

Sevenoaks Town Council

Finance & General Purposes Committee

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25th April 2018

You are summoned to attend a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** to be held in the Council Chamber at the address below on Monday 30th April 2018 at 7.00pm. 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 *[ex officio]*

Cllr A S Clayton

Cllr R M C Hogarth

Cllr A Eyre (Vice Chairman)

Cllr R J Parry

Cllr E Parson

Cllr R L Piper

Cllr P E Towell

Cllr Mrs P C Walshe

PUBLIC QUESTION TIME

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

A G E N D A

01 APOLOGIES FOR ABSENCE

To receive and note apologies for absence.

02 DECLARATIONS OF INTEREST

To receive any declaration of interest from members in respect of items of business included in the agenda for this meeting.

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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

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 5th March 2018 (copy attached).

05 SUB COMMITTEES

(a) Youth Council

To receive and note that the meeting of the Youth Council due to have been held on 21st March 2018 was inquorate (copy attached).

(b) Youth Services Sub Committee

To receive and adopt the minutes of the Youth Services Sub Committee held on 21st March 2018 (copy attached).

06 FINANCE REPORTS

(a) Statement of Accounts

To receive and consider the Statement of Accounts, together with the Responsible Finance Officer's report and variance analysis for the period 1st to 28th February 2018 (copy attached).

(b) Suppliers' Accounts

To authorise payment of the accounts listed in the schedules from 1st to 28th February 2018 (copy attached).

(c) Payroll Account

To confirm payments from the account listed in the schedules from 1st to 28th February 2018 (copy attached).

(d) Petty Cash Account

To confirm payments from the account listed in the schedules from 1st to 28th February 2018 (copy attached).

(e) Internal Audit Report

To receive and note the Internal Auditor's Report for Visit three (copy attached).

(f) Annual Return 2017/2018

To receive and note the proposed time table for the year end audit for 2017/2018 (copy attached).

(g) Hospitality and Gifts Register

To receive and note that no Hospitality or Gifts were received by the employees for the period 1st February to 31st March 2018.

07 SEVENOAKS TOWN PARTNERSHIP

To receive and note the minutes of the meeting held on 7th March 2018 (copy attached).

08 COMMUNITY INFRASTRUCTURE LEVY (CIL) RECEIPTS AND ALLOCATION OF EXPENDITURE

To receive and discuss the Town Council's report (copy report attached).

- 09 TWINNING
To receive and consider the Town Clerk's report on Twinning (copy attached).
- 10 GRANT
To receive and consider a revised Grant Application from the Friends of Pontoise (copy attached).
- 11 CURRENT MATTERS AND PRIORITIES
To receive and note a list of
a) current matters
b) priorities
of the Town Council (copies attached).
- 12 PRESS RELEASE
To consider any agenda items, which would be considered appropriate for a press release.

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Sevenoaks Town Council

Minutes of the FINANCE & GENERAL PURPOSES COMMITTEE held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 5th March 2018

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 8.38 p.m.

Cllr S G Raikes, Chairman	Present	Cllr R J Parry	Present
Cllr N J L Busvine OBE	Present	Cllr E Parson	Present
Cllr J M Canet	Present	Cllr R L Piper	Present
Cllr A S Clayton	Apologies	Cllr S L Arnold <i>as substitute for Cllr Towell</i>	Present
Cllr A Eyre, Vice Chairman	Present	Cllr P E Towell	Apologies
Cllr R M C Hogarth	Apologies	Cllr Mrs P C Walshe	Present

[9]

Also in attendance:

Linda Larter MBE, Town Clerk

Michèle MacDonald, Committee Clerk

512 APOLOGIES FOR ABSENCE

RESOLVED to accept the apologies for absence as received from Cllr A S Clayton, Cllr R M C Hogarth, Cllr Towell and Ade Ogun, The Responsible Finance Officer.

513 DECLARATIONS OF INTEREST

Declarations of Interests were received from:

- a) Cllr J M Canet declared a non-pecuniary interest in the Grant Application submitted by the Friends of Pontoise and did not vote on this.
- b) Cllr A Eyre declared a non-pecuniary interest in the Grant Application submitted by Sevenoaks Three Arts Festival and did not vote on this.

514 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations.

515 MINUTES OF THE MEETING HELD ON 22ND JANUARY 2018

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

- (a) Minute Number 431 b) to read to levy a Precept on Sevenoaks District Council of £1,088,593 for 2018/2019 and not as previously stated £1,088,477.

516 SUB COMMITTEES

RESOLVED: To receive and note the following minutes:

- a) Youth Council held on 31st January 2018
 - b) Youth Services Committee held on 31st January 2018
- as a true record of the meetings.

517 FINANCE REPORTS

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

a) Statement of Accounts

- i. 1st to 31st December 2017
- ii. 1st to 31st January 2018

and the Responsible Financial Officer's reports relating to Variance Analyses.

The Finance & General Purposes Committee congratulated and thanked:

- i. the Town Council staff for taking on the cleaning of the WC facilities in the town whilst a new contractor was resourced.
- ii. the Town Council staff for obtaining grants and those who have awarded grants to the Town Council to ensure the HOUSE in the Basement Youth Café remained open since the KCC Commissioning Team's funding was not renewed.

b) Suppliers Accounts

- i. 1st to 31st December 2017 - £51,551.83
- ii. 1st to 31st January 2018 - £87,202.12

c) Payroll Account

Payments listed in the schedules

- i. 1st to 31st December 2017 - £65,359.42
- ii. 1st to 31st January 2018 - £60,896.42

d) Petty Cash Account

Payments from the account listed in the schedules

- i. 1st to 31st December 2017 - £468.98
- ii. 1st to 31st January 2018 - £534.68

e) Internal Audit and statement of Financial Controls

i. **The 2017-2018 Policies:**

A. Risk Assessment.

RESOLVED to receive and adopt the Risk Assessment noting that discussions with insurers regarding Legal Recovery Costs were taking place regarding the WW1 Bomb disposal. The Town Clerk and Responsible Finance Officer to progress.

B. Investment Policy

RESOLVED to receive and adopt the tabled Investment Strategy.

C. Reserves Policy

RESOLVED to receive and adopt the existing Reserves Policy.

ii. **The 2018-2019 policies:**

A. Internal Auditors

RESOLVED to formally reappoint the KCC Internal Audit for the Finance year 2018/2019 and agree the proposed fee of £480 per visit.

B. Proposed Audit Plan

RESOLVED to agree the scope of the internal audit for 2018/2019

C. Reserves Policy

RESOLVED to adopt the Reserves Policy for 2018/2019 and to accept that although the current general reserves level would not cover the required six-month precept expenditure, it was agreed to be adequate within the Town Council's medium term strategic plan.

D. Investment Strategy

RESOLVED to adopt the revised strategy document to meet the additional requirements for published information stipulated in the updated guidance.

E. Risk Assessment

RESOLVED to adopt the Risk Assessment for 2018/2019.

f) Hospitality and Gifts Register

RESOLVED: to receive and note that no hospitality or gifts were received by employees during the period from 1st to 31st January 2018.

518 **GRANTS**

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

- a) **RESOLVED:** 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	Purpose Of award	2017/2018 Grant Application £	Grant Approved
02	Sevenoaks Volunteer Transport Group – Charity 276663	To build a website - £1000	£500	£500
03	Sevenoaks Literary Festival	Hire a speaker for free event for local primary schools	£350	£350
06	Sevenoaks Three Arts Festival	Hiring of pianos and performing space for competitive classes and prize winners concert.	£600	£600

Grant Ref No	Organisation Name & Charity Reg No If Applicable	Purpose Of award	2017/2018 Grant Application £	Grant Approved
09	Friends of Rheinbach	Funds for Tax Year 2018/2019 Production and distribution of hard copy and internet publicity materials. Hire of premises and related expenses incurred within the town council area for promotional and recruitment purposes.	<i>Also receives Free bookings of the Council Chamber totalling £206.42 [to 5.3.2018]</i> £250	£250
13	Sevenoaks Art Club	Towards the £300 cost of 5000 glossy flyers-/brochures.	£200	£200
23	Kent Youth Jazz Orchestra [KYJO]	Towards £730 cost of Annual Youth Jazz workshop on 26.06.2018 at a local school. Free to musicians to participate in the workshop.	£500	£500
43	D'Vine Singers	Grant to enable a hardship fund or no subs at all, to benefit with their mental health issues.	£1,000	£300
52	Sevenoaks Air Cadets	Towards the cost of training weekends in the UK ready to send 8 cadets & 3 staff to the Italian Dolomites to attend Exercise Partisan Show.	£1,100	£700

Grant Ref No	Organisation Name & Charity Reg No If Applicable	Purpose Of award	2017/2018 Grant Application £	Grant Approved
54	A member of 2158 (Sevenoaks) Squadron ACO	YSSC form used. Town Clerk advised to go to F&GP as limit is £250. Towards the cost of £1,065 for ex Mayor's Cadet to attend Exercise Partisan Show in the Italian Dolomites.	£350	£100

It was agreed that terms and conditions of the grant be outlined to the above organisations including concerns of Grant Aid Requests for areas outside the remit of Sevenoaks Town Council and its wards.

b) the Grant reports be received and noted

519 GENERAL DATA PROTECTION REGULATIONS

RESOLVED that the February 2018 NALC GDPR Toolkit of local councils be received and noted and that Town Councillors attend a training session. The Town Clerk to progress.

520 SEVENOAKS MARKETS

NOTED that the Town Council was awarded the contract for running the Sevenoaks Wednesday and Saturday Markets for a further five years. The Town Clerk was congratulated on a successful bid by the committee.

521 CURRENT MATTERS AND PRIORITIES

RESOLVED to receive and note the

a) current matters

Item	Minute No		Status	Latest update
1	268 – Town Council – 17.11.2014	Council Priorities list	Ongoing working document attached – agenda item 16b	Updated following Blue Skies. 2014 priorities updated by Council. Further Blue Skies meeting held 19.09.2015. Priorities updated to reflect new priorities.
2		Wall at Rear of Chamber	Ongoing	Wall monitored in January 2018 and continues to be less than 2° off true.

Item	Minute No		Status	Latest update
3	08 – F&GP 03.04.2017 18.09.2017	Street Lighting	Ongoing	Farnaby Drive Residents have since signed an agreement with STC effective 27 th April 2017. No further changes since 18 th September 2017 [Minute 263 refers]. Pruning of trees around streetlights was completed in November as per service inspection report from contractor. Residents of the Glade have agreed to take over maintaining streetlights on their road. An agreement and charges will follow.
4	 350 F&GP (c) (5) 13.11.2018 CIC Minute No 08.01.2018	Bat & Ball Station	Lease negotiation Capital Project CIL Grant Awarded	South Eastern have confirmed amendments to Heads of Terms for lease to include sub-letting of café if needed. Currently being reviewed by Network Rail lawyers. Planning application approved. HLF bid round two submitted 29 th August 2017. HLF requires Variation to lease being negotiated with South Eastern/Network Rail. Tenders returned, short listed. Contractors being reviewed. HLF Decision early December 2017. Allocated £78,810.63 for the Bat & Ball project. HLP awarded full grant of £755,600. Start up Process begins January 2018.
5	203 CIC 07.08.2017	Red Cross	Reverts to STC 17.09.2017	Tenders requested for repairs to review compared to demolition. To be reviewed in relation to development of other STC Capital Assets.
6	Minute No CIC 416 (ii) 8.1.2018	Bat & Ball Centre		Design to be placed to tender prior to applying for planning permission Feasibility of options taking place.
7	Minute No CIC 414 (ii) 8.1.2018	Cemetery Lodge	On going	On the market for sale.

Item	Minute No		Status	Latest update
9		Vine Waste	On going	2017 12 13 - SDC wrote to the Secretary of State seeking permission under Commons Act 2006 – Section 38 For permission to use as temporary car park.

b) priorities
of the Town Council, be received and noted.

522 PRESS RELEASE

It was **RESOLVED** that a press release be issued relating to the Town Council operating the markets in Sevenoaks for a further five years.

There being no further business the Chairman closed the meeting at 8.38 p.m.

Signed
Chairman

Dated

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**MINUTES OF THE
SEVENOAKS YOUTH TOWN COUNCIL
HELD ON 21st MARCH 2018
IN THE COUNCIL CHAMBER at 6pm**

Youth Councillors Present:

Phoebe Crichtlow (Vice Chairman), Katie Willis (Treasurer) and Amber Warrender, who joined the Youth Council today.[3]

Youth Councillors Apologies:

Elise Van den Hoek (Chairman)
Sam Chard
Tom Chapman
Daniel Izu

In Attendance

Cllr R Parry, Cllr S G Raikes and Cllr A Eyre
Linda Larter MBE, Chief Executive/Town Clerk
Michèle MacDonald, Committee Clerk.

Also In Attendance

Cllr J M Canet

There being insufficient Youth Councillors present to form a Quorum [6 required], the meeting was declared Inquorate at 6:20pm.

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**MINUTES OF THE YOUTH SERVICES SUB COMMITTEE
MEETING HELD AT SEVENOAKS TOWN COUNCIL OFFICES
ON WEDNESDAY 21st MARCH 2018 AT 7 P.M.**

Meeting Commenced: 7:00 p.m.

Meeting Concluded: 7:40pm

Cllr N J L Busvine OBE (Chairman)	Present
Cllr J M Canet	Present
Cllr A Eyre	Present
Cllr Mrs R E Parry (Vice Chairman)	Present
Cllr R J Parry	Present
Cllr E Parson	Present
Cllr S G Raikes	Present

(7)

ALSO IN ATTENDANCE:

Mrs Linda Larter MBE, Chief Executive Officer/Town Clerk
Mrs Michèle MacDonald, Committee Clerk.

PUBLIC QUESTION TIME

No members of the public were present.

537 APOLOGIES FOR ABSENCE:

RESOLVED: to agree and accept apologies for absence received from:
Mrs Caroline Berry, SAYT/Churches Together in Sevenoaks & District, Mr Mark Murison, Community Development Manager, West Kent Communities, Cllr E Waite, Cllr Mrs Walshe, Youth Cllr Elise van den Hoek, Youth Cllr Daniel Izu and Mrs Gail Grieves, Manager of HOUSE in the Basement.

538 REQUESTS FOR DISPENSATION

None received.

539 DECLARATIONS OF INTEREST

None Received.

540 MINUTES

RESOLVED: to receive

- a) adopt and sign the minutes of the Youth Services Sub Committee meeting held on 31st January 2018 [*not as mentioned in the agenda of 12th December 2017*] as a true record of events
- b) and note the Minutes of the Youth Council Meeting held on 31st January 2018 as a true record of events.

It was noted that the agenda for the next meeting of the Youth Council would include opportunities for Sevenoaks Youth Councillors to take part in the National Democracy Week between 2nd and 8th July 2018.

541 HOUSE IN THE BASEMENT [HiTB] YOUTH CAFÉ

It was noted that the Manager of HiTB is signed off long term sick. The HiTB continues to be operational. The Committee requested that their well wishes be forwarded to the Manager of HiTB, signed by the Chairman, for her recovery. The Committee requested that their gratitude be recorded in the minutes to SAYT and the Kenward Trust for assisting with the Youth Café.

RESOLVED: to invite Kenward Trust to present their work at the next meeting and to receive and note the following reports:

- a) HiTB report for February and March 2018: It was agreed that the Committee noted a vote of thanks to SAYT, Kenward Trust and the casual staff for enabling the HiTB to remain operational for the young people of Sevenoaks as much as possible.
- b) HiTB Geographical date for January 2018: It was noted that there were no new members in January 2018 and that no records had been kept by the covering staff in February and March 2018.
- c) General statistics, including income for January 2018.
- d) Outcomes for January 2018.

Date January 2018	Support Provided
03/01/2018	FiFa 18, PC games, Cartoon network, Pool, Air Hockey
05/01/2018	PC team games, Wii Games, Fitness, General chatter
06/01/2018	Pantomime, Air Hockey, Pool, Fitness, general chatter
09/01/2018	Made Pitta Bread Pizza's
10/01/2018	Cartoon network videos, PC team Games, x-box Minecraft, Fitness
12/01/2018	Chatter, PC games, Wii Games fitness
13/01/2018	PC team games, Conversation, wii games and fitness
16/01/2018	made Nancho's
17/01/2018	Fitness, Playstation, music and chat
19/01/2018	Lots of banter/Chat, Mario Kart and pool
23/01/2018	General club night with snacks.
24/01/2018	Chat, Computers, Wii games PC games
26/01/2018	OMN
27/01/2018	Word games, PC games, Fitness and Minecraft, Pool, and air Hockey
31/01/2018	Discussion on conflict resolution, gaming, chatter, team games

542 HiTB BUSINESS PLAN 2018-2019

The Town Clerk presented the HiTB Business Plan setting out the Vision for HiTB and advised it accompanies all funding application. The Committee congratulated the Town Clerk on the excellent document.

RESOLVED:

- a) to receive and note the HiTB Business Plan for 2018/2019 with the request that it be amended to indicate the age and demographics within the Case Studies.
- b) The Committee lobby the KCC portfolio holders regarding the benefits of the HiTB noting there are few Youth Clubs/Forums/Café open 4-5 days weekly throughout the whole year locally/nationally.
- c) To receive and note that there is a current shortfall of £10,000 to fund the café for the period 2018-2019.

543 REPORTS FROM CO-OPTED MEMBERS

RESOLVED: to receive and note the following:

- a) SAYT - Mrs Caroline Berry had given her apologies and submitted the following report:
"With our broader advertising we have had more response and interviewed two people which would possible to appoint as youth leader. They are now meeting the team on the bus, the young people etc before a final decision from either side is made. We are encouraged by having a few more volunteers and after liaising with the police and other parties are having a short session with the bus near bat and ball station each Thursday".
- b) Community Safety Team – no one was present
- c) Kent County Council – no one was present
- d) West Kent Communities [WKC] – apologies received from Mr Mark Morison stating that *"Our new Youth Manager is starting next week so we will be able to manage workload to ensure future attendance where possible"*.

544 PRESS RELEASES

No item be worthy of a press release

There being no further business the Chairman closed the meeting at 7:40pm.

Signed
Chairman

Dated

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Sevenoaks Town Council**Finance Officer's Report****Management Accounts for the period ended 28 February 2018**

Attached to this report are the following:

- Income & Expenditure Account for year to 28 February 2018;
- Variance analysis for the year to 28 February 2018;
- Statement of Fund balances;
- Working Capital summary;
- Community Investment Project Cashflows

1 Income and Expenditure

Year to date net income is £252,476 against a budget of £133,563.

The net income excludes precept received in advance of £85,802. Precept in advance being the proportion of precept to cover March 2018 operation.

