the refurbished building would not require BREEAM.

A pre-application advice request was submitted and paid for in May and a meeting held in June 2018 where again verbally it was confirmed that BREEAM was not required.

In September 2018 the written pre-application advice had not been received, and despite several requests there was no information available as to when it would arrive. To avoid delays in the project and due to very positive feedback the Town Council took the decision to submit the Planning Application which was validated on 13th September 2018 and a decision date for 8th November 2018.

On the 28th September 2018 pre-application advice was received, four months after the pre-application meeting and included the statement that the community centre would be expected to achieve BREEAM "Very Good" and "this should be accounted for in the design stage..."

The Town Council is trying to establish how it could feasibly meet this request at this stage in the project. As SDC states this needs to be included in the design stage, which would have been several months ago. It is virtually impossible to apply retrospectively and would mean reviewing all design work. The time delays and additional costs would be considerable.

The Town Council has submitted a document to accompany its planning application to state that it is not possible to address this for reasons identified in the Planning Core Strategy.

The Town Council is in the process of completing an application to SDC CIL Board for funding towards the project.

It is hoped that regular hirers will relocate to other Sevenoaks Town Council sites if they wish. No new regular bookings are being taken to allow existing hirers a choice of rooms to relocate to. These include the Stag Theatre, Plaza Suite and Limelight Room (previously known as the bar room), the Bat & Ball Booking Hall and Luggage Room and the Town Council Chamber.

Concern was expressed by a hirer that members of groups relocating to the Stag Theatre or Plaza Suite because they required a venue that could hold large numbers

would experience parking problems in the town centre, as well as having to pay car park charges. Cllr. Raikes said that although hirers had benefitted from hiring the Community Centre which could hold large numbers with plentiful free car parking it could not provide these benefits whilst the works were being carried out. In the long term the benefits of having a new centre with up to date facilities would far outweigh the inconvenience of the closure of the existing outdated centre.

The question of the timescale of the closure and duration of the works was also raised. Cllr. Raikes responded that the Town Council could not answer this until the decision from the Planning Department had been received. It was hoped to have more information at the next meeting, hopefully to be arranged for mid/late November.

Open days would be arranged for existing hirers to visit the Bat & Ball Station building in January so that they could assess the suitability of the rooms for possible hire during the period of closure.

294. Bat & Ball Station Building

The estimated completion date of the Station Building is 14th December. Extra funding has been given to restore old clay bricks and tidy up the exterior together with additional Heritage Lottery money to update lighting. These additional works would continue after the main contract was completed. An invitation only preview event for the Station has been arranged for 27th November and further information about the Station, news and events can be found on http://www.batandballstation.com/

The Town Council is currently looking to recruit volunteers to help deliver a variety of activities at Bat & Ball Station and they are also asking for donations of unwanted old fashioned luggage and station memorabilia for display purposes.

Sevenoaks Town Council hopes to eventually establish a Community Rail Partnership with other stations along the line with a view to promoting the local visitor tourism economy by offering sightseeing trips to local places of interest and enjoyment of the natural beauty of the surrounding countryside.

RESOLVED: To send invitations to the representatives of hiring groups for the Station Preview on 27th November.

RESOLVED: To note Cllr Raikes's appreciation of Linda Larter MBE Town Clerk for her dedicated work on this project.

295. Feedback from Hirers

Many of the regular hirers commented on the helpfulness of both Martin Dix (weekday) and Kevin Watson (weekend) caretakers in setting up the layout of rooms

for their events and meetings particularly when some groups with more senior members would struggle to move tables and chairs themselves.

Several hirers also expressed their gratitude to the Town Council for looking into finding alternative rooms to hire during the period of closure of the existing Community Centre.

The Montessori playgroup based at the Community Centre is in communications with the Town Council and Sevenoaks Day Nursery about the possibility of using some of the Day Nursery's space during the period of closure as it meets Ofsted requirements. It was asked if the car park could be smartened up a bit and Linda Larter responded that work had already started on weed clearance and general tidying up of the area.

296. Press Releases

There were no press releases.

There being no further business the Chairman closed the meeting.

Signed ..... Dated .....

Chairman

To : Finance & General Purposes Committee, Sevenoaks Town Council – 26th November 2018
From : Responsible Finance Officer
Date : For Committee meeting 26th November 2018
Subject : Finance Report for period to 30th September 2018
Purpose : For Information

1.0 Summary :
The half year net income, including Precept, is £65,675 against a budget of £50,265 resulting in a year to date favourable variance of £15,410. 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 6 months (April – September) amounts to £544,297, being approximately half of £1,088,593 - the annual Precept.

Precept received in advance for October to March 2019 is £544,296

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)

Cost Centre	Name	Variance £	Comments
21	Open Spaces	33,271 (F)	Please refer to the variance report.
28	Vine Café	8,596 (U)	Please refer to the variance report.
31	Establishment	9,275 (U)	Please refer to the variance report.
36	Community Centre	16,101 (F)	Please refer to the variance report
39	Property	13,596 (U)	Knole Pdck/Vine Grnd-Timing Rent/Wayleaves Actual income less that budgeted income due to Knole Paddock only arrangement with SDC
	Subtotal	16,905 (F)	109.7% of Total Variance
	Other	1,495 (U)	9.7% of Total Variance
TOTAL		15,410 (F)	

Budgeted receipts for the year will be £19,250 lower due to the loss of budgeted income from the Vine Waste arrangement. There will have an impact on the No. 8 Bus which was to benefit from receipts.

3.0 Cashflow
Since 1ST April 2018, there has been a net increase in cashflow of £975,934, resulting in cash balance on 30th September 2018 of £3,151,564.

4.0 Working Capital (Appendix 2)
Including precept received in advance, there is a net increase in current assets of £607,630 primarily due to net CIL receipts of £568,335 (receipts less completed work at Greatness Public toilets). Other than items previously reported such as receipts from the sale of Cemetery Lodge there have been no other significant variations in working capital.

To : Finance & General Purposes Committee, Sevenoaks Town Council – 26th November 2018
From : Responsible Finance Officer
Date : For Committee meeting 26th November 2018
Subject : Finance Report for period to 30th September 2018
Purpose : For Information

5.0 Fund Balances (Appendix 3)

The statement of fund balances as at 30th September 2018 shows funds totalling £3,151,564 (£2,637,492 at 30th September *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 reviewed.

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

6.0 CIL Fund Balances

In April 2018, Sevenoaks Town Council received £312,089. Council resolved to allocate as follows:

Business Hub	£25,000
Vine Pavilion Windows	£35,000
Greatness Public Toilets	£5,000
Bat & Ball Station Store & Waste storage (pending tender value)	£37,000
Bat & Ball Station Building	£110,000
Bat & Ball Centre	£100,000

It was also resolved to prioritise future receipts for Bat & Ball Centre.

In July 2018, Sevenoaks Town Council also received £258,274 specifically for the Bat & Ball station refurbishment.

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Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/07/18

Cost Centre Report

Month No : 4

		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
11	Planning - General	2,660	2,660	0	10,640	10,640	0	31,920		21,280
4010	Gross Pay	0	0	0	0	0	0	510		510
6240	Computer/ Data Base/WP's	6	12	6	453	442	-11	2,000		1,547
6630	Professional Fees	0	0	0	0	0	0	300		300
6720	Books and Periodicals	0	0	0	150	150	0	150		0
7500	Local Organisations Grants									
	Planning - General :- Expenditure	**2,666**	**2,672**	**6**	**11,243**	**11,232**	**-11**	**34,880**	**0**	**23,637**
	Net Expenditure over Income	**2,666**	**2,672**	**6**	**11,243**	**11,232**	**-11**	**34,880**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/07/18

Cost Centre Report

Month No : 4

		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
21	O/ Spaces & Leisure - General									
4010	Gross Pay	14,093	13,500	-593	52,529	54,000	1,471	162,000		109,471
4270	Employers Pension Contribution	779	876	97	3,045	3,504	459	10,510		7,465
5013	Graffiti Removal	0	0	0	0	500	500	1,500		1,500
5025	Lower St Johns Toilets	502	696	194	3,966	2,784	-1,182	8,350		4,384
5026	Greatness Rec Convenience	199	500	301	470	2,000	1,530	6,000		5,530
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	1,425	1,425	2,118	1,750	-368	2,600		482
5060	Sevenoaks Common	0	0	0	-315	0	315	3,500		3,815
5065	Tree Safety Survey	3,700	0	-3,700	0	0	0	3,600		3,600
5070	Other Woodlands	0	210	210	315	920	605	3,200		2,885
5110	Raleys/ K P Pavilion	0	100	100	0	400	400	2,080		2,080
5120	Raleys/KP Pitch & Grnd Mtce.	280	65	-215	280	182	-98	4,845		4,565
5310	Miscellaneous Open Spaces	997	1,791	794	3,335	7,167	3,832	21,500		18,165
5316	Skatepark Maintenance	0	0	0	42	2,550	2,508	2,550		2,508
5317	Raleys Car Park	0	0	0	480	0	-480	480		0
5320	Fertilizers	0	375	375	-495	375	870	1,200		1,695
5330	Grass Seed	0	0	0	786	0	-786	1,950		1,164
5340	Plants	190	100	-90	1,157	1,400	243	2,700		1,543
5410	Repairs & General Maintenance	0	125	125	174	500	326	1,500		1,326
5500	Equipment Hired and New	1,202	712	-490	1,828	2,388	560	8,000		6,172
5525	Equipment Maintenance	3,044	1,710	-1,334	3,532	3,220	-312	8,000		4,468
5550	Vehicle Expenses	0	45	45	3,722	3,036	-686	3,400		-322

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Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/07/18

Cost Centre Report

Month No : 4

		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
5700	Fuel	492	320	-172	2,153	1,460	-693	6,000		3,847
6000	Rent & Rates	-20	150	170	-341	300	641	1,500		1,841
6010	Light Heat & Cleaning	0	170	170	1,046	680	-366	2,040		994
6101	Telephone	32	17	-15	67	68	1	200		133
6104	Mobile Telephone	15	25	10	67	100	33	300		233
6320	Staff Training	0	208	208	0	832	832	2,500		2,500
6330	Welfare/Hospitality	14	17	3	58	68	10	200		142
6730	Subscriptions	0	0	0	141	150	9	200		59
6812	Road Dues	0	0	0	0	0	0	2,000		2,000
6851	Bus Shelter Maintenance	0	14	14	41	57	16	170		129
6900	Sundry Expenses	0	8	8	0	32	32	100		100
6922	Health&Safety/Risk Assessments	0	50	50	0	650	650	1,500		1,500
6930	Alarm Maintenance	0	0	0	99	0	-99	700		602
6931	CCTV Maintenance	0	0	0	-250	0	250	1,200		1,450
6934	Waste Bin Collection-Dog Bins	0	675	675	1,256	1,350	94	2,700		1,444
6935	Waste Bin Disposal-Waste Bins	192	335	144	856	1,320	464	4,000		3,144
6952	Protective Clothing	32	116	84	522	467	-55	1,400		878
		25,742	**24,335**	**-1,407**	**82,751**	**94,209**	**11,459**	**286,325**	**0**	**203,574**
	O/ Spaces & Leisure - General :- Expenditure	0	0	0	2,423	6,750	-4,327	20,000		
1022	Letting & Hire of Facilities	-1,050	0	-1,050	0	0	0	0		
1208	Food Fair Income	0	18	-18	10	99	-89	1,030		
1316	Raleys Car Park Permits	0	0	0	13	0	13	0		
1470	Income from Other Departments	0	0	0	0	0	0	1,200		
1850	Log Sales	0	51	-51	1,690	257	1,433	720		
1990	Other Income									
	O/ Spaces & Leisure - General :- Income	**-1,050**	**69**	**-1,119**	**4,136**	**7,106**	**-2,970**	**22,950**		
	Net Expenditure over Income	**26,792**	**24,266**	**-2,526**	**78,615**	**87,103**	**8,488**	**263,375**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/07/18

Month No : 4

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
22	O/ Spaces & Leisure - Cemetery									
4010	Gross Pay	5,315	5,000	-315	21,302	20,000	-1,302	60,000		38,698
4270	Employers Pension Contribution	467	491	24	1,862	1,967	105	5,900		4,038
5210	Cemetery Chapel & Office	0	0	0	0	0	0	170		170
5230	Cemetery Wshop/Messroom Mtce	800	0	-800	1,031	0	-1,031	170		-861
5340	Plants	0	0	0	361	0	-361	0		-361
5410	Repairs & General Maintenance	417	83	-334	426	333	-93	1,000		574
5500	Equipment Hired and New	0	176	176	726	374	-352	2,140		1,414
5525	Equipment Maintenance	0	100	100	758	200	-558	2,400		1,642
5700	Fuel	21	75	54	303	300	-3	900		597
6000	Rent & Rates	450	515	65	2,326	1,635	-691	5,700		3,374
6010	Light Heat & Cleaning	29	100	71	149	400	251	1,200		1,051
6101	Telephone	51	61	10	172	244	72	730		558
6104	Mobile Telephone	0	4	4	25	15	-10	40		15
6200	Printing & Stationery	0	17	17	318	68	-250	200		-118
6240	Computer/ Data Base/WP's	0	0	0	0	0	0	380		380
6320	Staff Training	0	500	500	0	1,000	1,000	1,500		1,500
6330	Welfare/Hospitality	41	12	-29	88	50	-38	150		62
6500	Goods for Resale	0	16	16	0	67	67	200		200
6630	Professional Fees	0	100	100	90	100	10	100		10
6730	Subscriptions	0	0	0	90	100	10	100		10
6802	Trees Plants Turf & Fertilizer	10	0	-10	329	800	471	1,500		1,171
6822	Roads Path & Boundaries	36	0	-36	157	126	-31	550		393
6832	Lawn/Wall of Remembrance	0	0	0	0	0	0	100		100

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/07/18

Cost Centre Report

Month No : 4

		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	4	4	0	25	16	-9	50		25
6922	Health&Safety/Risk Assessments	0	0	0	0	242	242	970		970
6930	Alarm Maintenance	0	0	0	612	850	238	1,150		538
6932	Cemetery Security	0	425	425	1,110	1,700	590	5,100		3,990
6935	Waste Bin Disposal-Waste Bins	77	100	23	420	400	-20	1,200		780
6952	Protective Clothing	0	50	50	27	200	173	600		573
	O/ Spaces & Leisure - Cemetery :- Expenditure	**7,716**	**7,829**	**113**	**32,706**	**31,187**	**-1,519**	**94,200**	**0**	**61,494**
1700	Cemetery Income	5,740	6,167	-427	25,538	24,667	871	74,000		
	O/ Spaces & Leisure - Cemetery :- Income	**5,740**	**6,167**	**-427**	**25,538**	**24,667**	**871**	**74,000**		
	Net Expenditure over Income	**1,976**	**1,662**	**-314**	**7,169**	**6,520**	**-649**	**20,200**		

Sevenoaks Town Council

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Month No : 4

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
23	O/ Spaces & Leisure- Allotment									
4010	Gross Pay	260	210	-50	1,606	840	-766	3,300		1,694
4270	Employers Pension Contribution	0	40	40	0	160	160	500		500
5410	Repairs & General Maintenance	0	1,000	1,000	2,378	1,000	-1,378	1,590		-788
6000	Rent & Rates	27	0	-27	-83	440	523	1,760		1,843
6002	QH Allotments Costs	707	0	-707	707	0	-707	0		-707
6922	Health&Safety/Risk Assessments	0	0	0	0	300	300	300		300
	O/ Spaces & Leisure- Allotment :- Expenditure	**995**	**1,250**	**255**	**4,608**	**2,740**	**-1,868**	**7,450**	**0**	**2,842**
1010	Rental Income	0	0	0	0	0	0	880		
1047	QH Allotments Income	0	0	0	228	0	228	3,150		
	O/ Spaces & Leisure- Allotment :- Income	**0**	**0**	**0**	**228**	**0**	**228**	**4,030**		
	Net Expenditure over Income	**995**	**1,250**	**255**	**4,380**	**2,740**	**-1,640**	**3,420**		

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Sevenoaks Town Council

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Cost Centre Report

Month No : 4

		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
26	Open Spaces-Street Lighting/Ge									
6861	Public Clock Maintenance	0	200	200	0	400	400	1,000		1,000
6862	Street Lighting	544	917	373	3,049	5,351	2,302	12,644		9,595
6865	In Bloom Costs	4,257	6,084	1,827	10,169	10,140	-29	16,224		6,055
	Open Spaces-Street Lighting/Ge :- Expenditure	**4,801**	**7,201**	**2,401**	**13,218**	**15,891**	**2,673**	**29,868**	**0**	**16,650**
1263	Cont'ns to street lighting	0	0	0	0	0	0	7,197		
1997	In Bloom Income	-100	0	-100	1,030	1,224	-194	1,224		
	Open Spaces-Street Lighting/Ge :- Income	**-100**	**0**	**-100**	**1,030**	**1,224**	**-194**	**8,421**		
	Net Expenditure over Income	**4,901**	**7,201**	**2,301**	**12,188**	**14,667**	**2,479**	**21,447**		

Sevenoaks Town Council

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Month No : 4

		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
28	O/ Spaces & Leisure-Vine Cafe									24,916
4010	Gross Pay	5,358	5,660	302	18,884	20,480	1,596	43,800		1,181
4270	Employers Pension Contribution	149	174	25	519	639	120	1,700		-37
5010	Vine Area General Maintenance	37	0	-37	37	0	-37	0		170
5410	Repairs & General Maintenance	165	42	-123	330	168	-162	500		-502
5500	Equipment Hired and New	260	150	-110	2,302	600	-1,702	1,800		21
5525	Equipment Maintenance	299	42	-257	479	168	-311	500		914
6000	Rent & Rates	55	100	45	286	400	114	1,200		1,015
6010	Light Heat & Cleaning	-6	0	6	585	400	-185	1,600		190
6101	Telephone	24	25	2	110	100	-10	300		-324
6200	Printing & Stationery	10	30	20	354	30	-324	30		100
6210	Postage & Courier	0	0	0	60	160	100	160		150
6240	Computer/ Data Base/WP's	0	13	13	0	52	52	150		300
6320	Staff Training	0	0	0	0	150	150	300		127
6460	Publicity & Democratic notices	0	21	21	123	84	-39	250		20,060
6500	Goods for Resale	2,599	3,953	1,354	8,940	13,104	4,164	29,000		300
6533	Copyright Fees/Royalties	0	0	0	0	0	0	300		100
6635	Professional Fees Licensing	0	0	0	0	100	100	100		23
6900	Sundry Expenses	12	15	3	157	60	-97	180		500
6922	Health&Safety/Risk Assessments	0	0	0	0	500	500	500		315
6930	Alarm Maintenance	0	0	0	185	0	-185	500		1,730
6935	Waste Bin Disposal-Waste Bins	62	0	-62	370	700	330	2,100		348
6976	Credit card charges	73	46	-27	202	183	-19	550		
	O/ Spaces & Leisure-Vine Cafe :- Expenditure	**9,098**	**10,271**	**1,173**	**33,923**	**38,078**	**4,155**	**85,520**	**0**	**51,597**

Sevenoaks Town Council

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Month No : 4

		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
1211	Sale of Goods	7,503	8,750	-1,247	23,292	23,000	292	57,000		
1212	Events Management	0	2,113	-2,113	0	11,621	-11,621	28,525		
	O/ Spaces & Leisure-Vine Cafe :- Income	**7,503**	**10,863**	**-3,360**	**23,292**	**34,621**	**-11,329**	**85,525**		
	Net Expenditure over Income	**1,595**	**-592**	**-2,187**	**10,631**	**3,457**	**-7,174**	**-5**		

Sevenoaks Town Council

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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
29	O/Spaces & Leisure-Vine Ground									
4010	Gross Pay	962	688	-274	3,332	2,752	-580	8,250		4,918
4270	Employers Pension Contribution	41	42	1	164	167	3	500		336
5010	Vine Area General Maintenance	138	284	146	1,514	1,134	-380	3,400		1,886
5014	Vine Kiosk	0	0	0	90	0	-90	0		-90
5020	Vine Public Convenience	617	1,000	383	1,449	4,000	2,551	12,000		10,551
6000	Rent & Rates	9	58	49	202	234	32	700		498
6010	Light Heat & Cleaning	7	0	-7	66	17	-49	65		-1
6460	Publicity & Democratic notices	0	0	0	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	556	0	-556	749	0	-749	620		-129
	O/Spaces & Leisure-Vine Ground :- Expenditure	**2,330**	**2,072**	**-258**	**7,568**	**8,554**	**986**	**28,885**	**0**	**21,317**
1208	Food Fair Income	1,050	0	1,050	1,775	1,050	725	3,152		
1805	Tea Kiosk Rental & Pavilion	0	795	-795	1,545	1,590	-45	3,180		
1870	Vine Club Insurance Contrib.	0	0	0	0	0	0	600		
	O/Spaces & Leisure-Vine Ground :- Income	**1,050**	**795**	**255**	**3,320**	**2,640**	**680**	**6,932**		
	Net Expenditure over Income	**1,280**	**1,277**	**-3**	**4,248**	**5,914**	**1,666**	**21,953**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/07/18

Cost Centre Report

Month No : 4

		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 F & G P - Bat & Ball Station										
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	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

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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 F & G P - Establishments										
4010	Gross Pay	25,303	24,750	-553	94,602	99,000	4,398	297,000		202,398
4270	Employers Pension Contribution	2,489	2,917	428	9,815	11,668	1,853	35,000		25,185
4271	Pension Deficiency	5,833	5,667	-166	23,333	22,668	-665	68,000		44,667
5410	Repairs & General Maintenance	16	0	-16	16	0	-16	0		-16
5500	Equipment Hired and New	1,202	208	-994	2,563	832	-1,731	2,500		-63
6000	Rent & Rates	-56	0	56	-56	0	56	0		56
6010	Light Heat & Cleaning	782	0	-782	829	0	-829	0		-829
6020	Insurance Cost	1,016	0	-1,016	7,518	13,000	5,482	17,000		9,482
6101	Telephone	377	209	-168	1,647	833	-814	2,500		853
6103	Fax	0	8	8	0	33	33	100		100
6200	Printing & Stationery	1,602	1,217	-385	4,993	4,868	-125	14,600		9,607
6210	Postage & Courier	355	416	61	1,713	1,668	-45	5,000		3,287
6240	Computer/ Data Base/WP's	2,979	1,120	-1,859	8,509	5,190	-3,319	13,580		5,071
6241	Website Costs	1,270	880	-390	2,600	880	-1,720	880		-1,720
6242	I.T. Infrastructure	0	0	0	0	0	0	5,200		5,200
6281	Furnishings,Furniture/Eqpt	0	0	0	259	0	-259	1,400		1,141
6300	Computers Accountancy	0	0	0	1,680	1,595	-85	4,000		2,320
6315	Recruitment Costs	0	334	334	240	1,334	1,094	4,000		3,760
6320	Staff Training	250	417	167	250	1,667	1,417	5,000		4,750
6321	Investors in People	0	0	0	0	0	0	790		790
6330	Welfare/Hospitality	61	164	103	618	656	38	1,970		1,352
6410	Civic Exps/Annual Reception	0	0	0	707	825	118	1,650		943
6415	Gifts/hospitality	-43	55	98	233	220	-13	400		167

Sevenoaks Town Council

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Month No : 4

		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
6420	Annual Parish Meeting	0	0	0	0	0	0	100		100
6421	Honour Bd. Badges & Insignia	0	15	15	0	130	130	250		250
6433	Mayors Allowance 2017/18	0	0	0	-436	0	436	0		436
6435	Members Expenses	1,965	2,000	35	1,965	2,000	35	3,930		1,965
6437	Mayors Allowance 2018/19	200	433	233	1,263	1,732	469	5,200		3,937
6438	Mayors Car Allowance 2018/19	0	0	0	0	0	0	2,340		2,340
6440	Press Notices	0	130	130	1,152	520	-632	1,500		348
6450	Bye Laws	0	0	0	0	0	0	100		100
6460	Publicity & Democratic notices	2,931	360	-2,571	4,358	1,040	-3,318	2,400		-1,958
6461	Banner Costs	0	85	85	840	340	-500	1,020		180
6610	Audit Fees	0	555	555	-1,020	555	1,575	5,200		6,220
6619	Irrecoverable VAT	0	0	0	0	0	0	6,000		6,000
6620	Legal Expenses	0	0	0	339	0	-339	5,000		4,661
6630	Professional Fees	34	0	-34	294	0	-294	0		-294
6635	Professional Fees Licensing	40	0	-40	850	0	-850	1,980		1,131
6650	Bad debts	0	0	0	125	0	-125	0		-125
6710	Conference Fees & Expenses	0	120	120	15	280	265	2,300		2,285
6720	Books and Periodicals	0	32	32	52	128	76	380		328
6730	Subscriptions	508	300	-208	2,945	3,300	355	3,500		555
6868	Summer Concerts	293	0	-293	293	0	-293	0		-293
6869	Special Events	35	0	-35	35	0	-35	0		-35
6889	Waste Sacks	491	350	-141	896	700	-196	1,400		504
6900	Sundry Expenses	44	41	-3	269	164	-105	490		221
6922	Health&Safety/Risk Assessments	0	0	0	-911	2,430	3,341	3,000		3,911
6939	Healthcare Services	0	0	0	854	0	-854	0		-854

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Month No : 4

		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
6975	Bank Charges	216	116	-100	655	463	-192	1,390		736
6976	Credit card charges	57	42	-15	213	168	-45	500		287
7010	Election Expenses	0	0	0	0	0	0	3,000		3,000
7611	Contingency provision	0	1,000	1,000	0	1,000	1,000	108,330		108,330
7614	Stag reserve	0	0	0	0	0	0	1,000		1,000
	F & G P - Establishments :- Expenditure	**50,250**	**43,941**	**-6,309**	**177,115**	**181,887**	**4,772**	**640,880**	**0**	**463,765**
1115	Interest on Deposits	1,507	500	1,007	3,882	2,000	1,882	6,000		
1231	Banner Income	0	250	-250	1,080	1,000	80	4,500		
1350	Revenue Grant income	0	0	0	500	0	500	0		
1889	Waste Sacks Income	224	150	74	998	500	498	1,200		
1990	Other Income	318	109	209	2,146	828	1,318	1,700		
	F & G P - Establishments :- Income	**2,049**	**1,009**	**1,040**	**8,606**	**4,328**	**4,278**	**13,400**		
	Net Expenditure over Income	**48,201**	**42,932**	**-5,269**	**168,509**	**177,559**	**9,050**	**627,480**		

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Cost Centre Report

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		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
32 F & G P - General										
6490	Christmas Lights Switch On	0	0	0	20	0	-20	26,000		25,980
6491	Remembrance Day/Civic Serv.	0	0	0	304	0	-304	2,700		2,396
6495	Number 8 bus expenses	3,343	3,005	-338	12,357	12,020	-337	36,056		23,699
6869	Special Events	2,764	1,370	-1,394	3,753	3,730	-23	6,500		2,747
6935	Waste Bin Disposal-Waste Bins	12	0	-12	12	0	-12	0		-12
	F & G P - General :- Expenditure	**6,119**	**4,375**	**-1,744**	**16,446**	**15,750**	**-696**	**71,256**	**0**	**54,810**
1490	Christmas Lights Switch On	0	0	0	0	0	0	5,000		
1495	Number 8 bus income	3,343	3,005	338	12,357	12,020	337	36,056		
1990	Other Income	0	0	0	0	0	0	4,000		
	F & G P - General :- Income	**3,343**	**3,005**	**338**	**12,357**	**12,020**	**337**	**45,056**		
	Net Expenditure over Income	**2,776**	**1,370**	**-1,406**	**4,089**	**3,730**	**-359**	**26,200**		

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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
33	F & G P - Council Offices									
4010	Gross Pay	1,749	1,575	-174	7,025	6,300	-725	18,900		11,875
4270	Employers Pension Contribution	86	47	-39	344	189	-155	570		226
5410	Repairs & General Maintenance	188	167	-21	606	667	61	2,000		1,394
6000	Rent & Rates	63	1,959	1,896	7,474	7,836	362	23,500		16,026
6010	Light Heat & Cleaning	342	915	573	1,972	2,260	288	6,000		4,028
6101	Telephone	0	0	0	48	0	-48	0		-48
6510	Catering Expenses	0	0	0	0	0	0	130		130
6900	Sundry Expenses	22	7	-15	22	30	8	90		68
6922	Health&Safety/Risk Assessments	0	0	0	0	150	150	300		300
6930	Alarm Maintenance	0	0	0	639	655	16	1,400		761
6935	Waste Bin Disposal-Waste Bins	62	62	0	370	248	-122	740		370
	F & G P - Council Offices :- Expenditure	**2,513**	**4,732**	**2,219**	**18,500**	**18,335**	**-165**	**53,630**	**0**	**35,129**
1022	Letting & Hire of Facilities	798	1,193	-395	5,040	4,775	265	14,319		
	F & G P - Council Offices :- Income	**798**	**1,193**	**-395**	**5,040**	**4,775**	**265**	**14,319**		
	Net Expenditure over Income	**1,715**	**3,539**	**1,824**	**13,460**	**13,560**	**100**	**39,311**		

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		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 I & G P - Community Centre										
4010	Gross Pay	2,520	2,683	163	10,591	10,734	143	32,200		21,609
4270	Employers Pension Contribution	116	125	9	462	500	38	1,500		1,038
5410	Repairs & General Maintenance	18	242	224	763	968	205	2,900		2,137
5500	Equipment Hired and New	21	0	-21	21	0	-21	0		-21
6000	Rent & Rates	512	1,310	798	2,636	2,333	-303	6,700		4,064
6010	Light Heat & Cleaning	0	0	0	154	0	-154	0		-154
6011	Electricity	149	225	76	1,072	900	-172	2,700		1,628
6012	Gas	0	0	0	0	0	0	1,800		1,800
6013	Cleaning	0	67	67	0	266	266	800		800
6101	Telephone	36	33	-3	144	133	-11	400		256
6104	Mobile Telephone	8	7	-1	25	27	2	80		55
6200	Printing & Stationery	0	6	6	15	24	9	70		55
6230	Office Furniture/Machinery	0	50	50	0	200	200	600		600
6240	Computer/ Data Base/WP's	0	25	25	0	100	100	300		300
6281	Furnishings,Furniture/Eqpt	0	224	224	10	224	214	320		310
6320	Staff Training	0	17	17	0	68	68	200		200
6460	Publicity & Democratic notices	0	42	42	0	167	167	500		500
6520	Refreshments for Resale	22	58	36	174	233	59	700		526
6533	Copyright Fees/Royalties	0	0	0	0	470	470	470		470
6635	Professional Fees Licensing	0	0	0	0	0	0	210		210
6842	Grounds Maintenance	0	42	42	0	168	168	500		500
6900	Sundry Expenses	0	4	4	68	16	-52	50		-18
6922	Health&Safety/Risk Assessments	0	0	0	-978	220	1,198	300		1,278

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Month No : 4

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
6930	Alarm Maintenance	0	0	0	298	225	-73	2,000		1,702
6931	CCTV Maintenance	0	0	0	300	300	0	300		0
6935	Waste Bin Disposal-Waste Bins	77	150	73	456	600	144	1,800		1,344
6939	Healthcare Services	0	159	159	47	634	587	1,900		1,853
	F & G P - Community Centre :- Expenditure	**3,478**	**5,469**	**1,991**	**16,259**	**19,510**	**3,251**	**59,300**	**0**	**43,041**
1022	Letting & Hire of Facilities	3,998	5,192	-1,194	27,262	20,768	6,494	62,300		
1457	Indoor Activities	363	227	136	1,028	909	119	2,728		
	F & G P - Community Centre :- Income	**4,361**	**5,419**	**-1,058**	**28,290**	**21,677**	**6,613**	**65,028**		
	Net Expenditure over Income	**-882**	**50**	**932**	**-12,030**	**-2,167**	**9,863**	**-5,728**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/07/18

Cost Centre Report

Month No : 4

		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
38 F & G P - Grants										
6937	Annual Subsidy-Comm Centre	25	83	58	96	332	236	1,000		904
6938	Annual Subsidy-Council Chamber	206	83	-123	700	332	-368	1,000		300
7500	Local Organisations Grants	0	0	0	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	150	0	-150	150	0	-150	5,000		4,850
7555	Youth Council Support	-104	0	104	-1	0	1	500		501
7556	Stag Community Arts Centre	0	0	0	27,000	27,000	0	27,000		0
	F & G P - Grants :- Expenditure	**277**	**166**	**-111**	**27,945**	**30,164**	**2,219**	**57,000**	**0**	**29,055**
	Net Expenditure over Income	**277**	**166**	**-111**	**27,945**	**30,164**	**2,219**	**57,000**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/07/18

Cost Centre Report

Month No : 4

		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
39	F & G P - Property									
5410	Repairs & General Maintenance	0	25	25	0	50	50	100		100
6000	Rent & Rates	166	0	-166	664	0	-664	0		-664
6010	Light Heat & Cleaning	0	0	0	444	0	-444	0		-444
	F & G P - Property :- Expenditure	**166**	**25**	**-141**	**1,108**	**50**	**-1,058**	**100**	**0**	**-1,008**
1016	Rental Income Raley's Centre	-15	0	-15	-10	0	-10	0		
1044	Knole Padck Gd Rents&Wayleaves	0	0	0	0	9,625	-9,625	19,250		
1045	Vine Ground Rents & Wayleaves	0	963	-963	0	3,851	-3,851	11,550		
1046	SCC Ground Rents & Wayleaves	0	0	0	750	645	105	3,900		
1469	O/S Ground Rents & Wayleaves	0	0	0	2,005	2,000	5	5,000		
	F & G P - Property :- Income	**-15**	**963**	**-978**	**2,745**	**16,121**	**-13,376**	**39,700**		
	Net Expenditure over Income	**181**	**-938**	**-1,119**	**-1,637**	**-16,071**	**-14,434**	**-39,600**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/07/18

Cost Centre Report

Month No : 4

		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
40	Sevenoaks Town Partnership									
6101	Telephone	0	8	8	6	32	26	100		94
6104	Mobile Telephone	6	0	-6	6	0	-6	0		-6
6200	Printing & Stationery	0	8	8	0	32	32	100		100
6240	Computer/ Data Base/WP's	0	42	42	828	167	-661	500		-328
6244	Information Screens	0	125	125	325	500	175	1,500		1,175
6322	Business Awards	660	1,000	340	1,124	1,000	-124	7,500		6,376
6323	Business Show	0	0	0	1,538	2,500	962	2,500		962
6710	Conference Fees & Expenses	0	58	58	0	232	232	700		700
6869	Special Events	972	0	-972	972	0	-972	0		-972
6900	Sundry Expenses	0	50	50	7	200	193	600		593
7000	Reinvestment	0	0	0	0	0	0	2,500		2,500
7608	Friends of Bat & Ball	0	250	250	0	550	550	1,000		1,000
7609	Vintage Bus Expenses	0	0	0	700	4,250	3,550	10,000		9,300
7616	Wellbeing show	0	0	0	1,073	2,500	1,427	2,500		1,427
	Sevenoaks Town Partnership :- Expenditure	**1,639**	**1,541**	**-98**	**6,580**	**11,963**	**5,383**	**29,500**	**0**	**22,920**
1206	Business Awards	0	0	0	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	500	0	500	2,390	3,500	-1,110	3,500		
1350	Revenue Grant income	0	0	0	0	0	0	1,000		
1435	Vintage Bus income	2,050	0	2,050	2,050	4,250	-2,200	10,000		
1990	Other Income	0	0	0	2,927	0	2,927	0		
	Sevenoaks Town Partnership :- Income	**2,550**	**0**	**2,550**	**12,772**	**13,500**	**-728**	**24,500**		
	Net Expenditure over Income	**-911**	**1,541**	**2,452**	**-6,192**	**-1,537**	**4,655**	**5,000**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/07/18

Cost Centre Report

Month No : 4

		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
50	Youth Cafe									
4010	Gross Pay	1,291	3,333	2,042	11,798	13,332	1,534	40,000		28,202
4270	Employers Pension Contribution	9	41	32	247	164	-83	500		253
5340	Plants	0	0	0	2	0	-2	0		-2
5410	Repairs & General Maintenance	0	83	83	295	332	37	1,000		705
6010	Light Heat & Cleaning	0	42	42	-500	168	668	500		1,000
6101	Telephone	44	47	4	176	186	10	560		384
6200	Printing & Stationery	0	42	42	441	168	-273	500		59
6240	Computer/ Data Base/WP's	0	62	62	0	248	248	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	0	0	0	8	0	-8	0		-8
6340	Staff Uniforms	0	50	50	50	100	50	200		150
6460	Publicity & Democratic notices	99	41	-58	99	166	67	500		401
6500	Goods for Resale	139	225	86	260	900	640	2,700		2,440
6573	Youth Magazine Expenditure	0	8	8	0	32	32	100		100
6635	Professional Fees Licensing	151	0	-151	151	200	50	200		50
6900	Sundry Expenses	0	13	13	0	52	52	150		150
6922	Health&Safety/Risk Assessments	0	0	0	0	0	0	400		400
	Youth Cafe :- Expenditure	**1,733**	**3,987**	**2,254**	**13,500**	**16,048**	**2,548**	**48,960**	**0**	**35,460**
1022	Letting & Hire of Facilities	650	325	325	565	1,300	-735	3,900		
1211	Sale of Goods	298	276	22	748	1,104	-356	3,315		
1350	Revenue Grant income	0	7,501	-7,501	10,000	10,000	0	10,000		

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Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/07/18

Cost Centre Report

Month No : 4

		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
		0	1,507	-1,507	0	6,028	-6,028	18,085		
1500	Fundraising									
		948	**9,609**	**-8,661**	**11,313**	**18,432**	**-7,119**	**35,300**		
	Youth Cafe :- Income									
	Net Expenditure over Income	**784**	**-5,622**	**-6,406**	**2,187**	**-2,384**	**-4,571**	**13,660**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/07/18

Month No : 4

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
60	Markets									2,146
4010	Gross Pay	170	242	72	754	968	214	2,900		-7
5410	Repairs & General Maintenance	0	0	0	107	25	-82	100		8,923
5420	Saturday market charges	1,077	1,125	48	4,577	4,500	-77	13,500		12,624
5421	Wednesday Market charges	2,001	1,750	-251	8,376	7,000	-1,376	21,000		13,500
5423	Friday market charges	0	1,125	1,125	0	4,500	4,500	13,500		5,305
6001	Blighs Market Charges	880	864	-16	5,065	3,456	-1,609	10,370		453
6010	Light Heat & Cleaning	29	42	13	47	167	120	500		2,583
6460	Publicity & Democratic notices	100	292	192	917	1,168	251	3,500		132
6900	Sundry Expenses	0	0	0	-132	0	132	0		16,957
7000	Reinvestment	0	0	0	0	0	0	16,957		
	Markets :- Expenditure	**4,257**	**5,440**	**1,183**	**19,711**	**21,784**	**2,073**	**82,327**	**0**	**62,616**
1017	Rental Income Sat Market	1,710	2,028	-318	7,309	8,112	-803	24,337		
1018	Rental Income Wed Market	1,032	1,768	-736	4,771	7,069	-2,299	21,212		
1019	Rental Income Blighs Market	1,209	1,523	-314	5,269	6,092	-824	18,278		
1024	Rental Income Friday Market	0	1,541	-1,541	0	6,164	-6,164	18,500		
	Markets :- Income	**3,951**	**6,860**	**-2,909**	**17,348**	**27,437**	**-10,089**	**82,327**		
	Net Expenditure over Income	**306**	**-1,420**	**-1,726**	**2,364**	**-5,653**	**-8,017**	**0**		

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Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/07/18

Cost Centre Report

Month No : 4

		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
70 Precept										
1995 Precept		90,716	90,716	0	362,865	362,864	1	1,088,593		
	Precept :- Income	**90,716**	**90,716**	**0**	**362,865**	**362,864**	**1**	**1,088,593**		
		-90,716	**-90,716**	**0**	**-362,865**	**-362,864**	**1**	**-1,088,593**		
	Net Expenditure over Income									
	Finance & General Purposes Expenditure	**123,780**	**125,306**	**1,526**	**483,182**	**517,382**	**34,201**	**1,651,731**	**0**	**1,168,549**
	Income	**121,845**	**136,668**	**-14,823**	**518,879**	**551,412**	**-32,533**	**1,644,419**		
	Net Expenditure over Income	**1,935**	**-11,362**	**-13,297**	**-35,697**	**-34,030**	**1,668**	**7,312**		

July 2018 Year to Date Variance analysis

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

Cost Centre	Actual costs	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Planning Committee					
General	11,243	11,232	(11)	34,880	Tracking budget through July.
Open Spaces & Leisure Committee					
General	78,615	87,103	8,488	263,375	Main differences due to timing differences in 5316/21 (£2,508), 5310/21 (£3,038) and 5065/21 (£3,700). £2,064 favourable in Gross Pay.
Cemetery	7,169	6,520	(649)	20,200	Adverse variance in 5230/22 Cemetery Workshop/Messroom Maintenance of £1,031
Allotments	4,380	2,740	(1,640)	3,420	Costs in Repairs & General Maintenance exceeding budget due to purchase of new notice board for Quakers Hall. Transfer to be made from capital receipts to fund the expenditure
Street lighting/ general	12,188	14,667	2,479	21,447	Streetlighting costs are less than budget to date (£2,302).
Vine Café	10,631	3,457	(7,174)	(5)	Favourable 1211/28 Sale of Goods income than budgeted to date (£292). Favourable expenditure on Gross Pay (£1,596) and Goods for Resale (£4164). Unfavourable variance due to 1212/28 Events Management. To be investigated.
Vine Grounds	4,248	5,914	1,666	21,953	Favourable variance largely due to the new contract for the Vine Public Convenience cleaning starting in April, but no invoice is due until May. Favourable variance with Food Fair Income.

July 2018 Year to Date Variance analysis

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

Cost Centre	Actual costs	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Finance & General Purposes Committee					
Bat & Ball Station			-	7,312	Due to open later in the year.
Establishments	168,509	177,559	9,050	627,480	£6,251 favourable variance between Gross Pay & Pension Contributions. £5,482 favourable variance with Insurance Costs. Adverse variance in 6240/31 Computers (£3,319). Favourable variance in Health & Safety/Risk Assessments (£3,341). Partly due to invoice accrued for that has yet to come in, worth £911. Favourable variance in Other Income (£1,318). Favourable income in 1115/31 Interest on Deposits (£1,882).
General	4,089	3,730	(359)	26,200	Tracking budget through July.
Council Offices	13,460	13,560	100	39,311	Tracking budget through July.
Community Centre	(12,030)	(2,167)	9,863	(5,728)	Favourable variance mainly due to much higher than expected income from Letting & Hire of Facilities (£6,494). Additional Favourable variance due to accrued invoice in 6922/36 Health & Safety/Risk Assessments that has yet to come in.
Grants	27,945	30,164	2,219	57,000	Favourable variance due to phasing of 7500/38 Local Organisation Grants.
Property	(1,637)	(16,071)	(14,434)	(39,600)	Variance due to timing difference with Wayleaves.

