Sevenoaks Town Council

Finance & General Purposes Committee

6th June 2018

Sevenoaks Town Council

You are summoned to attend a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** to be held in the Council Chamber at the address below on Monday 11th June 2018 at 7.00pm to be followed by a meeting of Town Council. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision. Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording meetings is available online at sevenoakstown.gov.uk or by request. Members of the public addressing the Committee but not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.

Town Clerk

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

Committee Members:

Cllr S G Raikes (Chairman)
Cllr N J L Busvine OBE
Cllr J M Canet
Cllr M Chakowa
Cllr A S Clayton
Cllr R M C Hogarth *[ex officio]*

Cllr A Eyre (Vice Chairman)
Cllr R J Parry
Cllr E Parson
Cllr R L Piper
Cllr P E Towell
Cllr Mrs P C Walshe

PUBLIC QUESTION TIME

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

AGENDA

01 APOLOGIES FOR ABSENCE

To receive and note apologies for absence.

02 DECLARATIONS OF INTEREST

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

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

Town Clerk

03 REQUESTS FOR DISPENSATIONS

To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011)

04 MINUTES

To receive, note and sign the minutes of the meeting of the Finance & General Purposes Committee held on 30th April 2018, ratified at Annual Council meeting on 14th May 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 9th May 2018 was cancelled.

(b) Youth Services Sub Committee

To receive and adopt the minutes of the Youth Services Sub Committee due to have been held on 9th May 2018 was cancelled.

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 March to 30th April 2018 (copy attached).

(b) Suppliers' Accounts

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

(c) Payroll Account

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

(d) Petty Cash Account

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

(e) Hospitality and Gifts Register

To receive and note the Hospitality or Gifts which were received by the employees for the period 1st to 30th April 2018.

07 REVIEW OF INTERNAL CONTROLS

To receive and consider:

(a) Internal Audit Report for the year end Visit

(b) Annual Review of Internal Audit

(c) Statement of the System of Internal Control

(Copies attached)

08 ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2018

To receive and approve the:

(a) Annual Governance Statement

(b) Statement of Annual Accounts to 31 March 2018

(c) Supporting papers for submission to the External Auditors.

(copies attached).

09 SEVENOAKS COMMEMORATING WWI IN 2018

To receive and note how WWI will be commemorated in Sevenoaks Town in 2018 (report attached).

10 SEVENOAKS TOWN PARTNERSHIP

To receive and note the minutes of the meeting held on 16th May 2018 (copy attached).

11 CURRENT MATTERS AND PRIORITIES

To receive and note a list of

(a) current matters

(b) priorities

of the Town Council (copies attached).

12 PRESS RELEASE

To consider any agenda items, 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 30th April 2018

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 8.15 p.m.

Cllr S G Raikes, Chairman	Present	Cllr E Parson	Present
Cllr N J L Busvine OBE	Present	Cllr R L Piper	Present
Cllr J M Canet	Present	Cllr S L Arnold *as substitute for Cllr R M C Hogarth*	Present
Cllr A S Clayton	Apologies	Cllr P E Towell	Apologies
Cllr A Eyre, Vice Chairman	Present	Cllr E T Waite [arrived 7:19pm] *as substitute for Cllr A S Clayton*	Present
Cllr R M C Hogarth	Apologies	Cllr Mrs P C Walshe	Present
Cllr R J Parry	Present		[10]

Also in attendance:
Linda Larter MBE, Town Clerk
Ade Ogun, Responsible Finance Officer
Michèle MacDonald, Committee Clerk

It was noted that the meeting was unable to be recorded.

34 APOLOGIES FOR ABSENCE

RESOLVED to accept the apologies for absence as received from Cllr A S Clayton, Cllr R M C Hogarth and Cllr Towell.

35 DECLARATIONS OF INTEREST

Declarations of Interests were received from 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.

36 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations.

37 MINUTES OF THE MEETING HELD ON 5TH MARCH 2018

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

38 SUB COMMITTEES

RESOLVED: To receive and

a) note that the Youth Council meeting due to have been held on 21st March 2018 was Inquorate.
b) adopt the minutes of the Youth Services Committee meeting held on 21st March 2018 being a true record.

39 FINANCE REPORTS

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

a) Statement of Accounts for the period 1st to 28th February 2018 and the Responsible Financial Officer's reports.

The Finance and General Purposes Committee noted that the Responsible Finance Officer had resigned and thanked her for service and wished her well in her consultancy role.

The Finance & General Purposes Committee congratulated and thanked the Town Clerk for securing £51,000 from KCC towards the provision of the No 8 Bus for the next three years, which equated to approximately 50% of the revenue costs.

b) Suppliers Accounts for the period 1st to 28th February 2018 - £54,385.95

c) Payroll Account for the period 1st to 28th February 2018 - £64,955.72

d) Petty Cash Account for the period 1st to 28th February 2018 - £288.93

e) Internal Audit and statement of Financial Controls
RESOLVED: to receive and note the Internal Auditors Report for Visit Three. The Finance Committee congratulated the Responsible Finance Officer for receiving another clear audit.

f) Annual Return 2017/2018
RESOVED: to receive and note the timetable for the year end audit for 2017/2018.

g) Hospitality and Gifts Register
RESOLVED: to receive and note that no hospitality or gifts were received by employees during the period 1st to 28th February 2018

40 SEVENOAKS TOWN PARTNERSHIP

RESOLVED: to receive and note the minutes of the meeting held on 7th March 2018.

41 COMMUNITY INFRASTRUCTURE LEVY [CIL] RECEIPTS AND ALLOCATION OF EXPENDITURE

Sevenoaks District Council (SDC) adopted the 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 previously stated that CIL funds would be spent on the following and had 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.

RESOLVED: to

a) accept the recommendation to allocate the £312,089.06 as below:

A	Business 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

b) Prioritise future CIL payments for Bat & Ball Centre

Below shows 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

	Date	CIL Payment	Community Infrastructure project expenditure
4	April 2017	£27,351.56	Cemetery Workshop / Mess Room
5	October 2017	£78,810.63	Bat & Ball Station Building
	Total	£196.785.01	

42 TWIN TOWNS

RESOLVED: to receive and note the Town Clerk's report in relation to the background to Twin Towns.

43 GRANT APPLICATION

RESOLVED:

a) to award the Friends of Pontoise a grant of £250 to further and foster twinning relations

b) that the Committee Clerk write to both twinning organisations to advise that future application for grant requests, should focus on and would be judged by the Finance and General Purposes Committee on the following criteria:
   - fostering school, choir, orchestra exchanges, relations and social grouping with groups of similar interests in both Pontoise [France] and Rheinbach [Germany]

44 CURRENT MATTERS AND PRIORITIES

RESOLVED to receive and note the

a) current matters

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 27th April 2017. No further changes since 18th 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		Bat & Ball Station	Lease negotiation Capital Project	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 29th August 2017. HLF requires Variation to lease being negotiated with South Eastern/Network Rail.