Net Capital Expenditure in the year to date is £657,763. These are detailed in cost centre 91 "Capital Infrastructure Budget" and spent per approval from the Community Infrastructure Committee

Net expenditure after accounting for rolling capital items is £490,837 (refer working capital summary as at 28 February 2018)

Movement is analysed as follows:

Net Income over Expenditure:	£ 252,476
Less precept in advance	<u>(£ 85,802)</u>
Net income before Capital expenditure	£ 166,674
Less capital expenditure	<u>(£ 657,763)</u>
Net Expenditure (outflow)	(£ 491,089)

2 Variance Analysis

There is a year to date positive variance of £118,913 after excluding capital items. (refer February 2018 Year to date variance analysis).

3 Fund Balances

The statement of fund balances as at 28 February 2018 total £2,284,669 (28 February 2017 £2,735,003).

£1,227,840 is available for instant access.

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

S&P ratings are as of 31 December 2017.

4 Working Capital Summary

The net current assets of £2,087,681 represent a year to date total outflow of £456,103. This equates to a year to date outflow from revenue reserves of £491,089 (as analysed under income and expenditure) and an increase in Earmarked Reserves of £34,986.

The increase in Earmarked Reserves as at 28 February 2018 includes:

CIL receipts £103,695

Rolling Capital Programme Revenue Reserve £13,910

Capital Receipts Reserve £12,900

Quakers Hall Allotments Key Reserve £4,050

Year to date outflows from Earmarked Reserves include £69,866 from Pension deficit reserve to make additional contributions (previously approved by Council) and £31,514 from the No.8 bus reserve to offset operational costs of £3,004/month.

5 Community Investment Project Cashflows

A supporting spreadsheet details cash inflows and outflows overseen by the Community Infrastructure Committee. The projected end balance of £804,319 reflects all committed costs but not all anticipated income at this stage. This is because the amounts and timing of some income sources such as the sale of Cemetery Lodge cannot be stated with certainty.

Please refer Spreadsheet titled 'Community Investment Project Cashflows'

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2018

Cost Centre Report

Month No : 11

	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	2,608	2,608	0	28,693	28,688	-5	31,301		2,608
6240 Computer/ Data Base/WP's	0	0	0	0	500	500	500		500
6630 Professional Fees	0	0	0	30	1,937	1,907	2,000		1,970
6720 Books and Periodicals	0	0	0	290	156	-134	156		-134
7500 Local Organisations Grants	0	0	0	150	156	6	156		6
	2,608	2,608	0	29,163	31,437	2,274	34,113	0	4,950
Planning - General :- Expenditure									
	2,608	2,608	0	29,163	31,437	2,274	34,113		
Net Expenditure over Income									

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2018

Month No : 11

Cost Centre Report

21 Of Spaces & Leisure - General

	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
4010 Gross Pay	11,489	12,643	1,154	125,773	139,073	13,300	151,713		25,940
4270 Employers Pension Contribution	629	714	85	7,033	7,854	821	8,563		1,530
5013 Graffiti Removal	44	0	-44	469	1,500	1,031	1,500		1,031
5020 Vine Public Convenience	-61	0	61	-43	0	43	0		43
5025 Lower St Johns Toilets	150	680	530	5,383	7,480	2,097	8,160		2,777
5040 Footpaths, Bridle Ways, ROW	0	0	0	0	0	0	150		150
5050 Seats And Litter Bins	0	0	0	1,372	2,500	1,128	2,500		1,128
5060 Trees Sevenoaks Common	0	600	600	1,822	2,300	478	3,400		1,578
5065 Tree Safety Survey	0	1,750	1,750	0	1,750	1,750	3,500		3,500
5070 Other Woodlands	0	850	850	3,969	3,150	-819	3,150		-819
5110 Raleys/ K P Pavilion	0	100	100	264	1,100	836	2,040		1,776
5120 Raleys/KP Pitch & Grnd Mtce.	0	0	0	4,715	2,550	-2,165	4,750		35
5310 Miscellaneous Open Spaces	6,377	1,667	-4,710	37,580	18,337	-19,243	20,000		-17,580
5316 Skatepark Maintenance	0	0	0	34	2,500	2,466	2,500		2,466
5317 Raleys Car Park	0	0	0	506	469	-37	469		-37
5320 Fertilizers	0	98	98	889	1,448	559	1,448		559
5330 Grass Seed	0	0	0	95	0	-95	1,900		1,805
5340 Plants	0	400	400	2,852	2,600	-252	2,600		-252
5410 Repairs & General Maintenance	75	125	50	441	1,375	934	1,500		1,059
5413 Community Infrastructure (CIL)	0	0	0	2,467	0	-2,467	0		-2,467
5500 Equipment Hired and New	37	700	663	2,569	7,250	4,681	7,874		5,305
5525 Equipment Maintenance	759	0	-759	4,291	4,750	459	7,650		3,359
5550 Vehicle Expenses	118	40	-78	2,347	3,285	938	3,324		977

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2018

Cost Centre Report

Month No : 11

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
5700 Fuel	461	550	89	4,991	4,740	-251	7,000		2,009
6000 Rent, Rates & Water	21	120	99	760	1,080	320	1,250		490
6010 Light Heat & Cleaning	0	167	167	1,452	1,837	385	2,000		548
6101 Telephone	12	17	6	136	187	51	200		64
6104 Mobile Telephone	6	33	27	117	363	246	400		283
6320 Staff Training	0	208	208	1,763	2,288	525	2,500		737
6330 Welfare/Hospitality	30	17	-13	97	187	90	200		103
6500 Goods for Resale	-13	0	13	0	0	0	0		0
6730 Subscriptions	0	0	0	141	200	59	200		59
6812 Road Dues	66	500	500	1,447	1,800	353	2,000		553
6851 Bus Shelter Maintenance	0	14	-52	263	154	-109	168		-95
6900 Sundry Expenses	-140	8	8	107	88	-19	100		-7
6922 Health&Safety/Risk Assessments	812	0	140	664	750	86	750		86
6930 Alarm Maintenance	0	0	-812	812	200	-612	700		-112
6931 CCTV Maintenance	0	0	0	520	1,100	580	1,100		580
6934 Waste Bin Collection-Dog Bins	339	0	0	2,457	2,700	243	2,700		243
6935 Waste Bin Disposal-Waste Bins	0	298	-41	4,175	3,282	-893	3,570		-605
6952 Protective Clothing	0	104	104	1,255	1,144	-111	1,250		-5
	21,211	22,403	1,192	225,985	233,371	7,386	264,779	0	38,794
O/ Spaces & Leisure - General :- Expenditure									
1022 Letting & Hire of Facilities	7,866	0	7,866	30,728	16,300	14,428	17,735		
1316 Raleys Car Park Permits	0	16	-16	1,823	984	839	1,000		
1350 Revenue Grant income	1,883	0	1,883	25,526	0	25,526	0		
1550 Insurance Claims	0	0	0	3,011	0	3,011	0		
1850 Log Sales	98	0	98	832	1,200	-368	1,200		

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2018

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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
1990 Other Income	0	50	-50	595	600	-5	700		
2012 CIL income allocation	0	0	0	2,467	-1,519	3,986	0		
O/ Spaces & Leisure - General :- Income	9,847	66	9,781	64,982	17,565	47,417	20,635		
Net Expenditure over Income	11,363	22,337	10,974	161,003	215,806	54,803	244,144		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2018

Cost Centre Report

Month No : 11

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>22 O/ Spaces & Leisure - Cemetery</u>									
4010 Gross Pay	4,917	4,910	-7	55,233	54,010	-1,223	58,916		3,683
4270 Employers Pension Contribution	410	320	-90	4,722	3,520	-1,202	3,835		-887
5210 Cemetery Chapel & Office	0	0	0	292	166	-126	166		-126
5230 Cemetery Wshp/Messroom Mtce	87	86	-1	126	166	40	166		40
5410 Repairs & General Maintenance	0	217	217	901	2,387	1,486	2,600		1,699
5500 Equipment Hired and New	133	240	108	1,880	1,602	-278	2,102		222
5525 Equipment Maintenance	33	95	62	1,491	2,065	574	2,356		865
5700 Fuel	39	76	37	709	836	127	911		202
6000 Rent, Rates & Water	406	0	-406	4,179	4,550	371	5,610		1,431
6010 Light Heat & Cleaning	171	100	-71	810	1,100	290	1,200		390
6101 Telephone	41	60	19	452	660	208	718		266
6104 Mobile Telephone	8	3	-5	74	33	-41	31		-43
6200 Printing & Stationery	0	17	17	9	187	178	200		191
6240 Computer/ Data Base/WP's	0	0	0	0	375	375	375		375
6320 Staff Training	0	0	0	870	1,000	130	1,000		130
6330 Welfare/Hospitality	0	8	8	145	88	-57	100		-45
6500 Goods for Resale	-129	0	129	0	0	0	0		0
6630 Professional Fees	0	0	0	0	105	105	105		105
6730 Subscriptions	0	0	0	68	90	22	90		22
6802 Trees Plants Turf & Fertilizer	0	0	0	2,203	1,275	-928	1,275		-928
6822 Roads Path & Boundaries	175	66	-109	547	541	-6	541		-6
6832 Lawn/Wall of Remembrance	137	300	163	137	300	163	300		163
6900 Sundry Expenses	0	4	4	203	44	-159	50		-153

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2018

Cost Centre Report

Month No : 11

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6922 Health & Safety/Risk Assessments	-76	0	76	0	555	555	750		750
6930 Alarm Maintenance	0	0	0	573	765	192	765		192
6932 Cemetery Security	370	417	47	3,919	4,587	668	5,000		1,081
6935 Waste Bin Disposal-Waste Bins	75	96	21	1,010	1,056	46	1,150		140
6952 Protective Clothing	0	50	50	208	550	343	600		393
O/ Spaces & Leisure - Cemetery :- Expenditure	6,797	7,065	268	80,762	82,613	1,851	90,912	0	10,150
1700 Cemetery Income	3,149	6,000	-2,851	81,901	66,000	15,901	72,000		
O/ Spaces & Leisure - Cemetery :- Income	3,149	6,000	-2,851	81,901	66,000	15,901	72,000		
Net Expenditure over Income	3,648	1,065	-2,583	-1,139	16,613	17,752	18,912		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2018

Cost Centre Report

Month No : 11

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>23 O/ Spaces & Leisure- Allotment</u>									
4010 Gross Pay	321	208	-113	2,559	2,224	-335	2,500		-59
4270 Employers Pension Contribution	0	20	20	0	260	260	285		285
5410 Repairs & General Maintenance	0	195	195	979	1,365	386	1,559		580
6000 Rent, Rates & Water	127	0	-127	1,038	1,296	258	1,728		690
6002 QH Allotments Costs	35	0	-35	413	0	-413	0		-413
	<u>483</u>	<u>423</u>	<u>-60</u>	<u>4,989</u>	<u>5,145</u>	<u>156</u>	<u>6,072</u>	<u>0</u>	<u>1,083</u>
O/ Spaces & Leisure- Allotment :- Expenditure									
1010 Rental Income	16	0	16	879	832	47	832		
1047 QH Allotments Income	78	0	78	3,211	3,205	6	3,205		
	<u>94</u>	<u>0</u>	<u>94</u>	<u>4,090</u>	<u>4,037</u>	<u>53</u>	<u>4,037</u>		
O/ Spaces & Leisure- Allotment :- Income									
	<u>389</u>	<u>423</u>	<u>34</u>	<u>899</u>	<u>1,108</u>	<u>209</u>	<u>2,035</u>		
Net Expenditure over Income									

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2018

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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
<u>26 Open Spaces-Street Lighting/Ge</u>									
6492 Town Band Support	-3,873	0	3,873	-3,873	0	3,873	0		3,873
6861 Public Clock Maintenance	0	0	0	272	436	164	563		291
6862 Street Lighting	0	890	890	4,183	11,500	7,317	12,396		8,213
6865 In Bloom Costs	0	0	0	13,505	10,000	-3,505	10,000		-3,505
Open Spaces-Street Lighting/Ge :- Expenditure	<u>-3,873</u>	<u>890</u>	<u>4,763</u>	<u>14,088</u>	<u>21,936</u>	<u>7,848</u>	<u>22,959</u>	<u>0</u>	<u>8,871</u>
1263 Cont'ns to street lighting	0	0	0	1,400	0	1,400	7,056		
1997 In Bloom Income	0	0	0	3,830	1,224	2,606	1,224		
Open Spaces-Street Lighting/Ge :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,230</u>	<u>1,224</u>	<u>4,006</u>	<u>8,280</u>		
Net Expenditure over Income	<u>-3,873</u>	<u>890</u>	<u>4,763</u>	<u>8,858</u>	<u>20,712</u>	<u>11,854</u>	<u>14,679</u>		

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Month No : 11

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>28 O/ Spaces & Leisure-Vine Cafe</u>									
4010 Gross Pay	2,770	3,565	795	43,965	47,109	3,144	50,675		6,710
4270 Employers Pension Contribution	16	133	117	877	1,767	890	1,899		1,022
5410 Repairs & General Maintenance	115	58	-57	552	638	86	700		148
5500 Equipment Hired and New	147	149	2	2,174	1,639	-535	1,785		-389
6000 Rent, Rates & Water	53	100	47	587	1,100	513	1,200		613
6010 Light Heat & Cleaning	1	400	399	-1,448	1,600	3,048	1,600		3,048
6101 Telephone	27	21	-6	257	231	-26	250		-7
6210 Postage & Courier	0	0	0	0	154	154	154		154
6240 Computer/ Data Base/WP's	0	3	3	104	33	-71	33		-71
6320 Staff Training	0	0	0	143	250	108	250		108
6340 Staff Uniforms	0	0	0	61	0	-61	0		-61
6460 Publicity & Democratic notices	0	21	21	130	231	101	250		120
6500 Goods for Resale	780	1,265	485	16,968	29,255	12,287	30,524		13,556
6533 Copyright Fees/Royalties	0	0	0	155	296	141	296		141
6635 Professional Fees Licensing	0	0	0	323	100	-223	100		-223
6900 Sundry Expenses	0	15	15	161	165	4	180		19
6922 Health&Safety/Risk Assessments	-14	0	14	0	0	0	0		0
6930 Alarm Maintenance	458	0	-458	458	500	42	500		42
6935 Waste Bin Disposal-Waste Bins	61	335	274	845	2,000	1,155	2,000		1,155
6976 Credit card charges	30	45	15	491	495	4	538		47
	<u>4,445</u>	<u>6,110</u>	<u>1,665</u>	<u>66,803</u>	<u>87,563</u>	<u>20,760</u>	<u>92,934</u>	<u>0</u>	<u>26,131</u>
O/ Spaces & Leisure-Vine Cafe :- Expenditure									
1211 Sale of Goods	1,744	4,117	-2,373	46,266	88,819	-42,553	92,939		

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2018

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Month No : 11

	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
1212 Events Management	1,050	0	1,050	1,855	0	1,855	0		
1470 Income from Other Departments	-1,050	0	-1,050	0	0	0	0		
O/ Spaces & Leisure-Vine Cafe :- Income	1,744	4,117	-2,373	48,121	88,819	-40,698	92,939		
Net Expenditure over Income	2,701	1,993	-708	18,682	-1,256	-19,938	-5		

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Month No : 11

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>29 O/Spaces & Leisure-Vine Ground</u>									
4010 Gross Pay	652	729	77	7,282	8,019	737	8,743		1,461
4270 Employers Pension Contribution	39	38	-1	439	418	-21	459		20
5010 Vine Area General Maintenance	276	277	1	2,639	3,047	408	3,329		690
5020 Vine Public Convenience	302	1,020	718	1,283	11,220	9,937	12,242		10,959
6000 Rent, Rates & Water	0	57	57	634	627	-7	684		50
6010 Light Heat & Cleaning	0	0	0	80	42	-38	55		-25
6324 Food Fair	0	0	0	941	0	-941	0		-941
6460 Publicity & Democratic notices	319	0	-319	574	255	-319	255		-319
6635 Professional Fees Licensing	0	0	0	0	102	102	102		102
6868 Summer Concerts	0	0	0	3,651	4,500	849	4,500		849
6931 CCTV Maintenance	0	0	0	556	612	56	612		56
	<u>1,588</u>	<u>2,121</u>	<u>533</u>	<u>18,080</u>	<u>28,842</u>	<u>10,763</u>	<u>30,981</u>	<u>0</u>	<u>12,902</u>
O/Spaces & Leisure-Vine Ground :- Expenditure									
1022 Letting & Hire of Facilities	0	0	0	2,400	102	2,298	102		
1208 Food Fair Income	0	0	0	1,337	3,060	-1,723	3,060		
1805 Tea Kiosk Rental & Pavilion	0	0	0	3,090	2,317	773	3,090		
1870 Vine Club Insurance Contrib.	0	0	0	340	1,319	-979	1,319		
	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,167</u>	<u>6,798</u>	<u>369</u>	<u>7,571</u>		
O/Spaces & Leisure-Vine Ground :- Income									
	<u>1,588</u>	<u>2,121</u>	<u>533</u>	<u>10,912</u>	<u>22,044</u>	<u>11,132</u>	<u>23,410</u>		
Net Expenditure over Income									

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Cost Centre Report

31 F & G P - Establishments

	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
4010 Gross Pay	19,786	22,134	2,348	259,449	251,848	-7,601	273,980		14,531
4270 Employers Pension Contribution	2,341	2,568	227	25,872	28,248	2,376	30,810		4,938
4271 Pension Deficiency	5,667	5,667	0	62,333	62,337	4	68,000		5,667
5500 Equipment Hired and New	27	208	181	1,950	2,288	338	2,500		550
6020 Insurance Cost	984	2,125	1,141	13,302	23,375	10,073	25,500		12,198
6101 Telephone	371	132	-239	4,692	1,452	-3,240	1,581		-3,111
6103 Fax	0	10	10	0	110	110	114		114
6200 Printing & Stationery	826	615	-211	14,177	13,024	-1,153	14,336		159
6210 Postage & Courier	334	333	-1	5,516	3,663	-1,853	4,000		-1,516
6240 Computer/ Data Base/WP's	-3,784	2,625	6,409	12,590	12,521	-69	13,320		730
6241 Website Costs	300	0	-300	1,100	859	-241	859		-241
6242 I.T. Infrastructure	6,456	0	-6,456	6,456	0	-6,456	5,100		-1,356
6281 Furnishings,Furniture/Eqpt	136	0	-136	875	0	-875	1,385		510
6300 Computers Accountancy	160	1,000	840	3,170	3,780	610	3,780		610
6315 Recruitment Costs	0	330	330	4,107	3,630	-477	3,958		-149
6320 Staff Training	83	368	286	2,370	4,622	2,252	5,000		2,630
6321 Investors in People	0	0	0	0	0	0	775		775
6330 Welfare/Hospitality	315	161	-154	2,990	1,771	-1,219	1,927		-1,063
6340 Staff Uniforms	0	0	0	131	0	-131	0		-131
6407 Mayors Car Allowance 2016/17	0	0	0	-1,159	0	1,159	0		1,159
6410 Civic Exps/Annual Reception	0	0	0	1,530	1,622	92	1,622		92
6415 Gifts/hospitality	0	0	0	381	390	9	390		9
6420 Annual Parish Meeting	0	0	0	-100	0	100	100		200