July 2018 Year to Date Variance analysis

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

Cost Centre	Actual costs	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Sevenoaks Town Partnership	(6,192)	(1,537)	4,655	5,000	Variance due to timing and budget phasing differences with income and expenses for events (Vintage Bus).
Youth Cafe	2,187	(2,384)	(4,571)	13,660	Variance due to 1500/50 Fundraising (£6,028).
Markets	2,364	(5,653)	(8,017)	-	Variance mainly due to Friday market included in budget but which has not been finalised. Also, income from the markets is below budget and expenses are above budget.
Precept	(362,865)	(362,864)	1	(1,088,593)	Annual total is the same, but the budget and actual figures have been redone on an accruals basis, so it shows 1/12 of the precept per month.
Rolling Cap Budget	93,439	-	(93,439)		
Total (exc. capital items)	(35,696)	(34,030)	1,666		

Summary by Committee:				
Planning	11,243	11,232	(11)	34,880
Open spaces & Leisure	106,600	116,944	10,344	330,395
Vine Café	10,631	3,457	(7,174)	(5)
Finance & General Purpose	198,695	197,201	(1,494)	730,635
Precept	(362,865)	(362,864)	1	(1,088,593)
Rolling Capital Budget	93,439	-	(93,439)	-
Total (exc. Capital items)	(35,696)	(34,030)	1,666	

Sevenoaks Town Council

Working Capital Summary as at 31 July 2018

	B/fwd 01-Apr-18 £	Movement* £	C/fwd 31-Jul-18 £		31-Jul-17 £
Current Assets					
Stock	1,041	-	1,041		1,680
Trade debtors	46,260	(22,140)	24,120		52,353
VAT	27,715	16,814	44,529		104,585
Prepayments and other debtors	61,185	(24,027)	37,158		33,264
Cash at bank and in hand	2,175,341	1,052,930	3,228,270		2,562,144
	2,311,542	1,023,576	3,335,118		2,754,029
Current Liabilities					
Trade creditors	85,507	18,051	103,558		344,824
Accruals and other creditors	269,270	(163,814)	105,456		84,831
Prior Mayors charity account	-	-	-		-
Precept received in advance of budget	-	181,432	181,432	Note 1	171,604
Receipts in advance (rent and hall hire)	26,042	(19,760)	6,282		11,892
	380,819	15,910	396,729		613,152
Net Current Assets	1,930,723	1,007,667	2,938,389		2,140,877
Represented by:					
General Funds					
Revenue Reserves	307,905	(57,855)	250,050	Note 2	(59,697)
Earmarked/Designated Funds					
Pension Reserve	2,814	-	2,814		2,814
Rolling Capital Prog Revenue Reserve	53,502	(10,308)	43,194		20,059
Street Lighting Reserve	7,737	-	7,737		7,337
Community Centre Reserve	16,398	-	16,398		13,398
Stag Winding Up Reserve	6,000	-	6,000		5,000
Planning Fees Reserve	12,500	-	12,500		12,500
Youth Activities Reserve	-	-	-		-
Contingency Provision Reserve	55,442	-	55,442		10,263
Pension Deficit Reserve	-	-	-		69,866
Capital Receipts Reserve	1,279,584	459,512	1,739,096		1,967,576
CIL Earmarked Reserve	99,993	568,335	668,328		-
Capital Projects Reserve	-	-	-		-
No 8 bus Reserve	63,529	41,682	105,211	Note 3	31,077
QH Allotments Key Reserve	4,035	(30)	4,005		-
Mayor's Charity Reserve	21,284	6,331	27,614	Note 4	7,068
	1,622,818	1,065,521	2,688,339		2,146,958
	1,930,723	1,007,667	2,938,389		2,087,260

* 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 2 months operational costs

Note 2 Year to date net inflow in revenue reserves of £35,697 less net capital expenditure of £93,439

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

Sevenoaks Town Council

Statement of Fund Balances as at 31 July 2018

£ (2017/18)		S&P Rating 30/06/2018 Long term	S&P Rating 30/06/2018 Short term	Values £	Total Values £	Percent of Total Funds %	Interest rate
	Bank of Scotland						
800,000	Treasury deposit (1m)	A+	A1	0	0	0.00%	0.65%
	National Westminster Bank	A-	A2				
496	Business Reserve Account			594			0.01%
357,788	Current Account			1,600,313			
504	Payroll Account			725			
1,000	HITB Youth café			1,000			
6,753	Sevenoaks Town Partnership			7,873			
9,861	Mayors Charity Account			27,640			
					1,638,145	50.74%	
	HSBC	AA-	A1+				0.04%
50,164	Business money manager			50,191	50,191	1.55%	
	Handelsbanken	AA-	A1+				0.15%
62,199	Deposit account			62,880			0.25%
260,005	35 day notice account			260,005			
					322,885	10.00%	
	Nationwide	A	A1				0.45%
1,002,549	Instant Saver			1,206,251			0.45%
10,016	Sevenoaks Fund Instant Saver			10,057			
					1,216,308	37.68%	
	Clydesdale	BBB+	A2				
1	Current account			1	1		
					739	0.02%	
810	Petty Cash						
2,562,144					3,228,270	100.00%	

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/08/18

Cost Centre Report

Month No : 5

		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
11	Planning - General									
4010	Gross Pay	2,660	2,660	0	13,300	13,300	0	31,920		18,620
6240	Computer/ Data Base/WP's	0	0	0	0	0	0	510		510
6630	Professional Fees	0	10	10	453	452	-1	2,000		1,547
6720	Books and Periodicals	0	0	0	0	0	0	300		300
7500	Local Organisations Grants	0	0	0	150	150	0	150		0
	Planning - General :- Expenditure	**2,660**	**2,670**	**10**	**13,903**	**13,902**	**-1**	**34,880**	**0**	**20,977**
	Net Expenditure over Income	**2,660**	**2,670**	**10**	**13,903**	**13,902**	**-1**	**34,880**		

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Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/08/18

Cost Centre Report

Month No : 5

		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
21 O/ Spaces & Leisure - General										
4010	Gross Pay	14,354	13,500	-854	66,883	67,500	617	162,000		95,117
4270	Employers Pension Contribution	505	876	371	3,550	4,380	830	10,510		6,960
5010	Vine Area General Maintenance	3	0	-3	3	0	-3	0		-3
5013	Graffiti Removal	0	0	0	0	500	500	1,500		1,500
5025	Lower St Johns Toilets	154	696	542	4,120	3,480	-640	8,350		4,230
5026	Greatness Rec Convenience	0	500	500	470	2,500	2,030	6,000		5,530
5030	St Nicholas Burial Ground	166	0	-166	235	0	-235	0		-235
5040	Footpaths, Bridle Ways, ROW	0	0	0	0	0	0	150		150
5050	Seats And Litter Bins	0	0	0	2,118	1,750	-368	2,600		482
5060	Sevenoaks Common	0	0	0	-315	0	315	3,500		3,815
5065	Tree Safety Survey	0	0	0	0	0	0	3,600		3,600
5070	Other Woodlands	0	0	0	315	920	605	3,200		2,885
5110	Raleys/ K P Pavilion	0	100	100	0	500	500	2,080		2,080
5120	Raleys/KP Pitch & Grnd Mtce.	152	117	-35	432	299	-133	4,845		4,413
5310	Miscellaneous Open Spaces	1,775	1,792	17	5,109	8,959	3,850	21,500		16,391
5316	Skatepark Maintenance	7,018	0	-7,018	7,060	2,550	-4,510	2,550		-4,510
5317	Raleys Car Park	0	480	480	480	480	0	480		0
5320	Fertilizers	230	0	-230	-265	375	640	1,200		1,465
5330	Grass Seed	99	0	-99	885	0	-885	1,950		1,065
5340	Plants	0	0	0	1,157	1,400	243	2,700		1,543
5410	Repairs & General Maintenance	0	125	125	174	625	451	1,500		1,326
5500	Equipment Hired and New	46	712	666	1,874	3,100	1,226	8,000		6,126
5525	Equipment Maintenance	278	470	192	3,811	3,690	-121	8,000		4,189

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/08/18

Cost Centre Report

Month No : 5

		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
5550	Vehicle Expenses	1,297	46	-1,251	5,018	3,082	-1,936	3,400		-1,618
5700	Fuel	597	420	-177	2,749	1,880	-869	6,000		3,251
6000	Rent & Rates	0	150	150	-341	450	791	1,500		1,841
6010	Light Heat & Cleaning	5	170	165	1,051	850	-201	2,040		989
6101	Telephone	11	17	6	78	85	7	200		122
6104	Mobile Telephone	0	25	25	67	125	58	300		233
6200	Printing & Stationery	51	0	-51	51	0	-51	0		-51
6320	Staff Training	0	208	208	0	1,040	1,040	2,500		2,500
6330	Welfare/Hospitality	0	17	17	58	85	27	200		142
6730	Subscriptions	0	0	0	141	150	9	200		59
6812	Road Dues	0	0	0	0	0	0	2,000		2,000
6851	Bus Shelter Maintenance	0	14	14	41	71	30	170		129
6900	Sundry Expenses	0	8	8	0	40	40	100		100
6922	Health&Safety/Risk Assessments	0	50	50	0	700	700	1,500		1,500
6930	Alarm Maintenance	0	200	200	99	200	102	700		602
6931	CCTV Maintenance	0	0	0	-250	0	250	1,200		1,450
6934	Waste Bin Collection-Dog Bins	0	0	0	1,256	1,350	94	2,700		1,444
6935	Waste Bin Disposal-Waste Bins	249	335	86	1,105	1,655	550	4,000		2,895
6952	Protective Clothing	253	117	-136	775	584	-191	1,400		625
	O/ Spaces & Leisure - General :- Expenditure	**27,244**	**21,145**	**-6,099**	**109,995**	**115,354**	**5,360**	**286,325**	**0**	**176,330**
1022	Letting & Hire of Facilities	2,115	0	2,115	4,538	6,750	-2,212	20,000		
1316	Raleys Car Park Permits	0	18	-18	10	117	-107	1,030		
1470	Income from Other Departments	200	0	200	213	0	213	0		
1850	Log Sales	0	0	0	0	0	0	1,200		

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Cost Centre Report

Month No : 5

		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
1990	Other Income	179	51	128	1,869	308	1,561	720		
	O/ Spaces & Leisure - General :- Income	**2,494**	**69**	**2,425**	**6,629**	**7,175**	**-546**	**22,950**		
	Net Expenditure over Income	**24,750**	**21,076**	**-3,674**	**103,365**	**108,179**	**4,814**	**263,375**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/08/18

Cost Centre Report

Month No : 5

		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
22	O/ Spaces & Leisure - Cemetery									
4010	Gross Pay	4,837	5,000	163	26,139	25,000	-1,139	60,000		33,861
4270	Employers Pension Contribution	660	492	-168	2,522	2,459	-63	5,900		3,378
5210	Cemetery Chapel & Office	0	0	0	0	0	0	170		170
5230	Cemetery Wshop/Messroom Mtce	7	0	-7	1,039	0	-1,039	170		-869
5340	Plants	0	0	0	361	0	-361	0		-361
5410	Repairs & General Maintenance	0	84	84	426	417	-9	1,000		574
5500	Equipment Hired and New	22	0	-22	748	374	-374	2,140		1,392
5525	Equipment Maintenance	112	100	-12	870	300	-570	2,400		1,530
5700	Fuel	145	75	-70	448	375	-73	900		452
6000	Rent & Rates	450	515	65	2,776	2,150	-626	5,700		2,924
6010	Light Heat & Cleaning	31	100	69	180	500	320	1,200		1,020
6101	Telephone	42	61	19	214	305	91	730		516
6104	Mobile Telephone	0	4	4	25	19	-6	40		15
6200	Printing & Stationery	0	17	17	318	85	-233	200		-118
6240	Computer/ Data Base/WP's	0	0	0	0	0	0	380		380
6320	Staff Training	0	0	0	0	1,000	1,000	1,500		1,500
6330	Welfare/Hospitality	0	13	13	88	63	-25	150		62
6500	Goods for Resale	0	17	17	0	84	84	200		200
6630	Professional Fees	0	0	0	90	100	10	100		10
6730	Subscriptions	0	0	0	90	100	10	100		10
6802	Trees Plants Turf & Fertilizer	0	0	0	329	800	471	1,500		1,171
6822	Roads Path & Boundaries	0	0	0	157	126	-31	550		393
6832	Lawn/Wall of Remembrance	0	0	0	0	0	0	100		100

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Detailed Income & Expenditure by Year to Date Budget Heading 31/08/18

Cost Centre Report

Month No : 5

		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	4	4	25	20	-5	50		25
6922	Health&Safety/Risk Assessments	0	0	0	0	242	242	970		970
6930	Alarm Maintenance	0	300	300	612	1,150	538	1,150		538
6932	Cemetery Security	360	425	65	1,470	2,125	655	5,100		3,630
6935	Waste Bin Disposal-Waste Bins	153	100	-53	573	500	-73	1,200		627
6952	Protective Clothing	139	50	-89	166	250	84	600		434
	O/ Spaces & Leisure - Cemetery :- Expenditure	**6,958**	**7,357**	**399**	**39,665**	**38,544**	**-1,121**	**94,200**	**0**	**54,535**
1700	Cemetery Income	3,418	6,167	-2,749	28,956	30,834	-1,878	74,000		
	O/ Spaces & Leisure - Cemetery :- Income	**3,418**	**6,167**	**-2,749**	**28,956**	**30,834**	**-1,878**	**74,000**		
	Net Expenditure over Income	**3,540**	**1,190**	**-2,350**	**10,709**	**7,710**	**-2,999**	**20,200**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/08/18

Cost Centre Report

Month No : 5

		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
23	O/ Spaces & Leisure- Allotment									
4010	Gross Pay	202	210	8	1,808	1,050	-758	3,300		1,492
4270	Employers Pension Contribution	0	40	40	0	200	200	500		500
5410	Repairs & General Maintenance	126	0	-126	2,503	1,000	-1,503	1,590		-913
6000	Rent & Rates	0	0	0	-83	440	523	1,760		1,843
6002	QH Allotments Costs	0	0	0	707	0	-707	0		-707
6460	Publicity & Democratic notices	195	0	-195	195	0	-195	0		-195
6922	Health&Safety/Risk Assessments	0	0	0	0	300	300	300		300
	O/ Spaces & Leisure- Allotment :- Expenditure	**523**	**250**	**-273**	**5,130**	**2,990**	**-2,140**	**7,450**	**0**	**2,320**
1010	Rental Income	0	0	0	0	0	0	880		
1047	QH Allotments Income	0	0	0	228	0	228	3,150		
	O/ Spaces & Leisure- Allotment :- Income	**0**	**0**	**0**	**228**	**0**	**228**	**4,030**		
	Net Expenditure over Income	**523**	**250**	**-273**	**4,902**	**2,990**	**-1,912**	**3,420**		

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Cost Centre Report

Month No : 5

		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
26	Open Spaces-Street Lighting/Ge									
		0	0	0	0	400	400	1,000		1,000
6861	Public Clock Maintenance	542	917	375	3,592	6,268	2,676	12,644		9,052
6862	Street Lighting	2,589	6,084	3,495	12,758	16,224	3,466	16,224		3,466
6865	In Bloom Costs									
		3,131	**7,001**	**3,870**	**16,349**	**22,892**	**6,543**	**29,868**	**0**	**13,519**
	Open Spaces-Street Lighting/Ge :- Expenditure									
		0	0	0	0	0	0	7,197		
1263	Cont'ns to street lighting	250	0	250	1,280	1,224	56	1,224		
1997	In Bloom Income									
		250	**0**	**250**	**1,280**	**1,224**	**56**	**8,421**		
	Open Spaces-Street Lighting/Ge :- Income									
		2,881	**7,001**	**4,120**	**15,069**	**21,668**	**6,599**	**21,447**		
	Net Expenditure over Income									

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Month No : 5

		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
28 O/ Spaces & Leisure-Vine Cafe										
4010	Gross Pay	5,633	5,660	27	24,517	26,140	1,623	43,800		19,283
4270	Employers Pension Contribution	180	174	-6	699	813	114	1,700		1,001
5010	Vine Area General Maintenance	0	0	0	37	0	-37	0		-37
5410	Repairs & General Maintenance	16	42	26	346	210	-136	500		154
5500	Equipment Hired and New	187	150	-37	2,489	750	-1,739	1,800		-689
5525	Equipment Maintenance	0	42	42	479	210	-269	500		21
6000	Rent & Rates	55	100	45	341	500	159	1,200		859
6010	Light Heat & Cleaning	448	400	-48	1,034	800	-234	1,600		566
6101	Telephone	28	25	-3	138	125	-13	300		162
6200	Printing & Stationery	0	0	0	354	30	-324	30		-324
6210	Postage & Courier	0	0	0	60	160	100	160		100
6240	Computer/ Data Base/WP's	0	13	13	0	65	65	150		150
6320	Staff Training	0	150	150	0	300	300	300		300
6460	Publicity & Democratic notices	0	21	21	123	105	-18	250		127
6500	Goods for Resale	1,987	3,953	1,966	10,927	17,057	6,130	29,000		18,073
6533	Copyright Fees/Royalties	0	0	0	0	0	0	300		300
6635	Professional Fees Licensing	0	0	0	0	100	100	100		100
6900	Sundry Expenses	0	15	15	157	75	-82	180		23
6922	Health&Safety/Risk Assessments	0	0	0	0	500	500	500		500
6930	Alarm Maintenance	0	0	0	185	0	-185	500		315
6935	Waste Bin Disposal-Waste Bins	187	350	163	558	1,050	492	2,100		1,542
6976	Credit card charges	91	45	-46	292	228	-64	550		258
O/ Spaces & Leisure-Vine Cafe :- Expenditure		**8,813**	**11,140**	**2,327**	**42,736**	**49,218**	**6,482**	**85,520**	**0**	**42,784**

Sevenoaks Town Council

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Cost Centre Report

Month No : 5

		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
1211	Sale of Goods	5,955	8,750	-2,795	29,247	31,750	-2,503	57,000		
1212	Events Management	0	2,113	-2,113	0	13,734	-13,734	28,525		
	O/ Spaces & Leisure-Vine Cafe :- Income	**5,955**	**10,863**	**-4,908**	**29,247**	**45,484**	**-16,237**	**85,525**		
	Net Expenditure over Income	**2,858**	**277**	**-2,581**	**13,489**	**3,734**	**-9,755**	**-5**		

Sevenoaks Town Council

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Cost Centre Report

Month No : 5

		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
29	O/Spaces & Leisure-Vine Ground									
4010	Gross Pay	732	688	-44	4,064	3,440	-624	8,250		4,186
4270	Employers Pension Contribution	39	42	3	204	209	5	500		296
5010	Vine Area General Maintenance	1,936	283	-1,653	3,451	1,417	-2,034	3,400		-51
5014	Vine Kiosk	0	0	0	90	0	-90	0		-90
5020	Vine Public Convenience	0	1,000	1,000	1,449	5,000	3,551	12,000		10,551
6000	Rent & Rates	0	58	58	202	292	90	700		498
6010	Light Heat & Cleaning	90	0	-90	157	17	-140	65		-92
6460	Publicity & Democratic notices	60	0	-60	60	250	190	250		190
6635	Professional Fees Licensing	0	0	0	0	0	0	100		100
6868	Summer Concerts	400	1,500	1,100	400	1,500	1,100	3,000		2,600
6931	CCTV Maintenance	0	620	620	749	620	-129	620		-129
	O/Spaces & Leisure-Vine Ground :- Expenditure	**3,258**	**4,191**	**933**	**10,826**	**12,745**	**1,919**	**28,885**	**0**	**18,059**
1208	Food Fair Income	1,370	0	1,370	3,145	1,050	2,095	3,152		
1805	Tea Kiosk Rental & Pavilion	0	0	0	1,545	1,590	-45	3,180		
1870	Vine Club Insurance Contrib.	0	0	0	0	0	0	600		
	O/Spaces & Leisure-Vine Ground :- Income	**1,370**	**0**	**1,370**	**4,690**	**2,640**	**2,050**	**6,932**		
	Net Expenditure over Income	**1,888**	**4,191**	**2,303**	**6,136**	**10,105**	**3,969**	**21,953**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/08/18

Cost Centre Report

Month No : 5

		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	F & G P - Bat & Ball Station									
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	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		

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Month No : 5

		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 F & G P - Establishments										
4010	Gross Pay	31,251	24,750	-6,501	125,854	123,750	-2,104	297,000		171,146
4270	Employers Pension Contribution	2,991	2,916	-75	12,806	14,584	1,778	35,000		22,194
4271	Pension Deficiency	5,833	5,667	-166	29,167	28,335	-832	68,000		38,833
5410	Repairs & General Maintenance	0	0	0	16	0	-16	0		-16
5500	Equipment Hired and New	450	208	-242	3,013	1,040	-1,973	2,500		-513
6000	Rent & Rates	0	0	0	-56	0	56	0		56
6010	Light Heat & Cleaning	0	0	0	829	0	-829	0		-829
6020	Insurance Cost	1,016	0	-1,016	8,534	13,000	4,466	17,000		8,466
6101	Telephone	714	208	-506	2,361	1,041	-1,320	2,500		139
6103	Fax	0	8	8	0	41	41	100		100
6200	Printing & Stationery	518	1,217	699	5,511	6,085	574	14,600		9,089
6210	Postage & Courier	206	416	210	1,919	2,084	165	5,000		3,081
6240	Computer/ Data Base/WP's	938	800	-138	9,447	5,990	-3,457	13,580		4,133
6241	Website Costs	0	0	0	2,600	880	-1,720	880		-1,720
6242	I.T. Infrastructure	0	0	0	0	0	0	5,200		5,200
6281	Furnishings,Furniture/Eqpt	0	0	0	259	0	-259	1,400		1,141
6300	Computers Accountancy	0	0	0	1,680	1,595	-85	4,000		2,320
6315	Recruitment Costs	108	333	225	348	1,667	1,319	4,000		3,652
6320	Staff Training	0	416	416	250	2,083	1,833	5,000		4,750
6321	Investors in People	0	0	0	0	0	0	790		790
6330	Welfare/Hospitality	189	164	-25	806	820	14	1,970		1,164
6410	Civic Exps/Annual Reception	0	0	0	707	825	118	1,650		943
6415	Gifts/hospitality	0	0	0	233	220	-13	400		167

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Month No : 5

		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
6420	Annual Parish Meeting	0	0	0	0	0	0	100		100
6421	Honour Bd. Badges & Insignia	0	15	15	0	145	145	250		250
6433	Mayors Allowance 2017/18	0	0	0	-436	0	436	0		436
6435	Members Expenses	0	0	0	1,965	2,000	35	3,930		1,965
6437	Mayors Allowance 2018/19	200	433	233	1,463	2,165	702	5,200		3,737
6438	Mayors Car Allowance 2018/19	0	0	0	0	0	0	2,340		2,340
6440	Press Notices	0	130	130	1,152	650	-502	1,500		348
6450	Bye Laws	0	0	0	0	0	0	100		100
6460	Publicity & Democratic notices	334	150	-184	4,692	1,190	-3,502	2,400		-2,292
6461	Banner Costs	210	85	-125	1,050	425	-625	1,020		-30
6610	Audit Fees	960	0	-960	-60	555	615	5,200		5,260
6619	Irrecoverable VAT	0	0	0	0	0	0	6,000		6,000
6620	Legal Expenses	0	740	740	339	740	401	5,000		4,661
6630	Professional Fees	0	0	0	294	0	-294	0		-294
6635	Professional Fees Licensing	-5	0	5	845	0	-845	1,980		1,136
6650	Bad debts	0	0	0	125	0	-125	0		-125
6710	Conference Fees & Expenses	317	260	-57	332	540	208	2,300		1,968
6720	Books and Periodicals	0	32	32	52	160	108	380		328
6730	Subscriptions	0	50	50	2,945	3,350	405	3,500		555
6868	Summer Concerts	1,022	0	-1,022	1,315	0	-1,315	0		-1,315
6869	Special Events	0	0	0	35	0	-35	0		-35
6889	Waste Sacks	0	0	0	896	700	-196	1,400		504
6900	Sundry Expenses	70	41	-29	339	205	-134	490		151
6922	Health&Safety/Risk Assessments	0	0	0	-911	2,430	3,341	3,000		3,911
6930	Alarm Maintenance	88	0	-88	88	0	-88	0		-88

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/08/18

Cost Centre Report

Month No : 5

		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
6939	Healthcare Services	0	0	0	854	0	-854	0		-854
6975	Bank Charges	156	116	-40	811	579	-232	1,390		579
6976	Credit card charges	53	42	-11	266	210	-56	500		234
7010	Election Expenses	0	0	0	0	0	0	3,000		3,000
7611	Contingency provision	2,761	0	-2,761	2,761	1,000	-1,761	108,330		105,569
7614	Stag reserve	0	0	0	0	0	0	1,000		1,000
	F & G P - Establishments :- Expenditure	**50,381**	**39,197**	**-11,184**	**227,496**	**221,084**	**-6,412**	**640,880**	**0**	**413,384**
1115	Interest on Deposits	638	500	138	4,520	2,500	2,020	6,000		
1231	Banner Income	0	250	-250	1,080	1,250	-170	4,500		
1350	Revenue Grant income	0	0	0	500	0	500	0		
1470	Income from Other Departments	11	0	11	11	0	11	0		
1889	Waste Sacks Income	187	150	37	1,185	650	535	1,200		
1990	Other Income	-1,030	109	-1,139	1,116	937	179	1,700		
	F & G P - Establishments :- Income	**-195**	**1,009**	**-1,204**	**8,412**	**5,337**	**3,075**	**13,400**		
	Net Expenditure over Income	**50,576**	**38,188**	**-12,388**	**219,085**	**215,747**	**-3,338**	**627,480**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/08/18

Cost Centre Report

Month No : 5

		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
32 F & G P - General										
6490	Christmas Lights Switch On	247	0	-247	267	0	-267	26,000		25,733
6491	Remembrance Day/Civic Serv.	384	0	-384	688	0	-688	2,700		2,012
6495	Number 8 bus expenses	3,917	3,844	-73	16,274	15,864	-410	36,056		19,782
6868	Summer Concerts	32	0	-32	32	0	-32	0		-32
6869	Special Events	708	1,370	663	4,460	5,100	640	6,500		2,040
6935	Waste Bin Disposal-Waste Bins	0	0	0	12	0	-12	0		-12
	F & G P - General :- Expenditure	**5,287**	**5,214**	**-73**	**21,733**	**20,964**	**-769**	**71,256**	**0**	**49,523**
1490	Christmas Lights Switch On	0	0	0	0	0	0	5,000		
1495	Number 8 bus income	3,917	3,844	73	16,274	15,864	410	36,056		
1990	Other Income	0	0	0	0	0	0	4,000		
	F & G P - General :- Income	**3,917**	**3,844**	**73**	**16,274**	**15,864**	**410**	**45,056**		
	Net Expenditure over Income	**1,370**	**1,370**	**0**	**5,459**	**5,100**	**-359**	**26,200**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/08/18

Cost Centre Report

Month No : 5

		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	175	1,575	1,400	7,199	7,875	676	18,900		11,701
4270	Employers Pension Contribution	0	48	48	344	237	-107	570		226
5410	Repairs & General Maintenance	0	167	167	606	834	228	2,000		1,394
6000	Rent & Rates	2,055	1,958	-97	9,529	9,794	265	23,500		13,971
6010	Light Heat & Cleaning	1,114	915	-199	3,086	3,175	89	6,000		2,914
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	8	8	22	38	16	90		68
6922	Health&Safety/Risk Assessments	0	0	0	0	150	150	300		300
6930	Alarm Maintenance	0	0	0	639	655	16	1,400		761
6935	Waste Bin Disposal-Waste Bins	62	62	0	433	310	-123	740		307
	F & G P - Council Offices :- Expenditure	**3,406**	**4,733**	**1,326**	**21,906**	**23,068**	**1,161**	**53,630**	**0**	**31,723**
1022	Letting & Hire of Facilities	1,026	1,193	-167	6,066	5,968	98	14,319		
	F & G P - Council Offices :- Income	**1,026**	**1,193**	**-167**	**6,066**	**5,968**	**98**	**14,319**		
	Net Expenditure over Income	**2,380**	**3,540**	**1,159**	**15,840**	**17,100**	**1,259**	**39,311**		

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Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/08/18

Cost Centre Report

Month No : 5

		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
36 F & G P - Community Centre										
4010	Gross Pay	2,592	2,684	92	13,183	13,418	235	32,200		19,017
4270	Employers Pension Contribution	129	125	-4	591	625	34	1,500		909
5410	Repairs & General Maintenance	63	242	179	826	1,210	384	2,900		2,074
5500	Equipment Hired and New	0	0	0	21	0	-21	0		-21
6000	Rent & Rates	368	502	134	3,004	2,835	-169	6,700		3,696
6010	Light Heat & Cleaning	0	0	0	154	0	-154	0		-154
6011	Electricity	129	225	96	1,201	1,125	-76	2,700		1,499
6012	Gas	207	0	-207	207	0	-207	1,800		1,593
6013	Cleaning	0	66	66	0	332	332	800		800
6101	Telephone	84	34	-50	227	167	-60	400		173
6104	Mobile Telephone	0	6	6	25	33	8	80		55
6200	Printing & Stationery	0	6	6	15	30	15	70		55
6230	Office Furniture/Machinery	0	50	50	0	250	250	600		600
6240	Computer/ Data Base/WP's	0	25	25	0	125	125	300		300
6281	Furnishings,Furniture/Eqpt	0	0	0	10	224	214	320		310
6320	Staff Training	0	17	17	0	85	85	200		200
6460	Publicity & Democratic notices	0	42	42	0	209	209	500		500
6520	Refreshments for Resale	32	59	27	206	292	86	700		494
6533	Copyright Fees/Royalties	0	0	0	0	470	470	470		470
6635	Professional Fees Licensing	0	0	0	0	0	0	210		210
6842	Grounds Maintenance	0	42	42	0	210	210	500		500
6900	Sundry Expenses	0	4	4	68	20	-48	50		-18
6922	Health&Safety/Risk Assessments	0	80	80	-978	300	1,278	300		1,278

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/08/18

Cost Centre Report

Month No : 5

		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
6930	Alarm Maintenance	0	0	0	298	225	-73	2,000		1,702
6931	CCTV Maintenance	0	0	0	300	300	0	300		0
6935	Waste Bin Disposal-Waste Bins	171	150	-21	628	750	122	1,800		1,172
6939	Healthcare Services	0	158	158	47	792	745	1,900		1,853
	F & G P - Community Centre :- Expenditure	**3,774**	**4,517**	**743**	**20,033**	**24,027**	**3,994**	**59,300**	**0**	**39,267**
1022	Letting & Hire of Facilities	7,592	5,191	2,401	34,854	25,959	8,895	62,300		
1457	Indoor Activities	58	227	-170	1,085	1,136	-51	2,728		
	F & G P - Community Centre :- Income	**7,650**	**5,418**	**2,232**	**35,939**	**27,095**	**8,844**	**65,028**		
	Net Expenditure over Income	**-3,876**	**-901**	**2,975**	**-15,906**	**-3,068**	**12,838**	**-5,728**		

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Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/08/18

Cost Centre Report

Month No : 5

		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
38 F & G P - Grants										
6937	Annual Subsidy-Comm Centre	29	83	54	125	415	290	1,000		875
6938	Annual Subsidy-Council Chamber	125	83	-42	825	415	-410	1,000		175
7500	Local Organisations Grants	0	0	0	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	150	0	-150	5,000		4,850
7555	Youth Council Support	262	0	-262	261	0	-261	500		239
7556	Stag Community Arts Centre	0	0	0	27,000	27,000	0	27,000		0
	F & G P - Grants :- Expenditure	**415**	**166**	**-249**	**28,360**	**30,330**	**1,970**	**57,000**	**0**	**28,640**
	Net Expenditure over Income	**415**	**166**	**-249**	**28,360**	**30,330**	**1,970**	**57,000**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/08/18

Cost Centre Report

Month No : 5

		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
39 F & G P - Property										
5410	Repairs & General Maintenance	0	0	0	0	50	50	100		100
6000	Rent & Rates	166	0	-166	830	0	-830	0		-830
6010	Light Heat & Cleaning	57	0	-57	501	0	-501	0		-501
	F & G P - Property :- Expenditure	**223**	**0**	**-223**	**1,331**	**50**	**-1,281**	**100**	**0**	**-1,231**
1016	Rental Income Raley's Centre	5	0	5	-5	0	-5	0		
1044	Knole Padck Gd Rents&Wayleaves	0	0	0	0	9,625	-9,625	19,250		
1045	Vine Ground Rents & Wayleaves	0	962	-962	0	4,813	-4,813	11,550		
1046	SCC Ground Rents & Wayleaves	0	0	0	750	645	105	3,900		
1469	O/S Ground Rents & Wayleaves	0	0	0	2,005	2,000	5	5,000		
	F & G P - Property :- Income	**5**	**962**	**-957**	**2,750**	**17,083**	**-14,333**	**39,700**		
	Net Expenditure over Income	**218**	**-962**	**-1,180**	**-1,419**	**-17,033**	**-15,614**	**-39,600**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/08/18

Cost Centre Report

Month No : 5

		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
40 Sevenoaks Town Partnership										
6101	Telephone	0	8	8	6	40	34	100		94
6104	Mobile Telephone	0	0	0	6	0	-6	0		-6
6200	Printing & Stationery	0	9	9	0	41	41	100		100
6240	Computer/ Data Base/WP's	0	41	41	828	208	-620	500		-328
6244	Information Screens	0	125	125	325	625	300	1,500		1,175
6322	Business Awards	544	4,100	3,556	1,668	5,100	3,432	7,500		5,832
6323	Business Show	0	0	0	1,538	2,500	962	2,500		962
6710	Conference Fees & Expenses	0	58	58	0	290	290	700		700
6869	Special Events	0	0	0	972	0	-972	0		-972
6900	Sundry Expenses	0	50	50	7	250	243	600		593
7000	Reinvestment	0	0	0	0	0	0	2,500		2,500
7608	Friends of Bat & Ball	0	150	150	0	700	700	1,000		1,000
7609	Vintage Bus Expenses	5,200	5,000	-200	5,900	9,250	3,350	10,000		4,100
7616	Wellbeing show	0	0	0	1,073	2,500	1,427	2,500		1,427
	Sevenoaks Town Partnership :- Expenditure	**5,744**	**9,541**	**3,797**	**12,324**	**21,504**	**9,180**	**29,500**	**0**	**17,176**
1206	Business Awards	3,520	550	2,970	3,895	3,300	595	7,000		
1207	Business Show	0	0	0	5,030	3,000	2,030	3,000		
1209	Wellbeing show income	0	0	0	2,390	3,500	-1,110	3,500		
1350	Revenue Grant income	0	0	0	0	0	0	1,000		
1435	Vintage Bus income	2,078	5,000	-2,922	4,128	9,250	-5,122	10,000		
1990	Other Income	0	0	0	2,927	0	2,927	0		
	Sevenoaks Town Partnership :- Income	**5,598**	**5,550**	**48**	**18,370**	**19,050**	**-680**	**24,500**		
	Net Expenditure over Income	**146**	**3,991**	**3,845**	**-6,046**	**2,454**	**8,500**	**5,000**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/08/18

Cost Centre Report

Month No : 5

		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
50	Youth Cafe									
4010	Gross Pay	1,411	3,333	1,922	13,209	16,665	3,457	40,000		26,792
4270	Employers Pension Contribution	4	42	38	251	206	-45	500		249
5340	Plants	0	0	0	2	0	-2	0		-2
5410	Repairs & General Maintenance	0	83	83	295	415	120	1,000		705
6010	Light Heat & Cleaning	0	42	42	-500	210	710	500		1,000
6101	Telephone	44	46	3	220	232	12	560		340
6200	Printing & Stationery	0	42	42	441	210	-231	500		59
6240	Computer/ Data Base/WP's	915	63	-852	915	311	-604	750		-165
6281	Furnishings,Furniture/Eqpt	0	0	0	453	0	-453	500		47
6320	Staff Training	0	400	400	20	400	380	400		380
6330	Welfare/Hospitality	0	0	0	8	0	-8	0		-8
6340	Staff Uniforms	0	0	0	50	100	50	200		150
6460	Publicity & Democratic notices	183	42	-141	282	208	-74	500		218
6500	Goods for Resale	0	225	225	260	1,125	865	2,700		2,440
6573	Youth Magazine Expenditure	0	8	8	0	40	40	100		100
6635	Professional Fees Licensing	109	0	-109	260	200	-60	200		-60
6900	Sundry Expenses	0	12	12	0	64	64	150		150
6922	Health&Safety/Risk Assessments	0	0	0	0	0	0	400		400
	Youth Cafe :- Expenditure	**2,665**	**4,338**	**1,673**	**16,165**	**20,386**	**4,221**	**48,960**	**0**	**32,795**
1022	Letting & Hire of Facilities	0	325	-325	565	1,625	-1,060	3,900		
1211	Sale of Goods	120	276	-156	868	1,380	-512	3,315		
1350	Revenue Grant income	0	0	0	10,000	10,000	0	10,000		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/08/18

Cost Centre Report

Month No : 5

		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
1500	Fundraising	0	1,507	-1,507	0	7,535	-7,535	18,085		
	Youth Cafe :- Income	120	2,108	-1,988	11,433	20,540	-9,107	35,300		
	Net Expenditure over Income	**2,545**	**2,230**	**-315**	**4,732**	**-154**	**-4,886**	**13,660**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/08/18

Cost Centre Report

Month No : 5

		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
60	Markets									
4010	Gross Pay	181	242	61	935	1,210	275	2,900		1,965
5410	Repairs & General Maintenance	156	25	-131	262	50	-212	100		-162
5420	Saturday market charges	1,346	1,125	-221	5,923	5,625	-298	13,500		7,577
5421	Wednesday Market charges	2,452	1,750	-702	10,827	8,750	-2,077	21,000		10,173
5423	Friday market charges	0	1,125	1,125	0	5,625	5,625	13,500		13,500
6001	Blighs Market Charges	880	864	-16	5,945	4,320	-1,625	10,370		4,425
6010	Light Heat & Cleaning	0	42	42	47	209	162	500		453
6460	Publicity & Democratic notices	0	292	292	917	1,460	543	3,500		2,583
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	**5,014**	**5,465**	**451**	**24,726**	**27,249**	**2,523**	**82,327**	**0**	**57,601**
1017	Rental Income Sat Market	1,706	2,028	-322	9,015	10,140	-1,125	24,337		
1018	Rental Income Wed Market	1,190	1,768	-578	5,961	8,837	-2,877	21,212		
1019	Rental Income Blighs Market	1,092	1,523	-431	6,361	7,615	-1,255	18,278		
1024	Rental Income Friday Market	0	1,542	-1,542	0	7,706	-7,706	18,500		
	Markets :- Income	**3,988**	**6,861**	**-2,873**	**21,336**	**34,298**	**-12,962**	**82,327**		
	Net Expenditure over Income	**1,026**	**-1,396**	**-2,422**	**3,390**	**-7,049**	**-10,439**	**0**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/08/18

Cost Centre Report

Month No : 5

		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
70 Precept										
1995 Precept		90,716	90,716	0	453,581	453,580	1	1,088,593		
	Precept :- Income	**90,716**	**90,716**	**0**	**453,581**	**453,580**	**1**	**1,088,593**		
	Net Expenditure over Income	**-90,716**	**-90,716**	**0**	**-453,581**	**-453,580**	**1**	**-1,088,593**		
	Finance & General Purposes Expenditure	**129,497**	**126,925**	**-2,572**	**612,679**	**644,307**	**31,628**	**1,651,731**	**0**	**1,039,052**
	Income	**126,312**	**134,760**	**-8,448**	**645,191**	**686,172**	**-40,981**	**1,644,419**		
	Net Expenditure over Income	**3,185**	**-7,836**	**-11,020**	**-32,513**	**-41,865**	**-9,352**	**7,312**		

August 2018 Year to Date Variance analysis

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

Cost Centre	Actual costs	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Planning Committee					
General	13,903	13,902	(1)	34,880	Tracking budget through August.
Open Spaces & Leisure Committee					
General	103,365	108,179	4,814	263,375	A minor underspend on Salaries & Pensions to date (£617 & £830). Underspend on Greatness Rec Conveniences (£2,030) due to lower than expected cleaning costs. Skatepark Maintenance costs to be offset by RCP. Miscellaneous Open Spaces difference due to phasing differences that should correct in Month 6. Negative variance on Letting & Hire of Facilities due to phasing differences.
Cemetery	10,709	7,710	(2,999)	20,200	Overspend on Gross Pay due to higher than expected volume of Out of Hours Funerals, resulting in more additional overtime. Slightly less than budgeted Ceetery Income to date (£1,878).
Allotments	4,902	2,990	(1,912)	3,420	Costs in Repairs & General Maintenance exceeding budget due to purchase of new notice board for Quakers Hall. Transfer to be made from capital receipts to fund the expenditure.
Street lighting/ general	15,069	21,668	6,599	21,447	Streetlighting costs are less than budget to date (£2,302). In Bloom costs below budget due to 1 monthly flower bill that has not yet been received.
Vine Café	13,489	3,734	(9,755)	(5)	Unfavourable Sale of Goods income against budgeted to date (£2,503). Favourable expenditure on Gross Pay (£1,623) and Goods for Resale (£6,130). Unfavourable variance due to 1212/28 Events Management. Events Management to be looked at in September.
Vine Grounds	6,136	10,105	3,969	21,953	Favourable variance largely due to the new contract for the Vine Public Convenience cleaning starting in April, but no invoice is due until May. Unfavourable expenditure in Vine Area General Maintenance due to Anti-Slip work done on the bridge). Favourable variance with Food Fair Income.

August 2018 Year to Date Variance analysis

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

Cost Centre	Actual costs	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Finance & General Purposes Committee					
Bat & Ball Station			-	7,312	Due to open later in the year.
Establishments	219,085	215,747	(3,338)	627,480	Overspend in Equipment Hired & New (£513 on annual budget) due to purchase of air coolers Monthly variance for Equipment Hired & New due to more even phasing for the year. £4,466 favourable variance with Insurance Costs. Adverse variance in Computers (£3,457) due to new computers and laptops. Favourable variance in Health & Safety/Risk Assessments (£3,341). Partly due to invoice accrued for that has yet to come in, worth £911. Favourable income in 1115/31 Interest on Deposits (£2,020) due to high fund balances. Adverse variance in Publicity & Democratic Notices, to be investigated as possible mis-posting of event advertising and job postings.
General	5,459	5,100	(359)	26,200	Tracking budget through August.
Council Offices	15,840	17,100	1,260	39,311	Tracking budget through August. Caretaker leaving resulted in small favourable Gross Salary variance.
Community Centre	(15,906)	(3,068)	12,838	(5,728)	Favourable variance mainly due to much higher than expected income from Letting & Hire of Facilities (£8,895). Additional Favourable variance due to accrued invoice in 6922/36 Health & Safety/Risk Assessments that has yet to come in.
Grants	28,360	30,330	1,970	57,000	Favourable variance due to phasing of 7500/38 Local Organisation Grants.
Property	(1,419)	(17,033)	(15,614)	(39,600)	Variance due to budgeting for SDC to use both the Vine Waste and Knole Paddock as a solution to their temporary parking need, but then SDC opting only for Knole Paddock, at the lower total rate.