Item	Minute No		Status	Latest update
	350 - F&GP (c) (5) 13.11.2018 33 - CIC 23.4.2018 416 (i) - CIC 8.1.2018		CIL CIL Grant Awarded	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	Reverted 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.
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	Cemeter y Lodge	On going	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.

b) to receive and note the priorities of the Town Council. Following further discussion regarding Priority One 3 following an incident relating to a dog injuring a member of the public in Greatness Recreation Ground on 22nd April 2018, it was **RESOLVED** to:

i. Put in place all practical measures to ensure public safety at the recreation ground.
ii. Lobby the police for further action.
iii. Start a consultation process relating to potential Dogs on Lead Byelaw.
iv. Place as an Agenda Item for next Open Spaces & Leisure Committee meeting

45 PRESS RELEASE

It was RESOLVED that there was no item worth of a press release.

There being no further business the Chairman closed the meeting at 8.15 p.m.

Signed .... Dated ....

Chairman

Sevenoaks Town Council

Finance Officer's Report

Financial report for the year ended 31 March 2018

This document summarises Sevenoaks Town Council's financial reports for the financial year ending 31 March 2018 and of our financial position at 31 March 2018.

Attached to this report are the following:

- Statement of Fund balances;
- Working Capital summary;
- Income & Expenditure Account for year ended 31 March 2018;
  Variance analysis for the year ended 31 March 2018;
- Capital Expenditure & Funds;
- Annual Return 31 March 2018 incorporating the Annual Governance Statement (Agenda item No. 8);
- Attachments to Annual Return 2018 (Agenda item No. 8);

1. Fund balances and Investment Review

The statement of fund balances at 31 March 2018 total £2,175,341 (*31 Mar 2017 - £2,653,903)*.

£1,116,382 is available for instant access. The Council's policy is to retain not less than 3 months estimated working capital and capital requirements in current and deposit accounts giving immediate access.

Funds are placed on deposit of up to one year's duration with Bank of Scotland, NatWest, Nationwide and Handelsbanken. Interest rate ranges from 0.04% to 0.65%.

S&P ratings reviewed 30 March 2018.

2. Working capital summary

The net current assets have decreased by £613,061 since the beginning of the financial year to a balance of £1,930,723 This corresponds to a decrease in revenue reserves of £43,212 and a decrease in Earmarked Reserves of £569,849.

This includes:

1. an underspend against budget of £10,872
2. net Capital expenditure of £676,493 (Expenditure of £957,870 less capital receipts of £281,377
3. a transfer of £54,084.42 from revenue reserves to the No. 8 Bus Reserve (per minute 434b) being STC's commitment to cover 18 months operational costs.

The full movement in earmarked reserves is detailed below:

Earmarked Reserves Summary				
		2017/18	2016/17	Mvmt
		£	£	
315	Pension Reserve	2814	2814	0
316	Rolling Cap Prog Reserve	53502	20059	33,443
317	Street Lighting Reserve	7737	7337	400
318	Community Centre Reserve	16398	13398	3,000
319	Stag winding-up Reserve	6000	5000	1,000
320	Planning Fees Reserve	12500	12500	0
321	Youth Activities	0	15963	(15,963)
324	Contingency Reserve	55442	10263	45,179
325	Pension Deficit Reserve	0	69866	(69,866)
340	Capital Receipts Reserve	1279584	1956076	(676,493)
360	CIL Earmarked Reserve	99993	27783	72,210
370	No 8 Bus Reserve	63529	43096	20,433
372	QH Allotment Key Reserve	4035	0	4,035
506	Mayors Charity Funds	21284	8512	12,772
508	Street Lighting LED upgrade fund			
		1,622,818	2192667	(569,849)
310	Revenue Reserve	307,905	351,117	(43,212)
		1,930,723	2,543,784	

Rolling Capital Reserve

As at 31 March 2018 the Rolling Capital Reserve balance was £53,502 following an inflow of £33,443 in the year. Opening balance of £20,059 plus inflow of £49,500 less outflow of 16,057. Outflows include allocations to:

1. Skatepark resurfacing £8,590
2. Bus shelter £4,000
3. Tree care £3,467

No 8 Bus Reserve

Net Inflow of £20,433 represents:

Outflow of £36,056 to offset 12 months operational costs
Inflow of £56,489 comprising £2,405 from Knole paddock car park arrangement and a transfer of £54,084 from revenue reserves to the No. 8 Bus Reserve (per minute 434b) being STC's commitment to cover 18 months operational costs.

<u>Community Infrastructure Levy (CIL)</u>

CIL receipts from the District Council was £106,162 Allocation to approved projects include:

Greatness WC £27,783
Cemetery workshop £27,352
Bat & Ball station £78,811
Expenditure in the 12 months to 31 March was £33,953

360	**CIL Reserve**		Project Allocation
		£	
Bal b/f 1 April 2017		**27,783.44**	Greatness WC
02/05/2017	CIL Receipt from SDC	27,351.56	Cemetery workshop/mess room
Ch [illegible]d:			
31/05/2017	Pro. Fees for Greatness convenience	-1,518.75	
30/09/2017	21798/Pro. Fees for Greatness convenience	-300.00	
30/09/2017	22124/Pro. Fees for Greatness convenience	-600.00	
31/10/2018	Oct CIL Receipt from SDC	78,810.62	Bat & Ball Project
30/11/2017	Planning application Greatness convenience	-48.50	
31/03/2017	jnl 4320/Perfect Home-Greatness convenience	-31,485.43	
Balance		99,992.94	

3. Income & Expenditure Account for the year ended 31 March 2018

The Council's net revenue budget for 2017/18 was set at £1,029,625. This figure was made up of approximately £1,532,074 less other income of £502,449. Actual net expenditure for the year was £1,534,663 offset by £505,038 of other income. The net position for the financial year 2017/18 was an underspend of £10,872. This includes reserve movements made within Council policy and the use of contingency provision.

The underspend was achieved through higher than budgeted income, use of grants and contingency. Details of cost centre variances are provided in the variance analysis

4. Capital Expenditure & Funds (Capital Receipts Reserve)

These are expenditure which contribute to service provision over a number of years. Because of this, they are not usually controlled against a fixed budget as with revenue spending but rather through a programme of approved works within a multi-year capital plan. Capital projects are approved on the basis of affordability and priorities. Earmarked reserves are set up to manage such expenditure.

Net capital receipts in the year to 31 March 2018 amounted to £281,377, and include:

1	Stag projector hire-completed October 2017	£700/m				4,900
2	SDC long term loan repayment re: allotment land	£29,230.92/yr				29,231
3	Sale of land at No. 2 The Crescent					8,000
4	Return of Raleys retention					25,000
5	Interest on Raleys retention					73
6	Sevenoaks Funds (exc. Football club)					360
7	Football Club-3G pitch contribution					212,225
8	Rates refund					1,588
						281,377

1. Payment from SDC (£29,231) which is an annual receipt relating to a series of long term loans with SDC the majority of which expire in 2051/52.
2. The £25,000 Raleys retention related to sewer relocation which was subsequently not required.
3. Stag Projector hire agreement was fully paid as at October 2017. The asset has since been passed to The Stag.