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Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2018

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Month No : 11

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6421 Honour Bd. Badges & Insignia	0	15	15	250	235	-15	250		0
6433 Mayors Allowance 2017/18	80	426	346	4,128	4,686	558	5,117		989
6434 Mayor's Car Allowance 2017/18	0	0	0	0	0	0	2,300		2,300
6435 Members Expenses	0	456	456	3,030	3,856	826	3,856		826
6440 Press Notices	0	0	0	1,682	1,188	-494	1,300		-382
6450 Bye Laws	0	0	0	0	0	0	100		100
6460 Publicity & Democratic notices	0	700	700	1,671	2,060	389	2,400		729
6461 Banner Costs	0	0	0	2,160	0	-2,160	0		-2,160
6610 Audit Fees	0	0	0	3,318	5,100	1,783	5,100		1,783
6619 Irrecoverable VAT	0	0	0	0	0	0	7,400		7,400
6620 Legal Expenses	400	0	-400	5,099	1,436	-3,663	5,027		-72
6635 Professional Fees Licensing	0	0	0	1,335	1,950	615	1,950		615
6710 Conference Fees & Expenses	778	0	-778	2,621	2,050	-571	2,310		-311
6720 Books and Periodicals	0	32	32	124	352	228	380		256
6730 Subscriptions	0	0	0	3,573	3,500	-73	3,500		-73
6868 Summer Concerts	15	0	-15	0	0	0	0		0
6889 Waste Sacks	74	0	-74	1,476	0	-1,476	0		-1,476
6900 Sundry Expenses	-1	40	41	589	440	-149	483		-106
6922 Health&Safety/Risk Assessments	0	0	0	2,721	2,800	79	2,800		79
6935 Waste Bin Disposal-Waste Bins	-165	0	165	0	0	0	0		0
6975 Bank Charges	99	110	11	1,354	1,210	-144	1,318		-36
6976 Credit card charges	48	40	-8	630	440	-190	485		-145
7010 Election Expenses	0	0	0	0	0	0	3,000		3,000
7611 Contingency provision	0	0	0	55,732	96,800	41,069	120,200		64,469
7614 Stag reserve	0	0	0	0	0	0	1,000		1,000
F & G P - Establishments :- Expenditure	35,328	40,095	4,767	513,225	543,643	30,417	629,313	0	116,087

Cost Centre Report

Net Expenditure over Income

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
Interest on Deposits	352	414	-62	7,889	8,340	-451	8,750		
Banner Income	0	150	-150	4,740	1,400	3,340	2,000		
Revenue Grant income	3,000	167	2,833	3,000	1,837	1,163	2,000		
Waste Sacks Income	0	0	0	983	0	983	0		
Other Income	223	195	28	2,675	2,545	130	2,738		
F & G P - Establishments :- Income	3,575	926	2,649	19,287	14,122	5,165	15,488		
Net Expenditure over Income	31,753	39,169	7,416	493,938	529,521	35,583	613,825		

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Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2018

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	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>32 F & G P - General</u>									
6490 Christmas Lights Switch On	0	0	0	23,804	15,000	-8,804	15,000		-8,804
6491 Remembrance Day/Civic Serv.	0	0	0	3,220	2,623	-597	2,623		-597
6495 Number 8 bus expenses	3,005	3,005	0	33,052	33,051	-1	36,056		3,004
6869 Special Events	86	0	-86	2,889	6,344	3,456	6,344		3,456
	<u>3,091</u>	<u>3,005</u>	<u>-86</u>	<u>62,964</u>	<u>57,018</u>	<u>-5,946</u>	<u>60,023</u>	<u>0</u>	<u>-2,941</u>
F & G P - General :- Expenditure									
1490 Christmas Lights Switch On	0	0	0	7,535	17,000	-9,465	17,000		
1495 Number 8 bus income	3,005	3,005	0	33,052	33,051	1	36,056		
1500 Fundraising	0	104	-104	0	1,144	-1,144	1,246		
1990 Other Income	0	0	0	0	4,080	-4,080	4,080		
	<u>3,005</u>	<u>3,109</u>	<u>-104</u>	<u>40,587</u>	<u>55,275</u>	<u>-14,688</u>	<u>58,382</u>		
F & G P - General :- Income									
	<u>86</u>	<u>-104</u>	<u>-190</u>	<u>22,377</u>	<u>1,743</u>	<u>-20,634</u>	<u>1,641</u>		
Net Expenditure over Income									

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33 F & G P - Council Offices

	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
4010 Gross Pay	6,889	581	-6,308	10,297	6,391	-3,906	6,969		-3,328
4270 Employers Pension Contribution	65	38	-27	263	418	155	451		188
5410 Repairs & General Maintenance	-1,470	173	1,643	1,055	1,903	848	2,081		1,026
6000 Rent, Rates & Water	2,122	1,979	-143	22,017	21,769	-248	23,747		1,730
6010 Light Heat & Cleaning	-154	200	354	7,133	4,826	-2,307	5,826		-1,307
6104 Mobile Telephone	-21	0	21	0	0	0	0		0
6320 Staff Training	-83	0	83	0	0	0	0		0
6510 Catering Expenses	0	0	0	0	0	0	114		114
6900 Sundry Expenses	0	5	5	0	55	55	60		60
6922 Health&Safety/Risk Assessments	-148	0	148	0	150	150	279		279
6930 Alarm Maintenance	-300	0	300	851	1,345	494	1,345		494
6935 Waste Bin Disposal-Waste Bins	315	0	-315	456	0	-456	0		-456
1022 F & G P - Council Offices :- Expenditure	7,216	2,976	-4,240	42,072	36,857	-5,215	40,872	0	-1,200
Letting & Hire of Facilities	1,000	1,159	-159	15,814	12,749	3,065	13,904		
F & G P - Council Offices :- Income	1,000	1,159	-159	15,814	12,749	3,065	13,904		
Net Expenditure over Income	6,216	1,817	-4,399	26,259	24,108	-2,150	26,968		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2018

Cost Centre Report

Month No : 11

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>36 F & G P - Community Centre</u>									
4010 Gross Pay	2,970	2,624	-346	29,330	28,864	-466	31,490		2,160
4270 Employers Pension Contribution	97	79	-18	950	869	-81	950		0
5410 Repairs & General Maintenance	57	235	178	1,649	2,585	936	2,825		1,176
6000 Rent, Rates & Water	357	0	-357	5,991	6,500	509	6,500		509
6011 Electricity-SCC	189	191	2	2,117	2,101	-16	2,289		172
6012 Gas-SCC	0	0	0	589	0	-589	1,895		1,306
6013 Cleaning-SCC	0	69	69	0	759	759	832		832
6101 Telephone	36	22	-14	421	242	-179	260		-161
6104 Mobile Telephone	0	5	5	17	55	38	63		46
6200 Printing & Stationery	8	6	-2	50	66	16	68		18
6230 Office Furniture/Machinery	0	48	48	557	528	-29	577		20
6240 Computer/ Data Base/WP's	0	26	26	0	286	286	309		309
6281 Furnishings, Furniture/Eqpt	0	0	0	1,139	220	-919	312		-827
6320 Staff Training	0	14	14	191	154	-37	173		-18
6460 Publicity & Democratic notices	0	44	44	0	484	484	530		530
6520 Refreshments for Resale	103	64	-39	650	704	54	765		115
6533 Copyright Fees/Royalties	0	0	0	563	477	-86	477		-86
6635 Professional Fees Licensing	0	0	0	180	212	32	212		32
6842 Grounds Maintenance	0	42	42	12	462	450	500		488
6900 Sundry Expenses	0	4	4	75	44	-31	50		-25
6922 Health&Safety/Risk Assessments	-78	0	78	265	300	35	300		35
6930 Alarm Maintenance	-12	1,365	1,377	523	2,040	1,517	2,040		1,517
6931 CCTV Maintenance	788	0	-788	2,042	340	-1,702	340		-1,702

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2018

Cost Centre Report

Month No : 11

	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
6935 Waste Bin Disposal-Waste Bins	93	152	59	1,430	1,672	242	1,829		399
6939 Healthcare Services	0	130	130	995	1,430	435	1,561		566
F & G P - Community Centre :- Expenditure	4,608	5,120	512	49,736	51,394	1,658	57,147	0	7,411
1022 Letting & Hire of Facilities	6,419	4,868	1,551	72,385	53,548	18,837	58,412		
1445 Outdoor Activities	0	0	0	0	28	-28	85		
1457 Indoor Activities	298	236	62	2,680	2,596	84	2,831		
1990 Other Income	63	0	63	63	0	63	0		
F & G P - Community Centre :- Income	6,780	5,104	1,676	75,128	56,172	18,956	61,328		
Net Expenditure over Income	-2,172	16	2,188	-25,392	-4,778	20,614	-4,181		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2018

Cost Centre Report

Month No : 11

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>38 F & G P - Grants</u>									
6937 Annual Subsidy-Comm Centre	0	83	83	740	913	173	1,000		260
6938 Annual Subsidy-Council Chamber	89	83	-6	1,177	913	-264	1,000		-177
7500 Local Organisations Grants	0	0	0	3,231	8,500	5,269	16,500		13,269
7502 Sevenoaks Summer Festival	0	0	0	0	5,000	5,000	5,000		5,000
7520 Twinning Support	0	0	0	0	0	0	1,000		1,000
7552 Youth Outreach	0	0	0	170	2,500	2,330	5,000		4,830
7555 Youth Council Support	0	0	0	73	500	427	500		427
7556 Stag Community Arts Centre	0	0	0	27,000	27,000	0	27,000		0
	<u>89</u>	<u>166</u>	<u>77</u>	<u>32,390</u>	<u>45,326</u>	<u>12,936</u>	<u>57,000</u>	<u>0</u>	<u>24,610</u>
F & G P - Grants :- Expenditure									
	<u>89</u>	<u>166</u>	<u>77</u>	<u>32,390</u>	<u>45,326</u>	<u>12,936</u>	<u>57,000</u>		
Net Expenditure over Income									

Cost Centre Report

39 F & G P - Property

5410	Repairs & General Maintenance	1,768	0	-1,768	1,860	0	-1,860	0	-1,860
6000	Rent, Rates & Water	1,049	0	-1,049	1,049	0	-1,049	0	-1,049
6010	Light Heat & Cleaning	87	0	-87	87	0	-87	0	-87
6930	Alarm Maintenance	-445	0	445	0	0	0	0	0
	F & G P - Property :- Expenditure	2,459	0	-2,459	2,996	0	-2,996	0	-2,996
1010	Rental Income	-2,405	0	-2,405	0	0	0	0	0
1014	Rental Income Red Cross	0	0	0	50	150	-100	200	200
1046	SCC Ground Rents & Wayleaves	0	0	0	1,500	2,422	-922	2,797	2,797
1469	O/S Ground Rents & Wayleaves	0	0	0	7,185	4,000	3,185	4,919	4,919
	F & G P - Property :- Income	-2,405	0	-2,405	8,735	6,572	2,163	7,916	7,916
	Net Expenditure over Income	4,864	0	-4,864	-5,739	-6,572	-833	-7,916	-7,916

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2018

Cost Centre Report

Month No : 11

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>40 Sevenoaks Town Partnership</u>									
6101 Telephone	0	0	0	6	0	-6	0		-6
6240 Computer/ Data Base/WP's	80	13	-67	492	143	-349	160		-332
6244 Information Screens	0	0	0	1,434	0	-1,434	0		-1,434
6322 Business Awards	0	0	0	5,885	7,500	1,615	7,500		1,615
6323 Business Show	0	0	0	1,945	2,438	493	2,438		493
6710 Conference Fees & Expenses	0	58	58	0	638	638	700		700
6900 Sundry Expenses	0	167	167	649	1,837	1,188	2,000		1,351
7000 Reinvestment	0	0	0	1,000	2,042	1,042	2,042		1,042
7607 Christmas gift guide expenses	0	0	0	0	1,500	1,500	1,500		1,500
7608 Friends of Bat & Ball	0	0	0	113	1,018	906	1,018		906
7609 Vintage Bus Expenses	0	200	200	9,865	11,700	1,835	12,000		2,135
7615 Park & Panto expenses	0	0	0	0	900	900	900		900
7616 Wellbeing show	0	0	0	1,389	2,242	853	2,242		853
	<u>80</u>	<u>438</u>	<u>358</u>	<u>22,778</u>	<u>31,958</u>	<u>9,180</u>	<u>32,500</u>	<u>0</u>	<u>9,722</u>
Sevenoaks Town Partnership :- Expenditure									
1206 Business Awards	0	0	0	6,445	7,000	-555	7,000		
1207 Business Show	335	0	335	4,455	2,000	2,455	2,000		
1209 Wellbeing show income	130	0	130	1,960	3,500	-1,540	3,500		
1350 Revenue Grant income	0	0	0	0	0	0	1,000		
1435 Vintage Bus income	0	0	0	9,865	12,000	-2,135	12,000		
1436 Christmas gift guide income	0	0	0	0	2,000	-2,000	2,000		
1990 Other Income	343	0	343	343	0	343	0		
	<u>808</u>	<u>0</u>	<u>808</u>	<u>23,068</u>	<u>26,500</u>	<u>-3,432</u>	<u>27,500</u>		
Sevenoaks Town Partnership :- Income									
	<u>-728</u>	<u>438</u>	<u>1,166</u>	<u>-290</u>	<u>5,458</u>	<u>5,748</u>	<u>5,000</u>		
Net Expenditure over Income									

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2018

Month No : 11

Cost Centre Report

50 Youth Cafe

	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
4010 Gross Pay	3,317	3,618	301	37,268	39,818	2,550	43,436		6,168
4270 Employers Pension Contribution	23	28	5	274	308	34	332		58
5410 Repairs & General Maintenance	0	83	83	1,230	913	-317	1,000		-230
6010 Light Heat & Cleaning	0	42	42	0	462	462	500		500
6101 Telephone	44	25	-19	459	275	-184	300		-159
6200 Printing & Stationery	0	42	42	4	462	458	500		496
6240 Computer/ Data Base/WP's	0	60	60	1,464	660	-804	714		-750
6281 Furnishings, Furniture/Eqpt	3	0	-3	3,991	225	-3,766	500		-3,491
6320 Staff Training	0	0	0	0	370	370	370		370
6330 Welfare/Hospitality	0	0	0	23	0	-23	0		-23
6340 Staff Uniforms	0	0	0	220	0	-220	0		-220
6415 Gifts/hospitality	0	0	0	72	0	-72	0		-72
6460 Publicity & Democratic notices	0	0	0	644	0	-644	0		-644
6500 Goods for Resale	64	217	153	1,723	2,387	664	2,600		877
6573 Youth Magazine Expenditure	0	8	8	0	88	88	100		100
6635 Professional Fees Licensing	0	0	0	226	100	-126	100		-126
6900 Sundry Expenses	0	12	12	10	132	122	140		130
6922 Health&Safety/Risk Assessments	0	0	0	12	0	-12	312		300
Youth Cafe :- Expenditure	3,452	4,135	683	47,620	46,200	-1,420	50,904	0	3,284
1022 Letting & Hire of Facilities	0	325	-325	3,105	3,575	-470	3,900		
1211 Sale of Goods	115	271	-156	2,534	2,981	-447	3,250		
1350 Revenue Grant income	350	2,167	-1,817	32,789	23,837	8,952	26,000		

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2018

Month No : 11

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	1,480	-1,480	4,100	16,280	-12,180	17,754		
	Youth Cafe :- Income	465	4,243	-3,778	42,528	46,673	-4,145	50,904		
	Net Expenditure over Income	2,986	-108	-3,094	5,092	-473	-5,565	0		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2018

Cost Centre Report

Month No : 11

60 Markets

	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
4010 Gross Pay	181	234	53	2,204	2,574	370	2,808		604
5420 Saturday market charges	1,098	1,098	0	12,759	12,078	-681	13,182		423
5421 Wednesday Market charges	1,524	1,638	114	18,414	18,018	-396	19,651		1,237
6001 Blighs Market Charges	710	1,491	781	9,283	16,401	7,118	17,887		8,604
6010 Light Heat & Cleaning	30	0	-30	-300	0	300	0		300
6460 Publicity & Democratic notices	0	292	292	220	3,212	2,992	3,500		3,280
7000 Reinvestment	0	336	336	8,402	336	-8,066	5,536		-2,866
	3,543	5,089	1,546	50,982	52,619	1,637	62,564	0	11,582
Markets :- Expenditure									
1017 Rental Income Sat Market	1,828	1,971	-143	21,581	21,681	-101	23,650		
1018 Rental Income Wed Market	510	1,763	-1,253	13,404	19,393	-5,989	21,152		
1019 Rental Income Blighs Market	1,120	1,480	-360	15,695	16,280	-585	17,762		
1990 Other Income	0	0	0	167	0	167	0		
Markets :- Income	3,458	5,214	-1,756	50,846	57,354	-6,508	62,564		
Net Expenditure over Income	85	-125	-210	136	-4,735	-4,871	0		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2018

Cost Centre Report

Month No : 11

	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	0	0	0	1,029,625	1,029,625	0	1,029,625		
Precept :- Income	0	0	0	1,029,625	1,029,625	0	1,029,625		
Net Expenditure over Income	0	0	0	-1,029,625	-1,029,625	0	-1,029,625		
Finance & General Purposes Expenditure	93,125	102,644	9,519	1,264,633	1,355,922	91,289	1,533,073	0	268,440
Income	31,521	29,938	1,583	1,517,109	1,489,485	27,623	1,533,073		
Net Expenditure over Income	61,604	72,706	11,102	-252,476	-133,563	118,913	0		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2018