August 2018 Year to Date Variance analysis

Note

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

Cost Centre	Actual costs	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Sevenoaks Town Partnership	(6,046)	2,454	8,500	5,000	Variance due to timing and budget phasing differences with income and expenses for events (Vintage Bus & Business Awards). Favourable Variances with Business Show income and Other Income further boost the favourable variance.
Youth Cafe	4,732	(134)	(4,866)	13,660	Variance due to 1500/50 Fundraising (£7,535). Lowering hours and closures whilst staffing is settled have contributed to lower than budgeted costs.
Markets	3,390	(7,049)	(10,439)	-	Variance mainly due to income from the markets is below budget and expenses are above budget. Friday Market not running contributed £2,081 to the adverse variance.
Precept	(454,581)	(455,580)	1	(1,088,593)	Annual total is the same, but the budget and actual figures have been redone on an accruals basis, so it shows 1/12 of the precept per month.
Rolling Cap Budget	369,054	-	(369,054)		
Total (exc. capital items)	(32,513)	(41,865)	(9,352)		

Summary by Committee:

Planning	13,903	13,902	(1)	34,880
Open spaces & Leisure	140,181	150,652	10,471	330,395
Vine Café	13,489	3,734	(9,755)	(5)
Finance & General Purpose	253,495	243,427	(10,068)	730,635
Precept	(454,581)	(455,580)	1	(1,088,593)
Rolling Capital Budget	369,054	-	(369,054)	-
Total (exc. Capital items)	(32,513)	(41,865)	(9,352)	

Sevenoaks Town Council

Working Capital Summary as at 31 August 2018

	B/fwd 01-Apr-18 £	Movement* £	C/fwd 31-Aug-18 £		31-Aug-17 £
Current Assets					
Stock	1,041	0	1,041		1,680
Trade debtors	46,260	(7,801)	38,459		43,380
VAT	27,715	43,097	70,812		39,843
Prepayments and other debtors	61,185	(27,676)	33,509		31,199
Cash at bank and in hand	2,175,341	729,550	2,904,890		2,240,485
	2,311,542	737,170	3,048,711		2,356,587
Current Liabilities					
Trade creditors	85,507	127,018	212,525		77,704
Accruals and other creditors	269,270	(160,742)	108,528		113,608
Prior Mayors charity account	-	-	-		-
Precept received in advance of budget	-	90,716	90,716	Note 1	85,802
Receipts in advance (rent and hall hire)	26,042	(15,908)	10,134		11,323
	380,819	41,084	421,903		288,438
Net Current Assets	1,930,723	696,086	2,626,808		2,068,149
Represented by:					
General Funds					
Revenue Reserves	307,905	(336,653)	(28,748)	Note 2	(123,305)
Earmarked/Designated Funds					
Pension Reserve	2,814	(0)	2,814		2,814
Rolling Capital Prog Revenue Reserve	53,502	(10,308)	43,194		36,559
Street Lighting Reserve	7,737	0	7,737		7,337
Community Centre Reserve	16,398	0	16,398		13,398
Stag Winding Up Reserve	6,000	-	6,000		5,000
Planning Fees Reserve	12,500	-	12,500		12,500
Youth Activities Reserve	-	-	-		-
Contingency Provision Reserve	55,442	(0)	55,442		10,263
Pension Deficit Reserve	-	-	-		46,866
Capital Receipts Reserve	1,279,584	459,512	1,739,096		1,968,276
CIL Earmarked Reserve	99,993	568,335	668,328		53,616
Capital Projects Reserve	-	-	-		-
No 8 bus Reserve	63,529	31,756	95,285	Note 3	28,073
QH Allotments Key Reserve	4,035	(30)	4,005		
Mayor's Charity Reserve	21,284	(16,527)	4,757	Note 4	6,752
	1,622,818	1,032,738	2,655,556		2,191,454
	1,930,723	696,086	2,626,808		2,068,149

* 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 £32,513 less net capital expenditure of £369,054

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 mayor's charities.

Sevenoaks Town Council

Statement of Fund Balances as at 31 August 2018

£ (2017/18)		S&P Rating 30/06/2018 Long term	S&P Rating 30/06/2018 Short term	Values £	Total Values £	Percent of Total Funds %	Interest rate
	Bank of Scotland						
800,000	Treasury deposit (1m)	A+	A1	800,000	800,000	27.54%	0.65%
	National Westminster Bank	A-	A2				
496	Business Reserve Account			643			0.01%
237,582	Current Account			498,030			
725	Payroll Account			725			
1,000	HITB Youth café			1,000			
6,753	Sevenoaks Town Partnership			7,873			
7,942	Mayors Charity Account			5,833	514,104	17.70%	
	HSBC	AA-	A1+				0.04%
50,164	Business money manager			50,191	50,191	1.73%	
	Handelsbanken	AA-	A1+				0.15%
62,199	Deposit account			62,943			0.25%
260,005	35 day notice account			260,005	322,948	11.12%	
	Nationwide	A	A1				0.45%
802,790	Instant Saver			1,206,717			0.45%
10,019	Sevenoaks Fund Instant Saver			10,061	1,216,778	41.89%	
	Clydesdale	BBB+	A2				
1	Current account			1	1		
812	Petty Cash				867	0.03%	
2,240,485					2,904,890	100.00%	

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Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/18

Cost Centre Report

Month No : 6

		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
11	Planning - General									
4010	Gross Pay	2,660	2,660	0	15,960	15,960	0	31,920		15,960
6240	Computer/ Data Base/WP's	0	0	0	0	0	0	510		510
6630	Professional Fees	0	10	10	453	462	9	2,000		1,547
6720	Books and Periodicals	0	0	0	0	0	0	300		300
7500	Local Organisations Grants	0	0	0	150	150	0	150		0
	Planning - General :- Expenditure	**2,660**	**2,670**	**10**	**16,563**	**16,572**	**9**	**34,880**	**0**	**18,317**
	Net Expenditure over Income	**2,660**	**2,670**	**10**	**16,563**	**16,572**	**9**	**34,880**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/18

Cost Centre Report

Month No : 6

		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
21	O/ Spaces & Leisure - General									
4010	Gross Pay	6,163	13,500	7,337	73,046	81,000	7,954	162,000		88,954
4270	Employers Pension Contribution	695	876	181	4,245	5,256	1,011	10,510		6,265
5010	Vine Area General Maintenance	-3	0	3	0	0	0	0		0
5013	Graffiti Removal	0	0	0	0	500	500	1,500		1,500
5025	Lower St Johns Toilets	1,526	696	-830	5,646	4,176	-1,471	8,350		2,704
5026	Greatness Rec Convenience	398	500	102	868	3,000	2,132	6,000		5,132
5030	St Nicholas Burial Ground	-235	0	235	0	0	0	0		0
5040	Footpaths, Bridle Ways, ROW	0	0	0	0	0	0	150		150
5050	Seats And Litter Bins	57	0	-57	2,175	1,750	-425	2,600		425
5060	Sevenoaks Common	0	0	0	-315	0	315	3,500		3,815
5065	Tree Safety Survey	0	0	0	0	0	0	3,600		3,600
5070	Other Woodlands	105	0	-105	420	920	500	3,200		2,780
5110	Raleys/ K P Pavilion	152	100	-52	152	600	448	2,080		1,928
5120	Raleys/KP Pitch & Grnd Mtce.	535	700	165	967	999	32	4,845		3,878
5310	Miscellaneous Open Spaces	15,505	10,792	-4,713	20,614	19,751	-863	21,500		886
5316	Skatepark Maintenance	-7,018	0	7,018	42	2,550	2,508	2,550		2,508
5317	Raleys Car Park	8	0	-8	488	480	-8	480		-8
5320	Fertilizers	0	375	375	-265	750	1,015	1,200		1,465
5330	Grass Seed	0	0	0	885	0	-885	1,950		1,065
5340	Plants	0	0	0	1,157	1,400	243	2,700		1,543
5410	Repairs & General Maintenance	250	125	-125	424	750	326	1,500		1,076
5500	Equipment Hired and New	222	712	490	2,096	3,812	1,716	8,000		5,904
5525	Equipment Maintenance	-1,183	260	1,443	2,628	3,950	1,322	8,000		5,372

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/18

Cost Centre Report

lonth No : 6

		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
5550	Vehicle Expenses	-2,845	45	2,890	2,174	3,127	953	3,400		1,226
5700	Fuel	618	580	-38	3,367	2,460	-907	6,000		2,633
6000	Rent & Rates	-56	150	206	-397	600	997	1,500		1,897
6010	Light Heat & Cleaning	232	170	-62	1,283	1,020	-263	2,040		757
6101	Telephone	26	17	-9	105	102	-3	200		95
6104	Mobile Telephone	8	25	17	75	150	75	300		225
6200	Printing & Stationery	-51	0	51	0	0	0	0		0
6320	Staff Training	0	208	208	0	1,248	1,248	2,500		2,500
6330	Welfare/Hospitality	21	17	-4	79	102	23	200		121
6730	Subscriptions	0	0	0	141	150	9	200		59
6812	Road Dues	0	0	0	0	0	0	2,000		2,000
6851	Bus Shelter Maintenance	0	15	15	41	86	45	170		129
6900	Sundry Expenses	0	8	8	0	48	48	100		100
6922	Health&Safety/Risk Assessments	12	300	288	12	1,000	988	1,500		1,488
6930	Alarm Maintenance	0	0	0	99	200	102	700		602
6931	CCTV Maintenance	0	1,200	1,200	-250	1,200	1,450	1,200		1,450
6934	Waste Bin Collection-Dog Bins	637	675	38	1,893	2,025	132	2,700		807
6935	Waste Bin Disposal-Waste Bins	0	335	335	1,105	1,990	885	4,000		2,895
6952	Protective Clothing	0	116	116	775	700	-75	1,400		625
		15,778	**32,497**	**16,719**	**125,773**	**147,851**	**22,079**	**286,325**	**0**	**160,552**
	O/ Spaces & Leisure - General :- Expenditure	752	0	752	5,290	6,750	-1,460	20,000		
1022	Letting & Hire of Facilities	-5	18	-23	5	135	-130	1,030		
1316	Raleys Car Park Permits	-200	0	-200	13	0	13	0		
1470	Income from Other Departments	918	0	918	918	0	918	1,200		
1850	Log Sales									

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/18

Cost Centre Report

Month No : 6

		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
1990	Other Income	224	51	173	2,093	359	1,734	720		
	O/ Spaces & Leisure - General :- Income	**1,689**	**69**	**1,620**	**8,319**	**7,244**	**1,075**	**22,950**		
	Net Expenditure over Income	**14,089**	**32,428**	**18,339**	**117,454**	**140,607**	**23,153**	**263,375**		

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onth No : 6

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/18

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
22 Of Spaces & Leisure - Cemetery										
4010	Gross Pay	4,969	5,000	31	31,108	30,000	-1,108	60,000		28,892
4270	Employers Pension Contribution	415	491	76	2,937	2,950	13	5,900		2,963
5210	Cemetery Chapel & Office	0	0	0	0	0	0	170		170
5230	Cemetery Wshop/Messroom Mtce	0	0	0	1,039	0	-1,039	170		-869
5340	Plants	-361	0	361	0	0	0	0		0
5410	Repairs & General Maintenance	40	83	43	465	500	35	1,000		535
5500	Equipment Hired and New	61	62	1	809	436	-373	2,140		1,331
5525	Equipment Maintenance	1,237	100	-1,137	2,107	400	-1,707	2,400		293
5700	Fuel	74	75	2	522	450	-72	900		378
6000	Rent & Rates	450	515	65	3,225	2,665	-560	5,700		2,475
6010	Light Heat & Cleaning	32	100	68	212	600	388	1,200		988
6101	Telephone	50	61	11	264	366	102	730		466
6104	Mobile Telephone	8	4	-4	33	23	-10	40		7
6200	Printing & Stationery	51	17	-34	369	102	-267	200		-169
6240	Computer/ Data Base/WP's	0	0	0	0	0	0	380		380
6320	Staff Training	0	0	0	0	1,000	1,000	1,500		1,500
6330	Welfare/Hospitality	0	12	12	88	75	-13	150		62
6500	Goods for Resale	0	16	16	0	100	100	200		200
6630	Professional Fees	0	0	0	90	100	10	100		10
6730	Subscriptions	0	0	0	90	100	10	100		10
6802	Trees Plants Turf & Fertilizer	363	400	37	692	1,200	508	1,500		808
6822	Roads Path & Boundaries	0	126	126	157	252	95	550		393
6832	Lawn/Wall of Remembrance	0	0	0	0	0	0	100		100

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/18

Cost Centre Report

Month No : 6

		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	8	4	-4	33	24	-9	50		17
6922	Health&Safety/Risk Assessments	0	243	243	0	485	485	970		970
6930	Alarm Maintenance	0	0	0	612	1,150	538	1,150		538
6932	Cemetery Security	730	425	-305	2,200	2,550	350	5,100		2,900
6935	Waste Bin Disposal-Waste Bins	0	100	100	573	600	27	1,200		627
6952	Protective Clothing	0	50	50	166	300	134	600		434
	O/ Spaces & Leisure - Cemetery :- Expenditure	**8,127**	**7,884**	**-243**	**47,792**	**46,428**	**-1,364**	**94,200**	**0**	**46,408**
1700	Cemetery Income	11,239	6,166	5,073	40,195	37,000	3,195	74,000		
	O/ Spaces & Leisure - Cemetery :- Income	**11,239**	**6,166**	**5,073**	**40,195**	**37,000**	**3,195**	**74,000**		
	Net Expenditure over Income	**-3,111**	**1,718**	**4,829**	**7,597**	**9,428**	**1,831**	**20,200**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/18

Cost Centre Report

Month No : 6

		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
23 O/ Spaces & Leisure- Allotment										
4010	Gross Pay	453	600	147	2,260	1,650	-610	3,300		1,040
4270	Employers Pension Contribution	0	50	50	0	250	250	500		500
5410	Repairs & General Maintenance	-2,032	0	2,032	471	1,000	529	1,590		1,119
5500	Equipment Hired and New	195	0	-195	195	0	-195	0		-195
6000	Rent & Rates	490	440	-50	407	880	473	1,760		1,353
6002	QH Allotments Costs	0	0	0	707	0	-707	0		-707
6460	Publicity & Democratic notices	-195	0	195	0	0	0	0		0
6922	Health&Safety/Risk Assessments	0	0	0	0	300	300	300		300
	O/ Spaces & Leisure- Allotment :- Expenditure	**-1,090**	**1,090**	**2,180**	**4,040**	**4,080**	**40**	**7,450**	**0**	**3,410**
1010	Rental Income	875	880	-5	875	880	-5	880		
1047	QH Allotments Income	5,454	3,150	2,304	5,682	3,150	2,532	3,150		
	O/ Spaces & Leisure- Allotment :- Income	**6,329**	**4,030**	**2,299**	**6,557**	**4,030**	**2,527**	**4,030**		
	Net Expenditure over Income	**-7,419**	**-2,940**	**4,479**	**-2,516**	**50**	**2,566**	**3,420**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/18

Cost Centre Report

Month No : 6

		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
26	Open Spaces-Street Lighting/Ge									
6861	Public Clock Maintenance	119	0	-119	119	400	281	1,000		881
6862	Street Lighting	1,056	917	-139	4,648	7,185	2,537	12,644		7,996
6865	In Bloom Costs	2,633	0	-2,633	15,391	16,224	833	16,224		833
	Open Spaces-Street Lighting/Ge :- Expenditure	**3,808**	**917**	**-2,891**	**20,158**	**23,809**	**3,651**	**29,868**	**0**	**9,710**
1263	Cont'ns to street lighting	0	0	0	0	0	0	7,197		
1997	In Bloom Income	0	0	0	1,280	1,224	56	1,224		
	Open Spaces-Street Lighting/Ge :- Income	**0**	**0**	**0**	**1,280**	**1,224**	**56**	**8,421**		
	Net Expenditure over Income	**3,808**	**917**	**-2,891**	**18,878**	**22,585**	**3,707**	**21,447**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/18

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
28 O/ Spaces & Leisure-Vine Cafe										
4010	Gross Pay	4,376	5,660	1,284	28,893	31,800	2,907	43,800		14,907
4270	Employers Pension Contribution	118	174	56	817	987	170	1,700		883
5010	Vine Area General Maintenance	-37	0	37	0	0	0	0		0
5410	Repairs & General Maintenance	0	42	42	346	252	-94	500		154
5500	Equipment Hired and New	0	150	150	2,489	900	-1,589	1,800		-689
5525	Equipment Maintenance	174	42	-132	653	252	-401	500		-153
6000	Rent & Rates	55	100	45	396	600	204	1,200		804
6010	Light Heat & Cleaning	0	0	0	1,034	800	-234	1,600		566
6101	Telephone	24	25	1	162	150	-12	300		138
6200	Printing & Stationery	-332	0	332	22	30	8	30		8
6210	Postage & Courier	0	0	0	60	160	100	160		100
6240	Computer/ Data Base/WP's	0	13	13	0	78	78	150		150
6320	Staff Training	135	0	-135	135	300	165	300		165
6460	Publicity & Democratic notices	0	21	21	123	126	3	250		127
6500	Goods for Resale	2,192	3,953	1,761	13,119	21,010	7,891	29,000		15,881
6533	Copyright Fees/Royalties	0	0	0	0	0	0	300		300
6635	Professional Fees Licensing	0	0	0	0	100	100	100		100
6900	Sundry Expenses	25	15	-10	182	90	-92	180		-2
6922	Health&Safety/Risk Assessments	0	0	0	0	500	500	500		500
6930	Alarm Maintenance	0	200	200	185	200	15	500		315
6935	Waste Bin Disposal-Waste Bins	0	0	0	558	1,050	492	2,100		1,542
6976	Credit card charges	58	46	-12	350	274	-76	550		200
O/ Spaces & Leisure-Vine Cafe :- Expenditure		**6,788**	**10,441**	**3,653**	**49,524**	**59,659**	**10,135**	**85,520**	**0**	**35,996**

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/18

Month No : 6

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
1211	Sale of Goods	6,697	8,750	-2,053	35,944	40,500	-4,556	57,000		
1212	Events Management	1,673	2,113	-441	1,673	15,847	-14,175	28,525		
	O/ Spaces & Leisure-Vine Cafe :- Income	**8,369**	**10,863**	**-2,494**	**37,616**	**56,347**	**-18,731**	**85,525**		
	Net Expenditure over Income	**-1,581**	**-422**	**1,159**	**11,908**	**3,312**	**-8,596**	**-5**		

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Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/18

Cost Centre Report

onth No : 6

		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
29 O/Spaces & Leisure-Vine Ground										
4010	Gross Pay	261	688	427	4,325	4,128	-197	8,250		3,925
4270	Employers Pension Contribution	43	42	-1	247	251	4	500		253
5010	Vine Area General Maintenance	319	284	-35	3,770	1,701	-2,069	3,400		-370
5014	Vine Kiosk	-90	0	90	0	0	0	0		0
5020	Vine Public Convenience	1,193	1,000	-193	2,643	6,000	3,357	12,000		9,357
6000	Rent & Rates	106	59	-47	308	351	43	700		392
6010	Light Heat & Cleaning	0	17	17	157	34	-123	65		-92
6460	Publicity & Democratic notices	33	0	-33	93	250	157	250		157
6635	Professional Fees Licensing	70	0	-70	70	0	-70	100		30
6868	Summer Concerts	2,114	1,500	-614	2,514	3,000	486	3,000		486
6931	CCTV Maintenance	0	0	0	749	620	-129	620		-129
	O/Spaces & Leisure-Vine Ground :- Expenditure	**4,050**	**3,590**	**-460**	**14,876**	**16,335**	**1,459**	**28,885**	**0**	**14,009**
1208	Food Fair Income	-1,473	0	-1,473	1,673	1,050	623	3,152		
1805	Tea Kiosk Rental & Pavilion	773	795	-23	2,318	2,385	-68	3,180		
1870	Vine Club Insurance Contrib.	0	0	0	0	0	0	600		
	O/Spaces & Leisure-Vine Ground :- Income	**-700**	**795**	**-1,495**	**3,990**	**3,435**	**555**	**6,932**		
	Net Expenditure over Income	**4,750**	**2,795**	**-1,955**	**10,886**	**12,900**	**2,014**	**21,953**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/18

Month No : 6

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
30	F& G P - Bat & Ball Station									
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	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 30/09/18

Cost Centre Report

onth No : 6

		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 F & G P - Establishments		28,138	24,750	-3,388	153,991	148,500	-5,491	297,000		143,009
4010	Gross Pay	2,886	2,917	31	15,693	17,501	1,808	35,000		19,307
4270	Employers Pension Contribution	5,833	5,667	-166	35,000	34,002	-998	68,000		33,000
4271	Pension Deficiency	-16	0	16	0	0	0	0		0
5410	Repairs & General Maintenance	31	208	177	3,044	1,248	-1,796	2,500		-544
5500	Equipment Hired and New	56	0	-56	0	0	0	0		0
6000	Rent & Rates	-829	0	829	0	0	0	0		0
6010	Light Heat & Cleaning	3,990	0	-3,990	12,524	13,000	476	17,000		4,476
6020	Insurance Cost	571	209	-362	2,931	1,250	-1,681	2,500		-431
6101	Telephone	0	8	8	0	49	49	100		100
6103	Fax	1,885	1,216	-669	7,396	7,301	-95	14,600		7,204
6200	Printing & Stationery	575	416	-159	2,494	2,500	6	5,000		2,506
6210	Postage & Courier	2,147	955	-1,192	11,594	6,945	-4,649	13,580		1,986
6240	Computer/ Data Base/WP's	0	0	0	2,600	880	-1,720	880		-1,720
6241	Website Costs	0	0	0	0	0	0	5,200		5,200
6242	I.T. Infrastructure	29	300	271	288	300	12	1,400		1,112
6281	Furnishings,Furniture/Eqpt	119	1,335	1,216	1,799	2,930	1,131	4,000		2,201
6300	Computers Accountancy	0	334	334	348	2,001	1,653	4,000		3,652
6315	Recruitment Costs	0	417	417	250	2,500	2,250	5,000		4,750
6320	Staff Training	0	0	0	0	0	0	790		790
6321	Investors in People	25	164	139	831	984	153	1,970		1,139
6330	Welfare/Hospitality	0	0	0	707	825	118	1,650		943
6410	Civic Exps/Annual Reception	180	0	-180	413	220	-193	400		-13
6415	Gifts/hospitality									

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/18

Month No : 6

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
6420	Annual Parish Meeting	0	0	0	0	0	0	100		100
6421	Honour Bd. Badges & Insignia	0	15	15	0	160	160	250		250
6433	Mayors Allowance 2017/18	0	0	0	-436	0	436	0		436
6435	Members Expenses	561	1,930	1,369	2,526	3,930	1,404	3,930		1,404
6437	Mayors Allowance 2018/19	456	433	-23	1,919	2,598	679	5,200		3,281
6438	Mayors Car Allowance 2018/19	0	0	0	0	0	0	2,340		2,340
6440	Press Notices	-528	130	658	624	780	156	1,500		876
6450	Bye Laws	0	0	0	0	0	0	100		100
6460	Publicity & Democratic notices	-1,049	0	1,049	3,643	1,190	-2,453	2,400		-1,243
6461	Banner Costs	0	85	85	1,050	510	-540	1,020		-30
6610	Audit Fees	0	790	790	-60	1,345	1,405	5,200		5,260
6619	Irrecoverable VAT	0	0	0	0	0	0	6,000		6,000
6620	Legal Expenses	0	0	0	339	740	401	5,000		4,661
6630	Professional Fees	-294	0	294	0	0	0	0		0
6635	Professional Fees Licensing	260	1,757	1,497	1,105	1,757	653	1,980		876
6650	Bad debts	0	0	0	125	0	-125	0		-125
6710	Conference Fees & Expenses	563	460	-103	895	1,000	106	2,300		1,406
6720	Books and Periodicals	319	32	-287	371	192	-179	380		9
6730	Subscriptions	148	50	-98	3,093	3,400	307	3,500		407
6868	Summer Concerts	-1,315	0	1,315	0	0	0	0		0
6869	Special Events	-35	0	35	0	0	0	0		0
6889	Waste Sacks	405	0	-405	1,301	700	-601	1,400		99
6900	Sundry Expenses	100	41	-59	440	246	-194	490		50
6922	Health&Safety/Risk Assessments	587	0	-587	-324	2,430	2,754	3,000		3,324
6930	Alarm Maintenance	-88	0	88	0	0	0	0		0

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/18

Cost Centre Report

onth No : 6

		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
6939	Healthcare Services	-854	0	854	0	0	0	0		0
6975	Bank Charges	200	116	-84	1,010	695	-315	1,390		380
6976	Credit card charges	38	42	4	303	252	-51	500		197
7010	Election Expenses	0	0	0	0	0	0	3,000		3,000
7611	Contingency provision	630	900	270	3,391	1,900	-1,491	108,330		104,939
7614	Stag reserve	0	0	0	0	0	0	1,000		1,000
	F & G P - Establishments :- Expenditure	**45,721**	**45,677**	**-44**	**273,218**	**266,761**	**-6,457**	**640,880**	**0**	**367,662**
1115	Interest on Deposits	688	500	188	5,208	3,000	2,208	6,000		
1231	Banner Income	596	250	346	1,676	1,500	176	4,500		
1350	Revenue Grant income	0	0	0	500	0	500	0		
1470	Income from Other Departments	-11	0	-11	0	0	0	0		
1889	Waste Sacks Income	94	150	-56	1,279	800	479	1,200		
1990	Other Income	-524	109	-633	593	1,046	-454	1,700		
	F & G P - Establishments :- Income	**844**	**1,009**	**-165**	**9,255**	**6,346**	**2,909**	**13,400**		
	Net Expenditure over Income	**44,878**	**44,668**	**-210**	**263,962**	**260,415**	**-3,547**	**627,480**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/18

Month No : 6

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
32	F & G P - General									
6490	Christmas Lights Switch On	1,229	2,250	1,021	1,496	2,250	754	26,000		24,504
6491	Remembrance Day/Civic Serv.	0	0	0	688	0	-688	2,700		2,012
6495	Number 8 bus expenses	3,309	2,226	-1,083	19,583	18,090	-1,493	36,056		16,473
6868	Summer Concerts	-32	0	32	0	0	0	0		0
6869	Special Events	1,149	500	-649	5,609	5,600	-9	6,500		891
6935	Waste Bin Disposal-Waste Bins	-12	0	12	0	0	0	0		0
	F & G P - General :- Expenditure	**5,643**	**4,976**	**-667**	**27,376**	**25,940**	**-1,436**	**71,256**	**0**	**43,880**
1490	Christmas Lights Switch On	570	500	70	570	500	70	5,000		
1495	Number 8 bus income	3,309	2,226	1,083	19,583	18,090	1,493	36,056		
1990	Other Income	0	0	0	0	0	0	4,000		
	F & G P - General :- Income	**3,879**	**2,726**	**1,153**	**20,153**	**18,590**	**1,563**	**45,056**		
	Net Expenditure over Income	**1,764**	**2,250**	**486**	**7,223**	**7,350**	**127**	**26,200**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/18

Cost Centre Report

lonth No : 6

		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	174	1,575	1,401	7,374	9,450	2,076	18,900		11,526
4270	Employers Pension Contribution	0	48	48	344	285	-59	570		226
5410	Repairs & General Maintenance	16	166	150	622	1,000	378	2,000		1,378
6000	Rent & Rates	3,051	1,958	-1,093	12,581	11,752	-829	23,500		10,919
6010	Light Heat & Cleaning	168	215	47	3,254	3,390	136	6,000		2,746
6101	Telephone	-48	0	48	0	0	0	0		0
6510	Catering Expenses	0	0	0	0	0	0	130		130
6900	Sundry Expenses	0	7	7	22	45	23	90		68
6922	Health&Safety/Risk Assessments	0	0	0	0	150	150	300		300
6930	Alarm Maintenance	30	0	-30	668	655	-13	1,400		732
6935	Waste Bin Disposal-Waste Bins	0	61	61	433	371	-62	740		307
	F & G P - Council Offices :- Expenditure	**3,392**	**4,030**	**638**	**25,299**	**27,098**	**1,799**	**53,630**	**0**	**28,331**
1022	Letting & Hire of Facilities	781	1,193	-412	6,847	7,161	-314	14,319		
	F & G P - Council Offices :- Income	**781**	**1,193**	**-412**	**6,847**	**7,161**	**-314**	**14,319**		
	Net Expenditure over Income	**2,612**	**2,837**	**225**	**18,452**	**19,937**	**1,485**	**39,311**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/18

Cost Centre Report

Month No : 6

		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
36 F & G P - Community Centre										
4010	Gross Pay	2,518	2,683	165	15,701	16,101	400	32,200		16,499
4270	Employers Pension Contribution	126	125	-1	717	750	34	1,500		784
5410	Repairs & General Maintenance	133	242	109	958	1,452	494	2,900		1,942
5500	Equipment Hired and New	-21	0	21	0	0	0	0		0
6000	Rent & Rates	1,510	502	-1,008	4,514	3,337	-1,177	6,700		2,186
6010	Light Heat & Cleaning	-154	0	154	0	0	0	0		0
6011	Electricity	252	225	-27	1,454	1,350	-104	2,700		1,246
6012	Gas	0	900	900	207	900	693	1,800		1,593
6013	Cleaning	0	67	67	0	399	399	800		800
6101	Telephone	36	33	-3	264	200	-64	400		136
6104	Mobile Telephone	8	7	-1	33	40	7	80		47
6200	Printing & Stationery	68	6	-62	83	36	-47	70		-13
6230	Office Furniture/Machinery	0	50	50	0	300	300	600		600
6240	Computer/ Data Base/WP's	0	25	25	0	150	150	300		300
6281	Furnishings,Furniture/Eqpt	21	0	-21	31	224	193	320		289
6320	Staff Training	0	17	17	0	102	102	200		200
6460	Publicity & Democratic notices	0	41	41	0	250	250	500		500
6520	Refreshments for Resale	25	58	33	231	350	119	700		469
6533	Copyright Fees/Royalties	28	0	-28	28	470	442	470		442
6635	Professional Fees Licensing	180	210	30	180	210	30	210		30
6842	Grounds Maintenance	0	42	42	0	252	252	500		500
6900	Sundry Expenses	1	4	3	69	24	-45	50		-19
6922	Health&Safety/Risk Assessments	0	0	0	-978	300	1,278	300		1,278

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/18

Cost Centre Report

Month No : 6

		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
6930	Alarm Maintenance	38	225	187	336	450	114	2,000		1,664
6931	CCTV Maintenance	0	0	0	300	300	0	300		0
6935	Waste Bin Disposal-Waste Bins	52	150	98	680	900	220	1,800		1,120
6939	Healthcare Services	901	158	-743	948	950	2	1,900		952
	F & G P - Community Centre :- Expenditure	**5,723**	**5,770**	**47**	**25,756**	**29,797**	**4,041**	**59,300**	**0**	**33,544**
1022	Letting & Hire of Facilities	8,481	5,192	3,289	43,335	31,151	12,184	62,300		
1457	Indoor Activities	155	228	-73	1,240	1,364	-124	2,728		
	F & G P - Community Centre :- Income	**8,636**	**5,420**	**3,216**	**44,575**	**32,515**	**12,060**	**65,028**		
	Net Expenditure over Income	**-2,913**	**350**	**3,263**	**-18,819**	**-2,718**	**16,101**	**-5,728**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/18

Month No : 6

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
38 F & G P - Grants										
6937	Annual Subsidy-Comm Centre	0	83	83	125	498	373	1,000		875
6938	Annual Subsidy-Council Chamber	56	83	27	881	498	-383	1,000		119
7500	Local Organisations Grants	0	0	0	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	589	2,500	1,911	739	2,500	1,761	5,000		4,261
7555	Youth Council Support	-195	250	445	66	250	184	500		434
7556	Stag Community Arts Centre	0	0	0	27,000	27,000	0	27,000		0
	F & G P - Grants :- Expenditure	**451**	**2,916**	**2,465**	**28,811**	**33,246**	**4,435**	**57,000**	**0**	**28,189**
	Net Expenditure over Income	**451**	**2,916**	**2,465**	**28,811**	**33,246**	**4,435**	**57,000**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/18

Cost Centre Report

lonth No : 6

		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
39 F & G P - Property										
5410	Repairs & General Maintenance	0	0	0	0	50	50	100		100
6000	Rent & Rates	166	0	-166	996	0	-996	0		-996
6010	Light Heat & Cleaning	0	0	0	501	0	-501	0		-501
	F & G P - Property :- Expenditure	**166**	**0**	**-166**	**1,497**	**50**	**-1,447**	**100**	**0**	**-1,397**
1016	Rental Income Raley's Centre	5	0	5	0	0	0	0		
1044	Knole Padck Gd Rents&Wayleaves	8,663	4,813	3,850	8,663	14,438	-5,776	19,250		
1045	Vine Ground Rents & Wayleaves	0	963	-963	0	5,776	-5,776	11,550		
1046	SCC Ground Rents & Wayleaves	0	645	-645	750	1,290	-540	3,900		
1469	O/S Ground Rents & Wayleaves	938	1,000	-63	2,943	3,000	-58	5,000		
	F & G P - Property :- Income	**9,605**	**7,421**	**2,184**	**12,355**	**24,504**	**-12,149**	**39,700**		
	Net Expenditure over Income	**-9,439**	**-7,421**	**2,018**	**-10,858**	**-24,454**	**-13,596**	**-39,600**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/18

Cost Centre Report

Month No : 6

		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
40	Sevenoaks Town Partnership									
6101	Telephone	6	8	2	13	48	36	100		88
6104	Mobile Telephone	-6	0	6	0	0	0	0		0
6200	Printing & Stationery	0	8	8	0	49	49	100		100
6240	Computer/ Data Base/WP's	-640	42	682	188	250	62	500		312
6244	Information Screens	745	125	-620	1,070	750	-320	1,500		430
6322	Business Awards	5,362	2,400	-2,962	7,030	7,500	470	7,500		470
6323	Business Show	0	0	0	1,538	2,500	962	2,500		962
6710	Conference Fees & Expenses	0	58	58	0	348	348	700		700
6869	Special Events	-972	0	972	0	0	0	0		0
6900	Sundry Expenses	1,675	50	-1,625	1,682	300	-1,382	600		-1,082
7000	Reinvestment	0	0	0	0	0	0	2,500		2,500
7608	Friends of Bat & Ball	0	150	150	0	850	850	1,000		1,000
7609	Vintage Bus Expenses	520	0	-520	6,420	9,250	2,830	10,000		3,580
7616	Wellbeing show	0	0	0	1,073	2,500	1,427	2,500		1,427
	Sevenoaks Town Partnership :- Expenditure	**6,690**	**2,841**	**-3,849**	**19,014**	**24,345**	**5,331**	**29,500**	**0**	**10,486**
1206	Business Awards	2,855	3,700	-845	6,750	7,000	-250	7,000		
1207	Business Show	-1,800	0	-1,800	3,230	3,000	230	3,000		
1209	Wellbeing show income	0	0	0	2,390	3,500	-1,110	3,500		
1350	Revenue Grant income	0	0	0	0	0	0	1,000		
1435	Vintage Bus income	1,513	0	1,513	5,641	9,250	-3,609	10,000		
1990	Other Income	60	0	60	2,987	0	2,987	0		
	Sevenoaks Town Partnership :- Income	**2,628**	**3,700**	**-1,072**	**20,998**	**22,750**	**-1,752**	**24,500**		
	Net Expenditure over Income	**4,062**	**-859**	**-4,921**	**-1,984**	**1,595**	**3,579**	**5,000**		

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onth No : 6

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/18

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
50	Youth Cafe	1,985	3,333	1,348	15,194	19,998	4,804	40,000		24,806
4010	Gross Pay	7	42	35	258	248	-10	500		242
4270	Employers Pension Contribution	-2	0	2	0	0	0	0		0
5340	Plants	66	83	17	361	498	137	1,000		639
5410	Repairs & General Maintenance	45	42	-3	-455	252	707	500		955
6010	Light Heat & Cleaning	44	47	4	263	279	16	560		297
6101	Telephone	0	42	42	441	252	-189	500		59
6200	Printing & Stationery	17	63	46	931	374	-557	750		-181
6240	Computer/ Data Base/WP's	377	0	-377	830	0	-830	500		-330
6281	Furnishings,Furniture/Eqpt	135	0	-135	155	400	245	400		245
6320	Staff Training	-8	0	8	0	0	0	0		0
6330	Welfare/Hospitality	0	0	0	50	100	50	200		150
6340	Staff Uniforms	0	41	41	282	249	-33	500		218
6460	Publicity & Democratic notices	27	225	198	287	1,350	1,063	2,700		2,413
6500	Goods for Resale	0	8	8	0	48	48	100		100
6573	Youth Magazine Expenditure	0	0	0	260	200	-60	200		-60
6635	Professional Fees Licensing	189	12	-177	189	76	-113	150		-39
6900	Sundry Expenses	8	0	-8	8	0	-8	400		392
6922	Health&Safety/Risk Assessments									
	Youth Cafe :- Expenditure	**2,890**	**3,938**	**1,048**	**19,055**	**24,324**	**5,269**	**48,960**	**0**	**29,905**
		0	325	-325	565	1,950	-1,385	3,900		
1022	Letting & Hire of Facilities	70	276	-206	938	1,656	-718	3,315		
1211	Sale of Goods	0	0	0	10,000	10,000	0	10,000		
1350	Revenue Grant income									

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/18

Month No : 6

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
1500	Fundraising	0	1,507	-1,507	0	9,042	-9,042	18,085		
	Youth Cafe :- Income	**70**	**2,108**	**-2,038**	**11,503**	**22,648**	**-11,145**	**35,300**		
	Net Expenditure over Income	**2,819**	**1,830**	**-989**	**7,551**	**1,676**	**-5,875**	**13,660**		

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Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/18

Cost Centre Report

onth No : 6

		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
60	Markets									1,775
4010	Gross Pay	190	242	52	1,125	1,452	327	2,900		-162
5410	Repairs & General Maintenance	0	0	0	262	50	-212	100		6,500
5420	Saturday market charges	1,077	1,125	48	7,000	6,750	-250	13,500		8,211
5421	Wednesday Market charges	1,962	1,750	-212	12,789	10,500	-2,289	21,000		13,500
5423	Friday market charges	0	1,125	1,125	0	6,750	6,750	13,500		3,325
6001	Blighs Market Charges	1,100	864	-236	7,045	5,184	-1,861	10,370		453
6010	Light Heat & Cleaning	0	42	42	47	251	204	500		2,322
6460	Publicity & Democratic notices	261	292	32	1,178	1,752	574	3,500		132
6900	Sundry Expenses	0	0	0	-132	0	132	0		16,957
7000	Reinvestment	0	0	0	0	0	0	16,957		
	Markets :- Expenditure	**4,589**	**5,440**	**851**	**29,315**	**32,689**	**3,374**	**82,327**	**0**	**53,012**
1017	Rental Income Sat Market	2,213	2,028	185	11,228	12,168	-940	24,337		
1018	Rental Income Wed Market	927	1,768	-842	6,887	10,605	-3,718	21,212		
1019	Rental Income Blighs Market	1,326	1,523	-197	7,687	9,138	-1,452	18,278		
1024	Rental Income Friday Market	0	1,542	-1,542	0	9,248	-9,248	18,500		
	Markets :- Income	**4,466**	**6,861**	**-2,396**	**25,801**	**41,159**	**-15,358**	**82,327**		
	Net Expenditure over Income	**124**	**-1,421**	**-1,545**	**3,514**	**-8,470**	**-11,984**	**0**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/18

Cost Centre Report

Month No : 6

	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
70 Precept									
1995 Precept	90,716	90,716	0	544,297	544,296	1	1,088,593		
Precept :- Income	**90,716**	**90,716**	**0**	**544,297**	**544,296**	**1**	**1,088,593**		
Net Expenditure over Income	**-90,716**	**-90,716**	**0**	**-544,297**	**-544,296**	**1**	**-1,088,593**		
Finance & General Purposes Expenditure	**115,388**	**134,677**	**19,289**	**728,066**	**778,984**	**50,918**	**1,651,731**	**0**	**923,664**
Income	**148,550**	**143,077**	**5,473**	**793,741**	**829,249**	**-35,508**	**1,644,419**		
Net Expenditure over Income	**-33,162**	**-8,400**	**24,762**	**-65,675**	**-50,265**	**15,410**	**7,312**		

otember 2018 Year to Date Variance analysis

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

st Centre	Actual costs	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
anning mmittee neral	16,563	16,572	9	34,880	Tracking budget through September.
oen Spaces & eisure ommittee					
eneral	117,454	140,607	23,153	263,375	Favourable underspend on Salaries & Pensions to date (£7,954 & £1,011). Underspend on Greatness Rec Conveniences (£2,132) due to lower than expected cleaning costs. Negative variance on Letting & Hire of Facilities due to timing differences. Income was raised in month 7 and should meet the annual budget figure.
emetery	7,597	9,428	1,831	20,200	Overspend on Gross Pay due to higher than expected volume of Out of Hours Funerals, resulting in more additional overtime. Slightly more than budgeted Ceetery Income to date (£3,195).
llotments	(2,516)	50	2,566	3,420	Increased workload has resulted in a negative variance in Gross Pay (£610). Positive Variance in QH Allotments Income (£2,532) due to higher than budgeted rental income.
treet lighting/ eneral	18,878	22,585	3,707	21,447	Streetlighting costs are less than budget to date (£2,537).
'ine Café	11,908	3,312	(8,596)	(5)	Unfavourable Sale of Goods income against budgeted to date (£4,556). Favourable expenditure on Gross Pay (£2,907) and Goods for Resale (£7,891). Unfavourable variance due to Events Management.
'ine Grounds	10,886	12,900	2,014	21,953	Favourable variance largely due to the new contract for the Vine Public Convenience cleaning starting in April, but no invoice is due until May. Unfavourable expenditure in Vine Area General Maintenance due to Anti-Slip work done on the bridge).