Capital outflows include:

1	3G Football pitch					412243
2	Sevenoaks Funds site prof fees					2427
3	Northern Masterplans					49973
4	3G Rugby pitch					1800
5	Stag Capital upgrades					69939
6	New Community Centre					234346
7	Bat & Ball station					171931
8	Cemetery Lodge					6076
9	Raleys additional costs					3407
10	Prof fees: Bradbourne Vale rd					5728
						957870

Net outflows in the year to 31 March 2018 amounted to £957,870. Balance as at 31 March 2018 was £1,279,584.

Use of Contingency provision

7611/31	**Contingency Provision**		£	£
Bal b/f 1 April 2017				120,200.00
Jnl 4173	Bus Shelter	tfr to Rolling Capital Programme	4,000.00	
Jnl 4173	Lower St John's-restain external woodwork	tfr to Rolling Capital Programme	1,000.00	
Jnl 4173	Greatness Rec Skatepark surface	tfr to Rolling Capital Programme	11,500.00	
PRO004	22168/Security at Woodside Rd bomb site		2,640.00	
YELL002	22525/Design of 'Sevenoaks' signs		1,624.00	
VEOL001	22521/Industrial Clean		23,962.50	
YELL002	21258/Vine Gardens signs		705.00	
JJBO0[illegible]	Business Hub (Red Cross Roof		300.00	
Tfr t[illegible] reserves	Tree works -17/18 Budget allocation		10,000.00	
GLE001	Vine Access ramp		2,465.80	
JJB001	VC Water heater and boiler		3,356.90	
EDW002	St Julians bollards		2,130.00	
TC14745	St Julians Meadow		2,170.00	
TC13624	BT Phone Box		4,166.58	
	STC contribution to BID		5,000.00	
			75,020.78	-
	Year to date spend			- 75,020.78
	Available Balance at 31 March 2018 (transferred to earmarked reserve 324)			45,179.22

Balance of £45,179 transferred to earmarked reserves for future development interest costs

Grants received and allocated to the financial year 2017-18:

Grants register 2017/18

Donor	Project Funded	STC	STP	Total (£)	Date Received	Reference	Budget Year	Nominal Code
Parry	HitB	✓		5,000.00	17/03/2017	16-SE-75	2017/18	1350/50
Crabtree	Vintage Bus		✓	1,000.00	06/03/2017	16-SE-64	2017/18	1350/40
Crabtree	Hitb	✓		1,000.00	17/03/2017	16-SE-65	2017/18	1350/50
Parry	Tree Works Sevenoaks Common	✓		4,600.00	25/03/2017	16-SE-78	2017/18	1350/21
Parry	Skateboard Park Maintenance	✓		4,600.00	29/03/2017	16-SE-77	2017/18	1350/21
Parry	Tractor	✓		7,000.00	29/03/2017	16-SE-76	2017/18	1350/21
Parry	Queen 90th Birthday picnic	✓		250.00		16-SE-18	2017/18	
Crabtree	ASDAN Youth Councillors	✓		1,863.65	14/02/2018	108032885	2018/18	
Crabtree	Painting of street furniture	✓		3,333.00	09/01/2018	17-SE-18	2017/18	1350/21
Crabtree	ASDAN	✓		1,883.00	10/01/2018	17-SE-24	2017/18	1350/21
Crabtree	International Womens Day	✓		250.00		Mayor's Charity	2017/18	506
Crabtree	Business Awards		✓	500.00	01/09/2017	Business Awards	2017/18	2017/18
Round Table	HiTB: Pool table-£900, Computers £1470, Crockery-£130	✓		2,500.00	17/10/2017	HiTB	2017/18	1350/50
ICET	Youth Shelter (Project 835)	✓		5,600.00	22/06/2017	Project 835	2017/18	1350/21
KCC	Bus Stop Shelter	✓		2,000.00	01/03/2018	S120218JAH-E	2017/18	1350/21
Tesco (Groundwork)	CLSO Reindeer	✓		1,000.00	22/11/2017	CLSO	2017/18	1490/32
ICET		✓		15,000.00	04/12/2017	Project 858	2017/18	1350/21
KCC	BT Telephone Box	✓		3,000.00	08/02/2018	Vine S190118-SG-E	2017/18	1350/21
Freemasons/Calm	Mayor's Charity-refer list, HiTB	✓		2,000.00	27/07/2017	Mayor's Charity	2017/18	1350/50
				3,000.00	24/10/2017			
				2,500.00	07/02/2018			
				2,500.00	1604/2018			
Sevenoaks School	HIB Ipad	✓		350.00	21/02/2018	HIB Ipad	2017/18	1350/50
				70,729.65				

5 Annual Return

The Annual Return with necessary attachments is set out on agenda 8. It has been reviewed and signed by the Internal Auditor and will be made available for viewing to the public from Monday, 18 June 2018 to Friday 27 July 2018.

The Annual Governance Statement sets out responsibilities for the system of internal control and or the accounting statements. It must be reviewed and approved by the Council; and signed by the Mayor and the Town Clerk ahead of the accounting statements (this could be at the same meeting).

The accounting statements 2017/18 must be approved by the Council and signed by the Chair of the meeting approving the financial statements, and submitted for audit by 18 June 2018

Contingent Liabilities: A contingent liability of £245,000 was recognised in the year to 31 March 2017. Resl sibilities have been discharged in relation to replacement Gym facilities. £95,000 was paid to Sencio in December 2017.

A balance of £150,000 remains on account with Brachers LLP towards replacement cricket facilities

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Sevenoaks Town Council

Statement of Fund Balances as at 31 March 2018

£ (2016/17)		S&P Rating 31/03/2018 Short term	Long term	31/03/2018	£	%	Maturity	Interest rate
	Bank of Scotland	A1	A					
800,000	Treasury deposit (1m)			750,000	750,000	34.48%		0.65%
	National Westminster Bank	A2	BBB+					
10	Business Reserve Account			496				0.01%
450,401	Current Account			196,658				
1,000	Payroll Account			725				
1,000	HITB Youth café			1,000				
6,753	Sevenoaks Town Partnership			7,373				
10,591	Mayors Charity Account			30,617	236,869	10.89%		
	HSBC	A1+	AA-					
50,159	Business money manager			50,183	50,183	2.31%		0.04%
	Handelsbanken	A1+	AA-					
61,888	Deposit account (instant access)			62,631				0.15%
260,005	35 day notice account			260,005	322,636	14.83%	35 days	0.25%
	Nationwide	A1	A					
1,001,377	Instant Saver			804,690				0.45%
10,004	Sevenoaks Fund Instant Saver			10,042	814,732	37.45%		0.45%
	Clydesdale	A2	BBB+					
1	Current account			1	1			
715	Petty Cash				920	0.04%		
2,653,903					2175341	100.00%		