Cost Centre Report

Month No : 11

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>91 Capital Infrastructure Budget</u>									
9000 New Council Offices	0	0	0	5,728	0	-5,728	0	0	-5,728
9001 Raleys Development Site	755	0	-755	3,407	0	-3,407	0	0	-3,407
9012 Cemetery Lodge Costs	175	0	-175	5,558	0	-5,558	0	0	-5,558
9014 Play Areas	0	0	0	0	0	0	60,415	0	60,415
9050 Capital Costs-general	-295	0	295	0	0	0	0	0	0
9062 Bat & Ball Station	7,570	11,532	3,962	116,976	126,855	9,879	138,385	0	21,409
9063 New Community Centre	0	11,341	11,341	213,006	124,756	-88,250	136,100	0	-76,906
9064 Stag Capital upgrades	0	0	0	69,939	150,000	80,061	150,000	0	80,061
9065 3G Rugby Pitch	1,800	0	-1,800	1,800	247,900	246,100	247,900	0	246,100
9066 Northern Masterplan	14,445	0	-14,445	40,853	86,000	45,147	86,000	0	45,147
9067 Sevenoaks Funds	0	0	0	2,427	0	-2,427	0	0	-2,427
9068 3G Football Pitch	0	0	0	412,243	412,045	-198	412,045	0	-198
9069 3G Hockey Pitch	0	0	0	0	50,000	50,000	50,000	0	50,000
Capital Infrastructure Budget :- Expenditure	<u>24,450</u>	<u>22,873</u>	<u>-1,577</u>	<u>871,936</u>	<u>1,197,556</u>	<u>325,620</u>	<u>1,280,845</u>	<u>0</u>	<u>408,909</u>
1990 Other Income	0	0	0	1,588	0	1,588	0	0	0
1991 STAG capital income	0	0	0	120	0	120	0	0	0
1992 3G Rugby Pitch income	0	0	0	120	0	120	0	0	0
1993 Sevenoaks Day Nursery Income	0	0	0	120	0	120	0	0	0
1994 3G Football Pitch Income	0	0	0	212,225	212,095	130	212,095	0	0
Capital Infrastructure Budget :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>214,173</u>	<u>212,095</u>	<u>2,078</u>	<u>212,095</u>	<u>0</u>	<u>0</u>
Net Expenditure over Income	<u>24,450</u>	<u>22,873</u>	<u>-1,577</u>	<u>657,763</u>	<u>985,461</u>	<u>327,698</u>	<u>1,068,750</u>	<u>0</u>	<u>0</u>
Rolling Capital Budget Expenditure	<u>24,450</u>	<u>22,873</u>	<u>-1,577</u>	<u>871,936</u>	<u>1,197,556</u>	<u>325,620</u>	<u>1,280,845</u>	<u>0</u>	<u>408,909</u>
Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>214,173</u>	<u>212,095</u>	<u>2,078</u>	<u>212,095</u>	<u>0</u>	<u>0</u>
Net Expenditure over Income	<u>24,450</u>	<u>22,873</u>	<u>-1,577</u>	<u>657,763</u>	<u>985,461</u>	<u>327,698</u>	<u>1,068,750</u>	<u>0</u>	<u>0</u>

February 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		Net YTD expenditure		Annual budget costs		Explanation of YTD variances
	(Income)	(Income)	Variance	Fav/(adv)	(Income)	(Income)	
	£	£	£	£	£	£	
Planning Committee General	29,163	31,437	2,274		34,113		Positive variance is due to timing differences mainly in respect of professional (planning) fees
Open Spaces & Leisure Committee							
General	161,003	215,806	54,803		244,144		Positive variance is largely explained by positive differences in lettings income (£14,428) and Gross Pay (£13,300). The overspend in 'Miscellaneous Open Spaces' and 'Seats And Litter Bins' are offset by grants. Income not budgeted includes insurance income of £3011.
Cemetery	(1,139)	16,613	17,752		18,912		Positive variance due to higher than budgeted Cemetery income (£15,901 above budget). Higher than budgeted 'Gross pay' and 'Employers Pension Contribution' reflect staff overtime re: out of hours burials.
Allotments	899	1,108	209		2,035		Lower than budgeted occupancy at both the Bradbourne Vale Rd and Quakers Hall allotment sites
Raleys Gym	-	-	-		-		
Street lighting/general	8,858	20,712	11,854		14,679		Streetlighting invoices to be issued in March 2018. Timing difference in street lighting electricity billing.
Vine Café	18,682	(1,256)	(19,938)		(5)		Adverse variance due to lower than budgeted income. Expenditure has remained below budget year to date. The Café now operates reduced hours over the winter months to further reduce operating costs.
Vine Grounds	10,912	22,044	11,132		23,410		Positive variance is mainly due managing public conveniences as it has been difficult to secure reliable contractors.

February 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		Net YTD expenditure		Annual budget costs		Explanation of YTD variances
	(Income)		(Income)		Fav/adv		(Income)		
	£		£		£		£		£
Summary by Committee:									
Planning	29,163		31,437		2,274		34,113		
Open spaces & Leisure	180,533		276,283		95,750		303,180		
Vine Café	18,682		(1,256)		(19,938)		(5)		
Finance & General Purpose	548,771		589,598		40,827		692,335		
Precept	(1,029,625)		(1,029,625)		-		(1,029,625)		
Rolling Capital Budget	405,287		851,898		446,611		851,898		
Total (exc. Capital items)	(252,476)		(133,563)		118,913				

Sevenoaks Town Council

Statement of Fund Balances as at 28 February 2018

£ (2016/17)	S&P Rating 31/12/17		28/02/2018	£	%	Maturity	Interest rate
	Short term	Long term					
	A1	A	750,000	32.83%		0.65%	
<u>Bank of Scotland</u>							
Treasury deposit (1m)			750,000				
	A2	BBB+				0.01%	
<u>National Westminster Bank</u>							
Business Reserve Account			496				
Current Account			308,438				
Payroll Account			725				
HITB Youth café			1,000				
Sevenoaks Town Partnership			7,253				
Mayors Charity Account			28,725				
				346,636	15.17%		
	A1+	AA-	50,169		2.20%	0.04%	
<u>HSBC</u>							
Business money manager				50,169			
	A1+	AA-	62,631			0.15%	
<u>Handelsbanken</u>						0.25%	
Deposit account (instant access)			260,005		35 days		
35 day notice account				322,636	14.12%		
	A1	A	804,382			0.45%	
<u>Nationwide</u>						0.45%	
Instant Saver			10,038				
Sevenoaks Fund Instant Saver				814,421	35.65%		
			1	1			
<u>Clydesdale</u>							
Current account				806	0.04%		
<u>Petty Cash</u>							
542							
2,735,003				2,284,669	100.00%		

Sevenoaks Town Council

Working Capital Summary as at 28 February 2018

	B/fwd 01-Apr-17 £	Movement* £	C/fwd 28-Feb-18 £	28-Feb-17 £
Current Assets				
Stock	1,680	0	1,680	1,515
Trade debtors	38,487	3,022	41,509	30,461
VAT	39,296	(21,361)	17,935	30,502
Prepayments and other debtors	54,630	(44,428)	10,202	11,438
Cash at bank and in hand	2,653,903	(369,234)	2,284,669	2,735,003
	2,787,996	(432,001)	2,355,995	2,808,919
Current Liabilities				
Trade creditors	108,242	(53,006)	55,236	83,487
Accruals and other creditors	106,901	9,672	116,573	65,953
Prior Mayors charity account	-	-	-	-
Precept received in advance of budget	-	85,802	85,802	81,135
Receipts in advance (rent and hall hire)	29,069	(18,365)	10,704	14,453
	244,212	24,102	268,314	245,028
Net Current Assets	2,543,784	(456,103)	2,087,681	2,563,891
Represented by:				
General Funds				
Revenue Reserves	351,117	(491,089)	(139,972)	2,302,265
Earmarked/Designated Funds				
Pension Reserve	2,814	0	2,814	-
Rolling Capital Prog Revenue Reserve	20,059	13,910	33,969	17,165
Street Lighting Reserve	7,337	(0)	7,337	4,781
Community Centre Reserve	13,398	-	13,398	13,398
Stag Winding Up Reserve	5,000	-	5,000	4,000
Planning Fees Reserve	12,500	-	12,500	12,500
Youth Activities Reserve	15,963	(15,963)	-	10,430
Contingency Provision Reserve	10,263	-	10,263	10,263
Pension Deficit Reserve	69,866	(69,866)	-	69,866
Capital Receipts Reserve	1,956,076	12,900	1,968,976	27,783
CIL Earmarked Reserve	27,783	103,695	131,478	37,061
Capital Projects Reserve	-	-	-	-
No 8 bus Reserve	43,096	(31,514)	11,582	46,101
QH Allotments Key Reserve	-	4,050	4,050	-
Mayor's Charity Reserve	8,512	17,774	26,286	8,278
	2,192,667	34,986	2,227,653	261,626
	2,543,784	(456,103)	2,087,681	2,563,891

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

Note 1 Difference between precept received and budgeted year to date income and expenditure-Precept received in advance

The year to date outflow in revenue reserves of £491,089 reflects revenue income of £1,517,109 less revenue expenditure of £1,350,435 and net capital expenditure of £657,763. A transfer from Capital Receipts Reserve will be made to offset capital expenditure at the end of the financial year.

Note 2

Note 3 The balance in the No. 8 bus reserve represents four months of operation at the current run rate.

Note 4 Balance b/f in mayor's charity reserve relates to income collected for the previous mayor's charities. Current year balance in the Mayor's Charity Reserve reflects year to date activity relating to the current Mayor

Sevenoaks Town Council
Community Investment Project Cashflows
Year to 31/03/18

NET CASHFLOWS					
	31/03/2015	31/03/2016	31/03/2017	31/03/2018	Previously Reported
Starting Balance	-				3,194,913
Total Income	1,098	197,670	2,675,809	346,996	2,417,255
Total Expenses	45,171	222,446	1,012,298	1,137,340	1,831,886
NET (Income - Expenses)	(44,073)	(24,776)	1,663,512	(790,344)	804,319
Projected End Balance	(44,073)	(69,849)	1,594,662	804,319	1,363,027

*Current 'Projected End Balance' to 31 March 2018 accounts for all committed costs but not anticipated income as there is less certainty about the timing of income at this stage

*Previously reported 'Projected End Balance' excluded committed costs

INCOME					
	31/03/2015	30/03/2016	30/03/2017	30/03/2018	Total
Internal Funding					
Capital Budget					-
340 Sale of Raleys			2,599,039		2,599,039
Sale of STC Offices					-
Sale of Cemetery Lodge					-
Residential on CC site					-
Development Fund					-
Reserves	1,098	135,003	8,815	25,000	144,916
340 Sewer Relocation Rfd				1,588	1,588
Rfd of rates				73	73
340 Other-interest income	1,098	135,003	2,607,854	26,661	2,770,615
Total Internal Income	1,098	135,003	2,607,854	26,661	2,743,955
External Funding/Other					
Grants-CETB Buckhurst Play area		40,000			40,000
Grants-HLF					-
CIL		22,668	67,955	106,162	196,785
Sevenoaks Funds-Community				1,948	1,948
Donations				212,225	212,225
Football Club					-
Other					-
Total External Income	-	62,668	67,955	320,335	450,958
TOTAL INCOME	1,098	197,670	2,675,809	346,996	3,221,573

EXPENSES					31/03/2015	30/03/2016	30/03/2017	30/03/2018	Total	Total
[Raleys Development] 9007/91										
Planning & Professional fees	29,804	52,820	32,019	3,407					118,051	123,483
Sewer Relocation			25,000						25,000	25,000
Completion Legal Fees			5,773						5,773	5,773
Subtotal	29,804	52,820	62,792	3,407					148,824	154,256
[Council Offices] 9000/91										
Professional & other fees				5,728					5,728	4,953
Subtotal				5,728					6,728	4,953
[Bat & Ball Station Building] 9062/91										
Professional & other fees		4,368	57,247	127,874					189,489	154,932
Subtotal		4,368	57,247	127,874					189,489	154,932
[Bat & Ball Centre] 9063/91										
Professional & other fees	14,269	41,254	114,984	222,856					393,363	381,474
Crescent		15,475							15,475	15,475
[Itemized expense]	14,269	56,729	114,984	222,856					408,838	396,949
[Other Projects]										
9064/91 STAG		35,735		69,939					105,674	105,674
9012/91 Cemetery Lodge		111	6,698	5,901					12,710	10,589
9065/91 Sports Strategy-Rugby			2,071	3,600					5,671	3,871
9068/91 Sports Strategy-Football			412,343						412,343	412,343
Sports Strategy-Hockey									-	-
Sports Strategy-Gym provision			95,000						95,000	95,000
Sports Strategy-Indoor Cricket	1,098								1,098	1,098
Sports Strategy-Northern Masterplan			14,279	40,853					55,132	37,034
9066/91 NDP & Northern Masterplan		8,815	-						8,815	8,815
9014/91 Free Rec facilities		48,566	53,299						101,865	101,865
9014/91 Buckhurst Play Area			9,045						9,045	9,045
9013/91 Skatepark			2,000	2,427					4,427	3,673
9067/91 Comm. Funding branding			135,003						135,003	135,003
Tfr to General Reserves	1,098	93,226	729,738	122,720					946,782	924,010
[Spending from CIL] 360										
Vine Pavilion Roofing			33,000						33,000	33,000
Buckhurst Play Area			7,365						7,365	7,365
Greatness Toilets				27,783					27,783	27,783
Skatepark Maintenance			7,172						7,172	7,172
Cemetery Workshop				27,352					27,352	27,352
STAG		15,303							15,303	15,303
Bat & Ball Station				78,811					78,811	78,811
Subtotal		15,303	47,537	133,946					196,786	196,786
[Other Committed expenditure]										
9064/91 STAG				31,612					31,612	31,612
9066/91 NDP & Northern Masterplan				44,868					44,868	62,966
Sports Strategy-Indoor Cricket				150,000					150,000	150,000
9065/91 Sports Strategy-Rugby				244,329					244,329	246,129
Sports Strategy-Hockey				50,000					50,000	50,000
Subtotal				520,808					520,808	540,706
Total EXPENSES	45,171	222,446	1,012,298	1,137,340					2,417,255	1,831,886

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 11

Ledger No 1 for Month No 11

Items marked with a * are disputed invoices.

Supplier A/c Order

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Analysis Detail
								A/C	Centre	Amount	
31/01/2017	INV0159640	20741	ACTION HEARLOSS	AHL001	173.00	0.00	173.00	4010	31	173.00	20741/BSL person for Peter
13/02/2017	1/G2872	20747	ALTOOFFICE	ALTO001	28.00	5.60	33.60	6200	31	28.00	20747/Black Ink Ctg
28/02/2017	1/G3898	20900	ALTOOFFICE	ALTO001	104.19	20.83	125.02	6200	31	104.19	20900/Ink cartridges
27/02/2017	9866	20849	ARK TRADING	ARK001	116.00	23.20	139.20	5500	31	116.00	20849/Hi Vis jackets
02/02/2017	8768742	20706	BANNER	BAN001	32.78	6.56	39.34	6200	22	32.78	20706/FaxMachineFilmForCem
15/02/2017	15022017	20815	BANKLINE	BANKL01	101.20	0.00	101.20	6975	31	101.20	20815/bank charges for Feb
31/01/2017	3039922681	20758	BOC	BOC001	9.00	1.80	10.80	6010	50	9.00	20758/SUREGAS Size B
28/02/2017	3040403423	20850	BOC	BOC001	9.00	1.80	10.80	6010	50	9.00	20850/SuregasB hire
09/02/2017	3509078	20753	BOOKER	BOOK001	40.94	3.48	44.42	6500	28	40.94	20753/Meats&Drink for VineCafe
23/02/2017	3509629	20787	BOOKER	BOOK001	143.81	6.42	150.23	6500	28	143.81	20787/Supplies for Vine Cafe
23/02/2017	3509630	20788	BOOKER	BOOK002	103.66	12.61	116.27	6500	28	103.66	20788/HiB Supplies
23/02/2017	3407389-CN	20858	BOOKER	BOOK002	-6.90	0.00	-6.90	6500	50	-6.90	20858/ReturnedChipshIB
09/03/2017	3510215	20903	BOOKER	BOOK002	118.74	20.75	139.49	6500	28	118.74	20903/HiB Food supplies
07/03/2017	M1718140	20901	BRITISH YOUTH	BRI002	55.00	0.00	55.00	110	0	55.00	20901/YC membership 2017/18
17/02/2017	M07301	20786	BT	BRIT002	7.79	1.55	9.34	6101	22	7.79	20786/Cem phone braodband line
23/02/2017	708134943	20785	BRITISH GAS - KP	BRIT003	7.33	0.03	7.36	9001	91	7.33	20785/knolePaddockGasBill
09/03/2017	09032017	20902	BRITISH GAS - CL	BRIT005	194.57	0.00	194.57	9050	91	194.57	20902/CemLodge/WinterBill
21/02/2017	976193380	20784	BRITISH GAS - PD	BRIT006	26.97	1.34	28.31	9001	91	26.97	20784/RaileysGasBill
24/02/2017	708141253	20846	BRITISH GAS - PD	BRIT006	-15.96	0.02	-15.94	9001	91	-15.96	20846/Raileys Final bill
27/01/2017	29721	20829	BSP LIMITED	BSP001	380.00	76.00	456.00	5500	21	380.00	20829/Skip hire at raleys
02/02/2017	2008	20707	CHAILI	CHA003	90.00	0.00	90.00	5410	36	90.00	20707/LadiesToiletWorks
09/02/2017	66905	20738	CURD & CURE	CHS001	58.24	0.00	58.24	6500	28	58.24	20738/Unsmoked Bacon
09/03/2017	68891	20904	CURD & CURE	CHS001	61.69	0.00	61.69	6500	28	61.69	20904/Bacon for vine cafe
09/03/2017	69022	20905	CURD & CURE	CHS001	20.97	0.00	20.97	6500	28	20.97	20905/CroissantsForVineCafe
26/02/2017	61366248	20794	LOCAL WORLD	COUR001	160.00	32.00	192.00	6460	31	160.00	20794/SevChronicleAdvertisemen
05/03/2017	61380109	20912	LOCAL WORLD	COUR001	78.00	15.60	93.60	6460	31	78.00	20912/Chronicle adverts
01/02/2017	6614367	20708	DAISY	DAIS01	146.74	29.35	176.09	6101	36	11.60	20708/CommCentre telephone
								6101	22	14.93	20708/Cem Telephone

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PURCHASE LEDGER INVOICE LISTING FOR MONTH No 11

Ledger No 1 for Month No 11

Items marked with a * are disputed invoices.