September 2018 Year to Date Variance analysis

Note

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

Cost Centre	Actual costs	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Finance & General Purposes Committee					
Bat & Ball Station			-	7,312	Due to open later in the year.
Establishments	263,962	260,415	(3,547)	627,480	Adverse variance on Gross Pay to date (£5,491). Overspend in Equipment Hired & New (£544 on annual budget) due to purchase of air coolers. Adverse variance in Computers (£4,649) due to new computers and laptops. Adverse variance in Publicity & Democratic Notices, to be investigated as possible mis-posting of event advertising and job postings. Favourable income in 1115/31 Interest on Deposits (£2,020) due to high fund balances.
General	7,223	7,350	127	26,200	Tracking budget through September
Council Offices	18,452	19,937	1,485	39,311	Tracking budget through September. Caretaker leaving resulted in small favourable Gross Salary variance.
Community Centre	(18,349)	(2,718)	16,101	(5,728)	Favourable variance mainly due to much higher than expected income from Letting & Hire of Facilities (£12,184). Additional Favourable variance due to accrued invoice in 6922/36 Health & Safety/Risk Assessments that has not been received.
Grants	28,811	33,246	4,435	57,000	Favourable variance due to phasing of Local Organisation Grants.
Property	(10,859)	(24,454)	(13,596)	(39,600)	Variance due to budgeting for SDC to use both the Vine Waste and Knole Paddock as a solution to their temporary parking need, but then SDC opting only for Knole Paddock, at the lower total rate.

otember 2018 Year to Date Variance analysis

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

st Centre	Actual costs	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
venoaks Town rtnership	(1,984)	1,595	3,579	5,000	Positive variance mainly due to underspend on events and additional income from the pocket map sponsorships. Less than budgeted running of the Vintage bus resulted in a slight negative variance due to the lesser no. of days it was running.
outh Cafe	7,551	1,676	(5,875)	13,660	Variance due to Fundraising (£9,042). Lowering hours and closures whilst staffing is settled have contributed to lower than budgeted costs.
arkets	3,514	(8,470)	(11,984)	-	Variance mainly due to income from the markets is below budget and expenses are above budget. Friday Market not running contributed £2,498 to the adverse variance.
recept	(544,297)	(544,296)	1	(1,088,593)	Annual total is the same, but the budget and actual figures have been redone on an accruals basis, so it shows 1/12 of the precept per month.
olling Cap udget	483,603	-	(483,603)		
otal (exc. apital items)	(65,675)	(50,265)	15,410		

Summary by Committee:				
Planning	16,563	16,572	9	34,880
Open spaces & Leisure	152,299	185,570	33,271	330,395
Vine Café	11,908	3,312	(8,596)	(5)
Finance & General Purpose	297,852	288,577	(9,275)	730,635
Precept	(544,297)	(544,296)	1	(1,088,593)
Rolling Capital Budget	483,603	-	(483,603)	-
Total (exc. Capital items)	(65,675)	(50,265)	15,410	

Sevenoaks Town Council

Working Capital Summary as at 30 September 2018

	B/fwd 01-Apr-18 £	Movement* £	C/fwd 30-Sep-18 £		30-Sep-17 £
Current Assets					
Stock	1,041	-	1,041		1,680
Trade debtors	46,260	7,436	53,696		48,031
VAT	27,715	65,524	93,239		45,639
Prepayments and other debtors	61,185	(29,795)	31,390		26,145
Cash at bank and in hand	2,175,341	975,934	3,151,275		2,637,492
	2,311,542	1,019,099	3,330,641		2,758,988
Current Liabilities					
Trade creditors	85,507	46,946	132,453		65,610
Accruals and other creditors	269,270	(164,887)	104,383		108,038
Prior Mayors charity account	-	-	-		-
Precept received in advance of budget	-	544,296	544,296	Note 1	514,813
Receipts in advance (rent and hall hire)	26,042	(14,886)	11,156		7,727
	380,819	411,469	792,288		696,189
Net Current Assets	1,930,723	607,630	2,538,353		2,062,799
Represented by:					
General Funds					
Revenue Reserves	307,905	(413,340)	(105,435)	Note 2	(93,898)
Earmarked/Designated Funds					
Pension Reserve	2,814	-	2,814		2,814
Rolling Capital Prog Revenue Reserve	53,502	(9,826)	43,676		27,969
Street Lighting Reserve	7,737	-	7,737		7,337
Community Centre Reserve	16,398	-	16,398		13,398
Stag Winding Up Reserve	6,000	-	6,000		5,000
Planning Fees Reserve	12,500	-	12,500		12,500
Youth Activities Reserve	-	-	-		
Contingency Provision Reserve	55,442	-	55,442		10,263
Pension Deficit Reserve	-	-	-		23,866
Capital Receipts Reserve	1,279,584	455,057	1,734,641		1,968,976
CIL Earmarked Reserve	99,993	568,335	668,328		52,716
Capital Projects Reserve	-	-	-		-
No 8 bus Reserve	63,529	28,448	91,977	Note 3	25,068
QH Allotments Key Reserve	4,035	(10)	4,025		
Mayor's Charity Reserve	21,284	(16,334)	4,950	Note 4	6,790
	1,622,818	1,025,670	2,648,488		2,156,697
	1,930,723	607,630	2,538,353		2,062,799

* 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 £65,675 less net capital expenditure of £483,603

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 mayor's charities.

Sevenoaks Town Council

Statement of Fund Balances as at 30 September 2018

£ (2017/18)		S&P Rating 30/06/2018 Long term	S&P Rating 30/06/2018 Short term	Values £	Total Values £	Percent of Total Funds %	Interest rate
	Bank of Scotland						
800,000	Treasury deposit (1m)	A+	A1	800,000	800,000	25.38%	0.65%
	National Westminster Bank	A-	A2				
496	Business Reserve Account			668			0.01%
632,547	Current Account			743,494			
725	Payroll Account			725			
1,000	HITB Youth café			1,000			
7,253	Sevenoaks Town Partnership			7,933			
9,063	Mayors Charity Account			6,506	760,325	24.13%	
	HSBC	AA-	A1+				0.04%
50,169	Business money manager			50,211	50,211	1.59%	
	Handelsbanken	AA-	A1+				0.15%
62,323	Deposit account			63,005			0.25%
260,005	35 day notice account			260,005	323,010	10.25%	
	Nationwide	A	A1				0.45%
803,021	Instant Saver			1,207,312			0.45%
10,021	Sevenoaks Fund Instant Saver			10,066	1,217,378	38.63%	
	Clydesdale	BBB+	A2				
1	Current account			1	1		
869	Petty Cash				640	0.02%	
2,637,492					3,151,564	100.00%	

Ledger No 1 for Month No 4

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Supplier A/c Order: Net Value	VAT	Invoice	Nominal Ledger Analysis: A/C	Centre	Amount	Analysis Detail
13/07/2018	COCKTAILP	23800	1ST CLASS	1ST001	146.68	0.00	146.68	506	0	146.68	23800/Cocktail party supplies
20/07/2018	CR319	23880	ARK TRADING	ARK001	-25.80	-5.16	-30.96	6900	31	-25.80	23880/Cr re inv 10708
20/07/2018	63902	23881	ASTRA SECURITY	AST001	672.20	133.44	805.64	6002	23	672.20	23881/QH allot keys x 30
16/07/2018	16072018	23724	BANKLINE	BANKL01	215.80	0.00	215.80	6975	31	215.80	23724/NatWest Bankline fees Ju
10/07/2018	3531633	23801	BOOKER	BOOK001	219.80	18.70	238.50	6500	28	219.80	23801/Food supplies
02/05/2018	3528509	23732	BOOKER	BOOK002	55.30	9.32	64.62	6500	50	55.30	23732/Booker HIB supplies
19/06/2018	CR3421887	23733	BOOKER	BOOK002	-56.80	-9.62	-66.42	6500	50	-56.80	CR23733/Can inv 3528509
14/06/2018	3530450	23802	BOOKER	BOOK002	140.87	21.25	162.12	6500	50	140.87	23802/food supplies
16/07/2018	60718	23876	BOURNE AMENITY	BOUR001	35,000.00	7,000.00	42,000.00	9068	91	35,000.00	23876/3G footbll pich rententi
30/06/2018	344241	23803	BREWERS	BREW001	14.90	2.98	17.88	5010	29	14.90	23803/DeFib box
17/07/2018	VP4171457	23882	BT	BRIT002	17.12	3.42	20.54	6101	22	17.12	23882/Chapel line rental
30/05/2018	RE300518	23867	BRITISH GAS - CL	BRIT005	-103.75	-5.17	-108.92	9012	91	-103.75	RE300518/23867/rev entry 23460
05/06/2018	REV23514	23868	BRITISH GAS - CL	BRIT005	-79.06	-3.95	-83.01	9012	91	-79.06	REV23514/23868/rev entry
24/07/2018	402011090	23883	CANON UK	CAN001	1,426.01	285.20	1,711.21	6200	31	1,426.01	23883/photocopy costs
29/06/2018	01242576	23792	CASTLE WATER	CASTLE002	464.13	0.00	464.13	6010	31	464.13	23792/Water 24.5-29.6.18 Offic
04/05/2018	1121438	23879	CASTLE WATER	CASTLE002	9.27	0.00	9.27	6000	29	9.27	23879/CASTLE WATER
04/05/2018	1121503	23878	CASTLE WATER	CASTLE002	180.78	0.00	180.78	6010	31	180.78	23878/STC office water
08/05/2018	2041	23884	A CHAILI	CHAI001	90.00	0.00	90.00	5410	33	90.00	2041/23884/A Chaili
05/07/2018	107976	23795	CURD & CURE	CHS001	34.02	0.00	34.02	6500	28	34.02	23795/Food supplies
12/07/2018	108511	23796	CURD & CURE	CHS001	66.56	0.00	66.56	6500	28	66.56	23796/Food supplies
12/07/2018	108510	23865	CURD & CURE	CHS001	73.82	0.00	73.82	6500	28	73.82	23865/VC supplies
01/07/2018	1022	23723	CJS PLANTS	CJS001	2,588.75	517.75	3,106.50	6865	26	2,588.75	23723/In Bloom Plants
16/07/2018	147789	23804	CONNECTAPHONE	CON001	353.78	70.76	424.54	6101	36	11.49	23804/tel June 18
								6101	21	11.49	23804/tel June 18
								6101	22	15.76	23804/tel June 18
								6101	31	315.04	23804/tel June 18
04/07/2018	GP814	23721	COOLINGS	COOL001	165.00	33.00	198.00	5410	28	165.00	23721/Black table tops
10/07/2018	4045	23734	CREATIVE PRODUCTIONS	CPR001	88.00	17.60	105.60	6868	31	38.50	23734/Sum Play dates flyers

Ledger No 1 for Month No 4

Supplier A/c Order

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
								6868	31	49.50	23734/Sum Play date banners
17/07/2018	4085	23805	CREATIVE PRODUCTIONS	CPR001	644.50	128.90	773.40	9062	91	612.50	23805/Frames & boards
								7555	38	32.00	23805/Vine bands leaflets
30/04/2018	3599	23844	CREATIVE PRODUCTIONS	CPR001	34.50	6.90	41.40	6460	31	34.50	23844/Bands banners
30/04/2018	3717	23845	CREATIVE PRODUCTIONS	CPR001	49.50	9.90	59.40	6460	31	49.50	23845/Bands flyers
31/05/2018	3682	23843	CREATIVE PRODUCTIONS	CPR001	34.50	6.90	41.40	6460	31	34.50	23843/bANDS FLYERS
31/05/2018	3709	23841	CREATIVE PRODUCTIONS	CPR001	1,655.00	331.00	1,986.00	6460	31	1,655.00	23841/Town map design & Print
31/05/2018	3711	23842	CREATIVE PRODUCTIONS	CPR001	95.50	19.10	114.60	6460	31	95.50	23842/Well being show posters
20/06/2018	3847	23839	CREATIVE PRODUCTIONS	CPR001	66.00	13.20	79.20	6460	31	66.00	23839/Forces day banners
30/06/2018	4008	23840	CREATIVE PRODUCTIONS	CPR001	35.00	7.00	42.00	6460	31	35.00	23840/No 8 bus leaflets
31/07/2018	4189	23919	CREATIVE PRODUCTIONS	CPR001	209.40	0.00	209.40	9062	91	209.40	23919/Train & suitcase card mo
16/07/2018	16072018	23738	DARENT VALLEY MUSIC	DAR001	60.00	0.00	60.00	6869	40	60.00	23738/Music - Bandstand 16.07.
18/06/2018	9692	23765	STREETLIGHTS	DIR001	8.00	1.60	9.60	6862	26	8.00	23765/The Glade bulb replace
17/07/2018	9737	23863	STREETLIGHTS	DIR001	207.75	41.55	249.30	6862	26	207.75	23863/Clarendon Road lamp repa
14/06/2018	983062	23807	ERNEST DOE	DOE001	2,836.32	567.26	3,403.58	5525	21	2,836.32	23807/Major 12000 serv & repai
30/07/2018	1001	23885	DULCE'S CAKES	DULC001	660.00	0.00	660.00	6322	40	660.00	23885/Cakes for Bus Awards
02/07/2018	H15FAOD4	23737	E-ON	E-ON	327.78	65.56	393.34	6862	26	327.78	23737/E-ON Street light a/cs
04/07/2018	2622214	23736	ELITE	EFS001	154.29	16.81	171.10	6500	28	154.29	23736/VC supplies
13/07/2018	2630845	23735	ELITE	EFS001	44.21	4.20	48.41	6500	28	44.21	23735/VC supplies
07/07/2018	2625668	23794	ELITE	EFS001	51.76	0.00	51.76	6500	28	51.76	23794/EFs food supplies
20/07/2018	2637600	23806	ELITE	EFS001	112.48	0.00	112.48	6500	28	112.48	23806/Food supplies VC
01/03/2018	2511518	23846	ELITE	EFS001	74.34	0.00	74.34	6500	28	74.34	23846/Vine cafe supplies
25/07/2018	2642265	23886	ELITE	EFS001	107.31	6.30	113.61	6500	28	107.31	23886/Vine cafe food supplies
30/06/2018	7060	23791	ATLAS/EMPRISE SVS	EMP001	900.00	180.00	1,080.00	4010	21	900.00	23791/Security Pontoise June
17/05/2018	735482	23887	EXPRESS FACTORS	EXPR001	26.54	5.31	31.85	5525	21	26.54	23887/cable ties
13/06/2018	04033452	23816	FAIRALLS	FAIR001	7.35	1.47	8.82	5010	29	7.35	23816/Fountain base in pond
13/06/2018	04033456	23814	FAIRALLS	FAIR001	14.72	2.94	17.66	5120	21	14.72	23814/Manhole cover
13/06/2018	04033462	23808	FAIRALLS	FAIR001	8.88	1.78	10.66	5010	29	8.88	23808/Install DeFib box
14/06/2018	04033485	23813	FAIRALLS	FAIR001	5.83	1.17	7.00	5525	21	5.83	23813/Smart Straw

Date :- 15/11/2018

Time :- 12:49

Sevenoaks Town Council

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 4

USER : MB

Ledger No 1 for Month No 4 — **Supplier A/c Order**

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
14/06/2018	04033490	23812	FAIRALLS	FAIR001	9.11	1.82	10.93	5310	21	9.11	23812/bench installation
15/06/2018	04033537	23811	FAIRALLS	FAIR001	46.75	9.35	56.10	5010	29	46.75	23811/Bench base
18/06/2018	04033584	23817	FAIRALLS	FAIR001	9.50	1.90	11.40	5410	22	9.50	23817/Granite chippings
21/06/2018	04033745	23818	FAIRALLS	FAIR001	5.50	1.10	6.60	5010	29	5.50	23818/Bolt x 4
22/06/2018	04033783	23810	FAIRALLS	FAIR001	36.16	7.23	43.39	5340	21	36.16	23810/Chippings
22/06/2018	04033789	23809	FAIRALLS	FAIR001	11.93	2.39	14.32	5525	21	11.93	23809/Diamond blade
03/07/2018	04034088	23815	FAIRALLS	FAIR001	46.14	9.23	55.37	5340	21	36.16	23815/Cotswold Chippings
								6802	22	9.98	23815/RHS spruce bark
05/07/2018	482	23739	FRED CLARK	FRCL001	160.00	0.00	160.00	6869	40	160.00	23739/Fred Clark Lice on Vine
17/07/2018	545554	23819	GALA GRAPHICS	GALA001	166.66	33.33	199.99	6869	32	166.66	23819/Marque panels
06/07/2018	432642	23820	GAZA TIMBER	GAZA001	43.05	8.61	51.66	5500	21	32.92	23820/Staple gun
								5230	22	10.13	23820/timber & bolt
25/04/2018	143598	23920	GLENDALE	GLEN001	153.43	30.69	184.12	5340	21	153.43	23920/Plants
30/06/2018	1865	23821	GO COACH	GO001	3,308.66	0.00	3,308.66	6495	32	4,231.96	23821/June 2018
								1495	32	-923.30	23821/June 2018
12/07/2018	160528	23847	GODFREYS	GOD001	1,000.00	0.00	1,000.00	5500	21	1,000.00	23847/Toro Mower - new
22/06/2018	156246	23888	GODFREYS	GOD001	4.28	0.86	5.14	5525	21	4.28	23888/Grooved ball bearing
22/06/2018	156351	23890	GODFREYS	GOD001	54.76	7.73	62.49	6869	32	54.76	23890/Calor gas for barbacues
25/06/2018	156760	23889	GODFREYS	GOD001	24.98	5.00	29.98	5525	21	24.98	23889/Blade
30/06/2018	9435	23911	HARDWARE CENTRE	HARD001	63.85	12.77	76.62	5525	21	13.92	23911/hacksaw baldes & bits
								5500	21	13.28	23911/Saw/Wire cutters
								5010	28	36.65	23911/drillbits/varnish etc
11/07/2018	10952	23740	HELIOCENTRIX	HELI001	240.00	48.00	288.00	6240	31	240.00	23740/LogMeIn licences x 8
11/07/2018	10959	23741	HELIOCENTRIX	HELI001	9.08	1.82	10.90	6240	31	9.08	23741/2 USB support agreemnts
21/07/2018	10971	23822	HELIOCENTRIX	HELI001	812.38	162.48	974.86	6240	31	812.38	23822/Antivirus x 22
30/06/2018	10865	23848	HELIOCENTRIX	HELI001	937.59	187.52	1,125.11	6240	31	937.59	23848/IT supporrt june 18
31/07/2018	11000	23891	HELIOCENTRIX	HELI001	937.93	187.59	1,125.52	6240	31	937.93	23891/Monthly July fees
30/06/2018	0034/18	23892	HISTORICAL PROMOTION	HIST002	850.00	170.00	1,020.00	6869	32	850.00	23892/Poppy/Food rationing
01/07/2018	Z5184168	23742	INFORMATION COMMISS	ICO	40.00	0.00	40.00	6635	31	40.00	23742/ICO Data protec registra

Ledger No 1 for Month No 4

Supplier A/c Order

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
09/07/2018	80460	23849	JIK	JIK001	99.00	19.80	118.80	6460	50	99.00	23849/HIB manager advert
19/07/2018	80666	23893	JIK	JIK001	99.00	19.80	118.80	6460	31	99.00	23893/job vacancy advert
18/07/2018	155	23823	JOE HILL MUSIC	JOE001	150.00	0.00	150.00	506	0	150.00	23823/MUSIC Cocktail party
06/07/2018	STC006	23729	JENNIE THOMAS	JTH001	931.05	0.00	931.05	9067	91	931.05	23729/Fund design amend & host
06/07/2018	STC007	23728	JENNIE THOMAS	JTH001	150.00	0.00	150.00	9067	91	150.00	23728/Fund branding logo amend
13/07/2018	1003370	23850	KALL KWIK	KALL001	39.00	7.80	46.80	5421	60	39.00	23850/Wed market Banner
26/07/2018	1003374	23851	KALL KWIK	KALL001	110.00	0.00	110.00	6460	31	110.00	23851/Mayors Fund leaflets
06/03/2018	13096853	23824	KCC KCS	KCC003	282.65	56.53	339.18	6010	33	181.05	23824/Office supplies
								6200	31	101.60	23824/Office paper
06/03/2018	I3096852	23855	KCC KCS	KCC003	144.37	28.87	173.24	6822	22	36.09	23855/Salt supplies
								5310	21	72.19	23855/Salt supplies
								5410	33	18.05	23855/Salt supplies
								5410	36	18.04	23855/Salt supplies
18/07/2018	I3196898	23856	KCC KCS	KCC003	85.60	17.12	102.72	6889	31	85.60	23856/green garden sacks
20/07/2018	I3199943	23853	KCC KCS	KCC003	136.99	27.40	164.39	6010	33	120.24	23853/cleaning supplies
								6200	31	16.75	23853/staionery
26/07/2018	I3205357	23854	KCC KCS	KCC003	8.75	1.75	10.50	6200	31	3.35	23854/stationery
								6010	33	5.40	23854/cleaning supplies
27/07/2018	I3205979	23895	KCC KCS	KCC003	17.60	1.52	19.12	6330	31	17.60	23895/Wrist rest/sugar
31/07/2018	I3207224	23896	KCC KCS	KCC003	50.90	10.18	61.08	6010	33	35.45	23896/office supplies
								6200	31	15.45	23896/office supplies
18/07/2018	18072018	23852	KEMSING PEST CONTROL	KEMS002	55.00	0.00	55.00	5010	29	55.00	23852/wasp nest removal Vine
04/07/2018	6661062	23746	KFF	KFF001	220.91	24.60	245.51	6500	28	220.91	23746/VC supplies
06/07/2018	6663786	23745	KFF	KFF001	85.83	4.47	90.30	6500	28	85.83	6663786/23745/Kent Frozen Food
11/07/2018	6667724	23743	KFF	KFF001	30.02	0.00	30.02	6500	28	30.02	23743/VC supplies
12/07/2018	6668359	23744	KFF	KFF001	57.92	0.00	57.92	6500	28	57.92	23744/VC supplies
24/06/2018	RE61886265	23779	KFF	KFF001	-234.00	-46.80	-280.80	6440	31	-234.00	23779/Local world inv contra
18/07/2018	6674171	23825	KFF	KFF001	97.80	8.59	106.39	6500	28	97.80	23825/VC supplies
15/02/2018	CR6544628	23894	KFF	KFF001	-51.34	-10.27	-61.61	6500	28	-51.34	23894/VC food supplies

Ledger No 1 for Month No 4

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Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Supplier A/c Order A/C	Nominal Ledger Analysis Centre	Amount	Analysis Detail
26/07/2018	77897	23897	LANDSCAPE SUPPLY CO	LAND001	155.48	31.10	186.58	5500	21	155.48	23897/Padlock/strimmer
31/07/2018	78021	23913	LANDSCAPE SUPPLY CO	LAND001	265.45	53.09	318.54	5120	21	265.45	23913/Anti slip Mesh
30/06/2018	5557	23747	LAV HIRE LTD	LAV001	320.00	64.00	384.00	6869	40	320.00	23747/Lav-Hire Armed forces da
18/07/2018	5277	23782	LEOFRIC BUILDING	LEOF001	789.60	157.92	947.52	5230	22	789.60	23782/Bal re Cem panels
08/07/2018	61893382	23748	LOCAL WORLD LTD	LOCA001	78.00	15.60	93.60	6460	31	78.00	23748/Pub July meet notice
24/06/2018	61886265	23780	LOCAL WORLD LTD	LOCA001	234.00	46.80	280.80	6440	31	234.00	23780/Annual return advert
22/07/2018	61898662	23857	LOCAL WORLD LTD	LOCA001	114.00	22.80	136.80	6460	31	114.00	23857/Live on the Vine adverti
24/07/2018	29162	23838	MAX FORDHAM	MAX001	1,250.00	250.00	1,500.00	9062	91	1,250.00	23838/Stage 5 July 18
27/07/2018	72034	23877	MICHAELS CIVIC ROBES	MCR001	845.50	169.10	1,014.60	6421	31	845.50	72034/23877/Michaels Civic Rob
05/07/2018	20616	23750	MIDLAND FINE ARTS	MIDLAND001	24.60	4.92	29.52	6200	31	24.60	23750/Free of Town frames
28/07/2018	28072018	23858	MILK & MORE	MILK001	3.28	0.00	3.28	6330	31	3.28	23858/Milk delivery
01/04/2018	MARCHA/C	23874	MILK & MORE	MILK001	7.38	0.00	7.38	6330	31	7.38	MARCHA/C/23874/Milk & More
09/07/2018	09072018	23749	MEL'S MAGICAL	MMP001	205.00	0.00	205.00	6868	31	205.00	23749/Entertain for Playgrd op
24/07/2018	1142	23898	MSB ROOFING	MSB001	738.00	147.60	885.60	5310	21	338.00	23898/chapel roof allocated fu
								5410	22	400.00	23898/chapel roof allocated fu
23/07/2018	S4990A	23859	NATIONAL ALLOTMENT	NAS001	55.00	11.00	66.00	6730	31	55.00	23859/National Allotment membe
26/04/2018	16674619	23751	NISBETS	NIS001	35.09	7.01	42.10	6869	31	35.09	23751/Dis cups for events
05/07/2018	17088877	23752	NISBETS	NIS001	73.06	14.61	87.67	6500	28	73.06	23752/Cups for cafe
04/07/2018	245143	23753	OLIVERS	OBW001	192.88	38.58	231.46	6500	28	192.88	23753/Drinks for Vine cafe
28/06/2018	28062018	23826	ORPINGTON BAND	ORP001	130.00	0.00	130.00	6869	40	130.00	23826/Orpington Band Vine 28.6
06/07/2018	236	23754	OTTO'S	OTTO001	70.00	0.00	70.00	6500	28	70.00	23754/OTTO'S coffee
13/06/2018	241	23860	OTTO'S	OTTO001	239.25	47.85	287.10	5525	28	239.25	23860/Coffee machine service
13/07/2018	0261	23730	QUINN OULTON	OUL001	150.00	0.00	150.00	506	0	150.00	23730/Sax for Mayor Cocktail p
06/07/2018	36522	23827	PLAYSAFETY	PLAY001	577.50	115.50	693.00	5310	21	577.50	23827/Playsafety eqip inspecti
26/07/2018	SUMMPLAY	23861	PLAY PLACE	PLAY003	1,686.63	0.00	1,686.63	6869	32	1,686.63	23861/Summer 18 Play days
03/07/2018	102768894	23790	PLUSNET	PLUS01	18.50	3.70	22.20	6101	22	18.50	23790/Cemetery broadband
06/07/2018	102814348	23788	PLUSNET	PLUS01	23.50	4.70	28.20	6101	28	23.50	23788/Vine cafe broadband
06/07/2018	102815017	23789	PLUSNET	PLUS01	43.50	8.70	52.20	6101	50	43.50	23789/HIB broadband
08/07/2018	102966279	23786	PLUSNET	PLUS01	47.50	9.50	57.00	6101	31	47.50	23786/STC offices broadband

Ledger No 1 for Month No 4

Supplier A/c Order

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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
09/07/2018	103007814	23787	PLUSNET	PLUS01	24.34	4.87	29.21	6101	36	24.34	23787/Comm cntr broadband
13/07/2018	SIN737854	23755	PPL	PPL001	62.29	12.45	74.74	6869	40	62.29	23755/Live on the Vine Licence
25/07/2018	4101068	23866	PRICE AND MYERS	PRM	1,762.50	352.50	2,115.00	9063	91	1,762.50	23866/Consul fee May& June 18
13/07/2018	13072018	23756	PROJECT Q	PRO004	240.00	0.00	240.00	6869	40	240.00	23756/Trump protest security
01/07/2018	RE22021	23781	PRS	PRS001	34.14	0.00	34.14	6630	31	34.14	23781/Canc incorrect 2016 cred
03/07/2018	EE-069	23778	QUAIFE WOODLANDS	QUA001	3,700.00	740.00	4,440.00	5065	21	3,700.00	23778/Survey - various
13/07/2018	13072018	23722	IL QUARTETTO FIENILE	QUAR001	230.00	0.00	230.00	506	0	230.00	23722/Music Cocktail Party 13.
13/07/2018	436111576	23900	REXEL	REX001	28.68	5.74	34.42	5525	21	28.68	23900/marque repair
13/07/2018	436111577	23899	REXEL	REX001	91.21	18.24	109.45	5525	21	91.21	23899/MARQUE REPAIRS
16/07/2018	18-066	23793	RUSSELL HARPER	RUS001	50.00	0.00	50.00	506	0	50.00	23793/Cocktail party photograp
01/07/2018	2050394	23725	SDC	SDC001	3,038.46	0.00	3,038.46	5420	60	1,076.92	23725/SDC Sat mark fees July
								5421	60	1,961.54	23725/SDC Wed mark fees July
01/07/2018	RE23441	23785	SDC	SDC001	-1,992.00	0.00	-1,992.00	6000	33	-1,992.00	RE23441/23785/Cr dup entry
04/07/2018	2050469	23829	SDC	SDC001	1,295.00	17.00	1,312.00	6460	31	560.00	23829/Town crier May 18
								506	0	61.00	23829/Cocktail party invites
								6865	26	674.00	23829/In Bloom poster & brochu
29/06/2018	149062	23762	SDC DIRECT SERVICES	SDC002	405.00	0.00	405.00	6889	31	405.00	149062/23762/SDC garden waste
04/07/2018	149117	23761	SDC DIRECT SERVICES	SDC002	191.50	0.00	191.50	6935	21	191.50	23761/waste coll 4.6.-1.7.18
04/07/2018	149183	23760	SDC DIRECT SERVICES	SDC002	76.60	0.00	76.60	6935	22	76.60	23760/waste coll 4.6-1.7.18
04/07/2018	149186	23759	SDC DIRECT SERVICES	SDC002	76.60	0.00	76.60	6935	36	76.60	23759/waste coll 4.6-1.7.18
04/07/2018	149284	23757	SDC DIRECT SERVICES	SDC002	62.40	0.00	62.40	6935	28	62.40	23757/Bin collection
04/07/2018	149346	23758	SDC DIRECT SERVICES	SDC002	62.40	0.00	62.40	6935	33	62.40	23758/Waste coll 4.6-1.7.18
23/07/2018	10487	23828	SECURE ENGINEERING	SEC001	556.00	111.20	667.20	6931	29	556.00	23828/Vine Pac CCTV maintenanc
06/07/2018	8536	23830	SEV MOWERS	SEV006	32.08	6.42	38.50	6952	21	32.08	23830/Chainsaw gloves
31/05/2018	SG000741	23875	SEVENOAKS FLORIST	SEV009	83.33	16.67	100.00	506	0	83.33	23875/Flowers Mayor Chev lunch
13/07/2018	180723	23831	SEVENOAKS ART CLUB	SEV012	75.00	0.00	75.00	5500	31	75.00	23831/mayor 18 painting
04/06/2018	17	23767	WATER CHOICE	SEWAT001	126.05	0.00	126.05	5025	21	126.05	23767/Water supply
30/06/2018	20564396-0-	23772	WATER CHOICE	SEWAT001	137.21	0.00	137.21	6010	31	137.21	23772/Water 01.6-30.6.18
30/06/2018	20582897-1-	23775	WATER CHOICE	SEWAT001	27.47	0.00	27.47	6000	23	27.47	23775/Water 1.6-30.6.2018

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Ledger No 1 for Month No 4

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Supplier A/c Order							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
30/06/2018	20605907-5-	23777	WATER CHOICE	SEWAT001	4.85	0.00	4.85	6000	21	4.85	23777/Water 15.6-30.6.2018
30/06/2018	20618833-4-	23774	WATER CHOICE	SEWAT001	6.54	0.00	6.54	6010	29	6.54	23774/Water 8.6-30.6.2018
30/06/2018	20619166-5-	23776	WATER CHOICE	SEWAT001	144.32	0.00	144.32	6000	36	144.32	23776/Water 4.6-30.6.2018
30/06/2018	30578615-	23773	WATER CHOICE	SEWAT001	-5.67	0.00	-5.67	6010	28	-5.67	23773/Water 6.6-30.6.2018
23/07/2018	FINAL18	23768	WATER CHOICE	SEWAT001	3.05	0.00	3.05	5025	21	3.05	/23768/Final bill St johns toi
23/07/2018	20853386X	23784	WATER CHOICE	SEWAT001	-3.05	0.00	-3.05	5025	21	-3.05	23784/Water Choice final a/c
23/07/2018	RE23768	23783	WATER CHOICE	SEWAT001	-3.05	0.00	-3.05	5025	21	-3.05	Rev 23768 as is Credit
04/06/2018	RE23767	23797	WATER CHOICE	SEWAT001	-126.05	0.00	-126.05	5025	21	-126.05	23797/contra out dup invoice 2
24/04/2018	RE23273	23798	WATER CHOICE	SEWAT001	-24.39	0.00	-24.39	6000	21	-24.39	23798/Canc dup entry
23/05/2018	RE23482	23799	WATER CHOICE	SEWAT001	-55.87	0.00	-55.87	6000	31	-55.87	23799/contra dup entry 23482
23/07/2018	CORRECTIO	23873	WATER CHOICE	SEWAT001	-123.00	0.00	-123.00	5025	21	-123.00	CORRECTIONRE17/A/B/23873/South
23/07/2018	RE17/A/B	23872	WATER CHOICE	SEWAT001	-123.00	0.00	-123.00	5025	21	-123.00	23872/SE Watee correction
01/07/2018	091241	23763	SHELL	SHEL001	131.29	26.25	157.54	5700	22	20.73	23763/Shell fuel
								5700	21	110.56	23763/Shell fuel
08/07/2018	091300	23832	SHELL	SHEL001	33.14	6.63	39.77	5700	21	33.14	23832/Shell fuel
15/07/2018	091352	23862	SHELL	SHEL001	55.09	11.02	66.11	5700	21	55.09	23862/fuel
22/07/2018	091405	23901	SHELL	SHEL001	50.00	10.00	60.00	5700	21	50.00	23901/Shell Account fuel
29/07/2018	091460	23912	SHELL	SHEL001	243.22	48.62	291.84	5700	21	243.22	23912/Shell Account fuel
05/07/2018	481582274/	23770	SSE	SSE001	29.17	1.46	30.63	6010	22	29.17	23770/elec 2.6-1.7.2018
05/07/2018	731598107/	23769	SSE	SSE001	148.70	29.74	178.44	6011	36	148.70	23769/elec 2.6-1.7.2018
10/07/2018	741714440/	23764	SSE	SSE001	29.43	1.47	30.90	6010	60	29.43	23764/electric 1.4-30.6.2018
04/07/2018	32370	23771	TAYWELL	TAY001	104.50	20.90	125.40	6500	28	104.50	23771/VCI Ice Creams
10/07/2018	32445	23766	TAYWELL	TAY001	104.50	20.90	125.40	6500	28	104.50	23766/VC Ice Cream supplies
13/07/2018	32538	23833	TAYWELL	TAY001	66.50	13.30	79.80	6500	28	66.50	23833/Taywell Ice Creams
23/07/2018	32643	23903	TAYWELL	TAY001	14.25	2.85	17.10	6500	28	14.25	23903/Taywell Ice Creams
23/07/2018	32648	23902	TAYWELL	TAY001	61.75	12.35	74.10	6500	28	61.75	23902/ Ice Creams
20/07/2018	13841	23904	JS TAYLOR	TAYL001	80.00	0.00	80.00	5525	28	60.00	23904/faulty fridge socket
								5020	29	20.00	23904/toilet water heater repa
27/07/2018	13849	23905	JS TAYLOR	TAYL001	80.00	0.00	80.00	5410	33	80.00	23905/reapir chamber lighting

Ledger No 1 for Month No 4

Supplier A/c Order

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
13/07/2018	1085/BBS/9	23834	THEIS KHAN	THEI001	2,000.00	400.00	2,400.00	9062	91	2,000.00	23834/Theis & Khan ffe June 18
06/07/2018	1084/BB/925	23869	THEIS KHAN	THEI001	3,072.05	614.41	3,686.46	9062	91	3,072.05	23869/Arch fees pymnt on a/c
31/07/2018	31072018	23906	THERAPIA	THER001	120.00	0.00	120.00	506	0	120.00	23906/Therapia sessions x 2 Ju
18/06/2018	0486	23835	URBAN STUDIO	UIS001	1,912.50	382.50	2,295.00	9066	91	1,912.50	23835/Neigh plan May 18
31/07/2018	31072018	23907	V.C HANDYMAN	VCH001	880.00	0.00	880.00	6001	60	880.00	23907/set up Blighs July 18
31/07/2018	LAO114583	23908	VEOLIA	VEOL001	12.10	2.42	14.52	6935	32	12.10	23908/Euro bin empty July 18
17/07/2018	8285	23837	VISION ICT	VISICT001	1,270.00	254.00	1,524.00	6241	31	1,270.00	23837/Final Design for New web
25/07/2018	8290	23864	VISION ICT	VISICT001	1,560.00	312.00	1,872.00	9062	91	1,560.00	23864Web des & dev Bat& Ball
31/07/2018	129765	23909	WETTON CLEANING SERV	WET001	27.79	5.56	33.35	5020	29	11.91	23909/July 18 toilet units
								5025	21	11.91	23909/July 18 toilet units
								5026	21	3.97	23909/July 18 toilet units
31/07/2018	129766	23910	WETTON CLEANING SERV	WET001	1,364.53	272.91	1,637.44	5020	29	584.79	23910/July 18 daily clean & lo
								5025	21	584.79	23910/July 18 daily clean & lo
								5026	21	194.95	23910/July 18 daily clean & lo
30/06/2018	0000801801	23871	WICKSTEED LEISURE	WICK001	623.19	124.64	747.83	5310	21	623.19	23871/ new playground equipmen
30/06/2018	400859/REV	23870	WICKSTEED LEISURE	WICK001	-623.19	0.00	-623.19	5310	21	-623.19	23870/Rev. 23102 - pro forma
14/07/2018	13072018	23731	DARCEY WILLIAMS	WIL001	150.00	0.00	150.00	506	0	150.00	23731/Jazz for Cocktail Party
01/07/2018	K1776118	23727	WORLDPAY	WOR001	121.87	12.80	134.67	6976	28	73.47	23727/WorldPay fees June 18
								6976	31	48.40	23727/WorldPay fees June 18
02/07/2018	WM1038292	23726	WORLDPAY	WOR001	9.00	0.00	9.00	6976	31	9.00	23726/WorldPay card fees June
03/07/2018	HITJUNE18	23836	WE TEACH MUSIC	WTM001	150.00	0.00	150.00	7552	38	150.00	HITJUNE18/23836/We Teach Music
				TOTAL INVOICES	**94,152.65**	**15,665.05**	**109,817.70**			**94,152.65**	

Sevenoaks Town Council

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 5

FA/GP 28-11-18 & 5-12-18

Ledger No 1 for Month No 5

Items marked with a * are disputed invoices.

				Supplier A/c Order			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
30/08/2018	14092018	24030	1ST CLASS	1ST001	337.52	0.00	337.52	6322	40	337.52	24030/Equip Hire awards evenin
31/07/2018	1/I18387	23926	ALTOOFFICE	ALTO001	51.41	10.28	61.69	6200	21	51.41	23926/Printer Ink
31/07/2018	1/I18388	23925	ALTOOFFICE	ALTO001	180.00	36.00	216.00	6200	31	180.00	23925/printer ink LL
31/08/2018	1/II9588	24113	ALTOOFFICE	ALTO001	84.00	16.80	100.80	6200	31	84.00	24113/301 inkjet cart black
09/08/2018	59754	23927	APPOINTMENT BUS	APP001	123.58	24.72	148.30	6200	31	22.03	23927/photcopies Finance
								6200	31	101.55	23927/photcopies Comm cntre
02/08/2018	11458	23928	ARK TRADING	ARK001	65.13	13.03	78.16	6900	31	65.13	23928/Cllr Polo shirts x 3
13/08/2018	11497	24047	ARK TRADING	ARK001	138.94	27.79	166.73	6952	22	77.94	24047/ Work shirts
								6952	21	61.00	24047/ Hi vis vests & caps
15/08/2018	15/08/18	23989	BANKLINE	BANKL01	110.20	0.00	110.20	6975	31	110.20	23989/Bank charges July
30/08/2018	0001011585	24059	BBS	BBS001	1,725.00	345.00	2,070.00	9063	91	1,725.00	24059/BBS Site Services
02/08/2018	3532787	23929	BOOKER	BOOK001	170.65	11.25	181.90	6500	28	170.65	23929/Supplies
09/08/2018	3533106	23930	BOOKER	BOOK001	144.31	13.14	157.45	6500	28	144.31	23930/Cafe supplies
16/08/2018	3533425	24031	BOOKER	BOOK001	186.79	1.20	187.99	6500	28	186.79	24031/Booker SUPPLIES
29/08/2018	3534046	24110	BOOKER	BOOK001	216.78	16.60	233.38	6500	28	216.78	24110/food for resale
10/08/2018	SVO/344803	23982	BREWERS	BREW001	20.49	4.10	24.59	5310	21	20.49	23982/Paint Benches
10/08/2018	SVO/344804	23983	BREWERS	BREW001	65.10	13.02	78.12	5310	21	65.10	23983/Painting benches etc
10/08/2018	SVO/344805	23984	BREWERS	BREW001	70.27	14.05	84.32	5310	21	70.27	23984/General Decorative Prod
17/08/2018	SVO/344872	24046	BREWERS	BREW001	13.95	2.79	16.74	5310	21	13.95	24046/Bench Paint
17/08/2018	VP4171457	24023	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	24023/tel cemetery
24/08/2018	INV234104	24045	BROXAP	BROX001	132.45	26.49	158.94	5120	21	132.45	24045/Goal Nets
22/08/2018	57293	24058	CARRICK SIGNS	CAR001	60.00	12.00	72.00	6460	29	60.00	24058/Vine Archway Sign
02/08/2018	110467	23934	CURD & CURE	CHS001	51.36	0.00	51.36	6500	28	51.36	23934/Cafe supplies
02/08/2018	110468	23933	CURD & CURE	CHS001	18.00	3.60	21.60	6500	28	18.00	23933/Cafe supplies
16/08/2018	111845	24033	CURD & CURE	CHS001	68.04	0.00	68.04	6500	28	68.04	24033/Supplies
16/08/2018	111847	24032	CURD & CURE	CHS001	30.40	0.00	30.40	6500	28	30.40	24032/SUPPLIES
16/08/2018	111848	24034	CURD & CURE	CHS001	22.50	4.50	27.00	6500	28	22.50	24034/Supplies
01/08/2018	1023	24064	CJS PLANTS	CJS001	2,588.75	517.75	3,106.50	6865	26	2,588.75	24064/In bloom plants/baskets

Ledger No 1 for Month No 5

Supplier A/c Order

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
31/07/2018	23990	23932	CTP COLIN TOMS&PRTRS	COL001	1,890.00	378.00	2,268.00	9063	91	1,890.00	23932/CTP- Consultancy fees
08/08/2018	147961	23931	CONNECTAPHONE	CON001	752.22	150.44	902.66	6101	36	11.49	23931/telephone charges
								6101	21	11.49	23931/telephone charges
								6101	22	15.41	23931/telephone charges
								6101	31	713.83	23931/telephone charges
18/07/2018	4111	23971	CREATIVE PRODUCTIONS	CPR001	32.00	6.40	38.40	6868	32	32.00	23971/Vine Band Flyers
15/08/2018	4253	23972	CREATIVE PRODUCTIONS	CPR001	462.50	92.50	555.00	9062	91	462.50	23972/Large Hoarding Boards
20/08/2018	4273	23970	CREATIVE PRODUCTIONS	CPR001	113.00	22.60	135.60	9062	91	113.00	23970/Picture frame
31/08/2018	4335	24049	CREATIVE PRODUCTIONS	CPR001	27.50	5.50	33.00	7555	38	27.50	24049/YC Election Flyers
01/08/2018	9786	24107	STREETLIGHTS	DIR001	8.00	1.60	9.60	6862	26	8.00	24107/repairs Linden Chase
17/08/2018	9808	24109	STREETLIGHTS	DIR001	97.75	19.55	117.30	6862	26	97.75	24109/repairs Linden Chase
30/08/2018	9822	24108	STREETLIGHTS	DIR001	97.75	19.55	117.30	6862	26	97.75	24108/repairs St James Road
01/08/2018	H16150466E	23935	E-ON	E-ON	338.70	67.74	406.44	6862	26	338.70	23935/July electric charges
21/08/2018	15964	24024	EDEN PARK	EDEN001	329.00	46.00	375.00	5330	21	99.00	24024/grass seed
								5320	21	230.00	24024/weedkiller
23/08/2018	4656225	24007	EDF ENERGY	EDFNEW001	246.86	12.34	259.20	6490	32	246.86	24007/Elec 24.11.17-4.1.18 Lig
13/08/2018	11032	24043	EDWARD TYRRELL	EDW002	7.68	1.54	9.22	5010	29	7.68	24043/Reinforce Silent Soldier
01/08/2018	2649213	23940	ELITE	EFS001	113.15	0.00	113.15	6500	28	113.15	23940/Cafe supplies
01/08/2018	2649214	23939	ELITE	EFS001	8.35	0.00	8.35	6500	28	8.35	23939/Cafe supplies
08/08/2018	2656192	23937	ELITE	EFS001	107.83	12.63	120.46	6500	28	107.83	23937/cafe supplies
11/08/2018	2660141	23938	ELITE	EFS001	49.06	2.10	51.16	6500	28	49.06	2660141/23938/Elite Food Servi
15/08/2018	2662949	24035	ELITE	EFS001	42.02	1.58	43.60	6500	28	42.02	24035/Food supplies
24/08/2018	2672019	24037	ELITE	EFS001	97.49	0.00	97.49	6500	28	97.49	24037/Food supplies
25/08/2018	2673332	24036	ELITE	EFS001	49.82	6.30	56.12	6500	28	49.82	24036/Food Supplies
29/08/2018	0002675342	24119	ELITE	EFS001	43.57	0.00	43.57	6500	28	43.57	24119/food for resale
31/08/2018	0002677686	24118	ELITE	EFS001	59.19	0.00	59.19	6500	28	59.19	24118/food for resale
01/08/2018	37897	23936	EJPFIREPROTECT	EJPFIRE001	88.00	17.60	105.60	6930	31	88.00	23936/4 Powder extingishers
31/07/2018	8460	23980	ATLAS/EMPRISE SVS	EMP001	930.00	186.00	1,116.00	4010	21	930.00	23980/Lock/Unlock Pointoise 07
31/07/2018	9228	23979	ATLAS/EMPRISE SVS	EMP001	359.81	71.96	431.77	6932	22	359.81	23979/Lock up & Unlock Greatne

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Ledger No 1 for Month No 5

Items marked with a * are disputed invoices.