Sevenoaks Town Council

Working Capital Summary as at 31 March 2018

	B/fwd 01-Apr-17 £	Movement* £	C/fwd 31-Mar-18 £		31-Mar-17 £
Current Assets					
Stock	1,680	(639)	1,041		1,680
Trade debtors	38,487	7,773	46,260		38,487
VAT	39,296	(11,581)	27,715		39,296
Prepayments and other debtors	54,630	6,555	61,185		54,630
Cash at bank and in hand	2,653,903	(478,562)	2,175,341		2,653,903
	2,787,996	(476,454)	2,311,542		2,787,996
Current Liabilities					
Trade creditors	108,242	(22,735)	85,507		108,242
Accruals and other creditors	106,901	162,369	269,270		106,901
Prior Mayors charity account	-	-	-		-
Precept received in advance of budget	-	-	-	Note 1	-
Receipts in advance (rent and hall hire)	29,069	(3,027)	26,042		29,069
	244,212	136,607	380,819		244,212
Net Current Assets	2,543,784	(613,061)	1,930,723		2,543,784
Represented by:					
General Funds					
Revenue Reserves	351,117	(43,212)	307,905	Note 2	351,117
Earmarked/Designated Funds					
Pension Reserve	2,814	0	2,814		2,814
Rolling Capital Prog Revenue Reserve	20,059	33,443	53,502		20,059
Street Lighting Reserve	7,337	400	7,737		7,337
Community Centre Reserve	13,398	3,000	16,398		13,398
Stag Winding Up Reserve	5,000	1,000	6,000		5,000
Planning Fees Reserve	12,500	-	12,500		12,500
Youth Activities Reserve	15,963	(15,963)	-		15,963
Contingency Provision Reserve	10,263	45,179	55,442		10,263
Pension Deficit Reserve	69,866	(69,866)	-		69,866
Capital Receipts Reserve	1,956,076	(676,492)	1,279,584		1,956,076
CIL Earmarked Reserve	27,783	72,210	99,993		27,783
Capital Projects Reserve		-	-		-
No 8 bus Reserve	43,096	20,433	63,529	Note 3	43,096
QH Allotments Key Reserve	-	4,035	4,035		
Mayor's Charity Reserve	8,512	12,772	21,284	Note 4	8,512
	2,192,667	(569,849)	1,622,818		2,192,667
	2,543,784	(613,061)	1,930,723		2,543,784

* 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. Nil by year end

Note 2 The year to date outflow in revenue reserves of £43,212 reflects revenue income of £1,542,054.26 less revenue expenditure of £1,531,182.11. Net capital expenditure for the year of £957,869.71 was offset by a transfer from the Capital Receipts Reserve. £54,084.42 was additionally transfered from the Revenue Reserve to the No.8 Bus reserve to cover operational expenses per minute 434b

Note 3 The balance in the No. 8 bus reserve includes £54,084.42 representing STC's commitment to 18 months of operational expense at £3,004.69 per month.

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

venoaks Town Council Year End 2018

Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2018

Cost Centre Report

Month No : 12

		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	2,613	5	31,301	31,301	0	31,301		0
6240	Computer/ Data Base/WP's	299	0	-299	299	500	201	500		201
6630	Professional Fees	12	63	51	42	2,000	1,958	2,000		1,958
6720	Books and Periodicals	0	0	0	290	156	-134	156		-134
7500	Local Organisations Grants	0	0	0	150	156	6	156		6
	Planning - General :- Expenditure	**2,919**	**2,676**	**-243**	**32,082**	**34,113**	**2,031**	**34,113**	**0**	**2,031**
	Net Expenditure over Income	**2,919**	**2,676**	**-243**	**32,082**	**34,113**	**2,031**	**34,113**		

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Sevenoaks Town Council Year End 2018

Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2018

Cost Centre Report

Month No : 12

Code		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
21	O/ Spaces & Leisure - General									
4010	Gross Pay	11,653	12,640	987	137,427	151,713	14,286	151,713		14,286
4270	Employers Pension Contribution	630	709	79	7,663	8,563	900	8,563		900
5013	Graffiti Removal	1,000	0	-1,000	1,469	1,500	31	1,500		31
5020	Vine Public Convenience	43	0	-43	0	0	0	0		0
5025	Lower St Johns Toilets	204	680	476	5,588	8,160	2,572	8,160		2,572
5040	Footpaths, Bridle Ways, ROW	0	150	150	0	150	150	150		150
5050	Seats And Litter Bins	2,671	0	-2,671	4,043	2,500	-1,543	2,500		-1,543
5060	Sevenoaks Common	915	1,100	185	2,737	3,400	663	3,400		663
5065	Tree Safety Survey	4,150	1,750	-2,400	4,150	3,500	-650	3,500		-650
5070	Other Woodlands	315	0	-315	4,284	3,150	-1,134	3,150		-1,134
5110	Raleys/ K P Pavilion	0	940	940	264	2,040	1,776	2,040		1,776
5120	Raleys/KP Pitch & Grnd Mtce.	681	2,200	1,519	5,396	4,750	-646	4,750		-646
5310	Miscellaneous Open Spaces	22,884	1,663	-21,221	60,464	20,000	-40,464	20,000		-40,464
5316	Skatepark Maintenance	2,054	0	-2,054	2,089	2,500	411	2,500		411
5317	Raleys Car Park	0	0	0	506	469	-37	469		-37
5320	Fertilizers	500	0	-500	1,389	1,448	59	1,448		59
5330	Grass Seed	1,000	1,900	900	1,095	1,900	805	1,900		805
5340	Plants	237	0	-237	3,089	2,600	-489	2,600		-489
5410	Repairs & General Maintenance	1,057	125	-932	1,498	1,500	2	1,500		2
5413	Community Infrastucture (CIL)	-2,467	0	2,467	0	0	0	0		0
5500	Equipment Hired and New	4,288	624	-3,664	6,857	7,874	1,017	7,874		1,017
5525	Equipment Maintenance	4,156	2,900	-1,256	8,448	7,650	-798	7,650		-798
5550	Vehicle Expenses	334	39	-295	2,681	3,324	643	3,324		643

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Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2018

Cost Centre Report

Month No : 12

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
5700	Fuel	510	2,260	1,750	5,500	7,000	1,500	7,000		1,500
6000	Rent, Rates & Water	489	170	-319	1,250	1,250	0	1,250		0
6010	Light Heat & Cleaning	788	163	-625	2,240	2,000	-240	2,000		-240
6101	Telephone	70	13	-57	206	200	-6	200		-6
6104	Mobile Telephone	38	37	-1	154	400	246	400		246
6320	Staff Training	315	212	-103	2,078	2,500	422	2,500		422
6330	Welfare/Hospitality	16	13	-3	114	200	86	200		86
6730	Subscriptions	0	0	0	141	200	59	200		59
6812	Road Dues	0	200	200	1,447	2,000	553	2,000		553
6851	Bus Shelter Maintenance	54	14	-40	317	168	-149	168		-149
6900	Sundry Expenses	0	12	12	107	100	-7	100		-7
6922	Health&Safety/Risk Assessments	0	0	0	664	750	86	750		86
6930	Alarm Maintenance	0	500	500	812	700	-112	700		-112
6931	CCTV Maintenance	250	0	-250	770	1,100	330	1,100		330
6934	Waste Bin Collection-Dog Bins	0	0	0	2,457	2,700	243	2,700		243
6935	Waste Bin Disposal-Waste Bins	455	288	-167	4,631	3,570	-1,061	3,570		-1,061
6952	Protective Clothing	76	106	30	1,331	1,250	-81	1,250		-81
	O/ Spaces & Leisure - General :- Expenditure	**59,368**	**31,408**	**-27,960**	**285,353**	**264,779**	**-20,574**	**264,779**	**0**	**-20,574**
1022	Letting & Hire of Facilities	-34	1,435	-1,469	30,694	17,735	12,959	17,735		
1316	Raleys Car Park Permits	0	16	-16	1,823	1,000	823	1,000		
1350	Revenue Grant income	3,407	0	3,407	28,933	0	28,933	0		
1550	Insurance Claims	0	0	0	3,011	0	3,011	0		
1850	Log Sales	0	0	0	832	1,200	-368	1,200		
1990	Other Income	13	100	-88	608	700	-93	700		