Supplier A/c Order

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Analysis Detail
								A/C	Centre	Amount	
01/03/2017	6703176	20851	DAISY	DAIS01	141.48	28.30	169.78	6101	31	97.19	20708/offices telephone
								6101	31	11.49	20708/offices fax
								6101	21	11.53	20708/Open spaces telephone
								6101	36	11.60	20851/CommCentrePhoneFeb
								6101	22	14.58	20851/CemeteryPhoneBillFeb
								6101	31	92.32	20851/STC Phone bill Feb
								6101	31	11.49	20851/CemeteryFaxBillFeb
								6101	21	11.49	20851/OpenSpacesPhoneBillFeb
17/02/2017	8650	20848	STREETLIGHTS	DIR001	5.00	1.00	6.00	6862	26	5.00	20848/LightingRepairs
01/03/2017	GRANT-43	20781	DIVINE SINGERS	DIV001	500.00	0.00	500.00	7500	38	500.00	20781/DvineSingersGrant
01/03/2017	GRANT -	20880	DIVINE SINGERS	DIV001	-500.00	0.00	-500.00	7500	38	-500.00	20880/Grant reversal
10/02/2017	150735	20833	ERNEST DOE	DOE001	2,000.00	400.00	2,400.00	5500	21	2,000.00	20833/tools for open spaces
15/02/2017	954823	20886	ERNEST DOE	DOE001	237.49	47.50	284.99	5230	22	158.33	20886/SolarLightForCem
								5130	21	79.16	20886/SolarhubLightforRaleys
19/02/2017	H141829AC	20789	E-ON	E-ON	9.80	0.49	10.29	9001	91	9.80	20789/RaleysGasBillFeb
24/02/2017	H141E6E30B	20847	E-ON	E-ON	9.19	0.00	9.19	9001	91	9.19	20847/final raleys bill
04/03/2017	H14241F667	20907	E-ON	E-ON	1,647.06	329.41	1,976.47	6862	26	1,647.06	20907/MarketsElec.Bill6Months
16/02/2017	0002201644	20742	ELITE	EFS001	64.08	1.99	66.07	6500	28	64.08	20742/Food&Milk for Vine Cafe
25/02/2017	0002209736	20790	ELITE	EFS001	102.42	0.00	102.42	6500	28	102.42	20790/Supplies for Vine Cafe
11/03/2017	0002221622	20906	ELITE	EFS001	82.48	0.00	82.48	6500	28	82.48	20906/Supplies for vine cafe
28/02/2017	325246	20885	EMPRISE SERVICES	EMP001	358.02	71.61	429.63	6932	22	358.02	20885/PatrolsForCemetery
31/01/2017	652401	20709	EXPRESS FACTORS	EXPR001	2.60	0.52	3.12	5550	21	2.60	20709/headlight blub for vehic
15/02/2017	02101784	20888	FAIRALLS	FAIR001	-21.84	-4.37	-26.21	6822	22	-21.84	20888/RoundedPebblesReturned
15/02/2017	04020920	20887	FAIRALLS	FAIR001	286.37	57.28	343.65	6822	22	286.37	20887/RoadDrainageScheme
15/02/2017	04020923	20891	FAIRALLS	FAIR001	46.82	9.36	56.18	6822	22	46.82	20891/RoadDrainageScheme
20/02/2017	04021011	20892	FAIRALLS	FAIR001	15.96	3.19	19.15	5310	21	15.96	20892/PicnicBench@Greatness
21/02/2017	04021045	20889	FAIRALLS	FAIR001	11.23	2.24	13.47	5525	21	11.23	20889/RepairsFollowingAsbestos
23/02/2017	04021125	20893	FAIRALLS	FAIR001	23.37	4.67	28.04	5310	21	23.37	20893/Skateparkgatewayrepairs
27/02/2017	04021162	20890	FAIRALLS	*AIR001	19.70	3.94	23.64	5500	21	12.98	20890/Ragni Trowel

Sevenoaks Town Council Year End 2017

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 11

Date :- 12/03/2018
Time :- 15:21

Supplier A/c Order									
Ledger No 1 for Month No 11									
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
01/03/2017	GRANT-05	20776	FRIENDS OF PONTOISE	FRIE001	250.00	0.00	250.00	5010	29
01/03/2017	GRANT-	20875	FRIENDS OF PONTOISE	FRIE001	-250.00	0.00	-250.00	7500	38
01/03/2017	GRANT-09	20778	FRIENDS OF RHEINBACH	FRIE002	250.00	0.00	250.00	7500	38
01/03/2017	GRANT-	20877	FRIENDS OF RHEINBACH	FRIE002	-250.00	0.00	-250.00	7500	38
17/10/2016	115471	20768	GLENDALE	GLEN001	22.48	4.50	26.98	5320	21
26/10/2016	115698	20767	GLENDALE	GLEN001	22.48	4.50	26.98	5320	21
11/11/2016	116079	20769	GLENDALE	GLEN001	17.50	3.50	21.00	5340	22
18/01/2017	117184	20763	GLENDALE	GLEN001	22.50	4.50	27.00	5317	21
27/01/2017	117182	20762	GLENDALE	GLEN001	22.50	4.50	27.00	5317	21
02/02/2017	INV-0960	20908	GO COACH	GO001	3,004.69	0.00	3,004.69	6495	32
22/02/2017	189506	20838	GODFREYS	GOD001	14.17	2.83	17.00	1495	32
06/01/2017	16_1288_IN	20755	GREENLINK	GREEN001	1,400.00	280.00	1,680.00	5525	21
31/01/2017	8698	20739	HARDWARE CENTRE	HARD001	27.49	5.49	32.98	9062	91
20/02/2017	65455	20791	HERBERT & WARD	HAW001	176.00	0.00	176.00	6281	50
30/01/2017	INV-5120	20710	HELIOCENITRIX	HELI001	725.70	145.14	870.84	6500	28
24/01/2017	INV-5073	20735	HELIOCENITRIX	HELI001	4,551.64	910.33	5,461.97	6240	31
15/02/2017	HCL-12275	20749	HERITAGE COLLECTION	HERI002	2,576.85	515.37	3,092.22	6240	31
01/03/2017	GRANT-45	20782	HI KENT	HIK001	500.00	0.00	500.00	110	0
01/03/2017	GRANT-	20881	HI KENT	HIK001	-500.00	0.00	-500.00	9062	91
09/01/2017	BB042017	20711	HOLLY LANDSC	HOLLY001	300.00	0.00	300.00	7500	38
15/02/2017	AA432017	20836	HOLLY LANDSC	HOLLY001	980.00	0.00	980.00	7500	38
27/02/2017	1323225	20909	IGNIS UK	IGNIS1	324.95	64.99	389.94	6320	22
28/02/2017	1718-46511	20828	INSTITUTE OF GROUNDS	INST001	140.87	9.13	150.00	6320	21
01/03/2017	GRANT-	20773	KENT YOUTH JAZZ	JAZZ001	500.00	0.00	500.00	110	0
01/03/2017	GRANT-	20872	KENT YOUTH JAZZ	JAZZ001	-500.00	0.00	-500.00	110	0
								7500	38
								7500	38

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20890/Masking tape
20776/FriendsPontoiseGrant
20875/Grant reversal
20778/friendsofRheinbach
20877/Grant reversal
20768/Bulrush Bark Chips
20767/Bulrush Bark Chips
20769/Grave Maintance
20763/Install Flashpark Signs
20762/Install Flashpark Signs
20908/No.8 Bus expenditure
20908/No.8 Bus Income
20838/aluminium wedge
20755/Ecological Scope Survey
20755/Ecological Scope Survey
20739/Judge Taurus Saute
20791/Supplies for vine cafe
20710/IT support Jan
20735/MicroOffice & Protection
20735/MicroOffice & Protection
20749/Application Submission
20782/HiKentGrantChq
20881/Grant reversal
20711/TrainingDigger&Dumper
20836/ExcavatorTraining
20909/StallsLicenceFee 17/18
20828/LocalAuthMembership
20773/KentYouthBandGrant
20872/grant reversal

Supplier A/c Order											Nominal Ledger Analysis			
Ledger No 1 for Month No 11														
Items marked with a * are disputed invoices.														
Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail			
13/02/2017	2994762	20835	JCB GREENSHIELDS	JCB001	359.11	71.82	430.93	5525	22	359.11	20835/upper door glass repair			
28/02/2017	69314	20792	JJK	JK001	180.00	36.00	216.00	7611	31	180.00	20792/2VacanciesOnWebsite			
08/02/2017	STC001	20712	JENNIE THOMAS	JTH001	557.50	111.50	669.00	7611	31	557.50	20712/BudgetInfographic			
08/02/2017	STC002	20713	JENNIE THOMAS	JTH001	500.00	100.00	600.00	9050	91	500.00	20713/CommunityFundingBranding			
06/02/2017	1001865	20756	KALL KWIK	KALL001	299.00	0.00	299.00	6460	31	299.00	20756/A4 Leaflets Annu Budget			
17/02/2017	1001908	20754	KALL KWIK	KALL001	399.00	79.80	478.80	6460	31	399.00	20754/ 3000 4pp Town Crier			
27/01/2017	12782187	20715	KCC KCS	KCC003	43.97	8.79	52.76	5410	33	2.50	20715/EnergizerBatteries			
								6200	33	41.47	20715/VariousPrinting&Stationa			
01/02/2017	12786438	20757	KCC KCS	KCC003	103.80	20.76	124.56	5500	31	103.80	20757/Swordfish Prof Office A3			
09/02/2017	12795684	20744	KCC KCS	KCC003	30.21	6.04	36.25	6200	31	5.76	20744/Lever Arch Files A4			
		TC13858						6010	33	24.45	20744/Disinfectant & Bleach			
12/02/2017	12798601	20745	KCC KCS	KCC003	34.75	6.95	41.70	6200	31	3.50	20745/Punched Pockets A4 pack			
		TC13722						6010	33	31.25	20745/Duster, Towel & CCleaner			
15/02/2017	12799674	20746	KCC KCS	KCC003	75.00	15.00	90.00	6200	31	75.00	20746/A4 White Paper Boxes			
21/02/2017	12803169	20793	KCC KCS	KCC003	1.55	0.31	1.86	6200	31	1.55	20793/HighLightersForOffice			
03/03/2017	12815193	20910	KCC KCS	KCC003	19.00	3.80	22.80	6200	31	19.00	20910/Tinted office paper			
28/02/2017	115320	20911	KCCJ	KCC004	677.00	135.40	812.40	9062	91	677.00	20911/B&B station survey			
01/02/2017	10107	20714	KENT CLEANING	KENT009	1,228.50	0.00	1,228.50	5020	29	614.25	20714/VineAreaToiletsCleaning			
								5025	21	614.25	20714/StJohnsToiletsCleaning			
14/03/2017	10112	20831	KENT CLEANING	KENT009	1,228.50	0.00	1,228.50	5020	21	614.25	20831/CleaningAtStJohns			
								5025	21	614.25	20831/CleaningVineToilets			
01/03/2017	GRANT-49	20783	KENT PAINTERS GROUP	KENT014	200.00	0.00	200.00	7500	38	200.00	20783/kentPaintersGrant			
01/03/2017	GRANT-	20882	KENT PAINTERS GROUP	KENT014	-200.00	0.00	-200.00	7500	38	-200.00	20882/Grant Reversal			
22/02/2017	90032059	20830	KNIGHT FRANK	KNI001	10,643.99	2,128.80	12,772.79	9001	91	10,643.99	20830/AgencyFeeForSale			
10/02/2017	INV0127600	20834	LANES GROUP	LAN001	80.00	16.00	96.00	5010	29	80.00	20834/BlockedSewerMaintenance			
21/07/2016	STLTG4533	20917	LASER	LASE001	10.70	0.54	11.24	6862	26	10.70	20917/ContinuousStreetLighting			
15/09/2016	STLTG4603	20916	LASER	LASE001	258.09	51.62	309.71	6862	26	258.09	20916/DusktoDawnStreetLighting			
13/10/2016	STLTG4633	20913	LASER	LASE001	10.70	0.54	11.24	6862	26	10.70	20913/ContinuousStreetLighting			
13/10/2016	STLTG4633	20914	LASER	LASE001	249.77	49.95	299.72	6862	26	249.77	20914/DuskToDawnStreetLighting			

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 11

Supplier A/c Order

Ledger No 1 for Month No 11

Items marked with a * are disputed invoices.

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
13/10/2016	STLTG4633	20915	LASER	LASE001	27.02	1.35	28.37	6862	26	27.02	20915/HalfNightandPreDawnLight
10/02/2017	25452	20716	MAX FORDHAM	MAX001	1,875.00	375.00	2,250.00	9063	91	1,875.00	20716/B&B Centre Fees Due
10/03/2017	25609	20918	MAX FORDHAM	MAX001	1,875.00	375.00	2,250.00	9063	91	1,875.00	20918/B&B Centre Engineer work
16/02/2017	MUSICQUIZ/	20809	MAYOR17	MAYOR17	30.00	0.00	30.00	6406	31	30.00	20809/EastGrinsteadMusicQuiz
01/03/2017	GALADINNE	20810	MAYOR17	MAYOR17	160.00	0.00	160.00	6406	31	160.00	20810/PenshurstGalaDinner
02/03/2017	001337	20808	MAYOR17	MAYOR17	70.00	0.00	70.00	6406	31	70.00	20808/BroadstairsSpringBall
28/02/2017	1013-2	20870	MSB ROOFING	MSB001	14,657.70	0.00	14,657.70	7611	31	14,657.70	20870/re-uploaded final payment
28/02/2017	1013-	20869	MSB ROOFING	MSB001	-14,657.70	0.00	-14,657.70	7611	31	-14,657.70	20869/credit of unmade payment
02/02/2017	16048	20717	NEREO	NER001	54.00	2.00	56.00	6315	50	54.00	20717/DBS Fee C.Mountain
27/02/2017	431971492	20894	NEWY & EYRE	NEWY001	4.20	0.84	5.04	5410	21	4.20	20894/VinePav/AsbestosSpacers
18/01/2017	180117	20734	OAKHILL ROAD	OAK001	1,723.00	0.00	1,723.00	6812	21	430.75	20734/Annual Road Dues
								110	0	1,292.25	20734/Oakhill Dues for 2017
23/02/2017	957343	20839	OAKS PLANT HIRE	OAKS001	21.10	4.22	25.32	5500	22	21.10	20839/cemetery Drain project
30/01/2017	ONECARD-	20811	ONECARD	ONE002	218.78	42.78	261.56	6240	11	69.98	123Reg/DomainRenewal
								6240	11	38.11	Adobe/CreativeCloudmembership
								6101	31	6.25	GiffGaff/CouncilpadBill
								6101	21	8.34	GiffGaff/O.SPhoneBill
								6101	31	6.25	GiffGaff/LindasipadBill
								6101	31	6.25	GiffGaff/Tesco Bill
								6101	21	6.25	GiffGaff/B.Day phone bill
								6101	21	8.34	GiffGaff/OpenSpacesPhoneBill
								6200	31	35.98	Amazon/Printer Ink
								6200	31	33.03	Amazon/LegalWalletsForOffice
30/11/2016	ONECARD-	20812	ONECARD	ONE002	1,074.88	137.28	1,212.16	6490	32	73.95	Glowsticks for CLSO
								6490	32	28.45	CLSO PRS tariff
								6490	32	28.45	CLSO PRS tariff
								6490	32	67.49	CLSO glowsticks for resale
								6104	21	8.34	Top-up for Comm.Centre
								6104	28	6.25	Top up for B.Day

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PURCHASE LEDGER INVOICE LISTING FOR MONTH No 11

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Ledger No 1 for Month No 11

Items marked with a * are disputed invoices.

Supplier A/c Order

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Analysis Detail
								A/C	Centre	Amount	
								6104	21	8.34	Top up Nick Cave
								6200	31	17.96	Labels and orange paper
								6200	31	22.49	Stickers and labels
								6240	36	10.28	ComputerEquipmentForC.C
								6240	31	7.91	ComputerEquipmentForoffices
								6240	11	38.11	AdobeCreativeCloudMembership
								6240	33	-12.34	Laptop battery returned
								6240	31	6.25	Main office ipad
								6240	31	6.25	main office ipad STC
								6240	31	6.25	open spaces mobile
								6330	31	300.00	ChristmasMealDeposit
								6101	28	25.04	Plusnet Vine Cafe phone
								6101	31	48.75	Business Fibre Broadband
								6101	36	24.75	Business Fibre Broadband
								6241	40	23.88	RenewalSTPDomain
								6210	31	25.14	Rubber stamp
								6500	28	71.04	Hot food boxes
								6500	28	28.80	Sause pots and lids
								6500	28	47.50	Hot food boxes for V.C
								6281	50	36.00	thermometer
								5500	50	8.90	Xbox game for hitB
								5500	50	36.65	Xbox game for hitB
								5410	33	29.00	Alarm Signs
								6976	31	45.00	Card fee
30/11/2016	ONECARD-	20814	ONECARD	ONE002	95.55	1.25	96.80	6330	31	15.95	STC/RefreshmentsForMeeting
								6330	31	16.65	M&S/refreshments for meeting
								6330	31	17.95	Sainsburys/Taff meeting refres
								6976	31	45.00	Card charge
08/03/2017	93761	20919	OPUS	7PUS001	98.00	19.60	117.60	6101	31	98.00	20919/QuarterlyOpusPhoneBill

Sevenoaks Town Council Year End 2017

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 11

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Supplier A/c Order

Ledger No 1 for Month No 11

Items marked with a * are disputed invoices.