Supplier A/c Order

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
31/07/2018	9648	23981	ATLAS/EMPRISE SVS	EMP001	160.00	32.00	192.00	4010	21	160.00	23981/Lock/Unlock Upper High07
31/08/2018	10023	24211	ATLAS FM/EMPRISE SVS	EMP001	620.00	124.00	744.00	5310	21	620.00	24211/UpperHighSt locking
24/08/2018	755214	24044	EXPRESS FACTORS	EXPR001	12.53	2.51	15.04	5310	21	9.60	24044/Cable Ties
								5550	21	2.93	24044/Screenwash
10/07/2018	04034331	23985	FAIRALLS	FAIR001	26.09	5.22	31.31	5500	21	16.90	23985/Trowel 6in
								5010	21	2.89	23985/Fibolite blocks
								5030	21	6.30	23985/Sand & Cement
23/07/2018	04034734	23986	FAIRALLS	FAIR001	7.48	1.50	8.98	5230	22	7.48	23986/Cem garage repairs
10/08/2018	04035268	24115	FAIRALLS	FAIR001	33.22	6.64	39.86	5410	23	33.22	24115/building materials
10/08/2018	04035280	24116	FAIRALLS	FAIR001	66.60	13.32	79.92	5410	23	66.60	24116/building materials
28/08/2018	VID553	24114	FILMBANK	FILM001	109.17	21.83	131.00	6635	50	109.17	24114/video screening licence
02/08/2018	14574	23918	FIRST INTUITION	FIM001	66.00	4.00	70.00	4010	31	66.00	23918/JM exam fees
02/08/2018	1019618	23914	FORGE GARAGE	FORG001	635.82	119.17	754.99	5550	21	635.82	23914/GL05 XVU MOT & Service
07/08/2018	1019639	24011	FORGE GARAGE	FORG001	469.06	93.81	562.87	5550	21	469.06	24011/GL05 XVU timing belt & p
16/08/2018	1019682	24012	FORGE GARAGE	FORG001	188.88	37.78	226.66	5550	21	188.88	24012/GU14 XKZ wheel alignment
08/08/2018	2806	23923	FREEMAN BEESLEY LTD	FREE001	3,000.00	600.00	3,600.00	9063	91	3,000.00	23923/Vision ICT design work
17/07/2018	545554	23966	GALA TENT	GAL001	166.66	33.33	199.99	6869	32	166.66	23966/marque end wall
17/07/2018	RE23819	23965	GALA GRAPHICS	GALA001	-166.66	-33.33	-199.99	6869	32	-166.66	canc 23819 as wrong a/c
09/08/2018	INV434711	23987	GAZA TIMBER	GAZA001	7.56	1.51	9.07	5525	22	7.56	23987/Repair Grave Boards
23/08/2018	INV435646	24042	GAZA TIMBER	GAZA001	10.80	2.16	12.96	5310	21	10.80	24042/Bench Repair Timber
28/08/2018	SI-614	24005	GLORIOUS GAZEBOS	GLOR001	350.00	0.00	350.00	6491	32	350.00	24005/Gazebos for Rem Day
31/07/2018	1914	23941	GO COACH	GO001	3,308.66	0.00	3,308.66	6495	32	4,197.36	23941/Route 8 July 18
								1495	32	-888.70	23941/Route 8 July 18
01/06/2018	1820	24028	GO COACH	GO001	3,308.66	0.00	3,308.66	6495	32	4,081.06	24028/Route 8 May 2018
								1495	32	-772.40	24028/Route 8 May 2018
31/08/2018	INV-1979	24112	GO COACH	GO001	3,308.66	0.00	3,308.66	6495	32	4,273.66	24112/coach hire route 8
								1495	32	-965.00	24112/coach hire route 8
24/08/2018	05/792913	24067	GREENHAM	GREE001	150.27	30.06	180.33	6952	21	150.27	24067/Safety Boots x3
06/08/2018	05933	23942	HILL ASSOCIATES	HA001	120.00	24.00	144.00	5500	28	120.00	23942/Buy out Coffee Machine

Ledger No 1 for Month No 5

Supplier A/c Order

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
31/07/2018	9466	24013	HARDWARE CENTRE	HARD001	56.45	11.29	67.74	5410	28	16.44	24013/tape/insect killer
								5500	22	21.65	24013/cutters & spanner
								5525	21	13.38	24013/masonry bits/washers
								6010	21	4.98	24013/light bulbs
31/08/2018	9501	24206	HARDWARE CENTRE	HARD001	89.14	17.82	106.96	5525	21	18.76	24206/equip maintenance
								5010	29	38.24	24206/materials
								5310	21	3.18	24206/materials
								5500	21	28.96	24206/equipment hire
13/08/2018	70285	24038	HERBERT & WARD	HAW001	160.00	0.00	160.00	6500	28	160.00	24038/coffee
01/08/2018	11032	23917	HELIOCENTRIX	HELI001	525.15	105.03	630.18	5500	31	525.15	23917/New PC for SM
21/08/2018	11087	24060	HELIOCENTRIX	HELI001	914.66	182.93	1,097.59	6240	50	914.66	24060/New Iptop for HitB
31/08/2018	11118	24048	HELIOCENTRIX	HELI001	938.30	187.66	1,125.96	6240	31	938.30	24048/Monthly IT Support
02/08/2018	LIVEONVINE	23943	IAN FOX	IAN001	150.00	0.00	150.00	6868	31	150.00	23943/LIVEONVINE 2.8.18
12/08/2018	12082018VI	24014	IAN FOX	IAN001	197.00	0.00	197.00	6868	31	197.00	24014/IAN FOX Live on vine
01/07/2018	REZ5184168	23968	INFORMATION COMMISS	ICO	-5.00	0.00	-5.00	6635	31	-5.00	23968/ICO reduction for DD pym
13/08/2018	81188	23944	JIK	JIK001	150.00	30.00	180.00	6460	31	150.00	23944/Finance assit job advert
23/08/2018	1895	24063	JJ BROOKS	JJB001	1,850.00	370.00	2,220.00	5010	29	1,850.00	24063/Anti-slip strips bridge
20/08/2018	STC008	24212	JENNIE THOMAS	JTH001	250.00	0.00	250.00	506	0	250.00	24212/double sided flyer
20/07/2018	1003406	23945	KALL KWIK	KALL001	34.00	6.80	40.80	6491	32	34.00	23945/Pebble stickers
17/08/2018	03831	23978	KAPC	KAPC001	72.00	0.00	72.00	6710	31	72.00	23978/Annual Finance Conf
31/08/2018	900072860	24117	KENT COUNTY COUNCIL	KCC002	480.00	96.00	576.00	6610	31	480.00	24117/audit plan and review
16/08/2018	I3211193	24025	KCC KCS	KCC003	45.00	9.00	54.00	6010	33	4.40	24025/bleach
								6200	31	40.60	24025/paper/scissors
08/06/2018	900067873	24029	KCC KCS	KCC003	480.00	96.00	576.00	6610	31	480.00	24029/3.5.18 visit
14/07/2018	I3193320	24207	KCC KCS	KCC003	65.70	13.14	78.84	6010	33	9.70	24207/cleaning products
								6200	31	56.00	24207/stationery
07/08/2018	I3208837	24209	KCC KCS	KCC003	11.80	2.36	14.16	6200	31	11.80	24209/stationery
23/08/2018	I3212717	24210	KCC KCS	KCC003	14.90	2.98	17.88	6010	33	10.70	24210/cleaning products
								6200	31	4.20	24210/stationery

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Ledger No 1 for Month No 5

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Supplier A/c Order Net Value	VAT	Invoice	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Detail
24/08/2018	I3213052	24208	KCC KCS	KCC003	17.75	3.55	21.30	6200	31	17.75	24208/stationery
30/03/2018	3961	24015	KENWARD TRUST	KENW002	258.60	0.00	258.60	4010	50	258.60	24015/HIB staff March 18
20/08/2018	515	24016	KING RAMPS	KIN001	7,018.00	1,403.60	8,421.60	5316	21	7,018.00	24016/G Skate park repairs
28/08/2018	78555	24041	LANDSCAPE SUPPLY CO	LAND001	102.64	20.53	123.17	6952	21	41.95	24041/Waterproof Safety Boots
								6952	22	60.69	24041/Safety Boots & Gloves
18/07/2018	SL002575	23967	LENGARD LTD	LENG001	105,122.32	21,024.46	126,146.78	9062	91	105,122.32	23967/Utility connection fees
22/08/2018	SL002602	24070	LENGARD LTD	LENG001	134,678.50	26,935.70	161,614.20	9062	91	134,678.50	24070/B&B Station Building cos
31/08/2018	728099	24068	LISTER WILDER	LIST002	127.04	25.41	152.45	5525	21	127.04	24068/Mower & Tractor Maintena
05/08/2018	61905203	23946	LOCAL WORLD LTD	LOCA001	78.00	15.60	93.60	6460	31	78.00	23946/August meeting notices
31/07/2018	61903389	23964	LOCAL WORLD LTD	LOCA001	106.40	21.28	127.68	6460	31	106.40	23964/Live onVine Web Advert
23/08/2018	VINE23818	24017	MAINLY SAX	MAIN001	200.00	0.00	200.00	6868	31	200.00	24017/Mainly Sax Vine bandstan
22/08/2018	1307	24057	MSB ROOFING	MSB001	618.00	123.60	741.60	9050	91	618.00	24057/Roofing repairs to Hub
23/08/2018	1145	24062	MSB ROOFING	MSB001	889.00	177.80	1,066.80	5310	21	889.00	24062/G.ness Pavilion Roof rep
07/08/2018	811023	23947	NALC	NALC001	245.00	49.00	294.00	6710	31	245.00	23947/LL NALC Conf Oct 18
24/07/2018	21190	23990	NEREO	NER001	54.00	2.00	56.00	6315	31	44.00	23990/DBS Fee
								6315	31	10.00	23990/Nereo Fee
10/08/2018	21299	23991	NEREO	NER001	54.00	2.00	56.00	6315	31	54.00	23991/DBS Fee
01/08/2018	17246974	23916	NISBETS	NIS001	50.97	10.19	61.16	6500	28	50.97	23916/coffee jugs
14/08/2018	17321331	23988	NISBETS	NIS001	140.35	28.07	168.42	6500	28	113.37	23988/Fiesta hot cups
								5500	28	26.98	23988/Tongs & Jug
30/07/2018	965081	23992	OAKS PLANT HIRE	OAKS001	72.92	14.58	87.50	5525	21	72.92	23992/Repair generator
27/06/2018	A0484504	24018	OBM	OBM001	40.50	8.10	48.60	5010	29	40.50	24018/Tarmac
19/07/2018	223469	24019	ONE STOP	ONE001	183.00	36.60	219.60	6460	50	183.00	24019/Tote bags - HIB adverts
08/08/2018	SIN026960	23992	ONLINE PLAYGROUNDS	ONP001	72.25	14.45	86.70	5310	21	72.25	23992/Playground Repairs
05/08/2018	18	23948	OXTED BAND	OXTE001	275.00	0.00	275.00	6868	31	275.00	23948/LIVE ON THE VINE 5.8.18
03/08/2018	104055052	23997	PLUSNET	PLUS01	18.50	3.70	22.20	6101	22	18.50	23997/Phone chgs 03/08-02/09
04/08/2018	104096100	23995	PLUSNET	PLUS01	28.18	5.64	33.82	6101	28	28.18	23995/Phone chgs 04/08-03/09
04/08/2018	104096759	23996	PLUSNET	PLUS01	43.50	8.70	52.20	6101	50	43.50	23996/Phone chgs 04/08-03/09
08/08/2018	104257730	23994	PLUSNET	PLUS01	47.50	9.50	57.00	6101	36	47.50	23994/Phone chgs 08/08-07/09

Ledger No 1 for Month No 5

Supplier A/c Order

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
09/08/2018	104300476	23993	PLUSNET	PLUS01	24.70	4.94	29.64	6101	36	24.70	23993/Phone Chgs 09/08-08/09
06/08/2018	2153	23949	PRIMO	PRIMO001	137.80	0.00	137.80	6330	31	137.80	23949/coffee
23/07/2018	49	23963	REFLECTIONS	REFL001	48.00	0.00	48.00	5410	36	48.00	23963/window clean 23.7.18
29/08/2018	436539661	24065	REXEL	REX001	116.11	23.22	139.33	5410	60	116.11	24065/Cables & connectors
30/08/2018	436553854	24066	REXEL	REX001	39.52	7.90	47.42	5410	60	39.52	24066/Connectors
01/08/2018	149667	23953	SDC DIRECT SERVICES	SDC002	38.30	0.00	38.30	6935	21	38.30	23953/Bin collect 2.7.-29.7.18
01/08/2018	149732	23951	SDC DIRECT SERVICES	SDC002	76.60	0.00	76.60	6935	22	76.60	23951/Bin collect 2.7-29.7.18
01/08/2018	149735	23954	SDC DIRECT SERVICES	SDC002	76.60	0.00	76.60	6935	36	76.60	23954/Bin collect 2.7.-29.7.18
01/08/2018	149831	23950	SDC DIRECT SERVICES	SDC002	62.40	0.00	62.40	6935	28	62.40	23950/Bin collect 2.7-29.7.18
01/08/2018	149896	23952	SDC DIRECT SERVICES	SDC002	62.40	0.00	62.40	6935	28	62.40	23952/bin collect 2.7-29.7.18
01/08/2018	2050569	23955	SDC DIRECT SERVICES	SDC002	3,798.08	0.00	3,798.08	5420	60	1,346.15	23955/August 2018
								5421	60	2,451.93	23955/August 2018
29/08/2018	150091	24054	SDC DIRECT SERVICES	SDC002	210.65	0.00	210.65	6935	21	210.65	24054/Weekly bin collections
29/08/2018	150156	24051	SDC DIRECT SERVICES	SDC002	76.60	0.00	76.60	6935	22	76.60	24051/Weekly Bin Collections
29/08/2018	150159	24050	SDC DIRECT SERVICES	SDC002	76.60	0.00	76.60	6935	36	76.60	24050/Weekly bin collections
29/08/2018	150255	24052	SDC DIRECT SERVICES	SDC002	62.40	0.00	62.40	6935	28	62.40	24052/Weekly bin collections
29/08/2018	150319	24053	SDC DIRECT SERVICES	SDC002	62.40	0.00	62.40	6935	33	62.40	24053/Weekly bin collections
10/08/2018	2050625	24213	SDC DIRECT SERVICES	SDC002	466.50	91.30	557.80	506	0	135.00	24213/flyers,design,pull up
								7555	38	264.00	24123/vinyl boards/banners
								6869	32	67.50	24213/leaflet&banner design
17/08/2018	8763	24008	SEV MOWERS	SEV006	19.70	3.94	23.64	5525	22	19.70	24008/Oil mix bottle
18/08/2018	8768	24010	SEV MOWERS	SEV006	46.20	9.24	55.44	5525	21	46.20	24010/Hover cable & Hus cable
18/08/2018	8769	24009	SEV MOWERS	SEV006	84.98	17.00	101.98	5525	22	84.98	24009/Husvarna 533 blade balan
13/07/2018	RE23831	23969	SEVENOAKS ART CLUB	SEV012	-75.00	0.00	-75.00	5500	31	-75.00	rev 23831 as paid via CB 25.7.
12/08/2018	EPSB09/08/	24121	SEV CONCERT BAND	SEV019	200.00	0.00	200.00	6868	29	200.00	24121/East Peckh Silver Band
30/08/2018	30/08/18	24120	SEV CONCERT BAND	SEV019	200.00	0.00	200.00	6868	29	200.00	24120/Il quartetto band
09/07/2018	67388	24000	SGE	SGE001	19.17	0.96	20.13	5700	22	19.17	24000/Gas Oil
25/07/2018	67641	23999	SGE	SGE001	13.14	0.66	13.80	5700	22	13.14	23999/Gas Oil
31/07/2018	67785	23998	SGE	SGE001	13.14	0.66	13.80	5700	22	13.14	23998/Gas Oil

Date :- 15/11/2018

Time :- 12:49

Sevenoaks Town Council

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 5

USER : MB

Ledger No 1 for Month No 5

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Supplier A/c Order Net Value	VAT	Invoice	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Detail
23/08/2018	68056	24204	SGE	SGE001	19.71	0.99	20.70	5700	22	19.71	24204/gas oil
31/08/2018	68228	24205	SGE	SGE001	39.02	4.86	43.88	5700	22	19.71	24205/gas oil
								5120	21	19.31	24205/materials
05/08/2018	091522	24002	SHELL	SHEL001	90.86	18.18	109.04	5700	21	90.86	24002/Fuel August
12/08/2018	091571	24001	SHELL	SHEL001	140.63	28.12	168.75	5700	21	140.63	24001/Fuel August
17/06/2018	980162	24004	SHELL	SHEL001	139.60	27.92	167.52	5700	22	19.69	24004/Shell Account fuel
								5700	21	119.91	24004/Shell Account fuel
19/08/2018	091619	24040	SHELL	SHEL001	138.67	27.74	166.41	5700	22	20.28	24040/Fuel
								5700	21	118.39	24040/Fuel
26/08/2018	091669	24039	SHELL	SHEL001	146.85	29.36	176.21	5700	22	20.13	24039/Fuel
								5700	21	126.72	24039/Fuel
06/08/2018	0051	23957	SSE	SSE001	30.93	1.54	32.47	6010	22	30.93	2395/Electric
06/08/2018	0052	23958	SSE	SSE001	129.20	6.46	135.66	6011	36	129.20	23958/Electric
15/08/2018	0015	23975	SSE	SSE001	282.86	14.14	297.00	6010	33	282.86	23975/Elec 12May - 15 Aug 2018
16/08/2018	0008	23974	SSE	SSE001	26.74	1.33	28.07	6010	39	26.74	23974/
16/08/2018	0022	23973	SSE	SSE001	802.89	160.57	963.46	6010	33	802.89	23973/Elec 16 May to 14 Aug 18
16/08/2018	211719833/	23976	SSE	SSE001	30.23	1.51	31.74	6010	39	30.23	23976/Elec 16 May - 14 Aug 18
21/08/2018	481578233/	24026	SSE	SSE001	90.32	4.51	94.83	6010	29	90.32	24026/Elec Toilets Vine Garden
28/08/2018	981648672/	24056	SSE	SSE001	448.35	89.67	538.02	6010	28	448.35	24056/Electricity bill May-Aug
31/08/2018	911569468/	24055	SSE	SSE001	206.80	10.34	217.14	6012	36	206.80	24055/SCC Gas June-Aug
08/08/2018	2828	23956	SOUTHBLOOM	SSEB001	100.00	0.00	100.00	6869	32	100.00	23956/4 x awards places
28/08/2018	SSE010818	24006	SUMEETSSTEP2STEP	SUM002	150.00	0.00	150.00	6869	32	150.00	24006/Bollywood Dance Workshop
31/07/2018	28	23924	S WILLIAMS	SWA001	1,350.00	270.00	1,620.00	9062	91	1,350.00	23924/station works June/July
31/07/2018	29	23922	S WILLIAMS	SWA001	1,350.00	270.00	1,620.00	9063	91	1,350.00	23922/Fees Julne/July 18
06/08/2018	32849	23959	TAYWELL	TAY001	95.00	19.00	114.00	6500	28	95.00	23959/Ice Creams
10/08/2018	1084/BB/931	23921	THEIS KHAN	THEI001	18,000.00	3,600.00	21,600.00	9063	91	18,000.00	23921/1st instalment fees
10/08/2018	1085/BBS/9	23960	THEIS KHAN	THEI001	2,000.00	400.00	2,400.00	9062	91	2,000.00	23960/Architec fees July 18
31/08/2018	31082018	24020	THERAPIA	THER001	120.00	0.00	120.00	506	0	120.00	24020/Therapia sessions Aug 18
13/08/2018	2414	23977	TREE ABILITY	TREE001	160.00	32.00	192.00	5030	21	160.00	23977/Dismantle tree

Ledger No 1 for Month No 5

Supplier A/c Order

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
02/08/2018	30028479	23915	UCEM	UCEM001	1,900.00	0.00	1,900.00	4010	31	1,900.00	23915/ATC course HD
22/08/2018	18/107	24021	UK PAPER BAND	UK003	200.00	0.00	200.00	6868	31	200.00	24021/UK Paper Band Vine bands
13/08/2018	1921	24022	ULTRALITE	ULTRA001	210.00	42.00	252.00	6461	31	210.00	24022/Bullfrog banner up&down
31/08/2018	VC/31318	24061	V.C HANDYMAN	VCH001	880.00	0.00	880.00	6001	60	880.00	24061/August Market Charges
31/08/2018	LAO114883	24111	VEOLIA	VEOL001	18.15	3.63	21.78	6935	36	18.15	24111/euro 360LTR -CC -lift
31/08/2018	304021S	24069	WICKSTEEDS	WICK002	6,150.00	1,230.00	7,380.00	9062	91	6,150.00	24069/B&B Station Quantity Sur
01/08/2018	K2000704	23961	WORLDPAY	WOR001	136.17	13.99	150.16	6976	28	90.63	23961/Fees July 18
								6976	31	45.54	23961/Fees July 18
01/08/2018	WM1042631	23962	WORLDPAY	WOR001	7.50	1.50	9.00	6976	31	7.50	23962/service fee Aug 18
17/08/2018	545	24003	YELLOW DUCK	YELL002	390.00	78.00	468.00	6869	32	390.00	24003/2x Banner vinyl prints
24/08/2018	547	24027	YELLOW DUCK	YELL002	195.00	39.00	234.00	6460	23	195.00	24027/Allotment signs
				TOTAL INVOICES	**328,148.38**	**61,018.51**	**389,166.89**			**328,148.38**	

Ledger No 1 for Month No 6

Items marked with a * are disputed invoices.

Supplier A/c Order							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
29/09/2018	4546199	24268	ANGEL WATERLOGIC	ANWA001	297.66	59.53	357.19	6330	31	297.66	24268/annual rent
25/09/2018	60002	24152	APPOINTMENT BUS	APP001	81.45	16.29	97.74	6200	31	13.35	24152/counter charges
								6200	36	68.10	24152/counter charges
17/09/2018	17/09/2018	24248	BANKLINE	BANKL01	101.50	0.00	101.50	6975	31	101.50	24248/monthly bill
06/09/2018	3534409	24147	BOOKER	BOOK001	137.62	9.57	147.19	6500	28	137.62	24147/food for resale
20/09/2018	3534998	24146	BOOKER	BOOK001	165.73	7.69	173.42	6500	28	165.73	24146/food for resale
13/09/2018	3534674	24254	BOOKER	BOOK001	148.17	16.59	164.76	6500	28	148.17	24254/goods for resale
13/09/2018	3534675	24255	BOOKER	BOOK001	25.05	5.01	30.06	6900	28	25.05	24255/packaging
31/08/2018	SVO/345294	24097	BREWERS	BREW001	56.65	11.33	67.98	5050	21	56.65	24097/Paint supplies
17/09/2018	VP4171457	24138	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	24138/phone bill Cem Chapel
11/09/2018	1385100	24139	CASTLE WATER	CAS001	216.92	0.00	216.92	6000	23	216.92	24139/water allotment
12/09/2018	1388487	24140	CASTLE WATER	CAS001	257.42	0.00	257.42	6000	23	257.42	24140/water allotment
12/09/2018	1391126	24145	CASTLE WATER	CAS001	1,141.71	0.00	1,141.71	6000	36	1,141.71	24145/water CC
25/09/2018	01412900	24219	CASTLE WATER	CAS001	106.75	0.00	106.75	5025	21	106.75	24219/water bill CW
24/09/2018	1407956	24239	CASTLE WATER	CAS001	52.11	0.00	52.11	6000	29	52.11	24239/water serices
25/09/2018	1410907	24240	CASTLE WATER	CAS001	214.31	0.00	214.31	6000	33	214.31	24240/water services
25/09/2018	1412058	24241	CASTLE WATER	CAS001	54.11	0.00	54.11	6000	29	54.11	24241/water services
18/09/2018	180918	24220	A CHEESMAN	CHE001	44.10	0.00	44.10	6865	26	44.10	24220/milage cost
06/09/2018	113639	24144	CURD & CURE	CHS001	27.00	5.40	32.40	6500	28	27.00	24144/food for resale
06/09/2018	113640	24143	CURD & CURE	CHS001	68.04	0.00	68.04	6500	28	68.04	24143/food for resale
01/09/2018	1024	24271	CJS PLANTS	CJS001	2,588.75	517.75	3,106.50	6865	26	2,588.75	24271/plant dispalys
31/08/2018	24068	24071	CTP COLIN TOMS&PRTRS	COL001	5,670.00	1,134.00	6,804.00	9062	91	5,670.00	24071/Structural & Civil Eng
30/09/2018	24190	24273	CTP COLIN TOMS&PRTRS	COL001	5,670.00	1,134.00	6,804.00	9063	91	5,670.00	24273/services
30/09/2018	24194	24341	CTP COLIN TOMS&PRTRS	COL001	2,137.50	427.50	2,565.00	9063	91	2,137.50	24341/structural engineering
14/09/2018	148134	24132	CONNECTAPHONE	CON001	465.78	93.16	558.94	6101	36	11.49	24132/calls CC
								6101	22	14.97	24132/calls cemetery
								6101	21	11.54	24132/calls Knole Paddock
								6101	31	427.78	24132/calls main number

Ledger No 1 for Month No 6

Supplier A/c Order

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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
10/09/2018	INV-4364	24128	CREATIVE PRODUCTIONS	CPR001	38.50	7.70	46.20	7555	38	38.50	24128/youth council board
13/09/2018	INV-4393	24127	CREATIVE PRODUCTIONS	CPR001	40.00	8.00	48.00	7552	38	40.00	24127/youth council flyer
19/09/2018	9863	24154	STREETLIGHTS	DIR001	97.75	19.55	117.30	6862	26	97.75	24154/repairs Farnaby Drive
01/09/2018	H1633355A	24160	E-ON	E-ON	338.70	67.74	406.44	6862	26	338.70	24160/electricity street light
12/08/2018	120818	24121	EAST PECKHAM	EAST004	200.00	0.00	200.00	6868	29	200.00	24121/East Peckham Band
01/08/2018	0002650874	24090	ELITE	EFS001	-18.99	0.00	-18.99	6500	28	-18.99	24090/Credit for sandwich brea
05/09/2018	0002681898	24142	ELITE	EFS001	58.48	2.10	60.58	6500	28	58.48	24142/food for resale
08/09/2018	0002685079	24122	ELITE	EFS001	56.10	0.00	56.10	6500	28	56.10	24122/food for resale
12/09/2018	0002688599	24125	ELITE	EFS001	55.06	1.58	56.64	6500	28	55.06	24152/food for resale
14/09/2018	0002691086	24124	ELITE	EFS001	46.29	1.58	47.87	6500	28	46.29	24124/food for resale
22/09/2018	0002698411	24123	ELITE	EFS001	84.42	0.00	84.42	6500	28	84.42	24123/food for resale
27/09/2018	0002703997	24177	ELITE	EFS001	53.84	0.00	53.84	6500	28	53.84	24177/goods for resale
21/09/2018	38087	24174	EJPFIREPROTECT	EJPFIRE001	95.00	19.00	114.00	9062	91	95.00	24174/fire risk assessor
31/08/2018	10022	24099	ATLAS FM/EMPRISE SVS	EMP001	370.16	74.03	444.19	6932	22	370.16	24099/August Security
28/09/2018	11302	24253	ATLAS FM/EMPRISE SVS	EMP001	359.81	71.96	431.77	6932	22	359.81	24253/lock/unlock cemetery
28/09/2018	11303	24252	ATLAS FM/EMPRISE SVS	EMP001	600.00	120.00	720.00	5310	21	600.00	24252/locking upper High St.
06/09/2018	757551	24103	EXPRESS FACTORS	EXPR001	29.76	5.95	35.71	5500	22	23.36	24103/Drip Tray
								5550	21	6.40	24103/Repair tape
07/09/2018	757982	24091	EXPRESS FACTORS	EXPR001	55.07	11.01	66.08	5550	21	55.07	24091/OSE Lamp Mazda
01/08/2018	04035000	24102	FAIRALLS	FAIR001	15.96	3.19	19.15	5310	21	15.96	24102/Picnic Bench Kippington
13/08/2018	04035338	24100	FAIRALLS	FAIR001	24.99	5.00	29.99	5010	21	24.99	24100/Reinforce silent soldier
16/08/2018	04035456	24101	FAIRALLS	FAIR001	2.38	0.48	2.86	5410	22	2.38	24101/Nuts & washers
03/09/2018	04035941	24259	FAIRALLS	FAIR001	2.53	0.51	3.04	5025	21	2.53	24259/drill bit
03/09/2018	04035958	24257	FAIRALLS	FAIR001	3.46	0.69	4.15	5010	29	3.46	24257/matrials
04/09/2018	04035993	24256	FAIRALLS	FAIR001	11.43	2.29	13.72	5010	29	11.43	24256/materials
06/09/2018	04036097	24258	FAIRALLS	FAIR001	3.95	0.79	4.74	5010	29	3.95	24258/materials
25/09/2018	14889	24165	FIRST INTUITION	FIM001	66.00	4.00	70.00	4010	31	66.00	24165/AAT exam JM
09/09/2018	502	24163	FRED CLARK	FRCL001	120.00	0.00	120.00	6868	31	120.00	24163/performance charge
10/09/2018	FB-INV-3452	24164	FRUITBOWL	FRU001	200.00	40.00	240.00	6322	40	200.00	24164/Paul Andrews BA

Ledger No 1 for Month No 6 — **Supplier A/c Order**

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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
07/09/2018	INV436555	24096	GAZA TIMBER	GAZA001	6.61	1.32	7.93	5010	29	6.61	24096/Reinforce welcome arch
28/09/2018	INV438032	24186	GAZA TIMBER	GAZA001	15.37	3.07	18.44	5410	50	15.37	24186/materials-flooring
28/09/2018	INV438033	24185	GAZA TIMBER	GAZA001	48.81	9.76	58.57	5410	50	48.81	24185/materials/tools-flooring
30/09/2018	23927	24310	GEER	GEER001	70.00	14.00	84.00	5410	36	70.00	24310/bolier maintenance
28/09/2018	28/09/18	24260	GENECOON	GEN001	2,750.00	550.00	3,300.00	9000	91	2,750.00	24260/SevBusinessHub Assesm.
02/09/2018	INV-1987	24085	GO COACH	GO001	2,129.00	0.00	2,129.00	7609	40	5,720.00	24085/Route 7 Jul/Aug/Sept
								1435	40	-3,591.00	24085/Route 7 Jul/Aug/Sept
30/09/2018	INV-2048	24309	GO COACH	GO001	3,308.66	0.00	3,308.66	6495	32	3,308.66	24309/Route 8 bus service
29/09/2018	168896	24201	GODFREYS	GOD001	7.74	1.55	9.29	5525	21	7.74	24201/spark plug
30/08/2018	05/793192	24093	GREENHAM	GREE001	232.13	46.43	278.56	5500	21	147.50	24093/Roadcones & padlocks
								5120	21	84.63	24093/Barier fencing
05/09/2018	X04_SS	24089	GREENLINK	GREEN001	450.00	90.00	540.00	9063	91	450.00	24089/Ecological Appraisal
21/09/2018	H2IN1803	24175	H2 PRODUCTIONS	H2P001	1,125.00	225.00	1,350.00	6490	32	1,125.00	24175/light switch on tech ser
21/09/2018	1184	24202	HARRY STEBBING	HAR001	966.00	193.20	1,159.20	6002	23	966.00	24202/noticeboards
30/09/2018	9539	24261	HARDWARE CENTRE	HARD001	15.38	3.07	18.45	5410	21	15.38	24261/materials, tools
03/09/2018	70483	24148	HERBERT & WARD	HAW001	153.00	0.00	153.00	6500	28	153.00	24148/coffee for resale
26/09/2018	70701	24176	HERBERT & WARD	HAW001	126.00	0.00	126.00	6500	28	126.00	24176/goods for resale
30/09/2018	11226	24179	HELIOCENTRIX	HELI001	658.75	131.75	790.50	6240	31	658.75	24179/IT support agreement
30/09/2018	11241	24178	HELIOCENTRIX	HELI001	938.79	187.76	1,126.55	6240	31	938.79	24178/IT support agreement
04/09/2018	I3219221	24192	KCC KCS	KCC003	114.95	22.99	137.94	6200	31	40.50	24192/stationery
								6010	33	74.45	24192/cleaning products
06/09/2018	I3222276	24194	KCC KCS	KCC003	69.20	13.84	83.04	6200	31	69.20	24194/stationery
09/09/2018	I3225510	24196	KCC KCS	KCC003	10.00	0.00	10.00	6330	31	10.00	24196/sugar
11/09/2018	I3227079	24198	KCC KCS	KCC003	4.60	0.92	5.52	6200	31	4.60	24198/stationery
14/09/2018	I3232574	24197	KCC KCS	KCC003	20.20	4.04	24.24	6200	31	20.20	24197/stationery
20/09/2018	I3238302	24193	KCC KCS	KCC003	25.65	5.13	30.78	6200	31	22.40	24193/stationery
								6010	33	3.25	24193/cleaning products
28/09/2018	I3246166	24195	KCC KCS	KCC003	20.10	4.02	24.12	6200	31	20.10	24195/stationery
03/08/2018	I3208193	24230	KCC KCS	KCC003	92.15	18.43	110.58	6330	21	11.95	24230/plaster,sterile dressing

Ledger No 1 for Month No 6

Supplier A/c Order

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
								6010	21	42.80	24230/refuse sacks
								5500	22	37.40	24230/barrier tape
20/09/2018	I3238301	24231	KCC KCS	KCC003	6.45	1.29	7.74	6010	31	6.45	24231/drain gel
19/09/2018	OTLET65	24181	KNOLE	KNA001	4,000.00	0.00	4,000.00	6322	40	4,000.00	24181/Oaks Theatre Letting
07/09/2018	INV-5759	24182	LAV HIRE LTD	LAV001	220.00	44.00	264.00	6869	40	220.00	24182/toilet hire&service
07/09/2018	INV-5758	24262	LAV HIRE LTD	LAV001	80.00	16.00	96.00	6869	40	80.00	24262/tolilet hire
20/09/2018	SL002622	24249	LENGARD LTD	LENG001	62,223.47	12,444.69	74,668.16	9062	91	62,223.47	24249/Bat & Ball Const. Bill 3
28/09/2018	I0203038S	24263	LEXIS NEXIS	LEX001	318.97	0.00	318.97	6720	31	318.97	24263/book(Arnold Baker)
09/09/2018	61918597	24087	LOCAL WORLD LTD	LOCA001	78.00	15.60	93.60	6460	31	78.00	24087/Sept meetings notice
30/09/2018	61927280	24184	LOCAL WORLD LTD	LOCA001	219.45	43.89	263.34	7555	38	219.45	24184/advertisement
03/09/2018	RC432142	24079	MIDKENT COLLEGE	MIDK001	1,286.00	0.00	1,286.00	4010	31	1,286.00	24079/Mark Baggage AAT
01/09/2018	1548	24162	MIDLAND FINE ARTS	MIDLAND001	114.04	22.81	136.85	6322	40	114.04	24162/frames x20
25/09/2018	25/09/2018	24153	MILK & MORE	MILK001	4.10	0.00	4.10	6330	31	4.10	24153/milk
31/08/2018	1486/18/001	24076	MOULTON TAGGART	MOUL001	1,100.00	220.00	1,320.00	9062	91	1,100.00	24076/Attend project/design mt
27/09/2018	965928	24264	OAKS PLANT HIRE	OAKS001	45.19	4.06	49.25	5500	21	45.19	24264/gas,torch burner
09/08/2018	0001/00004	24092	OBM	OBM001	37.74	7.55	45.29	5525	22	37.74	24092/Screws Pick axe
28/08/2018	ANN/AUG18	24226	ONECARD	ONE002	3,655.95	646.77	4,302.72	6500	28	58.98	24226/goods for resale
								6500	28	74.65	24226/goods for resale
								6500	28	67.35	24226/goods for resale
								6500	28	71.15	24226/goods for resale
								6500	28	42.75	24226/goods for resale
								6322	40	35.97	24226/fairy lights
								6900	40	19.98	24226/USB charger
								6900	31	76.90	24226/Michele train ticket
								6900	31	16.63	24226/2x glitter star trophies
								6200	31	4.77	24226/filofax
								6200	31	7.70	24226/A5filofax diary pages`18
								6101	31	6.25	24226/giffgaff - Rec ipad
								6101	21	8.34	24226/giffgaff - phone top up

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Ledger No 1 for Month No 6

Items marked with a * are disputed invoices.