Sevenoaks Town Council Year End 2018

Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2018

Month No : 12

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
2012	CIL income allocation	-2,467	0	-2,467	0	-1,519	1,519	0		
	O/ Spaces & Leisure - General :- Income	**919**	**1,551**	**-632**	**65,900**	**19,116**	**46,784**	**20,635**		
	Net Expenditure over Income	**58,450**	**29,857**	**-28,593**	**219,453**	**245,663**	**26,210**	**244,144**		

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Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2018

Cost Centre Report

Month No : 12

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
22	O/ Spaces & Leisure - Cemetery									
4010	Gross Pay	5,474	4,906	-568	60,706	58,916	-1,790	58,916		-1,790
4270	Employers Pension Contribution	512	315	-197	5,234	3,835	-1,399	3,835		-1,399
5210	Cemetery Chapel & Office	0	0	0	292	166	-126	166		-126
5230	Cemetery Wshop/Messroom Mtce	5	0	-5	131	166	36	166		36
5410	Repairs & General Maintenance	908	213	-695	1,809	2,600	791	2,600		791
5500	Equipment Hired and New	164	500	336	2,044	2,102	58	2,102		58
5525	Equipment Maintenance	848	291	-557	2,340	2,356	16	2,356		16
5700	Fuel	86	75	-11	796	911	115	911		115
6000	Rent, Rates & Water	406	1,060	654	4,585	5,610	1,025	5,610		1,025
6010	Light Heat & Cleaning	35	100	65	845	1,200	355	1,200		355
6101	Telephone	281	58	-223	733	718	-15	718		-15
6104	Mobile Telephone	8	-2	-10	83	31	-52	31		-52
6200	Printing & Stationery	0	13	13	9	200	191	200		191
6240	Computer/ Data Base/WP's	1,248	0	-1,248	1,248	375	-873	375		-873
6320	Staff Training	0	0	0	870	1,000	130	1,000		130
6330	Welfare/Hospitality	0	12	12	145	100	-45	100		-45
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	420	0	-420	2,623	1,275	-1,348	1,275		-1,348
6822	Roads Path & Boundaries	579	0	-579	1,126	541	-585	541		-585
6832	Lawn/Wall of Remembrance	10	0	-10	147	300	153	300		153
6900	Sundry Expenses	0	6	6	203	50	-153	50		-153
6922	Health&Safety/Risk Assessments	0	195	195	0	750	750	750		750

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Sevenoaks Town Council Year End 2018

Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2018

Cost Centre Report

Month No : 12

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6930	Alarm Maintenance	0	0	0	573	765	192	765		192
6932	Cemetery Security	740	413	-327	4,659	5,000	341	5,000		341
6935	Waste Bin Disposal-Waste Bins	112	94	-18	1,122	1,150	28	1,150		28
6952	Protective Clothing	75	50	-25	282	600	318	600		318
	O/ Spaces & Leisure - Cemetery :- Expenditure	**11,912**	**8,299**	**-3,613**	**92,674**	**90,912**	**-1,762**	**90,912**	**0**	**-1,762**
1700	Cemetery Income	9,055	6,000	3,055	90,955	72,000	18,955	72,000		
1990	Other Income	144	0	144	144	0	144	0		
	O/ Spaces & Leisure - Cemetery :- Income	**9,199**	**6,000**	**3,199**	**91,099**	**72,000**	**19,099**	**72,000**		
	Net Expenditure over Income	**2,714**	**2,299**	**-415**	**1,575**	**18,912**	**17,337**	**18,912**		

Sevenoaks Town Council Year End 2018

Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2018

Cost Centre Report

Month No : 12

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
23	O/ Spaces & Leisure- Allotment									
4010	Gross Pay	-169	276	445	2,390	2,500	110	2,500		110
4270	Employers Pension Contribution	0	25	25	0	285	285	285		285
5410	Repairs & General Maintenance	2	194	192	981	1,559	578	1,559		578
6000	Rent, Rates & Water	355	432	77	1,393	1,728	335	1,728		335
6002	QH Allotments Costs	256	0	-256	669	0	-669	0		-669
	O/ Spaces & Leisure- Allotment :- Expenditure	**444**	**927**	**483**	**5,433**	**6,072**	**639**	**6,072**	**0**	**639**
1010	Rental Income	15	0	15	894	832	62	832		
1047	QH Allotments Income	0	0	0	3,211	3,205	6	3,205		
	O/ Spaces & Leisure- Allotment :- Income	**15**	**0**	**15**	**4,105**	**4,037**	**68**	**4,037**		
	Net Expenditure over Income	**428**	**927**	**499**	**1,328**	**2,035**	**707**	**2,035**		

Sevenoaks Town Council Year End 2018

Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2018

Cost Centre Report

Month No : 12

Code	Description	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
26	Open Spaces-Street Lighting/Ge									
6492	Town Band Support	3,873	0	-3,873	0	0	0	0		0
6861	Public Clock Maintenance	41	127	86	314	563	249	563		249
6862	Street Lighting	9,025	896	-8,129	13,208	12,396	-812	12,396		-812
6865	In Bloom Costs	182	0	-182	13,687	10,000	-3,687	10,000		-3,687
	Open Spaces-Street Lighting/Ge :- Expenditure	**13,121**	**1,023**	**-12,098**	**27,209**	**22,959**	**-4,250**	**22,959**	**0**	**-4,250**
1263	Cont'ns to street lighting	0	7,056	-7,056	1,400	7,056	-5,656	7,056		
1480	Streetlighting income	5,260	0	5,260	5,260	0	5,260	0		
1997	In Bloom Income	0	0	0	3,830	1,224	2,606	1,224		
	Open Spaces-Street Lighting/Ge :- Income	**5,260**	**7,056**	**-1,796**	**10,490**	**8,280**	**2,210**	**8,280**		
	Net Expenditure over Income	**7,861**	**-6,033**	**-13,894**	**16,719**	**14,679**	**-2,040**	**14,679**		

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Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2018