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
03/02/2017	82477880	20820	PLUSNET	PLUS01	18.50	3.70	22.20	6101	22	18.50	20820/Cemetery Phone bill Feb
04/02/2017	82412956	20819	PLUSNET	PLUS01	45.46	9.09	54.55	6101	50	45.46	20819/HitB Plusnet Phone Feb
04/02/2017	82512058	20818	PLUSNET	PLUS01	24.17	4.84	29.01	6101	28	24.17	20818/Vine Cafe Plusnet Feb
08/02/2017	82651443	20816	PLUSNET	PLUS01	47.50	9.50	57.00	6101	33	47.50	20816/STC Plusnet bill Feb
09/02/2017	82688848	20817	PLUSNET	PLUS01	23.84	4.77	28.61	6101	36	23.84	20817/CommCentre Phones Feb
02/02/2017	785	20748	PRIMO	PRIMO001	71.29	1.25	72.54	6330	31	71.29	20748/Base Coffee
31/01/2017	3903489	20718	PRICE AND MYERS	PRM	6,533.00	1,306.60	7,839.60	9063	91	6,533.00	20718/B&B Centre Fee Due
31/01/2017	3903490	20719	PRICE AND MYERS	PRM	210.00	42.00	252.00	9062	91	210.00	20719/B&B Station Fees Due
28/02/2017	3903761	20796	PRICE AND MYERS	PRM	3,986.00	797.20	4,783.20	9063	91	3,986.00	20796/B&B Centre Engineer Advice
28/02/2017	3903762	20795	PRICE AND MYERS	PRM	1,012.50	202.50	1,215.00	9062	91	1,012.50	20796/B&B Station Engineer Advice
24/01/2017	41539	20720	PROVENDER	PRO002	420.18	84.04	504.22	5340	21	420.18	20720/Britains Common Plants
02/02/2017	41879	20721	PROVENDER	PRO002	-12.50	-2.50	-15.00	5340	21	-12.50	20721/Returned Tree Stakes
12/01/2017	BB-093	20770	QUAIFE WOODLANDS	QUA001	1,750.00	350.00	2,100.00	5065	21	1,750.00	BB-093/20770/Quaife Woodlands
14/12/2016	S42130	20837	RAWSTONE HIRE	RAW001	34.10	6.82	40.92	5500	21	34.10	20837/cable Avoiding Tool
28/02/2017	S43749	20895	RAWSTONE HIRE	RAW001	85.50	17.10	102.60	5500	21	85.50	20895/Lawn Aerator 1 week hire
04/03/2017	SM17516	20832	RIALTAS	RIAL001	156.00	31.20	187.20	6240	31	156.00	20832/allotments Software Mainte
01/02/2017	127321	20761	RICHMONDS	RICH002	51.29	10.26	61.55	5525	21	9.79	20761/HUSQ Grease
								5500	21	41.50	20761/Storage & Throw bags
		TC13713						7609	40	50.00	20852/Photos Of Vintage Bus
03/03/2017	17-013	20852	RUSSELL HARPER	RUS001	50.00	0.00	50.00	6939	36	47.00	20920/Hire Of Bug Zapper C.C
01/03/2017	1496822	20920	SAFE GUARD PEST	SAFE001	47.00	9.40	56.40	6300	31	479.88	20752/Annual Licence for S50
13/01/2017	1008956263	20752	SAGE	SAGE001	479.88	95.98	575.86	6010	33	25.64	20801/Offices Electricity Bill Oc
05/10/2016	104422549	20801	SCOTTISH POWER	SCOT001	25.64	1.28	26.92	9001	91	27.80	20896/STC electricity Charge
01/03/2017	104691381	20896	SCOTTISH POWER	SCOT001	27.80	1.39	29.19	6200	33	133.20	20729/STC Receipt Books
01/12/2016	2045332	20729	SDC	SDC001	203.20	26.64	229.84	6200	50	70.00	20729/Xmas Flyer for Hib
								6010	33	15.00	20760/Recycling sacks
30/01/2017	2045866	20760	SDC	SDC001	15.00	0.00	15.00	9001	91	72.82	20797/Tax for 07/03/17 Ply Drv
21/02/2017	779262169	20797	SDC	SDC001	72.82	0.00	72.82	5420	60	1,025.24	20845/SAT markets
01/03/2017	2045980	20845	SDC	SDC001	2,523.66	0.00	2,523.66	5421	60	1,498.42	20845/Wednesday markets

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PURCHASE LEDGER INVOICE LISTING FOR MONTH No 11

Supplier A/c Order

Ledger No 1 for Month No 11

Items marked with a * are disputed invoices.

Nominal Ledger Analysis										Analysis Detail	
Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	
01/03/2017	2046040	20840	SDC	SDC001	195.00	39.00	234.00	6460	31	195.00	20840/AnnualMeetingBanner
01/03/2017	779320806-	20853	SDC	SDC001	2,105.42	0.00	2,105.42	9012	91	2,105.42	20853/CouncilTaxForLodge
28/02/2017	140126	20857	SDC DIRECT SERVICES	SDC002	371.20	0.00	371.20	6935	21	371.20	20857/WasteCollectionKnPaddk
28/02/2017	140201	20855	SDC DIRECT SERVICES	SDC002	108.60	0.00	108.60	6935	22	108.60	20855/WasteCollection@Cemetery
28/02/2017	140204	20856	SDC DIRECT SERVICES	SDC002	108.60	0.00	108.60	6935	36	108.60	20856/WasteCollection@CommCentr
28/02/2017	140312	20854	SDC DIRECT SERVICES	SDC002	82.75	0.00	82.75	6935	28	82.75	20854/WasteCollection@V.C
27/02/2017	27022017	20844	EDF ENERGY	SEEB001	14.00	0.00	14.00	9001	91	14.00	20844/FinalBillForRaleys
01/03/2017	GRANT-12	20779	SOUTH EAST OPEN	SEO001	200.00	0.00	200.00	7500	38	200.00	20779/OpenStudiosGrantChq
01/03/2017	GRANT-	20878	SOUTH EAST OPEN	SEO001	-200.00	0.00	-200.00	7500	38	-200.00	20878/Grant reversal
01/03/2017	GRANT-02	20774	SEV VOLUNTEER TRANSP	SEV023	500.00	0.00	500.00	7500	38	500.00	20774/VolunteerTransportGroupG
01/03/2017	GRANT-	20873	SEV VOLUNTEER TRANSP	SEV023	-500.00	0.00	-500.00	7500	38	-500.00	20873/Grant reversal
01/03/2017	GRANT-03	20775	SEV LITERARY	SEV024	250.00	0.00	250.00	7500	38	250.00	20775/SevLiteraryGrant
01/03/2017	GRANT-	20874	SEV LITERARY	SEV024	-250.00	0.00	-250.00	7500	38	-250.00	20874/Grant reversal
01/03/2017	GRANT-06	20777	SEV THREE ARTS	SEV026	600.00	0.00	600.00	7500	38	600.00	20777/ThreeArtsGrant
01/03/2017	GRANT-	20876	SEV THREE ARTS	SEV026	-600.00	0.00	-600.00	7500	38	-600.00	20876/Grant reversal
01/03/2017	GRANT-13	20780	SEV ART CLUB	SEV030	200.00	0.00	200.00	7500	38	200.00	20780/SevArtClubGrant
01/03/2017	GRANT-	20879	SEV ART CLUB	SEV030	-200.00	0.00	-200.00	7500	38	-200.00	20879/Grant reversal
31/01/2017	20605907-	20722	SEWAT	SEWAT001	8.21	0.00	8.21	6000	21	8.21	20722/KnolePaddockWaterBill
20/02/2017	20605907-	20798	SEWAT	SEWAT001	14.56	0.00	14.56	6000	21	14.56	20798/KnIPaddockWaterBillFeb
27/02/2017	30612189-	20862	SEWAT	SEWAT001	50.22	0.00	50.22	9012	91	50.22	20862/CemLodgeWaterBill
11/01/2017	59471	20724	SGE	SGE001	10.44	0.52	10.96	5700	22	10.44	20724/Fuel for Cemetery
31/01/2017	59728	20723	SGE	SGE001	10.98	0.55	11.53	5700	22	10.98	20723/Fuel for Cemetery
31/01/2017	59763	20725	SGE	SGE001	10.98	0.55	11.53	5700	22	10.98	20725/FuelForCemetery
25/12/2016	086192	20764	SHELL	SHEL001	104.45	20.89	125.34	5700	21	104.45	20764/LS55CKL & GL05XVU
08/01/2017	086187	20765	SHELL	SHEL001	79.28	15.86	95.14	5700	21	79.28	20765/GU14XKZ
15/01/2017	980162	20766	SHELL	SHEL001	67.35	13.47	80.82	5700	21	67.35	20766/GL05XVU
22/01/2017	086260	20822	SHELL	SHEL001	97.07	19.41	116.48	5700	21	97.07	20822/FuelBillForO.S Feb
29/01/2017	086343	20823	SHELL	SHEL001	130.99	26.21	157.20	5700	21	130.99	20823/Fuel For O.S Feb
05/02/2017	086427	20824	SHELL	SHEL001	75.83	15.17	91.00	5700	21	75.83	20824/O.S fuel bill Feb

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 11

Supplier A/c Order

Ledger No 1 for Month No 11

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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
12/02/2017	086502	20825	SHELL	SHEL001	96.73	19.35	116.08	5700	21	96.73	20825/O.S Fuel Bill For Feb
27/01/2017	57319	20736	SIMONEY BADGES	SIM001	296.00	59.20	355.20	110	0	296.00	20736/Transfer to 7609/40
09/03/2017	CHQ-001340	20867	SLCC	SLCC001	480.00	0.00	480.00	110	0	480.00	20867/SLCC MembershipCheque
07/02/2017	443033	20728	SPY ALARMS	SPY001	768.00	153.60	921.60	6930	36	768.00	443033/20728/SpY Alarms Ltd
03/02/2017	481582274/	20726	SSE	SSE001	196.30	39.26	235.56	6010	22	196.30	20726/ElectricityForCem
03/02/2017	731599107/	20727	SSE	SSE001	215.79	43.15	258.94	6011	36	215.79	20727/CommCentreElecBill
20/02/2017	481578233/	20799	SSE	SSE001	71.21	3.56	74.77	5020	29	71.21	20799/VineToiletsPowerBillFeb
23/02/2017	981579265/	20800	SSE	SSE001	595.93	119.18	715.11	6010	33	595.93	20800/OfficesPowerBillForFeb
28/02/2017	911569468/	20864	SSE	SSE001	963.76	192.75	1,156.51	6011	36	963.76	20864/CommCentrePowerBill
28/02/2017	981648672/	20865	SSE	SSE001	1,152.84	230.56	1,383.40	6010	28	1,152.84	20865/VineCafePowerNOV-FEB
28/02/2017	981670971/	20863	SSE	SSE001	203.78	10.18	213.96	6001	60	203.78	20863/STCHighStreetPower
02/02/2017	481582274/	20921	SSE	SSE001	114.84	5.74	120.58	6010	22	114.84	20921/CemeteryElec.BillFeb
02/02/2017	731598107/	20922	SSE	SSE001	191.43	38.28	229.71	6011	36	191.43	20922/Comm. CentreElec.BillFeb
01/03/2017	GRANT-	20772	SEVENOAKS SUMMER	SSF001	5,000.00	0.00	5,000.00	7500	38	5,000.00	20772/SummerFestivalGrant
01/03/2017	GRANT-	20871	SEVENOAKS SUMMER	SSF001	-5,000.00	0.00	-5,000.00	7500	38	-5,000.00	20871/Grant reversal
23/02/2017	MJE/NH/162	20868	ST JAMES MEDICAL	STJ001	75.00	0.00	75.00	6330	31	75.00	20868/MedicalReportS.Allen
03/03/2017	11	20860	S WILLIAMS	SWA001	850.00	170.00	1,020.00	9063	91	850.00	20860/B&B CentreAdvisor
03/03/2017	173BBS/11	20861	S WILLIAMS	SWA001	1,062.50	212.40	1,274.90	9062	91	1,062.50	20861/B&B StationAdvisor
06/03/2017	000671	20897	TAMILLEK TREE CARE	TAM001	1,335.00	0.00	1,335.00	5060	21	1,335.00	20897/TreeWork@SevCommon
15/02/2017	0000388974	20898	TATE FENCING	TATE001	159.71	31.94	191.65	5310	21	54.73	20898/MillPondWood
								6822	22	104.98	20898/cemeteryYardWork
10/02/2017	2148101211	20730	TAYLOR	TAYL001	130.00	0.00	130.00	5410	36	130.00	20730/FanSpeedcontroller
20/02/2017	2148101211	20743	TAYLOR	TAYL001	160.00	0.00	160.00	7000	60	160.00	20743/ 4x Wylex 16 amp RCBO
23/02/2017	2148101211	20803	TAYLOR	TAYL001	60.00	0.00	60.00	5410	36	60.00	20803/FittingNewLightFitting
02/03/2017	2148101211	20842	TAYLOR	TAYL001	60.00	0.00	60.00	5410	33	60.00	20842/ChamberPowerCircuit
02/03/2017	2148101211	20841	TAYLOR	TAYL001	140.00	0.00	140.00	6010	36	140.00	20841/Lights for CommCentre
16/08/2016	15493	20732	TELESHORE UK	TELE003	246.00	49.20	295.20	5500	22	190.00	20732/HydraulicFluid
								5525	22	56.00	20732/LatexBackedGrassGraveset
								6832	22	368.25	20731/FlowerVase/Casket
30/01/2017	16800	20731	TELESHORE UK	TELE003	368.25	73.65	441.90	6832	22		

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Ledger No 1 for Month No 11

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			Analysis Detail
								A/C	Centre	Amount	
14/02/2017	1084/BB/854	20750	THEIS KHAN	THEI001	7,133.34	1,426.67	8,560.01	9063	91	7,133.34	20750/Architectural services
14/02/2017	1085/BBS/8	20751	THEIS KHAN	THEI001	4,509.37	901.88	5,411.25	9062	91	4,509.37	20751/Architectural Services
10/03/2017	1085/BBS/8	20923	THEIS KHAN	THEI001	4,509.37	901.87	5,411.24	9062	91	4,509.37	20923/Architectural Services
01/03/2017	88731	20771	TMB INTERNATIONAL	TMB002	1,366.21	273.24	1,639.45	9066	91	1,366.21	20771/MailingServiceMasterplan
20/02/2017	184434	20802	TRANSFIRE	TRAN001	481.00	96.20	577.20	6930	36	481.00	20802/AlarmMaintenance@CommCen
03/03/2017	INV-1524	20899	TREE ABILITY	TREE001	896.00	179.20	1,075.20	5070	21	896.00	20899/MillPondWood/treeWork
28/02/2017	VC/28/02/17	20807	V.C HANDYMAN	VCH001	880.00	0.00	880.00	6001	60	880.00	20807/SettingUpMarketsFEB
31/01/2017	LAO108966	20759	VEOLIA	VEOL001	36.33	7.27	43.60	6935	36	36.33	20759/EURO 660 LTR Lift
28/02/2017	LAO109253	20843	VEOLIA	VEOL001	24.22	4.84	29.06	6935	36	24.22	20843/WasteCollection@CommCent
19/01/2017	732992	20737	WICKSTEED LEISURE	WICK001	405.00	81.00	486.00	5310	21	405.00	20737/ 9 Play Area Inspections
24/02/2017	240217/1	20805	WICKSTEEDS	WICK002	3,000.00	600.00	3,600.00	9063	91	3,000.00	20805/B*B CentreQuantitySurveyi
24/02/2017	240217/2	20806	WICKSTEEDS	WICK002	850.00	170.00	1,020.00	9062	91	850.00	20806/B*B StationQualitySurveyi
02/03/2017	WM9395947	20821	WORLDPAY	WOR001	7.50	1.50	9.00	6976	31	7.50	20821/CreditCardChargesForFeb
01/03/2017	J6308075	20827	WORLDPAY	WOR001	69.88	9.23	79.11	6976	31	43.84	20827/Card charges STC
28/02/2017	11	20804	WE TEACH MUSIC	WTM001	200.00	0.00	200.00	6976	28	26.04	20827/Card charges Vine Cafe
07/02/2017	220	20733	YELLOW DUCK	YELL002	24.00	4.80	28.80	7555	38	200.00	20804/Ukuele/OpenMicNight
20/02/2017	229	20740	YELLOW DUCK	YELL002	360.00	72.00	432.00	5317	21	24.00	20733/RaleysParkingStickers
23/02/2017	230	20859	YELLOW DUCK	YELL002	240.00	48.00	288.00	7609	40	360.00	20740/Aluminium Panels
								5310	21	240.00	20859/2 Signs for Brittons com
TOTAL INVOICES					102,465.53	16,368.18	118,833.71				102,465.53

Date: 12/03/2018

Sevenoaks Town Council

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User : MB

Bank Reconciliation Statement as at: 28/02/2018 for Cash Book 6 Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	28/02/2018		805.66
			<u>805.66</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>805.66</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>805.66</u>
		Balance per Cash Book is :-	805.66
		Difference is :-	0.00

Date: 12/03/2018

Sevenoaks Town Council

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Cash Book 6

User : MB

Petty Cash

For Month No : 11

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		897.56				897.56	
Banked on : 01/02/2018		0.11					
REV/ERRO Petty Cash		0.11			299	0.11	Petty Cash Correction
Banked on : 08/02/2018		216.61					
Nat West - Current Account		216.61			210	216.61	Petty Cash Tfr
Total Receipts for Month		216.72	0.00	0.00		216.72	
Cash Book Totals		1,114.28	0.00	0.00		1,114.28	

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Sevenoaks Town Council

Cash Book 6

Petty Cash

Page No: 401

User : MB

For Month No : 11

Payments for Month 11

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
1/02/2018	Vine Cafe	02.2018/2	1.70			6500 28	1.70	Tesco flour
1/02/2018	Vine Cafe	02.2018/2A	2.50		0.41	5500 28	2.09	Ikea Glass tub
1/02/2018	Vine Cafe	02.2018/2B	3.30			6500 28	3.30	Milk
1/02/2018	Vine cafe	02.2018/2D	1.00		0.16	6500 28	0.84	poundland soldiers
1/02/2018	Vine Cafe	02.2018/2E	2.60			6500 28	2.60	Salad
12/02/2018	Council Offices	02.2018/3	2.40		0.07	6330 31	2.33	Chairman meeting supplies
16/02/2018	Vine cafe	02.2018/4	8.88		0.28	6500 28	8.60	Lidl food supplies
17/02/2018	Community Centre	02.2018/5	10.20			6520 36	10.20	Food Supplies
17/02/2018	Community Centre	02.2018/A	1.00			6520 36	1.00	Milk
17/02/2018	Community Centre	02.2018/5B	5.50			6520 36	5.50	food supplies
17/02/2018	Community Centre	02.2018/5C	11.10			6520 36	11.10	Food supplies
17/02/2018	Community Centre	02.2018/5D	1.00			6520 36	1.00	milk
17/02/2018	Community Centre	02.2018/5E	10.54			6520 36	10.54	food supplies
17/02/2018	Community Centre	02.2018/5F	1.00			6520 36	1.00	milk
17/02/2018	Community Centre	02.2018/5G	3.00			6520 36	3.00	food supplies
17/02/2018	Community Centre	02.2018/5H	4.38			6520 36	4.38	Food Supplies
17/02/2018	Community Centre	02.2018/5I	1.00			6520 36	1.00	milk
17/02/2018	Community Centre	02.2018/5J	11.25			6520 36	11.25	food supplies
17/02/2018	Community centre	02.2018/7	10.10		1.68	5500 31	8.42	Pans for pancake racing
08/02/2018	Council Offices	02.2018/8	1.00			6900 31	1.00	Parking
08/02/2018	Council Offices	02.2018/9	4.99		0.83	5410 28	4.16	Vine cafe Mending plate
09/02/2018	Caretaker	02.2018/9A	6.75			6330 31	6.75	coffee
09/02/2018	Council Offices	02.2018/9B	9.65		0.55	6010 33	9.10	Liquid handwash
09/02/2018	Council Offices	02.2018/10	49.57		8.26	5700 21	41.31	Fuel for car
12/02/2018	Cemetery Lodge	02.2018/11	11.27		0.33	6500 28	10.94	Food supplies
13/02/2018	Vine Cafe	02.2018/12	6.50			6500 21	6.50	coffee
14/02/2018	Open Spaces	2.2018/12A	9.95		1.65	6500 22	8.30	Engraving
14/02/2018	Open Spaces	2.2018/12B	0.80			6500 21	0.80	milk
14/02/2018	Open Spaces	2.2018/12C	7.99			6851 21	7.99	Cladding
14/02/2018	Open Spaces	2.2018/12D	0.85			6500 21	0.85	milk
14/02/2018	Open Spaces	2.2018/12E	8.60		0.18	6500 21	8.42	Squash/Tea/Coffee
14/02/2018	Open Spaces	2.2018/12F	0.85			6500 21	0.85	Milk
14/02/2018	Open Spaces	2.2018/13	11.50		1.78	6010 33	9.72	Handwash & Dishwasher
14/02/2018	Council Offices	02.2018/14	1.00			6900 31	1.00	Parking
14/02/2018	Council Offices	02.2018/15	13.50		2.25	6869 32	11.25	Raffle tickets & quiz
22/02/2018	Community Centre	02.2018/16	10.00			6520 36	10.00	Food supplies
22/02/2018	Community Centre	2.2018/16B	3.84		0.64	5020 29	3.20	Fairalls
22/02/2018	Community Centre	2.2018/16C	3.75		0.62	6520 36	3.13	batteries
22/02/2018	Community Centre	2.2018/16D	8.10			6520 36	8.10	Food supplies
22/02/2018	Community Centre	2.2018/16E	9.50			6520 36	9.50	Food supplies
22/02/2018	Community Centre	2.2018/16F	12.69			6520 36	12.69	Food supplies
22/02/2018	Community Centre	02.2018/17	0.50			6900 31	0.50	Parking
22/02/2018	Council Offices	02.2018/18	0.99			6010 28	0.99	Spray bottle
23/02/2018	Vince Cafe	2.2018/18A	2.25			6500 28	2.25	Supplies
23/02/2018	Vine Cafe							