Supplier A/c Order

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
								6101	31	8.34	24226/giffgaff - phone top up
								6101	22	8.34	24226/giffgaff - phone top up
								6101	31	6.25	24226/giffgaff - ipad
								6101	31	6.25	24226/ipad council
								5500	31	258.00	24226/office shelving
								5500	23	657.00	24226/4xWater Tanks for allotm
								6240	40	10.95	24226/Acrobat Standard License
								6240	40	41.62	24226/creative cloud membersh.
								6240	31	13.62	24226/hard drive disk adapter
								5317	21	7.50	24226/parking permit
								6010	31	6.48	24226/energy saving bulbs
								6010	31	18.22	24226/3x Osram light bulbs
								9062	91	1,499.16	24226/LG"75 TV
								9062	91	415.83	24226/"43 TV
								6460	29	33.31	24226/2x Union flags
								5525	28	173.66	24226/dishwasher repair
04/09/2018	LIN/AUGU18	24251	ONECARD	ONE002	781.99	115.21	897.20	6281	50	54.99	24251/3yr video games warranty
								6281	50	294.95	24251/sony PS4 console w/game
								6281	50	11.10	24251/blankets for sofas
								6320	28	135.00	24251/first aid training
								6320	50	135.00	24251/first aid training
								6900	31	75.95	24251/Filofax
								6730	31	75.00	24251/SLCC membership
28/09/2018	28/09/18	24334	ONECARD	ONE002	685.60	109.80	795.40	6002	23	341.00	24334/steel pallet
								506	0	20.00	24334/2 places for quiz night
								6322	40	126.67	24334/wine for BA
								6322	40	8.64	24334/tablecover
								6322	40	26.95	24334/chocolate
								6330	31	4.09	24334/biscuits for stc meeting

Ledger No 1 for Month No 6

Supplier A/c Order

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
								6730	31	7.00	24334/KJCA membership
								6010	50	43.75	24334/security light
								6415	31	30.00	24334/gift to Cllr Parry
								6710	31	77.50	24334/train ticket
28/09/2018	28/09/18/AN	24335	ONECARD	ONE002	2,101.63	212.92	2,314.55	6281	50	8.62	24335/wall clock
								6200	31	-6.07	24335/CN filofax
								6200	31	-1.63	24335/CN filofax
								6200	31	17.37	24335/legal wallet
								6500	28	46.47	24335/goods for resale
								6500	28	8.32	24335/mini gastro flags
								6500	28	59.30	24335/goods for resale
								6500	28	64.82	24335/goods for resale
								6500	28	76.22	24335/goods for resale
								6500	28	52.60	24335/goods for resale
								6900	50	177.20	24335/earphones
								6900	31	5.83	24335/security lock w/keys
								6240	40	10.95	24335/Acrobat standard licence
								6240	50	16.64	24335/Adobe Illustartor
								6240	40	41.62	24335/Creative Cloud membershi
								6240	31	10.82	24335/laptop case
								6730	31	65.83	24335/Amazon Prime annual fee
								6922	31	499.00	24335/defib store 200
								6210	31	232.00	24335/400 stamps
								6210	31	7.07	24335/postage
								6104	36	8.34	24335/giffgaff mobile
								6104	22	8.34	24335/giffgaff mobile
								6104	21	8.34	24335/giffgaff mobile Nick
								6101	31	8.34	24335/giffgaff iPad Linda
								6101	21	6.25	24335/giffgaff iPad O/S

Ledger No 1 for Month No 6

Supplier A/c Order

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
								6101	31	6.25	24335/giffgaff iPad main offic
								6101	31	6.25	24335/giffgaff iPad stc
								5410	23	272.54	24335/allotments eqipment
								6490	32	49.00	24335/CLSO 5yr domain licence
								6490	32	48.00	24335/weebly 2yrs connect
								7555	38	49.00	24335/Youth council 5yr domain
								7555	38	48.00	24335/weebly 2yrs connect
								9062	91	190.00	24335/B7B Station premises lic
31/08/2018	SIN027282	24095	ONLINE PLAYGROUNDS	ONP001	55.65	11.13	66.78	5310	21	55.65	24095/Hardware primer & resin
17/09/2018	SIN180923P	24082	PIGGOTTS	PIG001	260.50	52.10	312.60	6461	60	260.50	SIN180923PFB93586/24082/Piggot
12/09/2018	0000297694	24137	PLUSNET	PLUS01	23.58	4.72	28.30	6101	28	23.58	24137/internet Vine Cafe
12/09/2018	0000302865	24135	PLUSNET	PLUS01	43.50	8.70	52.20	6101	50	43.50	24135/internet HITB
12/09/2018	0000302867	24136	PLUSNET	PLUS01	18.50	3.70	22.20	6101	22	18.50	24136/internet cemetery
13/09/2018	0000249844	24134	PLUSNET	PLUS01	47.50	9.50	57.00	6101	31	47.50	24124/internet CO
13/09/2018	0000249846	24133	PLUSNET	PLUS01	24.75	4.95	29.70	6101	36	24.75	24133/internet CC
25/09/2018	166308	24203	PREMIER ALARMS	PREM001	29.65	5.93	35.58	6930	33	29.65	24203/battery
10/09/2018	INV-14260	24183	PRESTIGE	PREST001	189.00	37.80	226.80	6324	29	189.00	24183/static guarding
06/09/2018	81422	24200	PROVENDER	PRO002	450.02	90.00	540.02	5120	21	450.02	24200/surrey loam bulk bag
24/09/2018	82518	24187	PROVENDER	PRO002	41.67	8.34	50.01	6802	22	33.33	24187/manure bulk bag
								6900	22	8.34	24187/gorilla tub
30/08/2018	30/08/18	24084	IL QUARTETTO FIENILE	QUAR001	200.00	0.00	200.00	6868	31	200.00	24084/Bandstand music 30.08
12/09/2018	S60585	24199	RAWSTONE HIRE	RAW001	29.15	5.83	34.98	5500	21	29.15	24199/equipment hire
21/09/2018	21918028	24238	REFLECTIONS	REFL001	48.00	0.00	48.00	5410	36	48.00	24238/window cleaning
04/09/2018	436598497	24161	REXEL	REX001	7.65	1.53	9.18	6010	31	7.65	24161/newlec 6FT 70W light
01/09/2018	SM19423	24086	RIALTAS	RIAL001	119.00	23.80	142.80	6240	31	119.00	24086/Software annual support
05/09/2018	05/09/18	24081	RIB DAVIS	RIB001	367.80	0.00	367.80	9062	91	367.80	24081/Oral History Training
03/09/2018	9057257586	24131	ROYAL MAIL	ROYA002	2.05	0.41	2.46	6210	31	2.05	24131/response services
17/09/2018	18-087	24088	RUSSELL HARPER	RUS001	125.00	0.00	125.00	6322	40	125.00	24088/Photos at Business award
01/09/2018	1517862	24156	SAFEGUARD PEST	SAFE001	47.00	9.40	56.40	6939	36	47.00	24156/quarterly hire/maint

Ledger No 1 for Month No 6

Supplier A/c Order

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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
05/09/2018	2050737	24158	SDC	SDC001	1,596.50	9.80	1,606.30	6200	31	1,596.50	24158/printing recharges
19/09/2018	2051090	24150	SDC	SDC001	180.00	0.00	180.00	6635	36	180.00	24150/premises licence
19/09/2018	2051149	24149	SDC	SDC001	70.00	0.00	70.00	6635	29	70.00	24149/premises licence
01/09/2018	2050680	24272	SDC	SDC001	3,038.46	0.00	3,038.46	5420	60	1,076.92	24272/Sat market rent
								5421	60	1,961.54	24272/Wed market rent
27/09/2018	150608	24180	SDC DIRECT SERVICES	SDC002	637.00	127.40	764.40	6934	21	637.00	24180/quarterly charge dog bin
28/09/2018	150647	24234	SDC DIRECT SERVICES	SDC002	405.00	0.00	405.00	6889	31	405.00	24234/garden waste sacks
06/09/2018	SO8455025	24126	EDF ENERGY	SEEB001	118.95	5.95	124.90	6861	26	118.95	24126/electricity bill
06/09/2018	GAC20635	24098	SETYRES	SETY001	68.00	13.60	81.60	5550	21	68.00	24098/GL05XVU Wheel
13/09/2018	130918	24170	SEV CONCERT BAND	SEV019	250.00	0.00	250.00	6868	29	250.00	24170/vineBandstand perf 24Jun
13/09/2018	13092018	24171	SEV CONCERT BAND	SEV019	250.00	0.00	250.00	6868	29	250.00	24171/VineBandstand perf30June
13/09/2018	13/09/18	24169	SEV CONCERT BAND	SEV019	250.00	0.00	250.00	6868	29	250.00	24169/vine bandstand perf16Aug
12/08/2018	CR1200818	24173	SEV CONCERT BAND	SEV019	-200.00	0.00	-200.00	6868	29	-200.00	24173/Crd inv on wrong act
30/08/2018	CR300818	24172	SEV CONCERT BAND	SEV019	-200.00	0.00	-200.00	6868	29	-200.00	24172/Crd invoice on wrong act
17/09/2018	17/09/2018	24083	SEVENOAKS HOCKEY	SEV049	150.00	0.00	150.00	6460	28	150.00	24083/Katy Warrington Sponsor
30/06/2018	80015745-7	24080	WATER CHOICE	SEWAT001	15.21	0.00	15.21	6000	23	15.21	24080/June18 water chgs
13/09/2018	68428	24363	SGE	SGE001	27.59	5.52	33.11	5010	29	27.59	24363/welcome arch
13/09/2018	68429	24362	SGE	SGE001	186.00	37.20	223.20	6002	23	186.00	24362/QH water butt project
13/09/2018	68435	24364	SGE	SGE001	16.13	3.23	19.36	5010	29	16.13	24364/welcome arch
13/09/2018	68438	24365	SGE	SGE001	41.14	8.23	49.37	5010	29	41.14	24365/welcome arch
18/09/2018	68530	24366	SGE	SGE001	22.16	2.44	24.60	5700	22	13.32	24366/fuel
								5525	22	8.84	24366/maintenance
28/09/2018	68677	24367	SGE	SGE001	26.42	2.29	28.71	5700	22	19.98	24367/fuel
								5410	22	6.44	24367/repairs
02/09/2018	091732	24217	SHELL	SHEL001	54.86	10.97	65.83	5700	21	54.86	24217/fuel
09/09/2018	091782	24215	SHELL	SHEL001	137.98	27.59	165.57	5700	21	137.98	24215/fuel
16/09/2018	091830	24216	SHELL	SHEL001	199.26	39.84	239.10	5700	22	20.17	24216/fuel
								5700	21	179.09	24216/fuel
23/09/2018	091879	24218	SHELL	SHEL001	67.31	13.45	80.76	5700	22	20.03	24218/fuel

Date :- 15/11/2018

Time :- 12:49

Sevenoaks Town Council

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 6

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USER : MB

Ledger No 1 for Month No 6

Supplier A/c Order

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
								5700	21	47.28	24218/fuel
30/09/2018	091933	24265	SHELL	SHEL001	198.56	39.70	238.26	5700	21	198.56	24265/fuel
28/09/2018	126460	24233	SLCC	SLCC001	485.00	49.00	534.00	6710	31	245.00	24233/conference fee
								6710	31	240.00	24233/accommodation
28/09/2018	0000099188	24250	SOVEREIGN	SOV001	838.18	167.64	1,005.82	5310	21	838.18	24250/Scramble Net Climber
21/09/2018	499893	24151	SPY ALARMS	SPY001	38.00	7.60	45.60	6930	36	38.00	24151/CC service/battery
06/09/2018	731598107	24159	SSE	SSE001	98.21	4.91	103.12	6011	36	98.21	24159/water CC
06/09/2018	481582274/	24155	SSE	SSE001	32.43	1.62	34.05	6010	22	32.43	24155/water cem chapel
10/09/2018	381579980/	24130	SSE	SSE001	69.43	3.47	72.90	5025	21	69.43	24130/electricity bill
10/09/2018	81619280/0	24129	SSE	SSE001	189.18	9.45	198.63	6010	21	189.18	2419/electricity bill
30/09/2018	3635	24267	STAG	STAG002	271.76	54.35	326.11	6322	40	271.76	24267/beer&wine
03/09/2018	30	24073	S WILLIAMS	SWA001	1,350.00	270.00	1,620.00	9062	91	1,350.00	24073/Architect work Aug 18
03/09/2018	INV29	24074	S WILLIAMS	SWA001	450.00	90.00	540.00	9062	91	450.00	24074/Architech Aug 18
29/08/2018	0000433448	24104	TATE FENCING	TATE001	366.87	73.37	440.24	5310	21	215.20	24104/Fencing
								5110	21	151.67	24104/Fencing
19/09/2018	0000435025	24266	TATE FENCING	TATE001	53.93	10.79	64.72	5010	29	53.93	24266/materials
03/09/2018	33130	24141	TAYWELL	TAY001	47.50	9.50	57.00	6500	28	47.50	24141/ice cream for resale
24/09/2018	13870	24191	JS TAYLOR	TAYL001	390.00	0.00	390.00	7611	31	390.00	24191/SWA supply to defibr.
06/09/2018	1084/BB/936	24072	THEIS KHAN	THEI001	15,000.00	3,000.00	18,000.00	9062	91	15,000.00	24072/Architectural 2nd Instal
06/09/2018	1085/BBS/9	24078	THEIS KHAN	THEI001	2,000.00	400.00	2,400.00	9062	91	2,000.00	24078/Architect instalmt Aug18
03/09/2018	1085/BBS/9	24232	THEIS KHAN	THEI001	3,100.00	620.00	3,720.00	9062	91	3,100.00	24232/ramp,bin,cafe,cycle strg
26/09/2018	26/09/2018	24188	THERAPIA	THER001	120.00	0.00	120.00	506	0	120.00	24188/treatment
24/09/2018	T0001	24168	TILTON SOLUTIONS LTD	TIL001	1,800.00	0.00	1,800.00	9062	91	1,800.00	24168/B&Brefurb&finance supp
24/09/2018	T0002	24167	TILTON SOLUTIONS LTD	TIL001	1,800.00	0.00	1,800.00	9062	91	1,800.00	24167/B&B refurb&finance supp
30/08/2018	INV-2456	24094	TREE ABILITY	TREE001	105.00	21.00	126.00	5070	21	105.00	24094/Mill Pond tree work
19/09/2018	3700005455	24222	UK POWER NETWORKS	UPN001	620.00	124.00	744.00	6862	26	620.00	24222/Farnaby Dr excav-reconn.
30/09/2018	VC/30918	24235	V.C HANDYMAN	VCH001	1,100.00	0.00	1,100.00	6001	60	1,100.00	24235/setting up markets
30/09/2018	LAO115178	24190	VEOLIA	VEOL001	12.10	2.42	14.52	6935	36	12.10	24190/lift
30/09/2018	LAO115465	24189	VEOLIA	VEOL001	39.95	7.99	47.94	6935	36	39.95	24189/annual duty of care

Ledger No 1 for Month No 6

Supplier A/c Order

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
05/09/2018	8468	24075	VISION ICT	VISICT001	1,560.00	312.00	1,872.00	9062	91	1,560.00	24075/Website design & develop
31/08/2018	130192	24106	WETTON CLEANING SERV	WET001	27.79	5.56	33.35	5025	21	11.91	24106/Hygiene Unit
								5026	21	3.97	24106/Hygiene Unit
								5020	29	11.91	24106/Hygiene Unit
31/08/2018	130193	24105	WETTON CLEANING SERV	WET001	1,364.53	272.91	1,637.44	5025	21	584.80	24105/Cleaning & lock august
								5026	21	194.93	24105/Cleaning & lock august
								5020	29	584.80	24105/Cleaning & lock august
30/09/2018	130552	24269	WETTON CLEANING SERV	WET001	1,364.53	272.91	1,637.44	5020	29	584.80	24269/toilet cleaning
								5025	21	584.80	24269/toilet cleaning
								5026	21	194.93	24269/toilet cleaning
30/09/2018	130553	24270	WETTON CLEANING SERV	WET001	27.79	5.56	33.35	5020	29	11.91	24270/toilet cleaning
								5025	21	11.91	24270/toilet cleaning
								5026	21	3.97	24270/toilet cleaning
02/07/2018	304020SFEE	24077	WICKSTEEDS	WICK002	2,212.50	442.50	2,655.00	9062	91	2,212.50	24077/Quantity survey & design
28/09/2018	304022SFEE	24236	WICKSTEEDS	WICK002	3,712.50	742.50	4,455.00	9062	91	3,712.50	24236/qunatity surveying
28/09/2018	3040P01FEE	24237	WICKSTEEDS	WICK002	783.54	156.71	940.25	9062	91	783.54	24237/quantity surveying
01/09/2018	K2223484	24157	WORLDPAY	WOR001	87.72	11.55	99.27	6976	28	57.69	24157/V/C charges
								6976	31	25.91	24157/mobile charges
								6976	31	4.12	24157/online charges
03/09/2018	WM1046461	24224	WORLDPAY	WOR001	7.50	1.50	9.00	6976	31	7.50	24244/monthly service fee
10/09/2018	LOTV2018	24166	WE TEACH MUSIC	WTM001	800.00	0.00	800.00	7555	38	800.00	24166/LOTVevent support
				TOTAL INVOICES	**165,126.65**	**27,113.41**	**192,240.06**			**165,126.65**	

Receipts for Month 4

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	Nominal Ledger Analysis A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd : 724.57						**724.57**	
	Banked on : **25/07/2018 47,168.80**							
	Nat West - Current Account	47,168.80			205		47,168.80	Monthly Salaries July '18 Tfr
	Banked on : **26/07/2018 23,304.63**							
	Nat West - Current Account	23,304.63			205		23,304.63	Monthly Pensions July '18 Tfr
	Banked on : **27/07/2018 135.00**							
	Nat West - Current Account	135.00			205		135.00	S.Widows July Tfr
	Banked on : **30/07/2018 3,037.61**							
	Nat West - Current Account	3,037.61			205		3,037.61	D/D Pensions July '18 Tfr
	Total Receipts for Month 73,646.04		0.00	0.00			73,646.04	
	Cash Book Totals 74,370.61		0.00	0.00			74,370.61	

Continued on Page 2

Payments for Month 4

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	Nominal Ledger A/c	Centre	£ Amount	Transaction Detail
25/07/2018	NatWest Bank	BACS25/7	45,673.83			520		45,673.83	July Monthly Salaries 2018
25/07/2018	NatWest Bank	BACS25/7/	1,326.26			520		1,326.26	July 2018 Cllr Allowances
25/07/2018	NatWest Bank	BACS25/7/	168.71			520		168.71	July 2018 Cllr Alowances
26/07/2018	NatWest Bank	BACS26/7	23,304.63			516		9,709.77	July 2018 Monthly Pension
						515		13,594.86	July 2018 Monthly HMRC
27/07/2018	NatWest Bank	DD27/7	135.00			516		135.00	July 2018 Scottish Widows
30/07/2018	NatWest Bank	DD30/7	2,851.26			516		2,851.26	July 2018 L&G
30/07/2018	NatWest Bank	DD30/7/2	186.35			516		186.35	July 2018 NEST
	Total Payments for Month		73,646.04	0.00	0.00			73,646.04	
	Balance Carried Fwd		724.57						
	Cash Book Totals		74,370.61	0.00	0.00			74,370.61	

Receipts for Month 5

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	Nominal Ledger Analysis A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd : 724.57						**724.57**	
	Banked on : **24/08/2018 43,150.88**							
	Nat West - Current Account	43,150.88			205		43,150.88	Monthly Salaries Tfr Aug '18
	Banked on : **28/08/2018 23,107.08**							
	Nat West - Current Account	23,107.08			205		23,107.08	Monthly HMRC/Pensions Aug '18
	Banked on : **30/08/2018 181.20**							
	Nat West - Current Account	181.20			205		181.20	NEST Tfr Aug '18
	Banked on : **31/08/2018 2,720.16**							
	Nat West - Current Account	2,720.16			205		2,720.16	L&G Tfr Aug '18
	Total Receipts for Month	69,159.32	0.00	0.00			69,159.32	
	Cash Book Totals	69,883.89	0.00	0.00			69,883.89	

Continued on Page 350

Payments for Month 5

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	Nominal Ledger A/c	Centre	£ Amount	Transaction Detail
24/08/2018	NatWest Bank	BACS24/8	160.00			520		160.00	Monthly Salaries Aug '18
24/08/2018	NatWest Bank	BACS24/8-	42,990.88			520		42,990.88	Monthly Salaries - 2 Aug '18
28/08/2018	NatWest Bank	BACS28/8	22,972.08			516		9,795.25	Monthly Pensions Aug '18
						515		13,176.83	Monthly HMRC Aug '18
28/08/2018	NatWest Bank	DD28/8	135.00			516		135.00	August '18 S.Widows payment
30/08/2018	NatWest Bank	DD30/8	181.20			516		181.20	NEST Aug '18
31/08/2018	NatWest Bank	DD31/8	2,720.16			516		2,720.16	Legal & General Aug '18
	Total Payments for Month		69,159.32	0.00	0.00			69,159.32	
	Balance Carried Fwd		724.57						
	Cash Book Totals		69,883.89	0.00	0.00			69,883.89	

Sevenoaks Town Council

Cash Book 5

Payroll A/c

Receipts for Month 6

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	Nominal Ledger Analysis A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd : **724.57**						**724.57**	
Banked on : **25/09/2018** **40,964.38**								
	Nat West - Current Account	40,964.38			205		40,964.38	Monthly Salaries Tfr Sep '18
Banked on : **26/09/2018** **21,548.65**								
	Nat West - Current Account	21,548.65			205		21,548.65	Monthly HMRC/Pensions Sep '18
Banked on : **28/09/2018** **2,817.19**								
	Nat West - Current Account	2,817.19			205		2,817.19	Monthly DD Pensions Sep '18
Total Receipts for Month		65,330.22	0.00	0.00			65,330.22	
Cash Book Totals		66,054.79	0.00	0.00			66,054.79	

Continued on Page 352

Payments for Month 6

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	Nominal Ledger A/c	Centre	£ Amount	Transaction Detail
24/09/2018	P.Towell	000319	275.43			520		275.43	2017/18 Member's All. re-issue
24/09/2018	P.Towell	000320	280.71			520		280.71	2018/19 Member's Allowance
24/09/2018	P.Towell	000316/RE	-275.43			520		-275.43	Rev/ Chq payment - re-issued
25/09/2018	NatWest Bank	BACS25/9-	440.71			520		440.71	Monthly Cllr Sep '18
25/09/2018	NatWest Bank	BACS25/9-	40,523.67			520		40,523.67	Monthly Salaries Sep '18
26/09/2018	NatWest Bank	BACS26/9	21,548.65			516		9,655.36	Monthly Pensions Sep '18
						515		11,893.29	Monthly HMRC Sep '18
28/09/2018	NatWest Bank	DD28/9-1	2,626.21			516		2,626.21	Monthly L&G Sep '18
28/09/2018	NatWest Bank	DD28/9-2	190.98			516		190.98	Monthly NEST Sep '18
	Total Payments for Month		65,610.93	0.00	0.00			65,610.93	
	Balance Carried Fwd		443.86						
	Cash Book Totals		66,054.79	0.00	0.00			66,054.79	

Sevenoaks Town Council

Cash Book 6

Petty Cash

Receipts for Month 4

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	Nominal Ledger Analysis A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**811.86**					**811.86**	
	Banked on : **05/07/2018**	**100.00**						
092/RETU	Council Offices		100.00		299		100.00	Return of advance Drill/Phone
	Banked on : **06/07/2018**	**268.32**						
	Nat West - Current Account		268.32		210		268.32	Petty Cash Top-up
	Banked on : **19/07/2018**	**328.32**						
	Nat West - Current Account		328.32		210		328.32	Petty Cash Top-up
	Banked on : **20/07/2018**	**80.00**						
111/RETU	Council Offices		80.00		299		80.00	Return of advance for travel
	Banked on : **23/07/2018**	**71.50**						
114/return	Council Offices		71.50		299		71.50	Return of float for LotV
	Total Receipts for Month	848.14	0.00	0.00			848.14	
	Cash Book Totals	1,660.00	0.00	0.00			1,660.00	

Continued on Page 2

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Payments for Month 4

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c	Centre	£ Amount	Transaction Detail
02/07/2018	Open Spaces	099	115.08			6865	26	115.08	In Bloom plants & compost
04/07/2018	Council Offices	100	18.40			6330	31	18.40	Milk/Tea/Coffee/Sug
04/07/2018	Council Offices	100/2	6.99			5500	31	6.99	Glue Gun
04/07/2018	Council Offices	100/3	19.71		3.29	5410	31	16.42	Repair supplies
05/07/2018	Cemetery	101	24.51		0.68	6330	22	23.83	Milk/Tea/Sugar
05/07/2018	Cemetery	101/2	7.20			5410	22	7.20	Wood
05/07/2018	Council Offices	102	73.49		12.25	5500	31	61.24	Drill
05/07/2018	Knole Paddock	102/2	24.99		4.16	6101	21	20.83	New Phone
09/07/2018	Vine Cafe	103	50.59		0.36	6500	28	50.23	General food supplies
10/07/2018	Council Offices	104	88.97		14.83	6865	26	74.14	In Bloom plants
11/07/2018	Council Offices	105	3.45			6210	31	3.45	Postage
11/07/2018	Mayor's Charity	106	15.03			506		15.03	Tiddlywinks & foil platters
12/07/2018	Community Centre	107	22.43			6520	36	22.43	Resale supplies
12/07/2018	Community Centre	107/2	24.99		4.16	5500	36	20.83	New fan
12/07/2018	Council Offices	108	5.97			6869	32	5.97	Clip boards
13/07/2018	Council Offices	109	107.00			6900	31	107.00	Parking
13/07/2018	Council Offices	109/REV	-107.00			6900	31	-107.00	Rev Parking error
13/07/2018	Council Offices	109/CORR	1.70			6900	31	1.70	Parking
17/07/2018	Council Offices	110	5.00			6330	31	5.00	Tea
19/07/2018	Council Offices	111	80.00			299		80.00	Advance for Green Flag Awards
19/07/2018	Council Offices	112	5.00		0.83	6200	31	4.17	Stationery
20/07/2018	Council Offices	113	64.40			6900	31	64.40	Green Flag Awards Travel
20/07/2018	Council Offices	114	71.50			299		71.50	Live on the Vine Float
20/07/2018	Council Offices	115	7.45			6330	31	7.45	Milk
20/07/2018	Council Offices	115/2	4.00		0.67	5500	31	3.33	Nails
23/07/2018	Vine Cafe	116	51.60			6500	28	51.60	General Food Supplies
23/07/2018	Vine Cafe	116/2	12.25		1.36	6900	28	10.89	Travel Costs
23/07/2018	Vine Cafe	116/3	24.99		4.16	5500	28	20.83	Mixer
26/07/2018	Council Offices	117	3.50			6900	31	3.50	Parking
26/07/2018	Council Offices	117/2	16.85			6210	31	16.85	Postage
30/07/2018	Council Offices	118	1.95			6330	31	1.95	Milk
30/07/2018	Vine Cafe	119	30.02			6500	28	30.02	General Food Supplies
30/07/2018	Vine Cafe	119/2	1.85		0.30	6900	28	1.55	Misc Supplies for cafe
31/07/2018	Open Spaces	120	14.15			6330	21	14.15	Refreshment Supplies
31/07/2018	Cemetery	121	5.16		0.86	6900	22	4.30	Mugs
31/07/2018	Cemetery	121/2	13.49			6330	22	13.49	Refreshment Supplies
31/07/2018	Cemetery	121/3	4.00		0.66	6330	22	3.34	Refreshment Supplies

Continued on Page 3

Total Payments for Month	920.66	0.00	48.57	872.09
Balance Carried Fwd	739.34			
Cash Book Totals	1,660.00	0.00	48.57	1,611.43

Payments for Month 5

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	Nominal Ledger A/c	Centre	£ Amount	Transaction Detail
03/08/2018	Council Offices	122	3.25			6330	31	3.25	Milk
06/08/2018	Council Offices	123	1.95			6330	31	1.95	Milk
08/08/2018	Vine Cafe	124	27.08			6500	28	27.08	Supplies
10/08/2018	Allotments	125	30.96		5.16	5410	23	25.80	Pipeing
13/08/2018	Vine Cafe	126	32.99		3.84	6500	28	29.15	Supplies
13/08/2018	Vine Cafe	127	16.30		0.66	6500	28	15.64	Supplies
13/08/2018	Council Offices	128	6.50			6210	31	6.50	Postage
13/08/2018	Open Spaces	129	50.00			520		50.00	Salary advance
17/08/2018	Council Offices	130	0.85			6330	31	0.85	Milk
17/08/2018	Sev Town Partnership	131	10.19		0.17	6322	40	10.02	Refreshmts bus awards judging
20/08/2018	Council Offices	132	1.90			6330	31	1.90	Milk
21/08/2018	Council Offices	133	10.45			6330	31	10.45	Milk/Tea/Coffee
22/08/2018	Council Offices	134	3.50			6900	31	3.50	Parking
22/08/2018	Community Centre	135/1	17.94		2.99	5410	36	14.95	Paint
22/08/2018	Community Centre	135/2	31.79			6520	36	31.79	Food Supplies
24/08/2018	Business Awards	136	140.00			299		140.00	Advance for engraving
28/08/2018	Business Awards	137	230.88		34.63	6322	40	196.25	Advance for reception drinks
28/08/2018	Council Offices	138	32.45			6330	31	32.45	Milk and food supplies
29/08/2018	Vine Cafe	139	17.25		0.33	6500	28	16.92	Supplies
29/08/2018	Council Offices	140	3.30		0.55	6010	33	2.75	Washing up liquid & cling film
30/08/2018	Council Offices	141	0.85		0.14	6010	33	0.71	Soap
31/08/2018	Council Offices	142	1.50			6900	31	1.50	Parking- Christmas lights meet
	Total Payments for Month		671.88	0.00	48.47			623.41	
	Balance Carried Fwd		867.10						
	Cash Book Totals		1,538.98	0.00	48.47			1,490.51	

Receipts for Month 5

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	Nominal Ledger Analysis A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**739.34**						**739.34**	
	Banked on : **15/08/2018**	**319.69**							
	Nat West - Current Account		319.69			210		319.69	Petty Cash Top-up
	Banked on : **24/08/2018**	**140.00**							
return	Business Awards		140.00			299		140.00	Return of Engravings advance
	Banked on : **28/08/2018**	**339.95**							
	Nat West - Current Account		339.95			210		339.95	Petty Cash Top-up
	Total Receipts for Month	799.64		0.00	0.00			799.64	
	Cash Book Totals	1,538.98		0.00	0.00			1,538.98	

Continued on Page 418

Receipts for Month 6

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	Nominal Ledger Analysis A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**867.10**					**867.10**	
	Banked on : **07/09/2018**	**218.23**						
	Nat West - Current Account		218.23		210		218.23	petty cash top up
	Banked on : **17/09/2018**	**60.00**						
return	Business Awards		60.00		299		60.00	return of float
	Total Receipts for Month	278.23	0.00	0.00			278.23	
	Cash Book Totals	1,145.33	0.00	0.00			1,145.33	

Continued on Page 420

Payments for Month 6

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	Nominal Ledger A/c	Centre	£ Amount	Transaction Detail
03/09/2018	Bat & Ball Station	143	38.90			9062	91	38.90	time capsule engraving
04/09/2018	Vine Cafe	144	12.30			6500	28	12.30	Goods for resale
06/09/2018	Town Partenrship	145	132.93			6322	40	132.93	Business Awards Engravings
06/09/2018	Council Offices	145/B	1.00			6900	31	1.00	parking
06/09/2018	Bat & Ball Station	146	8.20			9062	91	8.20	small items for time capsule
06/09/2018	Bat & Ball Station	146/B	2.00		0.33	9062	91	1.67	small items for time capsule
10/09/2018	Open Spaces	147	21.00			6330	21	21.00	sugar, milk, tea, coffee
11/09/2018	Vine Cafe	148	6.29			6500	28	6.29	goods for resale
11/09/2018	Council Offices	149	2.45			6330	31	2.45	milk
13/09/2018	Bat & Ball Station	150	15.00			9062	91	15.00	4 pack of boxes
13/09/2018	Town Partnership	151	50.00			299		50.00	Business Awards
13/09/2018	Council Offices	152	2.00			6490	32	2.00	parking CLSO
14/09/2018	Town Partnership	153	60.00			299		60.00	float for STP Business Awards
14/09/2018	Council Offices	154	5.00		0.83	6010	33	4.17	diswasher tablet
17/09/2018	Council Offices	155	1.10			6330	31	1.10	milk
18/09/2018	Vine Cafe	156	10.85			6500	28	10.85	milk and salad
18/09/2018	Council Offices	157	34.99		5.83	6281	31	29.16	New kettle
18/09/2018	Youth Cafe	158	8.20		1.36	6281	50	6.84	My neighbour Totoro DVD
18/09/2018	Youth Cafe	159	9.00			6900	50	9.00	parking
18/09/2018	Youth Cafe	159/B	27.03			6500	50	27.03	food supplies
18/09/2018	Youth Cafe	159/C	3.10		0.51	6900	50	2.59	bags
18/09/2018	Youth Cafe	159/D	2.00		0.33	6010	50	1.67	cleaning products
20/09/2018	Community Centre	160	17.70		2.95	5410	36	14.75	lock and batteries
20/09/2018	Community Centre	160/B	1.10		0.18	6900	36	0.92	matches
20/09/2018	Community Centre	160/C	25.20			6520	36	25.20	milk,cake
21/09/2018	Council Offices	161	1.60			6330	31	1.60	milk
25/09/2018	Council Offices	162	1.60			6330	31	1.60	milk
27/09/2018	Council Offices	163	5.00			6490	32	5.00	parking CLSO
	Total Payments for Month		505.54	0.00	12.32			493.22	
	Balance Carried Fwd		639.79						
	Cash Book Totals		1,145.33	0.00	12.32			1,133.01	

Sevenoaks Town Council

Finance and General Purposes Committee 26th November 2018

Hospitality and Gifts Register

To note that the following hospitality/gifts were received by employees of Sevenoaks Town Council between 1st July to 31st October 2018.

Record of Hospitality Provided

To Councillors (over £25) and Staff (all)

Date offered	Accepted / declined	Date accepted or declined	From Whom	To whom offered	Details £ Approximate Value
21.09.2018	Accepted	21.09.2018	Business Lunch with Theirs & Khn	Town and Deputy Town Clerk	£30 each
Dec 2017 Dec 2018	Accepted	17.10.2018 Notified of both	Panto at the Stag	Cllr E Waite	2 at £20 each p.a = £80
Dec 2018	Accepted	17.10.2018	Panto at the Stag	Town Clerk	£20 per person
Dec 2018	Accepted	17.10.2018	Panto at the Stag	Committee Clerk	£20 per person

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Sevenoaks Town Council

2019/20 Draft Revenue Budget

Finance & General Purpose Committee

Recommendation to committee 26 November 2018

Executive Summary

In preparing its budget for 2019-20, Sevenoaks Town Council has again looked hard at opportunities to make savings (both in terms of cuts and further efficiencies), while at the same time providing the projects, functions and services that it has previously committed to delivering to the community of Sevenoaks.

Following initial consideration of economic and other local (and internal) factors such as inflation, payroll, income fees and charges, service commitments, operational changes and to reduce the impact on residents' finances, the Town Council is budgeting to pull down on its reserves to cover the financial impact of the loss of Community Centre income once refurbishment commences in June 2019.

A resulting draft revenue budget for 2019-20 proposes a net expenditure budget of £1,134,235 (£1,088,593 in 2017/18). This would result in a 4.19% increase in the Town Council's portion of the Council Tax and the contribution from an average Band D property of £119.77 (£114.95 in 2018/19), an increase of £4.82 or 9p per week.

The impact on Band D could adjust once SDC provides details of Band D properties in December 2018.

Recommendation that members receive and approve:

1. the draft OSL revenue budget allowing for savings of 6% on the 2018-19 OSL budget

2. the one-off proposal to transfer £26,000 from reserves to meet the income shortfall expected due to the Community Centre refurbishment due to commence in June 2019.

3. an overall draft budget for the Town Council which currently proposes a 4.19% increase on 2018/19 Band D of £4.82 (an increase of 9p per week). Proposed 2019/20 Band D is £119.77 (2018/19 Band D Council Tax was £114.95).

   The impact on Band D could adjust once SDC provides details of Band D properties in December 2018.

Background

1. The following Economic factors were considered during the preparation of the budget:
   a) Payroll expenditure (staff costs), National Living Wage
   b) Pension provision
   c) Inflation. It is difficult to predict a rate of increase for 2019-20 due to the high dependency on Brexit outcome. 3% has been recommended for budget purposes.
   d) National economy and impact of Brexit
   e) Parameters of the Government Referendum Principles for Town and Parish Councils set out in the 2016 paper of a 5% or £5 threshold on a Band D bill

Assumptions	2016/17	2017/18	2018/19	2019/20
General Inflation	2%	2%	3%	3%
Payroll	2%	2%	2%	2%
Income-Fees & Charges	2%	3%	3%	3%

2. Other factors such as:
   a) continued commitment to the improvement of community infrastructure and services;
   b) the ability to generate income;
   c) the ability to deliver service commitments in an efficient, economic and effective manner in order to achieve a balanced budget;
   d) funding of payroll increases to ensure that there is capacity to deliver commitments at the appropriate standard of service; and the
   e) desire to keep impact on residents' finances to a minimum.

3. Major operational changes from 2017/18 to 2019/20 include:
   a) closure of the community centre for refurbishment;
   b) new Bat & Ball station facility;
   c) HiTb loss of grant funding;
   d) provision of Business Hub facility; and the
   e) retention of a Development Fund.

Sevenoaks Town Council

Budget 2019/20

version
Draft F&GP 26 November 2018

Sevenoaks Town Council
2019/20 Revenue Budget Proposal
Finance & General Purposes Committee Draft Revenue Budget
Recommendation to committee 26 November 2018

Assumptions	2016/17	2017/18	2018/19	2019/20
General Inflation	2%	2%	3%	3%
Payroll	2%	2%	2%	2%
Income-Fees & Charges	2%	3%	3%	3%

Sevenoaks Town Council
Summary of 2019/20 Draft Proposals

FINANCIAL & GENERAL PURPOSES COMMITTEE SUMMARY

	Ref.	Actual 2015/16 £	Actual 2016/17 £	Actual 2017/18 £	Budget 2018/19 £	Actual 2018/19 YTD £	Forecast 2018/19 £	Budget 2019/20 £	% mvmt on previous budget
Vine Café	28	19,935	23,371	22,956	(5)	11,907	24,235	11,861	
Bat & Ball Station Building	30	-		-	7,312	-	7,312	(1,134)	
Central Services	31	396,182	550,354	629,373	633,480	269,170	656,018	670,220	6%
Finance Costs	31	(3,333)	(3,651)	(8,225)	(6,000)	(5,208)	(7,500)	(6,000)	0%
General	32	27,474	31,586	22,597	26,200	7,223	23,090	30,200	15%
Council Offices	33	34,148	23,502	32,458	39,311	17,567	34,923	47,193	20%
Community Grants	38	66,452	68,119	44,010	57,000	28,811	49,171	57,000	0%
Community Centre	36	(15,074)	(13,898)	(13,503)	(5,728)	(19,926)	(8,861)	(12,638)	121%
Letting of Non-operational Property	39	(15,380)	(7,797)	(5,728)	(39,600)	(12,356)	(19,550)	(7,900)	-80%
Sevenoaks Town Partnership	40	5,000	5,000	5,000	5,000	5,000	5,000	5,000	0%
Business Hub	41	-	-	-	-	-	-	(9,280)	
Youth Café	50	2,694	7,047	4,010	13,660	7,543	22,060	29,290	114%
Markets	60	(4,644)	(7,500)	-	-	-	-	-	
		503,485	**678,132**	**732,949**	**730,630**	**309,731**	**785,899**	**813,811**	
% Mvmt on previous budget								**11%**	

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OPEN SPACES & LEISURE COMMITTEE SUMMARY

	Ref.	Actual 2015/16 £	Actual 2016/17 £	Actual 2017/18 £	Budget 2018/19 £	Actual 2018/19 YTD £	Forecast 2018/19 £	Budget 2019/20 £	% mvmt on previous budget
General	21	178,484	213,202	219,453	263,375	115,956	229,360	258,395	-2%
Greatness Cemetery	22	16,487	14,957	1,575	20,200	7,597	22,063	11,035	-45%
Allotments	23	-	(276)	1,328	3,420	(1,809)	2,793	135	-96%
Street Lighting and General	26	16,904	15,272	16,719	21,447	18,878	13,448	21,626	1%
Vine Grounds	29	22,404	17,554	14,816	21,953	10,886	19,671	19,914	-9%
		234,279	**260,709**	**253,591**	**330,395**	**151,508**	**287,336**	**311,105**	
% Mvmt on previous budget								**-6%**	

REVENUE FUND SUMMARY

	Ref.	Actual 2015/16 £	Actual 2016/17 £	Actual 2017/18 £	Budget 2018/19 £	Actual 2018/19 YTD £	Forecast 2018/19 £	Budget 2019/20 £	% mvmt on previous budget
Planning Committee	1	31,848	33,287	32,082	34,880	16,897	33,904	35,319	1%
Open Spaces & Leisure Committee	2	234,279	260,709	253,591	330,395	151,508	287,336	311,105	-6%
Finance/General Purposes Committee	3	503,485	678,132	732,949	730,630	309,731	785,899	813,811	11%
		769,612	**972,127**	**1,018,622**	**1,095,905**	**478,136**	**1,107,139**	**1,160,235**	
Less: Government Revenue Support Grant			-	-	-	-	-	-	
Add: Appropriation to/(from) Balances			-	-	(7,312)		(17,312)	(26,000)	
Precept		**769,612**	**972,127**	**1,018,622**	**1,088,593**	**478,136**	**1,089,827**	**1,134,235**	
% Mvmt on previous budget									
Council Tax Base i.e. Band D equivalents		9,055	9,226	9,315	9,470			9,470	
Council Tax per year		**£88.69**	**£105.53**	**£110.53**	***£114.95***			***£119.77***	
Increase (£)			£16.84	£5.00	*£4.42*			*£4.82*	
% increase		16.73%	18.99%	4.74%	4.00%			4.19%	
Council Tax per week		**£1.71**	**£2.03**	**£2.13**	**£2.21**			**£2.30**	
Increase per week (£)			£0.32	£0.10	£0.08			£0.09	

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Note:
The number of Band D households could change following provision of the more up to date number by Sevenoaks District Council in December 2018

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Sevenoaks Town Council
2019/20 Forecasts

PLANNING COMMITTEE (including Licensing) Cost Centre 11

	Ref.	Actual 2015/16	Actual 2016/17	Actual 2017/18	Budget 2018/19	Actual 2018/19 YTD	Forecast 2018/19	Budget 2019/20	% mvmt on previous budget
		£	£	£	£	£	£	£	
Gross Pay - Administration	4010	30,086	30,688	31,301	31,920	15,960	31,920	32,889	3%
Computer/database	6240	405	292	299	510	334	334	530	4%
Professional Fees	6630	1,058	1,974	42	2,000	453	1,500	1,600	-20%
Books and Periodicals	6720	149	183	290	300		0	300	0%
Sevenoaks Conservation Council	7500	150	150	150	150	150	150	-	-100%
		31,848	**33,287**	**32,082**	**34,880**	**16,897**	**33,904**	**35,319**	
% Mvmt on previous budget									**1%**

Notes on Planning

4010 ***Gross Pay - Administration***
2% uplift on 2018/19

6630 ***Professional fees***
fees associated with planning appeal fees

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Sevenoaks Town Council
2019/20 Forecasts
OPEN SPACES - SPORTS PITCHES, PARKS ETC. Cost Centre 21

	Ref.	Actual 2015/16	Actual 2016/17	Actual 2017/18	Budget 2018/19	Actual 2018/19 YTD	Forecast 2018/19	Budget 2019/20	% mvmt on previous budget
		£	£	£	£	£	£	£	
Gross Pay	4010	119,084	140,166	137,425	162,000	73,046	146,092	168,585	4%
Employers Pension Contribution	4270	6,370	10,193	7,663	10,510	4,245	8,490	11,278	7%
Graffiti and gum removal	5013	1,259	1,122	1,469	1,500	-	800	1,000	-33%
Lr St Johns WCs (rates, cleaning, water, repairs)	5025	7,655	8,000	5,588	8,350	5,646	11,292	7,152	-14%
Greatness Rec WCs (rates, cleaning, water, repairs)	5026				6,000	868	1,736	4,000	-33%
Footpaths, bridleways, ROW	5040	-	-	-	150	-	0	-	-100%
Seats & Litter Bins (Exc Vine)	5050	2,610	3,091	4,043	2,600	2,175	4,350	2,700	4%
Tree Sev Common	5060	1,402	3,381	2,737	3,500	(315)	(630)	3,600	3%
Tree Safety Survey	5065	2,400	3,500	4,150	3,600	-	0	3,700	3%
Woodlands	5070	3,895	3,121	4,284	3,200	420	840	3,300	3%
Raleys/ Knole Paddock and Pavilion	5110	2,759	2,040	264	2,080	152	304	2,080	0%
Raleys/K P Pitch and ground maintenance	5120	6,561	4,749	5,396	4,845	967	1,934	5,000	3%
Misc. Open Spaces and play areas	5310	7,331	11,630	60,464	20,000	19,114	24,500	20,000	0%
Greensands Common	5310				1,500	-	1,500	1,500	0%
Skate Park maintenance	5316	2,550	4,000	2,089	2,550	42	2,550	2,500	-2%
Raleys car park	5317	830	632	506	480	488	488	480	0%
Fertilisers	5320	674	790	1,389	1,200	(265)	935	1,200	0%
Grass Seed	5330	1,907	2,074	1,095	1,950	885	1,770	2,000	3%
Plants	5340	2,069	2,600	3,089	2,700	1,157	2,314	2,700	0%
Repairs and general maintenance	5410	1,218	592	1,498	1,500	424	1,670	1,500	0%
Equipment - Hired & New	5500	7,050	14,874	6,857	8,000	2,096	8,000	8,000	0%
Equipment Maintenance (incl tractor)	5525	7,171	7,650	8,448	8,000	2,628	8,000	8,000	0%
Vehicle expenses (incl vans)	5550	2,437	3,324	2,681	3,400	2,174	4,348	4,500	32%
Fuel	5700	5,691	8,303	5,500	6,000	3,367	5,334	6,200	3%
Rent, Rates & Water	6000	902	2,500	1,250	1,500	(397)	706	1,600	7%
Light Heat and Cleaning	6010	1,064	1,482	2,240	2,040	1,283	2,316	2,100	3%
Telephone	6101	211	173	206	200	105	188	200	0%
Mobile Telephone	6104	75	65	154	300	75	160	300	0%
Printing and stationery	6200	67	-	-	-		-	-	0%
Postage & courier	6210	22	-	-	-		-	-	0%
Furniture/equipment	6281	66	-	-	-		-	-	0%
Recruitment Costs	6315	88	-	-	-		-	-	0%
Staff Training	6320	2,470	2,433	2,078	2,500	-	2,500	2,500	0%
Welfare/hospitality	6330	249	174	114	200	79	158	200	0%
Subscriptions and professional fees	6730	45	177	141	200	141	141	200	0%
Road Dues - Oakhill Rd/Woodside	6812	1,888	1,440	1,447	2,000	-	1,500	2,000	0%
Bus Shelter Maintenance	6851	-	-	317	170	41	100	170	0%
Sundry Expenses	6900	(1,594)	22	107	100	-	100	100	0%
Health & Safety/ Risk Assessments	6922	315	843	664	1,500	12	824	1,500	0%
Alarm maintenance	6930	748	873	812	700	99	818	720	3%
CCTV Maintenance	6931	675	1,000	770	1,200	(250)	1,050	1,200	0%
Waste collection - Dog bins	6934	1,747	2,384	2,457	2,700	1,893	2,700	2,800	4%
Waste collection and disposal - Bins	6935	3,405	4,053	4,631	4,000	1,105	3,526	4,100	3%
Protective clothing	6952	1,379	1,455	1,331	1,400	775	1,350	1,400	0%
Letting and Hire of Facilities	1022	(25,010)	(23,653)	(30,694)	(20,000)	(5,290)	(20,547)	(30,000)	50%
Raleys car park	1316	(1,171)	(1,654)	(1,823)	(1,030)	(5)	(1,810)	(1,750)	70%
Grant Income	1350		(13,630)	(28,933)			-	-	0%
Income from other depts.	1470	-	-		-	(13)	(26)	-	0%
insurance Claims	1550	(596)	-	(3,011)			-	-	0%
Log Sales	1850	(969)	(997)	(832)	(1,200)	(918)	(918)	(1,200)	0%
Sundry Income	1990	(516)	(1,769)	(608)	(720)	(2,093)	(2,093)	(720)	0%
		178,484	**213,202**	**219,453**	**263,375**	**115,956**	**229,360**	**258,395**	
									-2%