Cost Centre Report

Month No : 12

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
28	O/ Spaces & Leisure-Vine Cafe									
4010	Gross Pay	2,770	3,566	796	46,735	50,675	3,940	50,675		3,940
4270	Employers Pension Contribution	16	132	116	893	1,899	1,006	1,899		1,006
5410	Repairs & General Maintenance	325	62	-263	877	700	-177	700		-177
5500	Equipment Hired and New	283	146	-137	2,457	1,785	-672	1,785		-672
6000	Rent, Rates & Water	53	100	47	641	1,200	559	1,200		559
6010	Light Heat & Cleaning	492	0	-492	-956	1,600	2,556	1,600		2,556
6101	Telephone	0	19	19	257	250	-7	250		-7
6210	Postage & Courier	0	0	0	0	154	154	154		154
6240	Computer/ Data Base/WP's	0	0	0	104	33	-71	33		-71
6320	Staff Training	0	0	0	143	250	108	250		108
6330	Welfare/Hospitality	20	0	-20	20	0	-20	0		-20
6340	Staff Uniforms	0	0	0	61	0	-61	0		-61
6460	Publicity & Democratic notices	0	19	19	130	250	120	250		120
6500	Goods for Resale	1,357	1,269	-88	18,325	30,524	12,199	30,524		12,199
6533	Copyright Fees/Royalties	0	0	0	155	296	141	296		141
6635	Professional Fees Licensing	110	0	-110	433	100	-333	100		-333
6900	Sundry Expenses	0	15	15	161	180	19	180		19
6922	Health&Safety/Risk Assessments	200	0	-200	200	0	-200	0		-200
6930	Alarm Maintenance	0	0	0	458	500	42	500		42
6935	Waste Bin Disposal-Waste Bins	91	0	-91	936	2,000	1,064	2,000		1,064
6976	Credit card charges	34	43	10	525	538	13	538		13
	O/ Spaces & Leisure-Vine Cafe :- Expenditure	**5,751**	**5,371**	**-380**	**72,553**	**92,934**	**20,381**	**92,934**	**0**	**20,381**

Sevenoaks Town Council Year End 2018

Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2018

Cost Centre Report

Month No : 12

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1211	Sale of Goods	1,477	4,120	-2,643	47,743	92,939	-45,197	92,939		
1212	Events Management	0	0	0	1,855	0	1,855	0		
	O/ Spaces & Leisure-Vine Cafe :- Income	**1,477**	**4,120**	**-2,643**	**49,598**	**92,939**	**-43,342**	**92,939**		
	Net Expenditure over Income	**4,274**	**1,251**	**-3,023**	**22,956**	**-5**	**-22,961**	**-5**		

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Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2018

Cost Centre Report

Month No : 12

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
29	O/Spaces & Leisure-Vine Ground									
4010	Gross Pay	712	724	13	7,994	8,743	749	8,743		749
4270	Employers Pension Contribution	37	41	4	476	459	-17	459		-17
5010	Vine Area General Maintenance	1,488	282	-1,206	4,127	3,329	-798	3,329		-798
5020	Vine Public Convenience	93	1,022	929	1,376	12,242	10,866	12,242		10,866
6000	Rent, Rates & Water	0	57	57	634	684	50	684		50
6010	Light Heat & Cleaning	0	13	13	80	55	-25	55		-25
6324	Food Fair	0	0	0	941	0	-941	0		-941
6460	Publicity & Democratic notices	0	0	0	574	255	-319	255		-319
6635	Professional Fees Licensing	0	0	0	0	102	102	102		102
6868	Summer Concerts	417	0	-417	4,068	4,500	432	4,500		432
6922	Health&Safety/Risk Assessments	998	0	-998	998	0	-998	0		-998
6931	CCTV Maintenance	277	0	-277	833	612	-221	612		-221
	O/Spaces & Leisure-Vine Ground :- Expenditure	**4,021**	**2,139**	**-1,882**	**22,100**	**30,981**	**8,881**	**30,981**	**0**	**8,881**
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	773	-773	3,090	3,090	0	3,090		
1870	Vine Club Insurance Contrib.	0	0	0	340	1,319	-979	1,319		
1990	Other Income	417	0	417	417	0	417	0		
	O/Spaces & Leisure-Vine Ground :- Income	**417**	**773**	**-356**	**7,584**	**7,571**	**13**	**7,571**		
	Net Expenditure over Income	**3,604**	**1,366**	**-2,238**	**14,516**	**23,410**	**8,894**	**23,410**		

Sevenoaks Town Council Year End 2018

Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2018

Month No : 12

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
31	F & G P - Establishments									
4010	Gross Pay	23,645	22,132	-1,513	283,094	273,980	-9,114	273,980		-9,114
4270	Employers Pension Contribution	2,445	2,562	117	28,318	30,810	2,492	30,810		2,492
4271	Pension Deficiency	5,667	5,663	-4	68,000	68,000	0	68,000		0
5500	Equipment Hired and New	2,492	212	-2,280	4,442	2,500	-1,942	2,500		-1,942
6020	Insurance Cost	984	2,125	1,141	14,286	25,500	11,214	25,500		11,214
6101	Telephone	317	129	-188	5,009	1,581	-3,428	1,581		-3,428
6103	Fax	114	4	-110	114	114	0	114		0
6200	Printing & Stationery	2,428	1,312	-1,116	16,604	14,336	-2,268	14,336		-2,268
6210	Postage & Courier	690	337	-353	6,207	4,000	-2,207	4,000		-2,207
6240	Computer/ Data Base/WP's	1,888	799	-1,089	14,478	13,320	-1,158	13,320		-1,158
6241	Website Costs	400	0	-400	1,500	859	-641	859		-641
6242	I.T. Infrastructure	0	5,100	5,100	6,456	5,100	-1,356	5,100		-1,356
6281	Furnishings,Furniture/Eqpt	93	1,385	1,292	968	1,385	417	1,385		417
6300	Computers Accountancy	0	0	0	3,170	3,780	610	3,780		610
6315	Recruitment Costs	318	328	10	4,424	3,958	-466	3,958		-466
6320	Staff Training	692	378	-314	3,063	5,000	1,937	5,000		1,937
6321	Investors in People	775	775	0	775	775	0	775		0
6330	Welfare/Hospitality	364	156	-208	3,354	1,927	-1,427	1,927		-1,427
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	20	0	-20	401	390	-11	390		-11
6420	Annual Parish Meeting	0	100	100	-100	100	200	100		200