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Date: 12/03/2018

Sevenoaks Town Council

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User : MB

Bank Reconciliation Statement as at: 28/02/2018 for Cash Book 5 Payroll A/c

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30-03-2018

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Payroll A/C	02/12/2013	520	0.00
NatWest payroll A/C	28/02/2018	184	1,000.00
			<u>1,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
18/07/2017 000316		275.43	
			<u>275.43</u>
			724.57
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			724.57
		Balance per Cash Book is :-	724.57
		Difference is :-	0.00

Date: 12/03/2018

Sevenoaks Town Council

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Cash Book 5

User : MB

Payroll A/c

For Month No : 11

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		724.57				724.57	
Banked on : 01/02/2018		2,302.13					
	Nat West - Current Account	2,302.13			205	2,302.13	January Monthly L&G Tfr
Banked on : 23/02/2018		39,912.29					
	Nat West - Current Account	39,912.29			205	39,912.29	February Monthly Salaries Tfr
Banked on : 26/02/2018		20,367.05					
	Nat West - Current Account	20,367.05			205	20,367.05	February Monthly Pension Tfr
Banked on : 27/02/2018		75.00					
	Nat West - Current Account	75.00			205	75.00	Monthly Scottish Widows Tfr
Banked on : 28/02/2018		2,299.25					
	Nat West - Current Account	2,299.25			205	2,299.25	February Monthly L&G Tfr
Total Receipts for Month		64,955.72	0.00	0.00		64,955.72	
Cash Book Totals		65,680.29	0.00	0.00		65,680.29	

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Date: 12/03/2018

Sevenoaks Town Council

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Cash Book 5

Payroll A/c

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User : MB

For Month No : 11

Payments for Month 11

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
01/02/2018	NatWest Bank	DD01/02/18	2,302.13			516	2,302.13	January Legal & General
23/02/2018	NatWest Bank	BACS23/2	39,912.29			520	39,912.29	Feb Monthly Salaries
26/02/2018	NatWest Bank	BACS26/2	20,367.05			516	9,044.95	Feb Monthly Pensions
						515	11,322.10	Feb Monthly HMRC
27/02/2018	NatWest Bank	DD27/2/18	75.00			516	75.00	Feb Scottish Widows
28/02/2018	NatWets Bank	DD28/2/18	2,299.25			516	2,299.25	Feb Legal & Genera
Total Payments for Month			64,955.72	0.00	0.00		64,955.72	
Balance Carried Fwd			724.57					
Cash Book Totals			65,680.29	0.00	0.00		65,680.29	

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Sevenoaks Town Council

INTERNAL AUDIT REPORT

Date: 21st March 2018

Report Author: Keith Bramfit

The information contained within this report is strictly private and confidential. It may contain details of weaknesses in internal control including financial controls. If this information were to be available to unauthorised persons this would create a greater exposure to the risk of fraud or irregularity. Therefore this report is not for reproduction, publication or disclosure by any means to unauthorised persons without the permission of the Head of Internal Audit.



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1 SUMMARY

The requirements for an internal audit function come under local government legislation, section 151 of the Local Government Act 1972. The Accounts and Audit (Amendment) Regulations 2006 also identify the need for internal audit.

The Parish Council has a statutory responsibility to prove adequate and effective Internal Audit by engaging an Internal Auditor. The role of the Internal Auditor is to provide an independent review and appraisal of the Council's system of internal control.

The internal auditor must be independent of the activities he audits so as to remain impartial and effect professional judgements and recommendations.

In accordance with the agreed audit plan (Appendix B) and following our audit visit to you on 21st March 2018, we have completed audit testing in the following areas:

- Follow up of previous issues raised
- Budget Reporting
- Contracts
- Cheque Books
- Purchase Cards
- Banking
- Reconciliations
- Insurance

2 FINDINGS

Follow up of previous issues raised

Control : All issues raised during the previous audit visit should have been implemented.

Finding: There were 2 issues made during the previous visit both of which have been actioned accordingly.

Budget Reporting

Control : Detailed expenditure and income for the current financial year to date against the budgets set for current financial year should be reported at least quarterly if not included within the monthly reporting to committee.

Finding: Expenditure and Income against budgets are reported in line with Financial Regulations.

Contracts

Control : Financial Regulations should be followed in accordance with contracts that are awarded.

Finding: From audit sampling financial regulations had been followed.

Cheque Books

Control : Cheque books should be issued sequentially and in accordance with the requirements of the financial regulations.

Finding: All cheques examined had been completed sequentially and appropriately.

Purchase Cards

Control : Purchase cards are held securely, only used for appropriate expenditure and reconciled to receipts prior to authorising.

Finding: Purchase cards are held securely and expenditure is reconciled before issuing for payment.



Banking

Control : Income is banked at least weekly and large amounts of cash are not held (and not paid into petty cash).

Finding: It is evident that banking is completed on a regular basis with large amounts not being held.

Reconciliations

Control : Bank reconciliations are carried out regularly and are independently verified (eg. Monthly)

Finding: All bank reconciliations are up to date, complete and independently verified.

Insurance

Control : There is sufficient insurance cover in place.

Finding: Upon examination of the current schedule there is satisfactory cover in place.

It should be noted that in addition to the above audit work being carried out the auditor Keith Bramfit discussed the following areas with the Responsible Finance Officer:

- GDPR Preparations
- Capital Projects – processes
- Grant payments



3 Issues Identified

None

Appendix A – Audit Plan 2017/18

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

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

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

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Sevenoaks Town Council**Annual Return Time Table 2017/18 – Agenda 06 (i)**

To note requirements for the 2017/18 annual return submission scheduled for 13th June 2018.

Our external auditors, PKF Little John have published the following with regards to their review of the Annual Return for the year ending 31 March 2018.

Key Dates for the 2017/18 reporting season	
Deadline for submission of approved Annual Return	Monday 11 June 2018
Statutory common period to be included in the exercise of public rights	Monday 2 July – Friday 13 July 2018
Statutory deadline by which Annual Return & external auditor's signed report must be published by the smaller authority (including on website). <i>The Notice of Conclusion of Audit</i> must be published at the same time.	Sunday 30 September 2018
Has the Town Council been selected within the 5% sample for intermediate level review procedures	The Town Council has to submit to intermediate level procedures due to its total gross income and expenditure being greater than £200,000

1. An application to extend the submission deadline from 11 June to 18 June was made and granted.
2. Exercise of public rights will be scheduled for thirty working days from Monday 18 June to Friday 27 July 2018 as a result of the extension.

Sevenoaks Town Council's revised key dates:

Final Internal Audit visit	Thursday 3 May 2018
Review of Annual Return by F&GP followed by Council	Monday 11 June 2018
Revised deadline for submission of approved Annual Return to external auditors	Monday 18 June 2018
Statutory common period to be included in the exercise of public rights	Monday 18 June – Friday 27 July 2018
Statutory deadline by which Annual Return & external auditor's signed report must be published by the smaller authority (including on website). <i>The Notice of Conclusion of Audit</i> must be published at the same time.	Sunday 30 September 2018

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**Minutes of Sevenoaks Town Partnership Meeting held at the Town Council Chamber
On Wednesday 7th March 2018 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
Mark Tuvey	Chamber of Commerce	Present
Cllr Avril Hunter	Sevenoaks District Council	Present
Neil Jackson	Coolings	Apologies
Gabriel Shepherd	Sevenoaks Chronicle	Apologies
Roger Walshe	Sevenoaks Society	Present
Jane Parish	Sencio	Apologies
Fergal Parkinson	Sevenoaks Round Table	Apologies
Austin Blackburn	Go Coach	Present
Roberta Ware	Francis Jones Jewellers	Present
	Blighs	Apologies

Also in Attendance:

Gill Saich from Go Coach and Steph Harrison from My Sevenoaks Community and Breast Cancer Care.

1. Apologies for Absence

As noted above. Apologies also received from Elizabeth Dolding, Cllr Maxine Chakowa, Cllr Simon Raikes, James Dickins and Cllr Pam Walshe.

2. Declarations of Interest

There were none.

3. Minutes

The Minutes of the Sevenoaks Town Partnership Meeting held on 10th January were received and accepted as a true record. A copy of the Sevenoaks Rail Travellers report was received and noted (copy attached).

4. BID Proposal – Draft Business Plan

A copy of the draft Business Plan was received and noted.

It was noted that an A4 single sheet would also be produced to summarise the Business Plan and help promote the Sevenoaks BID, along with a summary document of the main draft Business Plan. A finalised document would be discussed at the May meeting.

5. Pocket Size Town Map

A copy of the proof was received and discussed. It was requested that all comments on the design be sent to the Committee Clerk as a matter of urgency.

6. Friends of Bat & Ball Station

Please find a copy of the minutes of the meeting held on 13th February attached.

It was noted that the Volunteer Heritage Group was growing in numbers and a significant amount of information had already been gathered. Display boards, banners and leaflets regarding the project would be produced shortly.

7. Sevenoaks Business Show 27th April 2018

An update was received from the Committee Clerk. Only three stand spaces were now available for the event. Plans for the day were underway with the event taking the same format as previous years. There would be a Next Generation Chamber networking in the House in the Basement with a talk from Handelsbanken and Castle Finance.

8. Sevenoaks Wellbeing Show 18th May 2018

An update was received from the Committee Clerk. There were still a few stand spaces available for the event. A free talk on Mindfulness and free First Aid demonstrations would take place throughout the event in the House in the Basement.

9. Sevenoaks Business Awards

It was noted that the Sevenoaks & District Chamber of Commerce would be sponsoring the Home Enterprise Award and would be giving the award a new name – to be confirmed but to reflect more on sole traders.

The awards would take place on 14th September at Knole Academy with nominations launched at the Business Show on 27th April.

10. Community Information Screen Advertising

A report was received and noted. It was agreed to produce a leaflet with an introductory offer for advertising on the community screens at the Stag and Sevenoaks Mainline Station. This would then be reviewed in 6 months time.

11. Member Organisations**i) Stag**

Work with local Drama Groups was going well with 6 plays booked in the next 12 months. SYT will perform 'Only Human' on 4th April with tickets on sale now. The Cinema continued to do well.

ii) Sevenoaks District Council

The District Council had recently won two awards – Civic Office of the Year and Gold for Transformation in Health and Social Care.

iii) Francis Jones Jewellers

Business continued to be busy.

iv) Go Coach

Despite the snow Go Coach had managed to run most bus routes with positive feedback received on line and by passengers.

Staffing issues had now been rectified with a full contingent of staff.

Due to Arriva making some changes to their routes and time buses by Go Coach serving Kemsing would cease from Easter.

A new lost property policy had been put in place with donations going to the Mayor's Charity.

10th Birthday celebrations would take place on 27th May with free buses during the day, children's entertainment and stalls.

Number 8 – Sevenoaks Town Council would be funding the route until June 2019. Funding had been sought from Kent County Council to continue the bus past June 2019 with a decision yet to be made. Positive feedback had been received by users of the Bus.

v) Sevenoaks & District Chamber of Commerce

Sevenoaks 1st Wednesday networking took place at the White Hart Inn. This event continues to grow and have increased numbers.

Next Generation Chamber will be hosting regular events with the Cheese and Wine evening being well attended.

It was noted that the Chamber membership was now at 200 members and continues to grow. Networking at Westerham and Swanley continues to do well.

It was noted that at the AGM Chairman Mark Tuvey would be stepping down with Nick Brooker becoming Chairman.

vi) Breast Cancer Care

It was noted that the Mayoral year had been going fantastically with lots of money being raised for Breast Cancer Care. Plans for Pink Week 2018 were underway with further details to follow at the next meeting.

vii) My Sevenoaks Community

The launch of the website would take place on 1st April. The aim of the website is to promote all things great about Sevenoaks from Community Events, Businesses, History and more.

viii) Sevenoaks Town Council

It was noted that Sevenoaks Town Council had been awarded the contract for the Wednesday and Saturday High Street Market for a further 5 years.

The Annual Town Meeting would take place at the Sevenoaks Community Centre on 19th March.

Sevenoaks In Bloom – Hanging basket donation letters had been emailed to businesses. The theme for 2018 is red in commemoration of WW1. The Town Council had also joined in with the national Ribbon of Red campaign which involves planting large swathes of red plants and poppies in areas seen as you drive along the town. Poppies and red planting would be installed at Greatness Cemetery, Britains Common and the Vine.

12. Dates of Next Meetings

All meetings unless otherwise advised take place at 6.30 p.m. at the Sevenoaks Town Council Offices:

It was agreed to cancel the meeting on 4th April with the next meeting taking place on 16th May.

13. Press Release

It was agreed to produce a press release regarding the launch of the Pocket Size Town Map once ready.

There being no further business the Chairman closed the meeting at 8.00 pm.

Sevenoaks Town Council**Finance & General Purposes Committee 30th April 2018 - Agenda Item 08****Community Infrastructure Levy (CIL) Receipts – April 2018**

Sevenoaks District Council (SDC) has adopted its Community Infrastructure Levy (CIL) Charging Schedule.

As a result:

- if any development commences in the Town and money is received from the developer between 1st April and 30th September, money will be transferred to the Town Council by SDC by 28th October of that year.
- if any development commences in the Town and money is received from the developer between 1st October and 31st March, money will be transferred to the Town Council by SDC by 28th April of that year.

Sevenoaks Town Council has previously stated that CIL funds will be spent on the following and has a duty to keep a separate account of this:-

1. New Community / Conference centre at Bat & Ball
2. Replacement of Raleys Gym
3. Replacement of Indoor Cricket School
4. New Play Area at the Environmental Park (Buckhurst Lane Play Area)
5. Greatness Community Facility
6. Multi Use Games Area – MUGA
7. 'Free' Recreational Facilities
8. Sports Strategy
9. Neighbourhood Development Plan
10. Stag Community Arts Centre
11. Bat & Ball Station Building
12. Vine Pavilion
13. Greatness Recreation Public Toilet
14. Cemetery Workshop / Mess Room

In April 2018 Sevenoaks Town Council received £312,089.06. At the time of writing the report information has not been provided as to which developments the payment relates to.

RECOMMENDED:

To allocate the £312,089.06 as follows:

A	Building Hub (Red Cross)	£25,000
B	Vine Pavilion Windows	£35,000
C	Greatness Public Toilet (additional requirements)	£5,000
D	Bat & Ball Station Store & Waste Storage (tender to be confirmed)	£37,000
E	Bat & Ball Station Building	£110,000
F	Bat & Ball Centre	£100,000

Future CIL payments to be prioritised for Bat & Ball Centre

Please see below details of CIL payments received to date and relevant expenditure.

	Date	CIL Payment	Community Infrastructure project expenditure
1	October 2015	£22,667.50	£7,365 Buckhurst Play Area Equipment £15,302.50 Stag
2	April 2016	£7,171.88	Surfacing of Buckhurst Lane Play Area
3	October 2016	£60,783.44	£33,000 Vine Pavilion Roof (subject to clarification for infrastructure spending) £27,783 Greatness Rec. Public Toilets
4	April 2017	£27,351.56	Cemetery Workshop / Mess Room
5	October 2017	£78,810.63	Bat & Ball Station Building
	Total	£196,785.01	

Sevenoaks Town Council

Finance & General Purposes Committee Meeting 30th April 2018 – Agenda Item No 9

Twin Towns

The Chairman of the Finance and General Purposes Committee requested that an agenda report was circulated in relation to the background to Twin Towns.

Sevenoaks Town Council has Twin Town arrangements with **Pontoise** in France, established for 53 years and **Rheinbach** in Germany established in 2000. Every year there are exchange visits with our Twin Towns, one year the 'Amis' and 'Freunde' coming to England and alternate years the 'Friends' going to Europe.

Apart from cultural visits over the years, there have been school exchanges, work experience opportunities, choirs, bands and orchestras, as well as sporting events, including a cricket match on The Vine and reciprocal cycling tours with **Pontoise** and **Rheinbach**.

Twin Towns are a form of legal or social agreement between towns, cities, counties, prefectures, regions, states, and even countries in geographically and politically distinct areas to promote cultural and commercial ties. The modern concept of town twinning, conceived after the Second World War in 1947, was intended to foster friendship and understanding between different cultures and between former foes as an act of peace and reconciliation, and to encourage trade and tourism. By the 2000s, town twinning became increasingly used to form strategic international business links between members.

The fostering of relationships can be undertaken via various activities and or organisations such as schools, social, artistic, sporting between the two towns. In addition it is often the case that exchange visits take place annually and enable families and communities to develop relationships over a period of time.

A short straw poll has been carried out with other local councils of similar size to Sevenoaks and their support for Twinning is indicated below as background information.