% Mvmt on previous budget

Notes on Open Spaces - Forecasts
Items not within the precept but added to the rolling capital programme:

Capital Expenditure, Repairs & General Maintenance	2018/19 £		2019/20 £
Rolling Capital Programme-refer separate list			
Capital Required	14000	58,300	69,218
Income from CIL		(19,000)	(7,000)
Income from grants		(8,600)	(19,000)
Income from RCP reserves		(23,837)	(3,718)
	- 14,000	- 6,863	39,500

4010 ***Gross Pay - Administration***
2% uplift on 2018/19
includes one apprentice
includes long service awards

5310 ***Misc. Open Spaces & Play Areas***
includes £15,000 to operate the Environmental Park on Buckhurst Lane on a peppercorn lease from Knole Trustees.
includes £1,500 towards Greensands Common (second of four approved annual contributions)

5316 ***Skatepark maintenance***
Revenue budget reduced but capital budget within rolling capital programme

5412 ***Capital Refurbishment (planned maintenance projects from rolling capital programme)***
Items to be funded from grants and other sources

6210 ***Postage & Courier***
All postage and courier are budget under central services (cost centre 31)

6315 **Recruitment Costs**
budgeted under central services (cost centre 31)

1022 ***Letting and hire of facilities***
reflects 3% uplift on prior year (and rounded to nearest whole number)

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Sevenoaks Town Council
2019/20 Forecasts
GREATNESS CEMETERY Cost Centre 22

	Ref.	Actual 2015/16	Actual 2016/17	Actual 2017/18	Budget 2018/19	Actual 2018/19 YTD	Forecast 2018/19	Budget 2019/20	% mvmt on previous budget
		£	£	£	£	£	£	£	
Gross Pay - Administration	4010	56,290	53,935	60,706	60,000	31,108	62,216	64,290	7%
Employers Pension Contribution	4270	5,516	6,129	5,234	5,900	2,937	5,874	6,025	2%
Cem - Chapel and Office	5210	163	126	292	170	-	170	200	18%
Workshop/messroom maintenance	5230	163	171	131	170	1,039	(10)	170	0%
Repairs & General Maint	5410	2,600	-	1,809	1,000	465	1,000	1,000	0%
Equipment - Hired & New	5500	1,831	1,868	2,044	2,140	809	2,018	2,200	3%
Equipment Maintenance	5525	2,310	2,356	2,340	2,400	2,107	4,214	2,500	4%
Fuel	5700	893	730	796	900	522	850	950	6%
Rent, Rates and Water	6000	5,500	5,610	4,585	5,700	3,225	6,450	5,900	4%
Light Heat & Cleaning	6010	1,200	1,224	845	1,200	212	848	1,200	0%
Telephone	6101	704	624	733	730	264	528	740	1%
Mobile Telephone	6104	30	50	83	40	33	66	100	150%
Printing Postage and Stationery	6200	50	33	9	200	369	369	400	100%
Computer - cemetery database	6240	367	374	1,248	380	-	-	390	3%
Training	6320	1,530	989	870	1,500	-	1,000	1,500	0%
Welfare/hospitality	6330	153	62	145	150	88	150	150	0%
Goods for Resale	6500			-	200	-	-	200	0%
Professional fees	6630	103	105	-	100	90	5,180	100	0%
Subscriptions	6730	-	90	68	100	90	100	100	0%
Trees, Turf & Fertilisers	6802	1,250	1,275	2,623	1,500	692	2,768	3,000	100%
Roads, Paths and Boundaries	6822	530	457	1,126	550	157	314	600	9%
Lawn/ Wall of Remembrance	6832	357	368	147	100	-	100	100	0%
Sundry expenses	6900	50	82	203	50	33	50	50	0%
Health & Safety/ Risk Assessment	6922	269	98	-	970	-	970	970	0%
Alarm Maintenance	6930	750	699	573	1,150	612	1,124	1,150	0%
Cemetery security	6932	4,437	5,277	4,659	5,100	2,200	4,600	5,250	3%
Waste collection and disposal	6935	1,117	1,092	1,122	1,200	573	971	1,200	0%
Protective Clothing	6952	664	434	282	600	166	533	600	0%
Cem. Lodge water contribution	1011	(205)		-	-		0	-	0%
Cemetery Income	1700	(72,135)	(69,300)	(91,098)	(74,000)	(40,195)	(80,390)	(90,000)	22%
Insurance Claims	1550			-	-		0	-	0%
		16,487	**14,957**	**1,575**	**20,200**	**7,597**	**22,063**	**11,035**	
% Mvmt on previous budget								**-45%**	

Notes on Open Spaces - Greatness Cemetery

Capital Expenditure, Repairs & General Maintenance	Budget	Actual 2018/19	Forecast	Budget
Items not included in precept but added to the rolling capital programme	2018/19 £	YTD £	2018/19 £	2019/20 £
2019/20 Rolling Capital Programme-refer separately approved list				
Capital Required	7,000		11,500	36,000
Income from CIL			(5,500)	(26,500)
Income from grants				-
Income from RCP reserves				-
	- 7,000	-	6,000	9,500

4010 ***Gross Pay - Administration***
2% uplift on 2018/19
includes out of hours burials that staff have to cover
includes long service awards due in 2019/20

4270 ***Employers Pension Contribution***
Includes adjustment for the current LGPS contribution rate (17.1%)

6315 ***Recruitment Costs***
Budgeted in Central Services (cost centre 31)

6922 ***Health & Safety/Risk Assessment***
To reflect increased level of service including risk assessments

1700 ***Cemetery Income***
3% increase plus rounding to nearest whole number

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Sevenoaks Town Council
2019/20 Forecasts
ALLOTMENTS Cost Centre 23

	Ref.	Actual 2015/16	Actual 2016/17	Actual 2017/18	Budget 2018/19	Actual 2018/19 YTD	Forecast 2018/19	Budget 2019/20	
		£	£	£	£	£	£	£	% mvmt on previous budget
Gross Pay - Administration	4010	-	-	2,390	3,300	2,260	4,520	3,500	32%
Employers Pension Contribution	4270	-	-	-	500	-	-	210	-58%
General Maintenance	5410	422	125	981	1,590	1,178	2,356	1,200	-25%
Equipment-Hired & New	5500					195			
Rent Rates & Water	6000	250	245	1,393	1,760	407	1,315	1,700	-3%
QH Allotment Costs	6002			669		707			0%
Health & Safety/ Legal Advice	6922			-	300	-	-	300	0%
BV Rental Income	1010	(672)	(647)	(894)	(880)	(875)	(877)	(938)	7%
QH Rental Income	1047			(3,211)	(3,150)	(5,682)	(5,203)	(5,837)	85%
Capital Expenditure	B/S								
		0	**(276)**	**1,328**	**3,420**	**(1,809)**	**2,793**	**135**	
								-96%	

% Mvmt on previous budget

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Notes on Open Spaces - Allotments

Capital Expenditure & Repairs & General Maintenance	Budget	Actual 2018/19	Forecast	Budget
Items not included in precept but added to the rolling capital programme	2018/19	YTD	2018/19	2019/20
To be funded from capital receipts	£	£	£	£
Removal of asbestos QH allotments				
Power supply-QH allotments				
Water butt-QH Allotments		843		
Notice boards-QH allotments		966		
steel pallet-QH allotments		341		
Income from allotment reserves		-2150		
	-	-		-

1010 ***Allotments income***

* Cost/rod set annually in September for one year in advance. Invoice year commences 1st of October
£4 per rod for the year commencing 1st October 2019

Bradbourne (BV Allotment)
April to September Based on £3.50 per rod and October to March based on £4 per rod
No of Rods: 280
Occupancy level: 80% (down from the previous year)

Quakers Hall (QH Allotment)
April to September Based on £3.50 per rod and October to March based on £4 per rod
£3,205 based on
No of Rods: 1626
Occupancy level: 92% (up from previous year)

4010 QH allotment administrative hours at 4 hours per week @12/hour plus open spaces staff salary allocation

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Sevenoaks Town Council
2019/20 Forecasts

STREET LIGHTING AND GENERAL Cost Centre 26

	Ref.	Actual 2015/16	Actual 2016/17	Actual 2017/18	Budget 2018/19	Actual 2018/19 YTD	Forecast 2018/19	Budget 2019/20	
		£	£	£	£	£	£	£	% mvmt on previous budget
Public Clock Maintenance	6861	370	654	314	1,000	119	538	800	-20%
Street Lighting	6862	12,153	9,540	13,208	12,644	4,648	5,996	13,023	3%
In Bloom Costs	6865	8,805	10,205	13,687	16,224	15,391	15,391	16,260	0%
Street Lighting - recharges	1263/148	(3,429)	(4,577)	(6,660)	(7,197)	-	(7,197)	(7,197)	0%
In Bloom - Contributions	1990/126	(995)	(550)	(3,830)	(1,224)	(1,280)	(1,280)	(1,260)	3%
Capex	B/S								
		16,904	**15,272**	**16,719**	**21,447**	**18,878**	**13,448**	**21,626**	
% Mvmt on previous budget									**1%**

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Notes on Open Spaces - Street Lighting and General
Capital Expenditure & Repairs & General Maintenance

Items not included in precept but added to the rolling capital programme To be funded from capital receipts	Budget 2018/19 £	Actual 2018/19 YTD £	Forecast 2018/19 £	Budget 2019/20 £
LED Upgrade				30,000
Income from allotment reserves				
Income from grants				
	-	-		30,000

6862/1263 ***Street lighting***
Based on average assuming half of the 47 posts located in roads currently not funding their

An additional £30,000 needs to be earmarked to fund the removal of non maintained lights.
A quote is to be sourced for STC's portion of the conversion of streetlights to LED

6865/1266 ***In Bloom***
Net cost to STC of £15,000

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Sevenoaks Town Council
2019/20 Forecasts
CENTRAL SERVICES -VINE CAFÉ Cost Centre 28

	Ref.	Actual 2015/16	Actual 2016/17	Actual 2017/18	Budget 2018/19	Actual 2018/19 YTD	Forecast 2018/19	Budget 2019/20	% mvmt on previous budget
		£	£	£	£	£	£	£	
Gross pay - general	4010	24,573	52,119	46,735	43,800	28,893	48,786	43,000	-2%
Employers Pension Contribution - general	4270	408	1,417	893	1,700	817	1,634	2,631	55%
Repairs & General Maintenance	5410	23	500	877	500	346	692	500	0%
Equipment Hired & New	5500	3,056	2,312	2,457	1,800	2,489	2,639	1,800	0%
Equipment Maintenance	5525				500	653	653	500	0%
Rent, rates & water	6000	256	1,051	641	1,200	396	792	1,200	0%
Light, heat & cleaning	6010	1,592	3,063	(956)	1,600	1,034	1,768	1,600	0%
Telephone/broadband	6101		300	257	300	162	324	300	0%
Printing & Stationery	6200		29		30	22	44	30	0%
Postage & Courier	6210		90	-	160	60	120	160	0%
Computer/Database/WPs	6240	639	-	104	150	-	150	150	0%
Staff Training	6320	693	136	143	300	135	300	300	0%
Publicity	6460		-	130	250	123	130	250	0%
Goods for Resale	6500	9,554	21,207	18,325	29,000	13,119	19,600	20,000	-31%
Copyright Fees/Royalties	6533		173	155	300	-	155	300	0%
Professional Fees Licensing	6635	256	131	433	100	-	433	100	0%
Sundry Expenses	6900		180	241	180	182	200	200	11%
Health & Safety/ Legal Advice	6922	254	-	200	500	-	500	500	0%
Alarm Maintenance	6930	52	442	458	500	185	500	500	0%
Vine CafeWaste collection and disposal	6935	429	1,210	936	2,100	558	1,116	2,000	-5%
Vine Café Credit card charges	6976	195	309	525	550	350	700	550	0%
Sale of Goods	1211	(22,045)	(61,299)	(47,743)	(57,000)	(35,944)	(57,000)	(61,710)	8%
Events Management	1212			(1,855)	(28,525)	(1,673)	(2,000)	(3,000)	-89%
Capital Expenditure	B/S								
		19,935	**23,371**	**22,956**	**(5)**	**11,907**	**24,235**	**11,861**	
% Mvmt on previous budget					**5%**				

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Notes on Open Spaces - Vine Café

4010/4270 ***Gross Pay & Employers Pension Contributions***
Based on Operational hours:
April and October operating 8 hours a day, 5 days a week plus 1.5 hours opening and lock up by one staff
November to March operating 6 hours a day, three days a week plus 1.5 hours opening and lock up by one staff

One Manager (20%) 7 hours
Four other employees on a rota basis to cover operational hours

1211 ***Sale of Goods***
Includes a 3% increase on prices

1212 ***Events Management***
Options for generating additional income: teas, pop up events and charging of a notional fee to other events that benefit from the Café being opened on event days

Sevenoaks Town Council
2019/20 Forecasts
OPEN SPACES & LEISURE -VINE GROUNDS Cost Centre 29

	Ref.	Actual 2015/16	Actual 2016/17	Actual 2017/18	Budget 2019/20	Actual 2018/19 YTD	Forecast 2018/19	Budget 2019/20	% mvmt on previous budget
		£	£	£	£	£	£	£	
Gross pay - general	4010	8,393	7,513	7,994	8,250	4,325	8,650	8,520	3%
Employers Pension Contribution - general	4270	438	454	476	500	247	494	514	3%
Vine Area -Gen. Maintenance	5010	2,562	2,281	4,127	3,400	3,770	4,000	3,500	3%
Maintenance - Vine Club	5015	540		-	-		0	-	0%
Vine Public Conveniences	5020	6,117	9,696	1,376	12,000	2,643	5,286	8,000	-33%
Equipment Hired & New	5500	2,165		-	-		-	-	0%
Rent, rates & water	6000	128		634	700	308	616	720	3%
Light & heat	6010	53		80	65	157	236	250	285%
Printing & Stationery	6200	280		-	-		-	-	0%
Recruitment costs	6315	525		-	-		-	-	0%
Staff Training	6320	72		-	-		-	-	0%
Food Fair	6324	484		941	-	-	-	-	0%
Welfare / Hospitality	6330	17		-	-		-	-	0%
Goods for resale	6500	400		-	-		-	-	0%
Publicity	6460		240	574	250	93	186	250	0%
Professional Fees Licensing	6635	70	70	-	100	70	140	100	0%
Summer concerts	6868	3,730	4,091	4,067	3,000	2,514	5,029	3,100	3%
Special Events	6869	766			-		-	-	0%
CCTV Maintenance	6931	556	749	833	620	749	1,499	640	3%
Protective Clothing	6952	422		-	-		-	-	0%
Health & Safety/Risk Assessments	6922	25		998	-		-	-	0%
Insurance	1020	106		-	-		-	-	0%
Arts & Crafts stalls income (was CC26)	1022	(50)		(2,400)	-		-	-	0%
Other events net income	1208	(1,544)	(3,512)	(1,337)	(3,152)	(1,673)	(3,346)	(2,000)	-37%
Sale of Goods/Income other events	1211	(316)	(101)	-	-		-	-	0%
Rental income - Pavilion & Kiosk (was CC39)	1805	(2,316)	(3,090)	(3,090)	(3,180)	(2,318)	(3,118)	(3,180)	0%
Rental income - Band Practice Rm (was CC39)	1806				-		-	-	0%
Vine Club Insurance Contrib. (was CC21)	1870	(1,219)	(928)	(340)	(600)		-	(500)	-17%
Other Income	1990			(417)					
Capital Expenditure	B/S								
		22,404	**17,554**	**14,516**	**21,953**	**10,886**	**19,671**	**19,914**	
% Mvmt on previous budget					**-6%**			**-9%**	

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Notes on Open Spaces - Vine

4010/4270 ***Gross pay***
One gardener

Capital Expenditure & Repairs & General Maintenance	Budget	Actual 2018/19	Forecast	Budget
Items not included in precept but added to the rolling capital programme	2018/19	YTD	2018/19	2019/20
To be funded from capital receipts	£	£	£	£
5412 Paint railing	4,000			2,000
Income from CIL				-2000
Income from allotment reserves				
Income from grants				
	4,000	-		-

1870 **Vine Club Insurance Contrib.**
percentage based on STC insurance. Benefits of any reductions negotiated are passed on to club

Sevenoaks Town Council
2019/20 Forecasts
CENTRAL SERVICES -BAT & BALL STATION (Café & Hall Hire) Cost Centre 30

	Ref.	Actual 2015/16	Actual 2016/17	Actual 2017/18	Budget 2019/20	Actual 2018/19 YTD	Forecast 2018/19	Budget 2019/20	% mvmt on previous budget
		£	£	£	£	£	£	£	
Gross pay - general	4010	-	-	-	15,216		15,216	101,200	
Employers Pension Contribution - general	4270	-	-	-	5,214		5,214	6,400	
Repairs & General Maintenance	5410	-	-	-	750		750	1,540	
Equipment Hired & New	5500	-	-	-	-		-	-	
Equipment Maintenance	5525	-	-	-	-		-	-	
Rent, rates & water	6000	-	-	-	3,870		3,870	4,950	
Light & heat	6010	-	-	-	3,498		3,498		
Electricity	6011							5,170	
Gas	6012							2,000	
Cleaning (inc. materials)	6013							15,748	
Water	6014							2,990	
Insurance Cost	6020	-	-	-	1,002		1,002	2,060	
Telephone/broadband	6101	-	-	-	210		210	650	
Printing & Stationery	6200	-	-	-	-		-	200	
Staff Training	6320	-	-	-	-		-	250	
Publicity	6460	-	-	-	2,802		2,802	4,568	
Goods for Resale	6500	-	-	-	6,528		6,528	65,396	
Copyright Fees/Royalties	6533	-	-	-	308		308	550	
Professional Fees Licensing	6635	-	-	-	270		270	550	
Sundry Expenses	6900	-	-	-	-		-	600	
Health & Safety/ Risk Assessment	6922	-	-	-	482		482	1,020	
Alarm Maintenance	6930	-	-	-	600		600	1,230	
CCTV Maintenance	6931	-	-	-	300		300	620	
Waste collection and disposal	6935	-	-	-	600		500	1,230	
Credit card charges	6976	-	-	-	-		100	500	
Letting and Hire of Facilities	1022	-	-	-	(18,017)		(18,017)	(57,074)	
Sale of Goods	1211	-	-	-	(16,321)		(16,321)	(163,482)	
Events Management	1212	-	-	-	-		-	-	
		0	**0**	**0**	**7,312**	**0**	**7,312**	**(1,134)**	
% Mvmt on previous budget								**-116%**	

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Notes on CENTRAL SERVICES - BAT & BALL STATION CAFÉ Cost Centre 30

Operational from December 2018
Building operating 7 days a week
Café operating: 6 am to 5pm Monday to Friday, 10 am to 2pm on weekends
Rooms available for hire from Monday to Sunday

4010/4270 includes café and lettings administration:
One Manager- 80% (30 hours)
One Assistant Manager full time
four additional employees to cover operational hours
Proportion caretaker salary
Proportion administrator's caretaker salary

Overheads ***Expenses projections***
based on business plan projections for the Bat & Ball station building

Income ***Income projections***
based on business plan projections for the Bat & Ball station building

1212 ***Events Managements***
Options for generating additional income: teas, pop up events

Sevenoaks Town Council
2019/20 Forecasts
CENTRAL SERVICES Cost Centre 31

	Ref.	Actual 2015/16	Actual 2016/17	Actual 2017/18	Budget 2018/19	Actual 2018/19 YTD	Forecast 2018/19	Budget 2019/20	
		£	£	£	£	£	£	£	% mvmt on previous budget
Gross Pay - Administration	4010	224,995	258,234	283,094	297,000	153,991	307,982	316,640	7%
Employers Pension Contribution	4270	18,199	26,870	28,318	35,000	15,693	31,386	40,200	15%
Pension Contribution - Deficiency	4271	57,000	60,000	68,000	68,000	35,000	70,000	71,000	4%
Equipment Hired and New	5500	749	785	4,442	2,500	3,044	6,088	2,500	0%
Insurance Cost	6020	17,877	22,135	14,286	17,000	12,524	25,048	20,000	18%
Telephone	6101	1,140	2,477	5,009	2,500	2,931	5,862	5,900	136%
Facsimile Costs	6103		-	114	100		-	100	0%
Printing & Stationery	6200	9,559	12,397	16,604	14,600	7,396	14,792	15,000	3%
Postage and Courier	6210	2,239	5,629	6,207	5,000	2,494	4,988	5,000	0%
Computer/Database/WP's	6240	9,529	10,381	14,478	13,580	11,594	14,188	13,000	-4%
Website costs	6241	23	815	1,500	880	2,600	2,800	2,000	127%
IT infrastructure development	6242	5,001	4,552	6,456	5,200	-	6,456	6,500	25%
Office Furniture/ Machinery	6281	102	1,358	968	1,400	288	1,000	1,400	0%
Computers Accountancy	6300	2,972	2,281	3,170	4,000	1,799	3,170	3,300	-18%
Recruitment costs	6315	2,958	-	4,424	4,000	348	696	4,000	0%
Staff Training	6320	2,809	3,691	3,063	5,000	250	3,000	5,000	0%
Investors in People	6321		775	775	790	-	790	800	1%
Welfare / Hospitality	6330	2,084	2,343	3,354	1,970	831	1,970	1,900	-4%
Civic Expenses/Annual Reception/Xmas Council	6410	1,110	793	1,530	1,650	707	1,414	1,650	0%
Gifts/Hospitality	6415	351	232	401	400	413	400	400	0%
Annual Parish Meeting	6420		100	(100)	100	-	100	100	0%
Honours Board, Badges, Insignia	6421	2,030	347	250	250	-	250	250	0%
Members' Expenses and Allowces.	6435	2,765	1,912	3,030	3,930	2,526	2,700	4,000	2%
Mayoral Allowances	6437	2,186	5,067	3,958	5,200	1,483	5,200	5,360	3%
Mayoral Car/Travel Allowances	6438	5,418	2,230	2,300	2,340	-	2,340	2,400	3%
Press Notices	6440	1,164	1,889	1,779	1,500	624	1,500	1,500	0%
Bye Laws	6450		100	-	100	-	100	100	0%
Publicity/Democratic notices	6460	2,995	3,798	1,788	2,400	3,643	5,000	2,900	21%
Banner Costs	6461			2,160	1,020	1,050	1,500	1,500	47%
Audit Fees - Internal and external	6610	2,580	3,235	4,818	5,200	(60)	4,900	4,000	-23%
Irrecoverable VAT	6619	5,609	7,482	7,400	6,000	-	6,000	6,000	0%
Legal Expenses	6620	4,648	5,068	5,099	5,000	339	5,000	5,000	0%
Professional Fees Licensing	6635	570	640	1,335	1,980	1,105	1,400	1,800	-9%
Bad Debts	6650					125		-	0%
Conference Fees & Expenses	6710	770	2,024	2,674	2,300	895	2,300	2,300	0%
Books and Periodicals	6720	211	167	239	380	371	380	380	0%
Subscriptions	6730	3,672	2,804	4,073	3,500	3,093	3,500	4,000	14%
Special Events	6868	-	-	-	-		-	-	0%
Waste Sacks Exp	6889			1,476	1,400	1,301	1,400	1,450	4%
Sundry Expenses	6900	401	613	776	490	440	490	500	2%
Health & Safety/risk assessments	6922	2,712	2,250	2,607	3,000	(324)	2,500	3,000	0%
Bank Charges	6975	1,381	1,658	1,520	1,390	1,010	1,500	1,500	8%
Credit card charges	6976	339	852	642	500	303	650	700	40%
Election Expenses	7010	1,900	3,000	3,000	3,000	-	3,000	3,000	0%
Development Costs	7611		92,584	120,200	108,330	3,391	108,330	108,330	0%
Stag Reserve	7614	1,000	1,000	1,000	1,000	-	1,000	1,000	0%
Banner income	1231			(4,740)	(4,500)	(1,676)	(3,352)	(4,640)	3%
Grant income	1350	(2,000)	-	(189)		(500)	(500)	-	0%
Waste Sacks Income	1889			(1,113)	(1,200)	(1,279)	(1,500)	(1,500)	25%
Sundry Income	1990	(2,866)	(4,214)	(2,800)	(1,700)	(593)	(1,700)	(1,000)	-41%
Capital Expenditure	B/S								
		396,182	**550,354**	**629,373**	**633,480**	**269,170**	**656,018**	**670,220**	
% Mvmt on previous budget					**2%**			**6%**	

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Notes on Central Services

4010 ***Gross Pay - Administration***
2% uplift on 2018/19
includes Employee long service awards.

4271 ***Pension Contribution - Deficiency***
Increased in accordance with latest actuarial valuation. To be reviewed ahead of 2020/21 budget

6020 ***Insurance***
Health and safety, vehicle insurance and the main policy with Zurich

6240 ***Computer/database/WPs***
Includes IT support and licenses; internet charges and information pods ipad charges
Windows 365 license fees

6315 ***Recruitments Costs***
All recruitment costs previously shown in committees now accounted for through central services (F&GP)

6460 ***Publicity/Democratic notices***
Reflects costs of printing Town Crier; promotional signs and banners

6619 ***Irrecoverable VAT***
Cover against VAT repayments due on capital items which may not be claimed

6922 Health & Safety/Risk Assessments

7611 ***Development Costs***

Includes an allowance to cover a loan repayment, contingency or cash flow needs related to project managing/implementation of projects within the Community Investment Plan

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Sevenoaks Town Council
2019/20 Forecasts

FINANCE COSTS Cost Centre 31

	Ref.	Actual 2015/16 £	Actual 2016/17 £	Actual 2017/18 £	Budget 2018/19 £	Actual 2018/19 YTD £	Forecast 2018/19 £	Budget 2019/20 £	
Interest - on deposits	1115	(3,333)	(1,651)	(8,225)	(6,000)	(5,208)	(7,500)	(6,000)	0%
		(3,333)	**(1,651)**	**(8,225)**	**(6,000)**	**(5,208)**	**(7,500)**	**(6,000)**	
% Mvmt on previous budget					**-31%**			**0%**	

1115 ***Interest on deposits***
reflects amounts available to invest and the estimated return on investments.

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Sevenoaks Town Council
2019/20 Forecasts

F&GP - GENERAL Cost Centre 32

	Ref.	Actual 2015/16	Actual 2016/17	Actual 2017/18	Budget 2018/19	Actual 2018/19 YTD	Forecast 2018/19	Budget 2019/20	% mvmt on previous budget
		£	£	£	£	£	£	£	
Repairs & maintenance	5410			-	-		-	-	0%
Equipment new and hired	5500	168		-	-		-	-	0%
Telephone & Broadband	6101	4		-	-		-	-	0%
Christmas Lights Switch On	6490	22,447	38,912	24,004	26,000	1,496	26,000	26,000	0%
Remembrance Day/Civic Services	6491	2,059	2,205	3,220	2,700	688	2,700	2,700	0%
No 8 bus costs	6495	17,733	36,056	36,056	36,056	19,583	36,056	37,138	3%
Subscriptions	6730	105		-	-		-	-	0%
Events	6869	6,111	7,038	2,908	6,500	5,609	6,500	6,500	0%
Protective clothing	6952			-	-		-	-	0%
Grant income	1350		510	-	-		-	-	0%
Contributions to Christmas Lights Switch On	1490		(16,699)	(7,535)	(5,000)	(570)	(5,000)	(5,000)	0%
No 8 bus income	1495	(17,733)	(36,056)	(36,056)	(36,056)	(19,583)	(39,166)	(37,138)	3%
Fundraising	1500				-		-	-	0%
Sundry Income	1990	(3,420)	(380)	-	(4,000)	-	(4,000)	-	-100%
Capital Expenditure	B/S			-	-		-	-	0%
		27,474	**31,586**	**22,597**	**26,200**	**7,223**	**23,090**	**30,200**	
% Mvmt on previous budget					**1496%**			**15%**	

Notes on General

6490/1490 ***CLSO***
Budgeted at a net cost of £21,000 to STC

6495/1495 ***No 8 Bus***
Operated at nil cost to STC from grants and other income

6869 ***Special Events***
Includes remembrance day

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Sevenoaks Town Council
2019/20 Forecasts

COUNCIL OFFICES Cost Centre 33

	Ref.	Actual 2015/16	Actual 2016/17	Actual 2017/18	Budget 2018/19	Actual 2018/19 YTD	Forecast 2018/19	Budget 2019/20	
		£	£	£	£	£	£	£	% mvmt on previous budget
Gross pay	4010	5,533	7,172	11,836	18,900	7,374	14,748	27,388	45%
Employers Pension Contribution	4270	400	468	277	570	344	688	1,470	158%
Repairs & Gen. Maintenance	5410	2,508	854	1,142	2,000	606	1,212	2,060	3%
Rent and rates	6000	22,552	23,280	24,872	23,500	11,799	23,598	24,205	3%
Light Heat & Cleaning	6010	4,561	7,039	7,242	6,000	3,168	6,336	6,180	3%
Telephone & Broadband	6101	192		-	-		0	-	0%
Catering Expenses	6510		515	-	130	-	130	150	15%
Sundry Expenses	6900		35	-	90	22	90	100	11%
Health & Safety/Risk Assessments	6922		245	114	300	-	300	300	0%
Alarm Maintenance	6930	989	580	851	1,400	668	1,400	1,400	0%
Waste Bin Disposal	6935	317		456	740	433	740	740	0%
Healthcare services	6939			-	-		-	-	0%
Letting and Hire of Facilities	1022	(12,903)	(16,687)	(14,332)	(14,319)	(6,847)	(14,319)	(16,800)	17%
		24,148	**23,502**	**32,458**	**39,311**	**17,567**	**34,923**	**47,193**	
% Mvmt on previous budget		**-3%**		**26%**	**46%**			**20%**	

Notes on Council Offices

1022 What is the expected increase in hiring once the Community Centre is closed for refurbishment?

4010 ***Gross Pay - Administration***
This heading includes caretaker staff hours
2% cost of living increase
includes 4 hours re:administration of chamber bookings

6935 ***Waste Bin Disposal***
Service commenced in 2017/18

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Sevenoaks Town Council
2019/20 Forecasts
COMMUNITY CENTRE Cost Centre 36

	Ref.	Actual 2015/16	Actual 2016/17	Actual 2017/18	Budget 2018/19	Actual 2018/19 YTD	Forecast 2018/19	Budget 2019/20	% mvmt on previous budget
		£	£	£	£	£	£	£	
Gross Pay	4010	31,038	30,145	31,794	32,200	15,701	31,402	7,814	-76%
Employers Pension Contribution	4270	403	960	1,023	1,500	750	1,500	430	-71%
Buildings Repairs & Maint.	5410	1,863	1,997	4,967	2,900	958	2,900	500	-83%
Equipment Hired and New	5500			-	-		0	-	0%
Rates and water	6000	5,559	6,120	6,348	6,700	4,514	6,700	5,175	-23%
Electricity	6011	1,961	2,786	3,355	2,700	1,300	2,700	675	-75%
Gas	6012	1,779	1,858	589	1,800	207	1,800	465	-74%
Cleaning (Incl. Materials)	6013	599	45	-	800		0	210	-74%
Telephone	6101	492	433	496	400	264	400	100	-75%
Mobile Phone	6104	42	56	25	80	33	80	80	0%
Printing and Stationery	6200	3	1	64	70	-	70	-	-100%
Postage & Courier	6210	3		-	-		0	-	0%
Office Furniture/ Machinery	6230			557	600	-	600	-	-100%
Computers	6240		60		300	-	300	-	-100%
Furnishings, Furniture & Equipment	6281	36	170	1,139	320	10	320	-	-100%
Training	6320			191	200	-	200	100	-50%
Publicity/Democratic notices	6460			-	500	-	0	-	-100%
Refreshments For Resale	6520	707	551	680	700	231	700	175	-75%
Copyright Fees/Royalties	6533	563	674	563	470	-	563	565	20%
Professional fees - licensing	6635	180	180	180	210	180	210	220	5%
Bad debts	6650		-		-		-	-	0%
Grounds Maintenance	6842		-	12	500	-	300	-	-100%
Sundry Expenses	6900		21	75	50	69	100	50	0%
Health & Safety/ Risk assessments	6922	307		1,932	300	(978)	(978)	-	-100%
Alarm Maintenance	6930	1,998	1,759	2,225	2,000	336	2,000	500	-75%
CCTV Maintenance	6931	279	286	340	300	300	300	78	-74%
Waste Disposal	6935	1,282	1,463	1,554	1,800	680	1,800	450	-75%
Healthcare Services	6939	1,036	150	1,042	1,900	94	1,900	475	-75%
Letting and Hire of Facilities	1022	(62,128)	(60,607)	(69,663)	(62,300)	(43,335)	(62,000)	(30,000)	-52%
Sale of Refreshments	1250	(1,883)	-	-	-		0	-	0%
Grant income	1350		-	-	-		0	-	0%
Outdoor Activities	1445	(115)	(41)	(105)	-		0	-	0%
Indoor Activities	1457	(1,076)	(2,967)	(2,886)	(2,728)	(1,240)	(2,728)	(700)	-74%
Capital Expenditure	B/S								
		(15,074)	**(13,898)**	**(13,503)**	**(5,728)**	**(19,926)**	**(8,861)**	**(12,638)**	
% Mvmt on previous budget					**37%**			**121%**	

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Notes on Sevenoaks Community Centre

Closed for refurbishment for 18 months from June 2019

4010 ***Gross Pay - Administration***
2% cost of living increase on 2017/18
salaries re-allocated to other sites

4270 ***Employer's pension contribution***
Tracks salaries

1022 ***Letting and hire of facilities***
reduced to 50% prior year assuming that those bookings can be filled by STC other sites.

Sevenoaks Town Council
2019/20 Forecasts

COMMUNITY GRANTS Cost Centre 38

	Ref.	Actual 2015/16	Actual 2016/17	Actual 2016/17	Budget 2018/19	Actual 2018/19 YTD	Forecast 2018/19	Budget 2019/20	
		£	£	£	£	£	£	£	% mvmt on previous budget
Grant subsidies for SCC	6937	583	250	740	1,000	125	940	1,000	0%
Grant subsidies for Council Chamber	6938	1,631	1,711	1,369	1,000	881	1,000	1,000	0%
Local Organisations and Youth Grants	7500	16,183	18,157	8,731	16,500	-	8,731	16,500	0%
Sevenoaks Summer Festival	7502	5,000	5,000	5,000	5,000	-	5,000	5,000	0%
Twinning Support	7520	500	500	500	1,000	-	1,000	1,000	0%
Youth Outreach	7550/7552	15,000	15,000	170	5,000	739	5,000	5,000	0%
Youth Council	7555	554	500	500	500	66	500	500	0%
Stag Community Arts Centre	7556	27,000	27,000	27,000	27,000	27,000	27,000	27,000	0%
Capital Expenditure	B/S								
		66,452	**68,119**	**44,010**	**57,000**	**28,811**	**49,171**	**57,000**	
% Mvmt on previous budget					**0%**			**0%**	

Notes on Grants

7500 ***Youth Grants***
This heading includes £2,000 for Summer Play days

7555 ***Youth Council***
Reduced by £10,000 which is allocated to the House in The Basement annually per F&GP approval

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Sevenoaks Town Council
2019/20 Forecasts

LETTING OF NON-OPERATIONAL PROPERTY Cost Centre 39

	Ref.	Actual 2015/16	Actual 2016/17	Actual 2017/18	Budget 2018/19	Actual 2018/19 YTD	Forecast 2018/19	Budget 2019/20	% mvmt on previous budget
		£	£	£	£	£	£	£	
Vine Band Practice Room	5012	120	-	-	-		-	-	0%
Cem. Lodge Maintenance	5211	618		-	-		-	-	0%
Repairs and General Maintenance	5410	91		1,881	100		-	100	0%
Rent, Rates & Water	6000			1,049					
Light Heat & Cleaning	6010			87					
Rental income - Lodge	1012	(9,332)		-	-		-	-	0%
Rental income - Bungalow	1013			-	-		-	-	0%
Rental income - Red Cross	1014	(200)	(200)	(50)	-		-	-	0%
Rental income - Raleys Centre	1016			(10)	-		-	-	0%
Knole Paddock ground rents, wayleaves	1044				(19,250)	(8,663)	(11,550)	-	-100%
Vine ground rents, wayleaves	1045				(11,550)	-	-	-	-100%
SCC ground rents, wayleaves	1046	(2,742)	(2,907)	(1,500)	(3,900)	(750)	(3,000)	(3,000)	-23%
Open Spaces rents and wayleaves	1469	(3,905)	(4,690)	(7,185)	(5,000)	(2,943)	(5,000)	(5,000)	0%
Capital Expenditure	B/S								
		(15,350)	**(7,797)**	**(5,728)**	**(39,600)**	**(12,356)**	**(19,550)**	**(7,900)**	
% Mvmt on previous budget								**-80%**	

Note on Non-operational Property Lettings

1044/1045 ***Ground rents & Wayleaves***
Income to be transferred to No. 8 bus earmarked reserve to offset operational costs

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Sevenoaks Town Council
2019/20 Forecasts
SEVENOAKS TOWN PARTNERSHIP Cost Centre 40

	Ref.	Actual 2015/16	Actual 2016/17	Actual 2017/18	Budget 2018/19	Actual 2018/19 YTD	Forecast 2018/19	Budget 2019/20	% mvmt on previous budget
		£	£	£	£	£	£	£	
Gross Pay (conductors)	4010		-	-	-		-	-	0%
Telephone	6101			19	100	12	80	100	0%
Printing & Stationery	6200		-	-	100	-	20	100	0%
Computer/Database and other costs	6240	38	587	575	500	933	490	500	0%
Information Screens	6244		3,922	1,434	1,500	325	650	1,500	0%
Business Awards	6322	6,661	7,357	5,885	7,500	7,030	7,500	7,500	0%
Business Show	6323	3,277	-	1,945	2,500	1,538	2,500	2,500	0%
Professional Fees	6630			5,000				-	
Conference Fees & Exps	6710		-	-	700	-	700	700	0%
Special Events	6869			-	-	-	-	-	0%
Sundry expenses	6900	2,714	2,420	649	600	27	600	600	0%
Christmas gift guide expenses	7607	1,050		-	-		-	-	0%
Friends of Bat & Ball	7608			(926)	1,000	-	1,000	1,000	0%
Park & Panto	7615			-	-		-	-	0%
Wellbeing Show	7616	181	-	1,389	2,500	1,073	2,500	2,500	0%
Business Awards	1206	(6,102)	(6,726)	(6,445)	(7,000)	(6,750)	(6,750)	(7,000)	0%
Business Show	1207	(5,871)	(1,756)	(4,120)	(3,000)	(3,230)	(3,230)	(3,000)	0%
Wellbeing Show Income	1209	1,568	(1,302)	(1,830)	(3,500)	(2,390)	(2,390)	(3,500)	0%
Grant income	1350		(1,000)	-	(1,000)	-	(1,000)	(1,000)	0%
Christmas gift guide income	1436	(940)	-	-	-		-	-	0%
Pak & Panto income	1437			-	-		-	-	0%
Sundry income	1990			(5,000)	-	(2,987)	(2,987)	-	0%
Income and Donations receivable	7610			-	-		-	-	0%
Capital Expenditure	B/S								
		2,577	3,503	(1,425)	2,500	(4,419)	(317)	2,500	0%
Movement in STC reinvestment funds	7000/40	2,340	(5,742)	6,425	2,500	13,059	4,855	2,500	0%
Vintage bus reinvestment fund (to Park&Panto income 2015)					-			-	0%
Friends of Bat & Ball reinvestment fund	7608/40				-			-	0%
Vintage Bus Expenses	7609	11,250	19,201	9,865	10,000	6,420	6420	10,000	0%
Vintage Bus income	1435	(11,168)	(11,963)	(9,865)	(10,000)	(5,641)	(5,641)	(10,000)	0%
		5,000	5,000	5,000	5,000	5,000	5,000	5,000	
% Mvmt on previous budget					0%			0%	

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Notes on Sevenoaks Town Partnership

7610/40 balancing figure/'STC's contribution to STP which is budgeted to ensure that the annual overall cost to STC is no more than £5,000

7608 ***Friends of Bat & Ball Reinvestment Fund***

7000 ***STP Reinvestment Fund***
STP Reinvestment Fund reflects predicted surplus which if unused in any particular year will be carried forward within other creditors for future use as required. The budget excludes usage of this provision.