Sevenoaks Town Council Year End 2018

Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2018

Cost Centre Report

Month No : 12

		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
6421	Honour Bd. Badges & Insignia	0	15	15	250	250	0	250		0
6433	Mayors Allowance 2017/18	989	431	-558	5,117	5,117	0	5,117		0
6434	Mayor's Car Allwnce 2017/18	2,300	2,300	0	2,300	2,300	0	2,300		0
6435	Members Expenses	0	0	0	3,030	3,856	826	3,856		826
6440	Press Notices	98	112	15	1,779	1,300	-479	1,300		-479
6450	Bye Laws	0	100	100	0	100	100	100		100
6460	Publicity & Democratic notices	117	340	223	1,788	2,400	612	2,400		612
6461	Banner Costs	0	0	0	2,160	0	-2,160	0		-2,160
6610	Audit Fees	1,500	0	-1,500	4,818	5,100	283	5,100		283
6619	Irrecoverable VAT	7,400	7,400	0	7,400	7,400	0	7,400		0
6620	Legal Expenses	0	3,591	3,591	5,099	5,027	-72	5,027		-72
6635	Professional Fees Licensing	0	0	0	1,335	1,950	615	1,950		615
6710	Conference Fees & Expenses	53	260	207	2,674	2,310	-364	2,310		-364
6720	Books and Periodicals	115	28	-87	239	380	141	380		141
6730	Subscriptions	500	0	-500	4,073	3,500	-573	3,500		-573
6889	Waste Sacks	0	0	0	1,476	0	-1,476	0		-1,476
6900	Sundry Expenses	188	43	-145	776	483	-293	483		-293
6922	Health&Safety/Risk Assessments	-114	0	114	2,607	2,800	193	2,800		193
6975	Bank Charges	166	108	-58	1,520	1,318	-202	1,318		-202
6976	Credit card charges	11	45	34	642	485	-157	485		-157
7010	Election Expenses	3,000	3,000	0	3,000	3,000	0	3,000		0
7611	Contingency provision	64,469	23,400	-41,069	120,200	120,200	0	120,200		0
7614	Stag reserve	1,000	1,000	0	1,000	1,000	0	1,000		0
	F & G P - Establishments :- Expenditure	**125,122**	**85,670**	**-39,452**	**638,347**	**629,313**	**-9,034**	**629,313**	**0**	**-9,034**

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Sevenoaks Town Council Year End 2018

Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2018

Month No : 12

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
1115	Interest on Deposits	336	410	-74	8,225	8,750	-525	8,750		
1231	Banner Income	0	600	-600	4,740	2,000	2,740	2,000		
1350	Revenue Grant income	-2,811	163	-2,974	189	2,000	-1,811	2,000		
1889	Waste Sacks Income	130	0	130	1,113	0	1,113	0		
1990	Other Income	125	193	-68	2,800	2,738	62	2,738		
	F & G P - Establishments :- Income	**-2,220**	**1,366**	**-3,586**	**17,067**	**15,488**	**1,579**	**15,488**		
	Net Expenditure over Income	**127,342**	**84,304**	**-43,038**	**621,281**	**613,825**	**-7,456**	**613,825**		

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Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2018

Cost Centre Report

Month No : 12

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
32	F & G P - General									
6490	Christmas Lights Switch On	200	0	-200	24,004	15,000	-9,004	15,000		-9,004
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	36,056	36,056	0	36,056		0
6869	Special Events	20	0	-20	2,908	6,344	3,436	6,344		3,436
	F & G P - General :- Expenditure	**3,224**	**3,005**	**-219**	**66,188**	**60,023**	**-6,165**	**60,023**	**0**	**-6,165**
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	36,056	36,056	0	36,056		
1500	Fundraising	0	102	-102	0	1,246	-1,246	1,246		
1990	Other Income	0	0	0	0	4,080	-4,080	4,080		
	F & G P - General :- Income	**3,005**	**3,107**	**-102**	**43,591**	**58,382**	**-14,791**	**58,382**		
	Net Expenditure over Income	**220**	**-102**	**-322**	**22,597**	**1,641**	**-20,956**	**1,641**		

Sevenoaks Town Council Year End 2018

Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2018

Month No : 12

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
33	F & G P - Council Offices									
4010	Gross Pay	1,539	578	-961	11,836	6,969	-4,867	6,969		-4,867
4270	Employers Pension Contribution	14	33	19	277	451	174	451		174
5410	Repairs & General Maintenance	87	178	91	1,142	2,081	939	2,081		939
6000	Rent, Rates & Water	2,855	1,978	-877	24,872	23,747	-1,125	23,747		-1,125
6010	Light Heat & Cleaning	109	1,000	891	7,242	5,826	-1,416	5,826		-1,416
6510	Catering Expenses	0	114	114	0	114	114	114		114
6900	Sundry Expenses	0	5	5	0	60	60	60		60
6922	Health&Safety/Risk Assessments	114	129	15	114	279	165	279		165
6930	Alarm Maintenance	0	0	0	851	1,345	494	1,345		494
6935	Waste Bin Disposal-Waste Bins	0	0	0	456	0	-456	0		-456
	F & G P - Council Offices :- Expenditure	**4,718**	**4,015**	**-703**	**46,790**	**40,872**	**-5,918**	**40,872**	**0**	**-5,918**
1022	Letting & Hire of Facilities	-1,482	1,155	-2,637	14,332	13,904	428	13,904		
	F & G P - Council Offices :- Income	**-1,482**	**1,155**	**-2,637**	**14,332**	**13,904**	**428**	**13,904**		
	Net Expenditure over Income	**6,200**	**2,860**	**-3,340**	**32,458**	**26,968**	**-5,490**	**26,968**		

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Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2018

Cost Centre Report

Month No : 12

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
36	F & G P - Community Centre									
4010	Gross Pay	2,464	2,626	162	31,794	31,490	-304	31,490		-304
4270	Employers Pension Contribution	73	81	8	1,023	950	-73	950		-73
5410	Repairs & General Maintenance	3,318	240	-3,078	4,967	2,825	-2,142	2,825		-2,142
6000	Rent, Rates & Water	357	0	-357	6,348	6,500	152	6,500		152
6011	Electricity-SCC	1,238	188	-1,050	3,355	2,289	-1,066	2,289		-1,066
6012	Gas-SCC	0	1,895	1,895	589	1,895	1,306	1,895		1,306
6013	Cleaning-SCC	0	73	73	0	832	832	832		832
6101	Telephone	75	18	-57	496	260	-236	260		-236
6104	Mobile Telephone	8	8	0	25	63	38	63		38
6200	Printing & Stationery	14	2	-12	64	68	4	68		4
6230	Office Furniture/Machinery	0	49	49	557	577	20	577		20
6240	Computer/ Data Base/WP's	0	23	23	0	309	309	309		309
6281	Furnishings,Furniture/Eqpt	0	92	92	1,139	312	-827	312		-827
6320	Staff Training	0	19	19	191	173	-18	173		-18
6460	Publicity & Democratic notices	0	46	46	0	530	530	530		530
6520	Refreshments for Resale	30	61	32	680	765	85	765		85
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	38	38	12	500	488	500		488
6900	Sundry Expenses	0	6	6	75	50	-25	50		-25
6922	Health&Safety/Risk Assessments	1,667	0	-1,667	1,932	300	-1,632	300		-1,632
6930	Alarm Maintenance	1,702	0	-1,702	2,225	2,040	-185	2,040		-185
6931	CCTV Maintenance	-1,702	0	1,702	340	340	0	340		0

Sevenoaks Town Council Year End 2018

Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2018

Month No : 12

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
6935	Waste Bin Disposal-Waste Bins	124	157	33	1,554	1,829	275	1,829		275
6939	Healthcare Services	47	131	84	1,042	1,561	519	1,561		519
	F & G P - Community Centre :- Expenditure	**9,415**	**5,753**	**-3,662**	**59,152**	**57,147**	**-2,005**	**57,147**	**0**	**-2,005**
1022	Letting & Hire of Facilities	-2,722	4,864	-7,586	69,663	58,412	11,251	58,412		
1445	Outdoor Activities	42	57	-15	42	85	-43	85		
1457	Indoor Activities	207	235	-28	2,887	2,831	56	2,831		
1990	Other Income	0	0	0	63	0	63	0		
	F & G P - Community Centre :- Income	**-2,473**	**5,156**	**-7,629**	**72,655**	**61,328**	**11,327**	**61,328**		
	Net Expenditure over Income	**11,889**	**597**	**-11,292**	**-13,503**	**-4,181**	**9,322**	**-4,181**		