COUNCIL	GRANT FUNDING TO TWINNING ASSOCIATION	DIRECT TWINNING COUNCIL ACTIVITY
Amersham TC	nil	£3k paid directly to cover visitors' accommodation and hospitality costs and Mayor's flight to Germany.
Buckingham TC	nil	£1k paid directly for a Civic lunch when the French come over to the UK and a gift
Harpenden TC	£1.5k	Free use of a community building once per year for twinning activities.
Oswestry TC	'Small grant' on ad hoc basis	Occasionally host a small reception on landmark visits
Thame TC	£1k	Free use of Council building(s)
Bradley Stoke TC	£500	Free use of activity centre when visitors come over

COUNCIL	GRANT FUNDING TO TWINNING ASSOCIATION	DIRECT TWINNING COUNCIL ACTIVITY
Bishops Stortford TC	Nil (grants stopped 5 years ago)	Nil
Huntingdon TC	£5k	Additional to grant to TA, there is a Twinning Sub-Committee (which reports to the Finance Committee) - made up of elected members, plus two co-opted Twinning Association members. This committee enables the association to keep Members informed of the future programme of visits, events and activities, along with the invitations that the Mayor is expected to attend. The Town Council also has a separate budget line for the Mayor to host / attend Twinning events and functions.
Lewes TC	Occasional grants	£5k to cover various activities and events when German and French visitors come across.
Ware TC	Nil	Direct budget of £2k for Town Twinning. This should cover the costs of the 'Pledge of Friendship' Renewals plus costs associated with visiting Mayors attending Ware's Civic Dinner

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£4.6P
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10

BY:

Sevenoaks TOWN council



APPLICATION FOR GRANT AID

NB – Grant recipients will be asked to provide a stand and or presentation at the Annual Town Meeting [19th March 2018] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

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

PART I – YOUR ORGANISATION

NAME OF ORGANISATION

Friends of Pontoise

NAME OF CONTACT

Michael R Pembrey

ADDRESS OF CONTACT

14 St Marys Drive, Riverhead, Sevenoaks

POSTCODE TN13 2AR

TELEPHONE NO: DAYTIME

01732 452 739 Mob: 07 46 20 08 959

EVENING

01732 452 739 Mob: 07 46 20 08 959

EMAIL ADDRESS

friendsofpontoise@gmail.com

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

Sevenoaks has been twinned with Pontoise for 53 years. We the volunteers of the Friends of Pontoise help keep this association for the benefit of both towns. Fostering school exchange, cultural and sporting links.

Annual exchange visit of about 28 Members alternates yearly between towns. Boule evenings during the summer. Fundraising membership meetings 4 times a year. Facilitating exchange correspondents, accommodation and work placements for Pontoise students, and assisting where required, Sevenoaks residents to make similar

PLEASE GIVE NUMBERS IN
YOUR ORGANISATION WHO
ARE

A) PAID	Nil
B) VOLUNTEERS	8
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	49

HOW MANY MEMBERS/BENEFICIARIES
LIVE WITHIN SEVENOAKS TOWN
[See Guidance Notes]

44

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£600

PLEASE DESCRIBE YOUR PROJECT

Through twinning it widens horizons in both communities and promotes international friendships.

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

This year the grant will primarily be used as follows:

1. To build on and expand the increasingly varied links between Sevenoaks and Pontoise
2. To promote understanding of French life and culture amongst all age groups in Sevenoaks
3. To promote understanding of English life and culture amongst our French counterparts in Pontoise

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

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

No

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE
THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?

N/A

PLEASE PROVIDE DETAILS OF WHICH OTHER PARISH COUNCILS YOU HAVE
CONTACTED:

None

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE
FOR A GRANT FOR THIS PROJECT

No

IF YES, PLEASE GIVE DETAILS

N/A

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

Our budget works on a two-year cycle to provide sufficient funds for official entertainment of Pontoise Les Amis de Sevenoaks on their biennial visit to Sevenoaks. During this, the members from Pontoise live as guests of our members. The members of the Friends of Pontoise pay their own costs of all functions/activities/dinners during the exchange visit. The costs of the visitors are paid from club funds

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

£1,582.24 credit

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

12

HOW MUCH HAS THE GROUP RAISED
THROUGH ITS OWN EFFORTS
EG. FUNDRAISING DURING THE LAST YEAR?

£427.00

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

2000 - £600
2001 - £500
2002 - £600
2003 - £500
2004 - £600
2005 - £500
2006 - £600
2007 - £500
2008 - £600
2009 - £500

2010 - £600
2011 - £500
2012 - £500
2013 - £250
2014 - £250
2015 - £250
2016 - £250
2017 - £250

**PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED
WITH THIS APPLICATION
CHECKLIST**

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

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

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

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

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES

SIGNATURE

DATE

13.3.18

NAME AND POSITION IN ORGANISATION: MICHAEL R PEMBREY SEC & TRESURER OF THE FRIENDS OF PONTOISE

* IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, TO WHOM SHOULD A CHEQUE BE MADE PAYABLE AND ADDRESS TO SEND TO?

Cheque payable to: "Friends of Pontoise"

Send to: 14 St Marys Drive, Sevenoaks TN13 2AR

All Application Forms must be signed, so copies that are filled in on computer should still be printed off and returned by post. Please return this form to Michèle MacDonald, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2ND Friday in January** for the February Finance and General Purposes Grant Committee
- **1ST Friday in August** for the September Finance and General Purposes Grant Committee

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

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

If you have any queries, please contact Michèle MacDonald on 01732 459953.

Friends of Pontoise Minutes of the 44th AGM held at the Town council chambers on 10 November 2017

- 1. Welcome** at 19.40 hrs the Chair, Evy Drew welcomed everyone to the meeting

Present: Janet Appleton, Marilyn Canet, Ian Craig, Evy Drew, Pauline Hickey, Keren Hull, John & Valerie Ingram, Fiona Marwood, Freda Mottram, Peggy & Richard Parsons, Michael Pembrey, Heather Perry, Heather Pilton, Vera Rathmell, Guy Temple, Barbara Walker and Mike Willsher

- 2. Apologies for absence** were received from Gill & Tony Clayton, Edna Clarke, Valerie Caton, Copper Earthrowl, Eileen Murray Giles, Barbara Till, Simon Raikes, John Hendrie, Chris Smart, Maria Tubb, Wendy Willsher, Maurice & Gina Short and Wynne Owens

- 3. Minutes of the 43rd AGM 2016** were approved. This was proposed by Freda Mottram and seconded by Peggy Parsons

- 4. Honorary Treasurer's report** Mike Pembrey first thanked Richard Parsons for all his help throughout the year. He then used Power-Point for presentation of the report that had been previously circulated to all members. He stated that Subscriptions would be kept at £10 per person.

The report was approved, proposed by Guy Temple and seconded by John Ingram

- 5. Chairman's report** Evy Drew presented her report with photographs screened by the secretary

New Year Dinner in January was great fun, enjoyed by 35 of us and held here with a new caterer, Otto's. After a good main course, Howard of Seal Petangue gave an informative talk on Boule. We all looked forward to the dessert but received only one dry brownie each measuring 2cm cubed. We were told that other desserts were dropped during transfer to the delivery van!

We have tried to liaise more with other local Twinning groups and were invited to and attended the Edenbridge Twinning association dinner.

A seven-member team from our group competed at the Mayor's Quiz evening in March. They did well but failed to win top-prize

At the Spring meeting with the Kemsing Singers we had 93 guests including the Mayor, Andrew Eyre and his wife, Amanda. There were 6 guests from the Friends of Rheinbach and 6 from the Otford French twinning group. The Choir sang for an hour then we all enjoyed baguettes, cheese and fine French wine

Many of the group attended the French Market on the Vine 14 - 16 April

In May we had 21 members travelling by coach to Pontoise with channel crossing by ferry. We stopped for a 4 course lunch at L'étoile du Jour, Abbeville. At the champagne reception in

Pontoise, Evy Drew presented President Bruno Robert with a large aluminium photo of both groups with the vintage red London bus at Knole Park

The Friday trip was to the Domaine de Chantilly with its grand Chateau, Gardens and Great Stables. Lunch at a restaurant in the town was followed by a demonstration of how to make Crème Chantilly. Afterward we attended an equestrian show and visited the stables and museum. Next day we all enjoyed a Grand Gala Dinner in a restaurant in Vincent van Gogh's home town, Auvers-sur-Oise

Two of the new members, Edna Clark and Julia Knox were looked after splendidly by their hosts; as indeed, were we all!

Our Summer Boules evenings commenced in June and were held on alternate Fridays until September at the White Rock Inn. The annual inter-twinning competition did not take place as other groups could not make various dates but Maria Tubb and partner John Ingram won our Championship

Again, we enjoyed perfect weather for our summer tea party in the house and garden of Pauline Hickey. John Ingram kindly arranged the quiz and as usual provided the urn for tea-making. Thank you again Pauline, John and to everyone who contributed to the food and raffle prizes

The autumn meeting was well attended for a talk by Detective Inspector Ian Brown. Father Boniface visiting from Malawi also gave a talk on his homeland followed by cheese and fine French wines and the raffle. We thank Janet Appleton for managing all the valuable fundraising raffles and flowers

We look forward to our New Year's Dinner at the Community Centre on Thursday 25 January. Moira Sharpé will be producing an authentic Indian 3-course Dinner. She will need the bigger kitchen facilities of the Community Centre and this is why it is not being held on a Friday. She will be assisted by her two daughters

A show of hands demonstrated two members who wished to have an alternative to Indian food. This will be open to others to choose

We also look forward to Les Amis de Sevenoaks visit 10 - 13 May

Thank you everyone for your loyal support for our group

6. Committee Members: The committee members were thanked for their diligent work over this year: Janet Appleton, Maurice Short, Ian Craig, Simon Raikes (Town council representative), and Secretary/Treasurer, Michael Pembrey

Maurice Short has stood down as of today and we thank him and Gina for their many years of loyal support

7. Election of officers and committee

The Chair, Evy Drew announced that she was standing down. Valerie Ingram and several members from the floor voiced their surprise and appreciation for her work. Marilyn Canet gave a vote of thanks to Evy and Michael

Secretary & Treasurer, Mike Pembrey was prepared to stand again for another year. No one volunteered to take his place or proposed an alternative and he was unanimously accepted from the floor

There were 3 volunteers to join the committee, Valerie Ingram, Freda Mottram and Heather Perry. These were gratefully accepted by all

8. Election of Examiner - Richard Parsons agreed to remain as Honorary Examiner and was unanimously gratefully accepted by the group

9. Dates for the diary in 2018

New Year Dinner	25 January
Spring Meeting	8 or 9 March
Visit by Les Amis	10 - 13 May
Boule	From 9 June every other week
Tea Party	22 July
Boule Competition	21 September
Autumn Meeting	5 October
AGM	9 November

10. Resolutions - There were none

11. Any other business - Keren Hull informed us of a good new French Restaurant close to Sevenoaks Hospital - Brisket & Barrel at 123 St Johns Hill, TN13 3PE.
Another new restaurant/events venue was mentioned, The Old Fire Station, Castle Street, Tonbridge TN9 1BH - <http://www.tofstn.com>

The meeting adjourned at 21.05 hrs for enjoyment of fine French wines, baguette, biscuits, onions, English, Welsh and French cheeses

Friends of Pontoise

Receipts & Payments Account for Year Ended 30th September 2017

	2016	2017
	£	£
Balances at 1 st October 2016		
Current Account	-147.51	793.95
Deposit Account	<u>3243.00</u>	<u>393.33</u>
	3095.49	1187.28
Pin Badges		16.00
Subscriptions	310.00	420.00
Donations	5.00	16.57
Grant from Town Council	250.00	250.00
Receipts from meetings	278.00	506.32
January Dinner	1024.00	956.00
Raffles held at meetings	366.00	427.00
Deposit Account Interest	8.70	2.11
Visit to Pontoise		3300.00
Receipts for visit by Les Amis de Sevenoaks	1776.50	--
Total Receipts	<u>4018.20</u>	<u>7081.28</u>
Public Liability Insurance	211.63	68.50
Meetings Expenses excluding Dinner	86.88	590.87
Expenses for Dinner in January	1177.35	797.24
Website		185.71
Mayor's Quiz		30.00
Refund for January Dinner	100.00	
Stationary / ink jet cartridge/ Flags & bunting	91.25	21.64
Gala Dinner	2466.36	--
Presents for Pontoise & retirees	44.49	91.00
Expenses for Visit by Les Amis de Sevenoaks	1748.45	--
Visit to Pontoise	--	3714.30
Total Payments	<u>5926.41</u>	<u>5499.26</u>
Total Assets at 30th September 2017	<u>1187.28</u>	<u>1582.02</u>
Balances at 30th September 2017		
Current Account at Santander plc	793.95	1582.02
Deposit Account at Santander plc	<u>393.33</u>	<u>0.22</u>
	<u>1187.28</u>	<u>1582.24</u>

Stock in hand as of 31.10.17

Ties 4 - Pin badges 11 - White wine 13 bottles - Red wine 8 bottles

Michael Pembrey

Hon. Treasurer

Date: 31 October 2017

I have examined the accounts for the year ended 30/09/17 together with the books and vouchers pertaining thereto. In my opinion they are a true and accurate statement of the finances of the Friends of Pontoise.

Richard Parsons

Hon. Examiner

Date: 31 October 2017

Sevenoaks Town Council

Current Matters

Agenda Item 11 (a)

Item	Minute No		Status	Latest update
1	08 – F&GP 3.4.2017 263 – F&GP 18.9.2017	Street Lighting	Ongoing	Farnaby Drive Residents have since signed an agreement with STC effective 27 th April 2017. No further changes since 18 th September 2017. Pruning of trees around streetlights was completed in November as per service inspection report from contractor. Residents of the Glade have agreed to take over maintaining streetlights on their road. An agreement and charges will follow.
2	 350 - F&GP (c) (5) 13.11.2018 33 - CIC 23.4.2018 416 (i) - CIC 8.1.2018	Bat & Ball Station	Lease negotiation Capital Project CIL CIL Grant Awarded	South Eastern have confirmed amendments to Heads of Terms for lease to include sub-letting of café if needed. Currently being reviewed by Network Rail lawyers. Planning application approved. HLF bid round two submitted 29 th August 2017. HLF requires Variation to lease being negotiated with South Eastern/Network Rail. Tenders returned, short listed. Contractors being reviewed. HLF Decision early December 2017. Allocated £78,810.63 for the Bat & Ball project. See Financial Report - Agenda Item No 8 HLP awarded full grant of £755,600. Start up Process begins January 2018.
4	203 - CIC 7.8.2017	Red Cross	Reverts to STC 17.09.2017	Tenders requested for repairs to review compared to demolition. To be reviewed in relation to development of other STC Capital Assets. Long term as Business Hub. Short term as temporary accommodation if needed for Community Centre users.

Item	Minute No		Status	Latest update
5	416 (ii) - CIC 8.1.2018 536 - CIC 12.3.2018 33(i) – CIC 23.4.2018	Bat & Ball Centre		Design to be placed to tender prior to applying for planning permission Feasibility of options taking place. Agreed to proceed with refurbishment and extension of current facility – one storey. First draft plans prepared and consultation taken place for Community Centre User. Sevenoaks Day Nursery were proceeding with their plans for a new facility.
6	414 (ii) - CIC 8.1.2018 32 - CIC 23.4.2018	Cemetery Lodge	<i>On going</i>	On the market for sale. Contracts for sale had been completed and due to be exchanged.
7		Vine Waste	On going	2017 12 13 - SDC wrote to the Secretary of State seeking permission under Commons Act 2006 – Section 38 For permission to use as temporary car park.

Sevenoaks Town Council**Agenda Item 11 (b)**

Priorities [Note updated with 2015 Blue Skies Proposals]

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. <i>Agreed to extend and refurbish current centre – one storey</i>
2	Bat & Ball Station building	STC acquire station building on long peppercorn lease. Use as community building.	January 2016	£250,000 (Tbc)	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 th August 2017. Tenders opened 16 th August 2017. Lease completed 25 th August 2017. 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. <i>Contract dates 26th March to 21st September</i> Application made for CIL funding to be considered by SDC 8 th May 2018.

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

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

Agenda Item 11 (b)

Priorities [Note updated with 2015 Blue Skies Proposals]

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

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

No	Project	Details	Proposed target timescale	£	Update / comment
5	Community Right to Bid.	To nominate assets of community value to Sevenoaks District Council which Sevenoaks Town Council would be interested in purchasing if they were to be sold.			CLRs 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. Consultation completed re Kippington Meadow. Open Spaces & Leisure Committee resolved to progress.
7	Cemetery Lodge	To sell property	Asap		Purchaser of property has withdrawn. <i>Contracts for sale completed. Due to be exchanged.</i>

Agenda Item 11 (b)

Priorities [Note updated with 2015 Blue Skies Proposals]

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 Tbc	23,000 70,000	Grant to KCC applied for refurbishment of toilets. Grant successful. Work completed. 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. <i>Tenders received for the ramp at the pavilion.</i>

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

No	Project	Details	Proposed target timescale	£	Update / comment
					Planning permission obtained. Grant application submitted to Derbyshire Communities Fund. <i>Decision expected June 2018. Additional repaid work identified to sash windows.</i>
2	South East in Bloom	Provide action plan for obtaining gold award.			Town Centre – Silver Gilt Sevenoaks Cemetery – Silver (1 st year of entry) Sevenoaks Common – Silver (1 st year of entry) The Vine – Silver Gilt (2016 = Gold) Sevenoaks Upper High Street Gardens – Silver Gilt (2016 = Bronze) People's Choice best pub-The Chequers Sevenoaks. Budget and plans for 2018 commenced.

Sevenoaks Town Council**Agenda Item 11 (b)**

Priorities [Note updated with 2015 Blue Skies Proposals]

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.
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. <i>To be considered within proposed BID.</i>
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.

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

No	Project	Details	Proposed target timescale	£	Update / comment
3 cont.	Library (Kaleidoscope) contd.				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. 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. <i>With received plans for centre should be able to remain on Community site.</i>

Sevenoaks Town Council**Agenda Item 11 (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.
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.

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

No	Project	Details	Proposed target timescale	£	Update / comment
4	Disposal of Raleys Gym, Indoor Cricket School and bungalow	Disposal of land to enable reinvestment into fit for purpose replacement and additional recreational facilities		£30,000 £95,000 £150,000	Negotiations with Knole Estates Change to covenant agreed – legal documentation completed. SP10 discussions completed with SDC – S.106 unilateral agreement signed. McCullochs submitted planning application to SDC. Amended Plans being prepared. 9.10.2015. STC paid when planning application approved. Unfortunately, SDC Planning Office has raised objections to planning application resulting in delays. Noted Indoor Cricket School could be accommodated within Indoor Bowls Centre or Wildernesse Site (meeting held with KCC) Negotiations progressing well. Decision received regarding Grammar School, negotiations recommenced. KCC forwarded Heads of Terms agreed by CIC committee on 18.07.2016. 20.10.2016 planning permission granted. Completion of contract 16.02.2017.