7609/1435 ***Vintage bus***
Operation of the service to be reduced to match 2016/17 income. Any surpluses to be transferred to other creditors/reinvested for future operational years

Sevenoaks Town Council
2019/20 Forecasts

BUSINESS HUB Cost Centre 41

	Ref.	Actual 2015/16	Actual 2016/17	Actual 2017/18	Budget 2018/19	Actual 2018/19 YTD	Forecast 2018/19	Budget 2019/20	
		£	£	£	£	£	£	£	% mvmt on previous budget
Gross pay	4010							10,000	0%
Employers Pension Contribution	4270							2,000	0%
Repairs & Gen. Maintenance	5410							6,000	0%
Equipment Hired & New	5500							4,000	0%
Rent & Rates	6000							-	0%
Light Heat & Cleaning	6010							9,000	
Electricity	6011							7,000	
Gas	6012							10,000	
Cleaning (inc. materials)	6013							4,000	
Water	6014							-	0%
Telephone & Broadband	6101								
Printing & Stationery	6200								
Office Furniture & Machinery	6230								
Computers & licences	6240							2,000	
IT Infrastructure	6242							-	
Office Furniture & Machinery	6281							-	0%
Sundry Expenses	6900							-	0%
Health & Safety/Risk Assessments	6922							-	0%
Alarm Maintenance	6930							-	
CCTV Maintenance	6931							-	0%
Waste Bin Disposal	6935							-	0%
Healthcare services	6939							(4,000)	0%
Hire of Facilities	1022							(1,200)	
Provision of postal/Business address	1025							(24,960)	
Hot desking facility	1026							(33,120)	
Dedicated Desk x 12	1027								
		-	-	-	-	-	-	(9,280)	

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% Mvmt on previous budget

Notes on Council Offices

Currently planned to become operational from September 2019

Sevenoaks Town Council
2019/20 Forecasts

YOUTH CAFÉ Cost Centre 50

	Ref.	Actual 2015/16	Actual 2016/17	Actual 2017/18	Budget 2018/19	Actual 2018/19 YTD	Forecast 2018/19	Budget 2019/20	% mvmt on previous budget
		£	£	£	£	£	£	£	
Gross Pay	4010	41,675	42,571	41,112	40,000	15,194	30,388	26,900	-33%
Employers Pension Contribution	4270	227	317	296	500	258	516	1,070	114%
Repairs and General Maintenance	5410	461	1,104	1,259	1,000	361	722	1,000	0%
Cleaning	6010	614	296	500	500	(455)	500	500	0%
Telephone	6101	319	393	503	560	263	526	560	0%
Printing & Stationery	6200	104	126	4	500	441	500	500	0%
Postage & courier	6210			-	-		-	-	0%
Computer/Database/WPS	6240	197	67	1,464	750	931	931	750	0%
Furnishings, furniture/Eqpt	6281	154	865	4,461	500	830	900	500	0%
Recruitment Costs	6315	472	54	-	-		-	-	0%
Staff Training	6320	279	225	-	400	155	400	400	0%
Welfare/Hospitality	6330	35	4	-	-		-	-	0%
Staff Uniforms	6340			220	200	50	100	200	0%
Publicity/Democratic notices	6460	492	131	644	500	282	500	500	0%
Goods for resale	6500	2,375	2,173	1,856	2,700	287	574	1,700	-37%
Catering Expenses	6510			-	-		-	-	0%
Soundwaves Expenditure	6550	200		-	-		-	-	0%
Course Material	6568			-	-		-	-	0%
Music Equipment	6571			-	-		-	-	0%
IT Equipment	6572			-	-		-	-	0%
Youth Magazine Expenditure	6573			-	100	-	-	-	-100%
New Blood DJ workshops	6574			-	-		-	-	0%
Professional fees licensing	6635	98	103	226	200	260	260	200	0%
Subscriptions	6730	113		-	-		-	-	0%
Special Events	6869			-	-		-	-	0%
Sundry Expenses	6900	107	116	104	150	189	189	150	0%
Health & Safety/Legal Advice	6922		(0)	14	400	-	400	400	0%
Protective clothing	6952			-	-		-	-	0%
Bank charges	6975			-	-		-	-	0%
Letting and Hire of Facilities	1022	(3,882)	(2,665)	(3,755)	(3,900)	(565)	(3,470)	(3,740)	-4%
Soundwaves Income	1242	(39)	-	-	-		-	-	0%
Sale of Goods	1211	(2,679)	(3,108)	(2,700)	(3,315)	(938)	(1,876)	(2,300)	-31%
Grant Income	1350	(38,333)	(35,607)	(33,184)	(10,000)	(10,000)	(10,000)		-100%
Educational kits income	1351		-	-	-		-	-	0%
Fundraising	1500		(79)	(9,014)	(18,085)	-	-	-	-100%
Sundry Income	1990	(295)	(38)	-			-	-	0%
		2,694	7,047	4,010	13,660	7,543	22,060	29,290	114%
Tfr of annual grant allocation from Youth Outreach	1350/50	-	-	-	-	-			0%
		2,694	**7,047**	**4,010**	**13,660**	**7,543**	**22,060**	**29,290**	
% Mvmt on previous budget					**0%**			**114%**	

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Notes on Youth Café		
Expenditure	48,960	35,330
Sale & Hire Income	(7,215)	(6,040)
Additional funding	(20,000)	0
Funding Deficit (Surplus)	21,745	29,290
Details of 'Funding sources		
Bfwd surplus	£ -	£ -
Grant income		
Awards for all	£ 10,000	£ -
F&GP Annual allocation	£ 10,000	
Other:		
	£ 20,000	£ -

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Sevenoaks Town Council
2019/20 Forecasts

MARKETS Cost Centre 60

	Ref.	Actual 2015/16	Actual 2016/17	Actual 2017/18	Budget 2018/19	Actual 2018/19 YTD	Forecast 2018/19	Budget 2019/20	% mvmt on previous budget
		£	£	£	£	£	£	£	
Gross Pay	4010	2,734	2,329	2,374	2,900	1,125	2,900	2,900	0%
Employers Pension Contribution	4270		-	-	-		-	-	0%
Repairs & general maintenance	5410	347		-	100	262	100	103	3%
Saturday Market Charges	5420	13,248	13,328	13,802	13,500	7,000	14,000	14,420	7%
Wednesday Market Charges	5421	19,363	19,479	19,938	21,000	12,789	25,500	26,265	25%
Vine Farmers Market	5422		2,146		-		-	-	0%
Friday Market Charges	5423				13,500	-	-	14,420	7%
Equipment new and hired	5500	654		-	-		-	-	0%
Blighs market rent	6001	12,676	15,922	10,383	10,370	7,045	12,000	18,615	80%
Light, Heat & Cleaning	6010	2,154		(300)	500	47	500	500	0%
Equipment Maintenance	5525			-	-		-	-	0%
Furnishings, furniture/Eqpt	6281				-		-	-	0%
Publicity/Democratic notices	6460	1,162	982	220	3,500	1,178	3,500	3,500	0%
Subscriptions	6730			-	-		-	-	0%
Sundry Expenses	6900	254		-	-	(130)	-	-	0%
Rental Income Sat Market	1017	(22,915)	(24,148)	(23,760)	(24,337)	(11,228)	(22,456)	(22,456)	-8%
Rental Income Weds Market	1018	(18,946)	(18,873)	(14,469)	(21,212)	(6,887)	(13,774)	(13,774)	-35%
Rental Income Blighs Market	1019	(15,374)	(18,493)	(16,436)	(18,278)	(7,687)	(15,374)	(24,480)	34%
Vine Farmers Market Income	1021		(2,475)		-		-	-	0%
Rental Income Friday Market	1024				(18,500)		-	(13,774)	-26%
Other income	1990			(166)	-		-	-	0%
Capital Expenditure	B/S							-	
		(4,644)	(9,809)	(8,414)	(16,957)	3,514	6,896	6,239	
Movement in general reinvestment fund	7000		2,309	8,414	16,957	(3,514)	(6,896)	(6,239)	-137%
		(4,644)	(7,500)	-	-	-	-	-	
% Mvmt on previous budget					0%			0%	

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Notes on Markets

4010 ***Gross Pay - Administration***
This heading includes two part-time staff whose hours attributable to market work are recharged from different cost centres according to 2.5hrs/week allocated to market work.

5420/5421 ***SDC management charge***
assumes 3% uplift on the rent charge for the Wednesday and Saturday markets based on current license agreement

5422 ***Blighs market rent***
Blighs charges are based on the current charging structure for handyman charges

Market rental Expenditure & Income
1017-1019 Based on 2018/19 actual results
5423/1024 Represents Friday Market days at Blighs commencing 2019

7000 ***Market reinvestment fund***
Reflects movement in the reinvestment provision to ensure that the markets are operationally cost neutral to the Council

Sevenoaks Town Council
2019/20 Forecasts

FINANCIAL & GENERAL PURPOSES COMMITTEE SUMMARY

	Ref.	Actual 2015/16	Actual 2016/17	Actual 2017/18	Budget 2018/19	Actual 2018/19 YTD	Forecast 2018/19	Budget 2019/20	
		£	£	£	£	£	£	£	% mvmt on previous budget
Vine Café	28	19,935	23,371	22,956	(5)	11,907	24,235	11,861	-225842%
Bat & Ball Station Building	30	-	-	-	7,312	-	7,312	(1,134)	
Central Services	31	396,182	550,354	629,373	633,480	269,170	656,018	670,220	6%
Finance Costs	31	(3,333)	(1,651)	(8,225)	(6,000)	(5,208)	(7,500)	(6,000)	0%
General	32	27,474	31,586	22,597	26,200	7,223	23,090	30,200	15%
Council Offices	33	24,148	23,502	32,458	39,311	17,567	34,923	47,193	20%
Community Grants	38	66,452	68,119	44,010	57,000	28,811	49,171	57,000	0%
Community Centre	36	(15,074)	(13,898)	(13,503)	(9,728)	(19,926)	(8,861)	(12,638)	121%
Letting of Non-operational Property	39	(15,350)	(7,791)	(5,728)	(39,600)	(12,356)	(19,550)	(7,900)	-80%
Sevenoaks Town Partnership	40	5,000	5,000	5,000	5,000	5,000	5,000	5,000	0%
Business Hub	41	-	-	-	-	-	-	(9,280)	
Youth Café	50	2,694	7,047	4,010	13,660	7,543	22,060	29,290	114%
Markets	60	(4,644)	(7,500)	-	-	-	-	-	
		503,485	**678,132**	**732,949**	**730,630**	**309,731**	**785,899**	**813,811**	
% Mvmt on previous budget					**6%**			**11%**	

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Sevenoaks Town Council
2019/20 Forecasts

OPEN SPACES & LEISURE COMMITTEE SUMMARY

	Ref.	Actual 2015/16	Actual 2016/17	Actual 2017/18	Budget 2018/19	Actual 2018/19 YTD	Forecast 2018/19	Budget 2019/20	
		£	£	£	£	£	£	£	% mvmt on previous budget
General	21	178,484	213,202	219,453	263,375	115,956	229,360	258,395	-2%
Greatness Cemetery	22	16,487	14,957	1,575	20,200	7,597	22,063	11,035	-45%
Allotments	23	-	(276)	1,328	3,420	(1,809)	2,793	135	-96%
Street Lighting and General	26	16,904	15,272	16,719	21,447	18,878	13,448	21,626	1%
Vine Grounds	29	22,404	17,554	14,516	21,953	10,886	19,671	19,914	-9%
		234,279	**260,709**	**253,591**	**330,395**	**151,508**	**287,336**	**311,105**	
% Mvmt on previous budget					**9%**			**-6%**	

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Sevenoaks Town Council
2019/20 Forecasts

REVENUE FUND SUMMARY

	Ref.	Actual 2015/16	Actual 2016/17	Actual 2017/18	Budget 2018/19	Actual 2018/19 YTD	Forecast 2018/19	Budget 2019/20	% mvmt on previous budget
		£	£	£	£	£	£	£	
Planning Committee	1	31,848	33,287	32,082	34,880	16,897	33,904	35,319	1%
Open Spaces & Leisure Committee	2	234,279	260,709	253,591	330,395	151,508	287,336	311,105	-6%
Finance/General Purposes Committee	3	503,485	678,132	732,949	730,630	309,731	785,899	813,811	11%
		769,612	**972,127**	**1,018,622**	**1,095,905**	**478,136**	**1,107,139**	**1,160,235**	6%
Less: Government Revenue Support Grant			-	-	-	-	-	-	
Add: Appropriation to/(from) Balances			-	-	(7,312)		(17,312)	(26,000)	
		769,612	**972,127**	**1,018,622**	**1,088,593**	**478,136**	**1,089,827**	**1,134,235**	
Precept									**6%**
% Mvmt on previous budget									
Council Tax Base		9,055	9,226	9,315	9,470			9,470	
ie. Band D Equivalents			170	90	155				
Council Tax		**£88.69**	**£105.53**	**£110.53**	***£114.95***			***£119.77***	
% increase		16.73%	18.99%	4.74%	4.00%			4.19%	
Council Tax per week		**£1.71**	**£2.03**	**£2.13**	**£2.21**			**£2.30**	
increase per week			£0.32	£0.10	£0.08			£0.09	
Per resident cost					**£66.06**			**£68.82**	
Per resident cost per week					**£1.27**			**£1.32**	

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

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SITE	ITEM	DETAILS OF WORK	2016/17 £	2017/18 £	2018/19 £	2019/20 £	2020/21 £
CEMETERY							
Chapel	Internal	*Repaint*					
	Windows						
	Roof	*minor repair*			350		
	Gutters & soffits	*Repair & repaint*				1,000	
	External woodwork	*Restain*			1,500		
	External	*Repair panels*			850		
	Roof	*Repair*				2,000	
	Doors						
Garages	Internal						
	External	New Building				25,000	
Workshop							
Sheds	External	*Refix planking/stain Replace*					2,000
Gates & Railings		*Repaint*					
		Repair					5,000
Memorial Safety Testing					5,000	8,000	8000
Roads & Paths	Tarmac	*Repair selected paths*					3000
Mausoleum		*Remedial works/window repairs minor*					
	Obelisks	*Replace*			500		
Wall of Remembrance	Coping repair				300		
Shelter	Restain						

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SITE 204	ITEM	DETAILS OF WORK	2016/17 £	2017/18 £	2018/19 £	2019/20 £	2020/21 £
OPEN SPACES							
Knole Pavilion Dressing Rooms	Internal paint						
	Equipment	*Water Heaters*				5,000	
	Kitchen refits	*Raleys side*			400		
Workshop	Internal paint	*In-house*					
	External paint/stain	*restain and repairs*				1,718	
	Roof						
	Gutters	*Minor repairs*		*300*			
	Doors	*New Barn Type*			2,000		
Car Park	Re-tarmac	*Root damage repairs*					
	Re mark lines						
Compound	Fencing						
Vine Pavilion	External paint	*Repaint*	53,376				20,000
	Slate Roof	*Insulate*					
	Disabled access	*Construct*					
	Flat Roof	*Replace & Insulate*	51,000				
	Gutters						
	Windows	*Minor repairs included with external paint*	as above				
	CCTV	*Replace*					
	Re-wiring						
Disabled & Unisex Toilets		*Replace both doors*	Grant Re Fit				
		Internal fittings					
Vine Bandstand	Paint	*Repaint*					5,000
	Roof	*Minor repairs*					
	Gutters	*Minor repairs*					
	Paving						
	Cast iron	*Repairs*					

SITE	ITEM	DETAILS OF WORK	2016/17 £	2017/18 £	2018/19 £	2019/20 £	2020/21 £
Vine Café	Internal						
	External						13,000
	Roof						
	Gutters						
Defibrillator box							300
Chair Store							
Paths	Re-tarmac	*Respray + chippings*					
Railings	Re-paint	*partially in house*			300	2,000	
Post & Rail Fence	Replace	*Ongoing In-house*					
Tea Kiosk	Internal paint						1,000
	External paint	*Repaint*					
	Roof						
VINE GARDENS	Gardens	Sensory Bed					
	Pond						10,000
	Crazy paving	*Re point*					
	Bridge	*Rebuild*	15,126				
THE POUND	Fence	*Replace*					
JUDDS PIECE	Path	*Re-tarmac + chip*					
	Post & rail fence	*replace*					
RHEINBACH GARDENS	Boundary wall						
	Block paving						
WAR MEMORIAL		*Pointing repairs*				500	
WOODSIDE ROAD	Boundary fence						
PONTOISE CLOSE	Play equipment						
	Self-closing gate						
	Safety surfaces	Under slide& climbing frame				6,000	
	Railings						
	Re-tarmac						
	Car park - post & rail fence	*Partial replacement*			500		
	Quarry face, post and rail	*in house partial 17/18*		**500**		2,500	

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	Metal Gates Betenson rd	*Replace*	Future Property Maintenance Programme		2,000		
	Perimeter wall (Shoreham Lane)	*Pointing + patch repairs*					2,000
MOUNT CLOSE	Play equipment	*Additonal item grant?*				10,000	
	Self closing gate						
	Safety surfaces						
	Railings						
	Re-tarmac						
	Steps with handrail	*Repairs*					

SITE	ITEM	DETAILS OF WORK	2016/17	2017/18	2018/19 £	2019/20 £	2020/21 £
MIDDLINGS WOOD	Steps	*Top up surfacing*					
	Path						
MILLPOND WOOD & THE MILLPOND	Post & rail fence	*Replace along Seal rd*	2,500				
	5 Bar Gates	*Replace*		1,500			
	Millpond If Transferred						
KIPPINGTON MEADOW	Railings*	*repaint*					3,000
	Re-tarmac						
ST NICHOLAS' CHURCH	Walls	*Repointing*					
	Walls						
	Paving	*Repairs to West Path*				3,000	
		Repairs to East path					
		Repairs by south door			2,500		
	Memorials						
BRADBOURNE VALE ROAD ALLOTMENTS	Boundary fence	*replace*					
	Gates						
BETHEL ROAD CEMETERY	Retaining wall + steps + gate	*restitch crack in walll*			500		
	Rear Wall	*Replace loose copings*				500	
HILLINGDON RISE	Boundary fence						
	Play Equipment						8,000
	Safety surfaces	*Partial*					
LITTLEWOOD	Fence adjacent no.75	*Replace*			4,000		
JULIAN'S MEADOW RECREATION AREA	Play equipment						

	Safety surfaces	*Partial*Future Property Maintenance Programme					8,000
	Playground fence						
	Bollards						
	Fence to PROW	*Partial*				1,200	
	Path to woods						
GREATNESS RECREATION GROUND	Car park fence-low	*Replacement to full height*	Grant tbc		4,600		
	Car park fence metal			Grant 9,500			
	Gate - metal	*Repair*		Grant 300			
	Inner car park	*Roadstone*				1000	
	Outer car Park	*Re-tarmac*					
	Height Barrier	*repaired*					
	Playground & fence	*Replace*	Self closing gate	**550**			
	Safety surfaces	*Replace*	Partial				6,000
	CCTV	*Replace*				6,000	
	Height Bbarrier						
	Skatepark Equipment	*Skatelite replacement*		11,500	9,000	9,000	3,000
	Skatepark fence						

SITE	ITEM	DETAILS OF WORK	2016/17	2017/18 £	2018/19 £	2019/20 £	2020/21 £
TOWN CENTRE PLANTERS	Timber - at bus station	*Replace*					
	Paving						
	Front wall						
	Side wall to six bells	*Patch repointing*				800	
	Railings	*Re paint*			1,000		
	Shelter	*Paint & Stain*		250			500
UPPER HIGH STREET GARDENS	Shelter	*Roof repairs*			450		
TOWN COUNCIL OFFICES	Retaining wall	*Remedial works at rear of Chamber*					
Lower St Johns Toilets	Internal fittings	*Refit mens stainless eqp &tiles*					5,000
	External woodwork	*Restain*				1000	
	Roof						
	Doors						
Brittains Common	Bollards						
	Footpath						
Buckhurst play area	Play equipment						
	Safety surfaces						
	Paths						
	Fence & Gates						
Timber Bus Shelters	Replace/ repair	2 x `Grant				10,000	

KEY

Bold Figures = work carried out In-house

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SEVENOAKS TOWN COUNCIL
COUNCIL CHAMBER

FEES & CHARGES FROM 1 APRIL 2019
(All prices are subject to VAT)

Proposed charges – 3% increase on 2018

		(£)
Monday - Sunday	9am – 5pm	165.00 170.00
Day time Sessions (Four hours or less)	Between 9am and 5.30pm	85.00 88.00
Evening Sessions (Four hours or less)	Between 6pm and 10pm	100.00 103.00
Hourly Charge (Non local Organisations)		30.00 31.00
Hourly Charge (Local Organisations)	Minimum 2 hours	25.00 26.00
Set up costs (services of Caretaker)		30.00 31.00
Unlimited Tea/Coffee	Per person/per session	1.00 1.50
OTHER CHARGES		
Photocopying		
Information retrieved from Council Files	First copy	0.60 0.60
	Subsequent copies	0.10 0.10
Copying from caller's original	Per copy (black and white)	0.10 0.10
	Per copy (colour)	0.20 0.20
Signing Document		11.00 11.50
WAYLEAVES – SEVENOAKS COMMON		
BT – Community Centre	Per annum	1300.00 1340.00
UK Power Networks (Open Spaces)	Per annum	65.00 67.00
Windmill Cottage (From 01.10.99	Per annum, payable 5 years in advance	6.00 6.20
UK Power Networks (Vine Gardens)		5.00 5.20

RENTALS		
Day Nursery Ground Rent per annum	Per annum. Rolling lease negotiation subject to arrangements for Bat & Ball Community Centre	£1,500 1545.00
The Lions Club of Sevenoaks	Lease of storage facilities (current five year lease to 20.12.2018) Price fixed for lease term with three months notice required to end arrangement.	£25.00 26.00
Access Charges - Mount Close properties x 13	Per annum. Payable 5 years in advance. Next review due 01.02.2020	£7.00 7.20

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SEVENOAKS COMMUNITY CENTRE CHARGES FROM 1 APRIL 2019

(Prices inclusive of VAT)

Proposed Charges with effect from 1st April 2018 – 3% increase on 2018

WEEKEND RATES		
Saturday (Whole Centre)	Full day rate (9:00am – Midnight)	£600.00 618.00
	6+ hours benefit from proportionate discounts (priced on request)	
	6 hours (Evenings, from 6:00pm)	£380.00 392.00
	6 hours (Daytime, up to 6:00pm)	£280.00 289.00
Saturday (Large Hall)	Full day rate (9:00am – Midnight) (inc. use of kitchen)	£450.00 464.00
	6 hours (Evenings, from 6:00pm) (inc. use of kitchen)	£250.00 258.00
Saturday (Small Hall)	Full day rate (9:00am – Midnight)	£270.00 278.00
Saturday (Bar Room)	Full day rate (9:00am – Midnight)	£100.00 103.00
Sunday (Whole Centre)	6 hours (between 11:00am and 11:00pm)	£280.00 289.00
Sunday (Large Hall)	6 hours (between 11:00am and 11:00pm)	£120.00 124.00
Sunday (Small Hall)	6 hours (between 11:00am and 11:00pm)	£90.00 93.00
Sunday (Bar Room)	6 hours (between 11:00am and 11:00pm)	£80.00 83.00

HOURLY RATES			
	Large Hall	Small Hall	Bar Room
Mon-Fri 9:00am – 6:00pm	£24.00	£20.00	£17.00 18.00
Mon-Fri 6:00pm – 11:00pmt	£26.00	£23.00	£20.00 21.00
Mon-Fri 6hrs+ hire (inc. use of kitchen)	£22.00	£18.00	£15.00 15.50
Saturday	£50.00	£30.00	£25.00 26.00
Sunday	£25.00	£20.00	£18.00 19.00

WEEKEND CHILDREN'S PARTIES – SPECIAL RATES		
Small Hall & Kitchen	3 hours (between 9:00am and 6:00pm	£50.00 51.50
	4 hours (between 9:00am and 6:00pm)	£60.00 62.00
Large Hall & Kitchen	3 hours (between 9:00am and 6:00pm)	£60.00 62.00

	4 hours (between 9:00am and 6:00pm)	£70.00 72.00
	4 hours (between 6:00pm and 10:00pm)	£125.00 129.00

FUNDRAISING ACTIVITIES RATES (Available to registered charities only)
25% discount available on published rates to registered charities

ADHOC PRICES		
Kitchen	Per session	£22.00 23.00
Car Park	Per Session	£50.00 51.50
Tea Dance	Per person	£3.00 3.50
Storage Cupboards		£30.00 31.00

There is a 10% reduction for 10 or more bookings in any one financial year, provided payment is received within 30 days of the date of the invoice.

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SEVENOAKS TOWN COUNCIL

GENERAL OPEN SPACES CHARGES FROM 1 APRIL 2019

CHARGES GENERAL CATEGORIES

Proposed Changes

ALLOTMENTS AND LOGS (prices are inclusive of VAT)	
Bradbourne Vale Road Allotments:	
Normal size – 10 rods	£3.00 per rod wef 29-09-17
	£4.00 wef 29.09.2019
Quakers Hall Allotments:	
Normal size – 10 rods	£2.00 per rod wef 29-09-17
	£4.00 wef 29.09.2019
ogs:	
Full Load	£115.00
Half Load	£70.00
GROUND RENTS/LEASES	
Sevenoaks Rugby Football Club (Commenced 2012 for 7 years. Lease expires December 2019)	£3,750.00
Sevenoaks Clarendon LTC (reviewed March 2014 for next 7 years. Main lease expires March 2042)	£412.00 per annum Review March 2021
Vine Cricket Pavilion & Tea Kiosk (RPI, not compounded. 5 year reviews. Lease expires 23 September 2028)	£3,090 per annum Review 2018/2019
Vine Cricket Ground (licence commenced September 2003)	One peppercorn per annum
Sevenoaks Town Junior Football Club:	
Pitch 1(Lease expires 27 April 2021)	£1 per annum
Pitch 2 & Pavilion (Lease commenced 1 April 2005 and expires 27 April 2021). ast reviewed 2015	£520 per annum

SEVENOAKS TOWN COUNCIL

GENERAL OPEN SPACES CHARGES FROM 1 APRIL 2019

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SEVENOAKS TOWN COUNCIL

SPORTS FEES

FEES & CHARGES FROM 1 APRIL 2019

Proposed Changes

	All Day (£)	Afternoon *from 1.30 p.m.* (£)	Evening *from 5.30 p.m* (£)
CRICKET (Summer Sport)			
Pitch hire per game inclusive of use of pavilion facilities			
Weekday games - Adults	100.00	85.00	70.00
Weekday games - Juniors	65.00	57.00	47.00
Weekend games - Adults	120.00	105.00	80.00
Weekend games - Juniors	75.00	62.00	52.00
Pitch hire per game exclusive of use of pavilion facilities			
Weekday games - Adults	65.00	55.00	45.00
Weekday games - Juniors	45.00	40.00	27.00
Weekend games - Adults	90.00	70.00	55.00
Weekend games - Juniors	60.00	47.00	37.00
SOCCER (Winter Sport)			
Pitch hire per game inclusive of use of pavilion facilities			
Weekday games - Adults		75.00	
Weekday games - Juniors		42.00	
Weekend games - Adults		95.00	
Weekend games - Juniors		52.00	
Pitch hire per game exclusive of use of pavilion facilities			
Weekday games - Adults		50.00	
Weekday games - Juniors		30.00	
Weekend games - Adults		70.00	
Weekend games - Juniors		36.00	
RUGBY (Winter Sport)			
Pitch hire per game inclusive of use of pavilion facilities			
Weekday games - Adults		105.00	
Weekday games - Juniors		60.00	
Weekend games - Adults		130.00	
Weekend games - Juniors		80.00	
Pitch hire per game exclusive of use of pavilion facilities			
Weekday games - Adults		70.00	
Weekday games - Juniors		42.00	
Weekend games - Adults		90.00	
Weekend games - Juniors		60.00	
Mini Tournaments		140.00	
Junior Training Areas		37.00	
Mens Training per hour		31.00	
Ladies Training per hour		26.00	
Outside Rugby clubs-normal fee plus		31.00	

All fees subject to VAT other than block bookings of 10 or more games which are paid in advance

SEVENOAKS TOWN COUNCIL

SPORTS FEES

FEES & CHARGES FROM 1 APRIL 2019

Proposed Changes

	All Day (£)	**Afternoon** *from 1.30 p.m.* (£)	**Evening** *from 5.30 p.m* (£)
Other Uses: Use of Pavilion for Social Purposes			
including showers (minimum charge 2 hours)			
Per hour - Adults		31.00	
Per hour - Juniors		21.00	
excluding showers (minimum charge 2 hours)			
Per hour - Adults		21.00	
Per hour - Juniors		16.00	
Daily rates (7 hours)			
For Sevenoaks organisations		110.00	
For non-Sevenoaks organisations		135.00	
Fetes, Sports Meetings etc (one field plus pavilion) whole day		395.00	
Fetes, Sports Meetings etc (one field plus pavilion) afternoon and evening only		210.00	
Junior Sports Meetings (7 hours)			
Restricted Area		105.00	
One field and Pavilion		200.00	
One field		165.00	
Athletics Track by arrangement			

All fees subject to VAT other than block bookings of 10 or more games which are paid in advance

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SEVENOAKS TOWN COUNCIL

GREATNESS PARK CEMETERY

FEES & CHARGES FROM 1 APRIL 2019
(All prices are inclusive of VAT)

TARIFF CATEGORIES

Proposed changes

	Non Resident (£)	Resident (£)
EXCLUSIVE RIGHTS OF BURIAL		
In a grave previously used for a limited period burial:		
The fees will be determined by deducting the fees paid at the time of such limited period burial from the full fees for the purchase of exclusive rights of burial currently in force.		
In a New Grave (For 75 years):		
Includes Certificate of Grant, entry in Register (all sites)		
Earth (Lawn section) Grave Site A	2090.00	695.00
Earth (Lawn section) Grave Site B	1675.00	560.00
Earth (Lawn section) Grave Site C	1240.00	415.00
Infants (non-viable foetuses, still born children, and under 5 years)	65.00	21.00
Outside spaces are surcharged 25%		
Pre-purchase of Gravemarker	60.00	60.00
INTERMENT FEES (Including grave digging)		
Infant's Grave (single depth grave in infant's section)	435.00	145.00
Single depth in an adult grave (all ages)	1470.00	490.00
Double depth in an adult grave (all ages)	1920.00	640.00
Surcharge for casket burials is double the above fees		
Burials with coffins & caskets outside of normal dimensions	POA	POA
Interment of cremated remains within a Grave	235.00	80.00
OTHER FEES		
Transfer of Exclusive Rights of Burial Grant (per document)	65.00	65.00
To search Register of Burials per name (same family)	30.00	30.00
Annual Grave Maintenance-Grass Grave	95.00	95.00
Annual Grave Maintenance-Full Memorial	135.00	135.00
Turfing of old graves (at client's request)	65.00	65.00
Out-of-time burials (dependent upon availability & man-hours involved) Minimum fee	150.00	150.00
Weekend surcharge-cremated remains burial	150.00	150.00
Headstone removal prior to re-opening (standard sized memorials only, others sizes-price on request)	50.00	50.00
Headstone replacement after re-opening (standard sized memorials only, others sizes-price on request)	80.00	80.00

SEVENOAKS TOWN COUNCIL

GREATNESS PARK CEMETERY

FEES & CHARGES FROM 1 APRIL 2019

(All prices are inclusive of VAT)

	Non Resident (£)	Resident (£)
CHAPEL SERVICE		
Use of chapel (includes provision of music if required)	145.00	145.00
MEMORIAL PERMITS (EXCLUDING WALL OF REMEMBRANCE)		
Approval and placement of headstones, books, tablets, figures, crosses and stone vases up to the max height of 3 ft.	155.00	155.00
Double headstones	310.00	310.00
Additional inscriptions after first interment	110.00	110.00
Tablets, scrolls, bird baths and books up to 15 inches in height	110.00	110.00
To replace a memorial with similar or smaller memorial	40.00	40.00
Memorial removal and disposal fee	95.00	95.00
Notes to Memorial permits		
1. Kerbstones and border stones are **NOT** permitted on grave sites: (a) for which exclusive burial rights were purchased on or after 1.11.80 (b) in Lawn Areas (whenever exclusive burial rights were purchased). 2. Where Memorials comprise more than one item, e.g. headstone, body and footstone, the fees for each will be charged under the respective headings above. 3. Memorial prices will rise above inflation to cover additional costs for inspection. 4. All new memorials and those removed and re-fixed will be required to have an approved anchor system fitted.		
WALL OF REMEMBRANCE		
For the right to fix a tablet to the Wall of Remembrance. Dimension of tablets to be 25.4 cm x 15.2 x 3 cm	125.00	125.00
Where there has been no internment of cremated remains but the fixing of a memorial plaque is required	715.00	240.00
Additional inscription to existing plaque	45.00	45.00

SEVENOAKS TOWN COUNCIL

GREATNESS PARK CEMETERY

FEES & CHARGES FROM 1 APRIL 2019

(All prices are inclusive of VAT)

	Non Resident (£)	Resident (£)
LAWN OF REMEMBERANCE		
Exclusive Rights for 75 years of one interment of cremated human remains in a plot 30.5 cm x 30.5 cm (with a depth of 90.0 cm x 35.6 cm) within the Lawn of Remembrance. (to include Certificate of Grant; entry in register)	530.00	175.00
Internment of ashes (digging charge)	235.00	80.00
BOOK OF REMEMBRANCE		
Memorial Roses (details entered in a Book of Remembrance)	150.00	150.00

NOTE:

Sevenoaks town residents will be entitled to pay the reduced fee upon production of proof of residency presented to the Town Clerk prior to any reduced fee being approved.

RESIDENT — A parishioner (or ex-parishioner) of Sevenoaks Town who originally resided within the Town area for 15 years or more and who at the time of his/her death had not been resident outside that area for more than 10 years).

NON RESIDENT — Any non parishioner

The Council reserves the right to levy a surcharge on any of the tariff items under special circumstances. All invoicing must be settled in full prior to permission being given by the Council for any work to be carried out in the Cemetery.

SEVENOAKS TOWN COUNCIL

GREATNESS PARK CEMETERY

FEES & CHARGES FROM 1 APRIL 2019

(All prices are inclusive of VAT)

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Sevenoaks Town Council

Finance & General Purposes Committee 26th November 2018

Community Infrastructure Levey (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)

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 **only.**

2018 – 2019 Sevenoaks Town Council budget

STC automatically receives its 25% every April and October. At the September meeting it was reported that the October 2018 payment was expected to be a minimum of £78,000. The payment received was £78,815.08.

The September Finance & General Purposes Committee resolved that the October 2018 CIL payment was 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		

Recommended: The balance from the £78,815.08 being £57,815.08 be earmarked towards the new Bat & Ball Centre.

Sevenoaks Town Council

Finance & General Purposes Committee 26th November 2018
Wednesday Market

Before and since Sevenoaks Town Council took over the Wednesday market it has been a challenging location to promote. It has had a steady decline in footfall and therefore traders are moving away.

The Committee Clerk has successfully recruited new traders including in recent months a new fish stall, meat stall and sausage stall. All have stated that it is uneconomical for them to continue due to lower footfall.

The Wednesday market has always been uneconomical for the Town Council to operate, however combined with the other markets this is addressed. The Town Council has also previously stated that it wanted a mid-week market to continue to encourage visitor numbers to the town (traditionally the busiest day for buses).

The following regular traders are still attending:

1. Fruit & Vegetables
2. Plants & Flowers
3. Watch Batteries
4. Clothing
5. Women's Clothing

Sevenoaks Town Council formally requests Sevenoaks District Council to permit the Wednesday market to operate on the 'Charter Market' site in the High Street. This is the site currently used on Saturdays. This change would also enable the car park being used currently on Wednesday to be available for car parking.

RECOMMENDED: Sevenoaks Town Council formally requests Sevenoaks District Council to permit the Wednesday market to operate on the 'Charter Market' site in the High Street. This is the site currently used on Saturdays.

Also to Note:
Blighs Market

The Town Council has been managing the market in Blighs on a Saturday for several years. Recently the Blighs management reduced the number of stalls available and are in the process of providing bespoke marquees in place of the trailers currently used. It is hoped that these will be available for the start of the market in 2019 – February.

Once the marquees are supplied and in use the Town Council will commence operating a second day of the week, which will be a Friday.

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Minutes of Sevenoaks Town Partnership AGM Meeting held at the Town Council Chamber On Wednesday 24th October at 6.30 p.m.

Executive Board:

Cllr Stephen Arnold (Chairman)	Sevenoaks Town Council	Present
Cllr Andrew Eyre (Vice Chairman)	Stag	Present
Linda Larter	Sevenoaks Town Council	Present
Cllr Tony Clayton	Sevenoaks Rail Travellers Association	Apologies Cllr Richard Parry present to represent
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	Present
	Blighs	Apologies
Nick Brooker	Sevenoaks and District Chamber of Commerce	Apologies Kirsten Allen present to represent
Elizabeth Dolding	Warners Solicitors	Present

Also in Attendance:
Stephanie Harrison – My Sevenoaks Community
Cllr Simon Raikes
Cllr Merilyn Canet
Richard Baxter – Sevenoaks Society
Andrew Stirling – Sevenoaks District Council

1. **Apologies for Absence**
   As noted above. Apologies also received from Cllr Mrs Pam Walshe.

2. **Declarations of Interest**
   There were none.

3. **Election of Chairman of Sevenoaks Town Partnership**
   Cllr Maxine Chakowa was elected as Chairman.

4. **Election of Vice Chairman of Sevenoaks Town Partnership**
   Cllr Andrew Eyre was elected as Vice Chairman.

5. **Sevenoaks District Council Economic Development Report**
   A presentation was received from Andrew Stirling Head of Economic Development at Sevenoaks District Council (copy attached). It was noted that the report would also work alongside other strategic documents including the Urban Area Economic Strategy (part of Sevenoaks Neighbourhood Development Plan). Members stated that they would hope that the document in addition to setting out a strategic plan would recommend practical initiatives to benefit local businesses relevant to their location.

6. **Minutes**
   The Minutes of the Sevenoaks Town Partnership Meeting held on 12th September 2018 were received and agreed.

7. **Annual Report**
   A copy of the Annual Report was received and noted.

8. **Strategic Aims for 2016-2019**
   A copy of the Strategic Aims was received and noted.

9. **Finance Report**
   A copy of the Finance Report was received and noted. Thanks were given to the Committee Clerk for money obtained for the Town Partnership through sponsorship it was noted any additional funds would be reserved for the following financial year.

10. **Vintage Bus**
    A report was received and noted. It was also noted that this was the first year that the Vintage Bus had run without sponsorship from Knole and a grant from KCC. The deficit was £752.00 which would be met from profits from other STP activities. It was also noted that the Vintage Bus and Sevenoaks No.8 bus were two of the six finalists for the Transport Planning People's Choice Awards. The winner would be announced on 13th November 2018.

11. **Business Awards Friday 14th September 2018**
    An updated was received from the Town Clerk. The evening had been a success with some positive feedback and ideas for improvement for future events.

12. **Sevenoaks Refill Scheme**
    A report was received and noted. It was agreed to promote a campaign for a Sevenoaks Refill Scheme with press release and details to be released shortly.

13. **Friends of Bat & Ball Station meeting minutes 11th September**
    A copy of the minutes were received and noted. Meetings to discuss the proposal for a Community Rail Partnership would take place on

    7th November 10am at Sevenoaks Town Council Chamber
    19th December 6.30pm at Bat & Ball Station (Friends of Bat & Ball AGM)

14. Sevenoaks Business Hub

An update was received from the Town Clerk. A funding application for £250,000 had been submitted and had passed the first stage. Second stage applications had been submitted and were awaiting a decision. It was requested that members complete the online survey to help with research and evidence base for the project: https://goo.gl/forms/H2SAgN2s5m77Bdrq2

15. Pink Week 2018

An update was received from Steph Harrison. The week had been a great success with £10,000 raised for Breast Cancer Care. Thanks were given to everyone involved.

16. Member Organisations

Sevenoaks Rail Travellers Association – AGM was held on 18th October with guest speaker Sir Michael Fallon MP. The meeting was very positive with representatives from different rail companies attending.

Go Coach – It was noted that the new electric bus was still experiencing some issues, it was now hoped that a Chinese company would provide a presentation regarding the new technology in the near future.

Route 8 – tickets numbers had been steadily increasing up to 100 per day.

SDC Shuttle Service – passenger numbers continued to increase and the service was well used.

Sevenoaks and District Chamber of Commerce – The annual charity Golf Day took place on 13th September at Nizels Golf Club and raised £3,000 for charity.

AGM took place on 10th October, Mark Tuvey stepped down as Chairman and Nick Brooker appointed. Julie Philips was appointed CEO and Board member and Financial & Credit Insurance Services had been appointed as fourth sponsor for the Chamber. The Chamber was currently looking for new board members and anyone interested was asked to contact Julie.

Sevenoaks Senior District Action Forum – The group were currently discussing the issues surrounding housing needs for older people and feeding these comments back to the local plan consultation.

Francis Jones Jewellers – Business was very busy at present preparing for Christmas period.

Warners – Recent recruitment had gone very well with all vacancies now filled.

My Sevenoaks Community – The businesses was going from strength to strength with great news stories being added to the website every week.

Sevenoaks Town Council – An update was received from the Town Clerk. November would be a very busy month for the staff with the following events taking place in addition to progressing capital projects.

3rd November – Torchlight Parade & Fireworks
11th November – Remembrance Day, service at the Vine, crosses at the War Graves at Greatness Cemetery and Beacon Lighting at the Vine in the evening.
21st November – Mayor's Cheese and Wine Evening
27th November – Bat & Ball Station Invite only event
30th November – Christmas Light Switch On

Any volunteers wishing to help at these events were asked to contact the Town Clerk or Committee Clerk as soon as possible.

Sevenoaks Society – Membership was increasing steadily with the recent AGM well attended.

Stag – Business going well with all staff vacancies now filled. The Stag was currently researching recycling options, introducing glass wine bottles and compostable cups. Stag Select was going very well with a week of showings to commemorate the end of WW1.

17. Dates of Next Meetings

Wednesday 5th December at Sevenoaks Town Council Chamber.

18. 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 8.07 pm.

Sevenoaks Town Council

Current Matters

Agenda Item 13 (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 27th April 2017. No further changes since 18th September 2017. Invoices were sent prior to the financial year end. *Invoices sent out annually in March.*
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. *Funding secured as reported to CIL 20.08.2018. 24-week contract due to complete 02.122.2018. HLF activities report to Friends of Bat& Ball Station.* Currently being reviewed by Network Rail lawyers. Planning application approved.
			Capital Project	HLF bid round two submitted 29th 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		CIL	Allocated £78,810.63 for the Bat & Ball project.
	33 - CIC 23.4.2018		CIL	See Financial Report - Agenda Item No 8
	416 (i) - CIC 8.1.2018		Grant Awarded	HLF awarded full grant of £755,600. Start up Process begins January 2018. Heritage Engagement Officer started 21st May 2018
	CIC 25.06.2018 122 – i)	*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 18th June with build schedule 24 weeks.

Item	Minute No		Status	Latest update
3	- CIC 7.8.2017		Business Hub	*Feasibility report being prepared. Potential Funding application made to KCC. Temporary repair to roof to be carried out.*
4	33(i) – CIC 23.4.2018 *27 i) CIC 20.08.18*	Bat & Ball Centre *Seven-oaks Day Nursery*		*Planning Application granted 8.11.2018* Out to tender October 2018. First draft plans prepared, and consultation taken place for Community Centre User. Sevenoaks Day Nursery were proceeding with their plans for a new facility. *Lease area agreed by CIC 20.08.2018. Planning Application approved 7.11.2018.*
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.

F&GP Committee 26.11.2018

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 13 (b)

PRIORITY ONE

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. Planning Application submitted 4.9.2018. Pre-planning advice not provided by SDC to date. *Planning granted 8.11.2019.*
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 13 (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

F&GP Committee 26.11.2018

Sevenoaks Town Council

Agenda Item 13 (b)

Priorities [Note updated with 2015 Blue Skies Proposals]

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.

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 13 (b)

<table>
<tr><th>No</th><th>Project</th><th>Details</th><th>Proposed target timescale</th><th>£</th><th>Update / comment</th></tr>
<tr><td>4</td><td>Neighbourhood Development Plan for Sevenoaks</td><td>To provide a long term sustainable plan for the Sevenoaks</td><td>March 2017</td><td>£20,000 approx

£300,000 (Cap projects)</td><td>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 Norther 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.</td></tr>
</table>

F&GP Committee 26.11.2018

Sevenoaks Town Council **Agenda Item 13 (b)**

Priorities [Note updated with 2015 Blue Skies Proposals]

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. *Feasibility report being prepared.* *Potential Funding submitted to KCC – decision expected December 2018.* *Temporary repair to roof carried out.*

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 13 (b)

PRIORITY TWO

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 repair work identified to

F&GP Committee 26.11.2018

Sevenoaks Town Council **Agenda Item 13 (b)**

Priorities [Note updated with 2015 Blue Skies Proposals]

No	Project	Details	Proposed target timescale	£	Update / comment
1 contd.	Vine Cricket Pavilion			*35,000*	sash windows. *Work on Sash Windows commenced 12.11.18* 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 commenced 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 (2nd year of entry)* *Sevenoaks Common – Silver (2nd year of entry)* *The Vine – Silver Gilt (2016 = Gold)* *Sevenoaks Upper High Street Gardens – Silver Gilt* *Budget and plans for 2019 to start December 2018. commenced. Results provided on 14.9.18.*

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 13 (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. *SDC produced Consultation document.*
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.

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Sevenoaks Town Council **Agenda Item 13 (b)**

Priorities [Note updated with 2015 Blue Skies Proposals]

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 13 (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

F&GP Committee 26.11.2018

Sevenoaks Town Council

Agenda Item 13 (b)

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 13 (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 16.02.207.
5	Cemetery Lodge	To sell property	Asap		Contracts for sale completed 30th May 2018. *Sold £485,000.*