Sevenoaks Town Council Year End 2018

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Cost Centre Report

Month No : 12

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
38	F & G P - Grants									
6937	Annual Subsidy-Comm Centre	0	87	87	740	1,000	260	1,000		260
6938	Annual Subsidy-Council Chamber	192	87	-105	1,369	1,000	-369	1,000		-369
7500	Local Organisations Grants	5,500	8,000	2,500	8,731	16,500	7,769	16,500		7,769
7502	Sevenoaks Summer Festival	5,000	0	-5,000	5,000	5,000	0	5,000		0
7520	Twinning Support	500	1,000	500	500	1,000	500	1,000		500
7552	Youth Outreach	0	2,500	2,500	170	5,000	4,830	5,000		4,830
7555	Youth Council Support	427	0	-427	500	500	0	500		0
7556	Stag Community Arts Centre	0	0	0	27,000	27,000	0	27,000		0
	F & G P - Grants :- Expenditure	**11,620**	**11,674**	**54**	**44,010**	**57,000**	**12,990**	**57,000**	**0**	**12,990**
	Net Expenditure over Income	**11,620**	**11,674**	**54**	**44,010**	**57,000**	**12,990**	**57,000**		

Sevenoaks Town Council Year End 2018

Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2018

Month No : 12

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
39	F & G P - Property									
5410	Repairs & General Maintenance	21	0	-21	1,881	0	-1,881	0		-1,881
6000	Rent, Rates & Water	0	0	0	1,049	0	-1,049	0		-1,049
6010	Light Heat & Cleaning	0	0	0	87	0	-87	0		-87
	F & G P - Property :- Expenditure	**21**	**0**	**-21**	**3,017**	**0**	**-3,017**	**0**	**0**	**-3,017**
1014	Rental Income Business Hub	0	50	-50	50	200	-150	200		
1016	Rental Income Raley's Centre	10	0	10	10	0	10	0		
1046	SCC Ground Rents & Wayleaves	0	375	-375	1,500	2,797	-1,297	2,797		
1469	O/S Ground Rents & Wayleaves	0	919	-919	7,185	4,919	2,266	4,919		
	F & G P - Property :- Income	**10**	**1,344**	**-1,334**	**8,745**	**7,916**	**829**	**7,916**		
	Net Expenditure over Income	**11**	**-1,344**	**-1,355**	**-5,728**	**-7,916**	**-2,188**	**-7,916**		

Sevenoaks Town Council Year End 2018

Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2018

Cost Centre Report

Month No : 12

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
40	Sevenoaks Town Partnership									
6101	Telephone	13	0	-13	19	0	-19	0		-19
6240	Computer/ Data Base/WP's	83	17	-66	575	160	-415	160		-415
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
6630	Professional Fees	5,000	0	-5,000	5,000	0	-5,000	0		-5,000
6710	Conference Fees & Expenses	0	62	62	0	700	700	700		700
6900	Sundry Expenses	0	163	163	649	2,000	1,351	2,000		1,351
7000	Reinvestment	5,425	0	-5,425	6,425	2,042	-4,383	2,042		-4,383
7607	Christmas gift guide expenses	0	0	0	0	1,500	1,500	1,500		1,500
7608	Friends of Bat & Ball	-1,039	0	1,039	-926	1,018	1,944	1,018		1,944
7609	Vintage Bus Expenses	0	300	300	9,865	12,000	2,135	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
	Sevenoaks Town Partnership :- Expenditure	**9,482**	**542**	**-8,940**	**32,260**	**32,500**	**240**	**32,500**	**0**	**240**
1206	Business Awards	0	0	0	6,445	7,000	-555	7,000		
1207	Business Show	-335	0	-335	4,120	2,000	2,120	2,000		
1209	Wellbeing show income	-130	0	-130	1,830	3,500	-1,670	3,500		
1350	Revenue Grant income	0	1,000	-1,000	0	1,000	-1,000	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	4,657	0	4,657	5,000	0	5,000	0		
	Sevenoaks Town Partnership :- Income	**4,192**	**1,000**	**3,192**	**27,260**	**27,500**	**-240**	**27,500**		
	Net Expenditure over Income	**5,290**	**-458**	**-5,748**	**5,000**	**5,000**	**0**	**5,000**		

Sevenoaks Town Council Year End 2018

Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2018

Month No : 12

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
50	Youth Cafe									
4010	Gross Pay	3,844	3,618	-226	41,112	43,436	2,324	43,436		2,324
4270	Employers Pension Contribution	23	24	1	296	332	36	332		36
5410	Repairs & General Maintenance	29	87	58	1,259	1,000	-259	1,000		-259
6010	Light Heat & Cleaning	500	38	-462	500	500	0	500		0
6101	Telephone	44	25	-19	503	300	-203	300		-203
6200	Printing & Stationery	0	38	38	4	500	496	500		496
6240	Computer/ Data Base/WP's	0	54	54	1,464	714	-750	714		-750
6281	Furnishings,Furniture/Eqpt	470	275	-195	4,461	500	-3,961	500		-3,961
6320	Staff Training	0	0	0	0	370	370	370		370
6330	Welfare/Hospitality	-23	0	23	0	0	0	0		0
6340	Staff Uniforms	0	0	0	220	0	-220	0		-220
6415	Gifts/hospitality	-72	0	72	0	0	0	0		0
6460	Publicity & Democratic notices	0	0	0	644	0	-644	0		-644
6500	Goods for Resale	133	213	80	1,856	2,600	744	2,600		744
6573	Youth Magazine Expenditure	0	12	12	0	100	100	100		100
6635	Professional Fees Licensing	0	0	0	226	100	-126	100		-126
6900	Sundry Expenses	94	8	-86	104	140	36	140		36
6922	Health&Safety/Risk Assessments	0	312	312	12	312	300	312		300
	Youth Cafe :- Expenditure	**5,043**	**4,704**	**-339**	**52,663**	**50,904**	**-1,759**	**50,904**	**0**	**-1,759**
1022	Letting & Hire of Facilities	650	325	325	3,755	3,900	-145	3,900		
1211	Sale of Goods	166	269	-103	2,700	3,250	-550	3,250		
1350	Revenue Grant income	395	2,163	-1,768	33,184	26,000	7,184	26,000		

Sevenoaks Town Council Year End 2018

Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2018

Cost Centre Report

Month No : 12

		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	4,914	1,474	3,440	9,014	17,754	-8,740	17,754		
	Youth Cafe :- Income	**6,125**	**4,231**	**1,894**	**48,653**	**50,904**	**-2,251**	**50,904**		
	Net Expenditure over Income	**-1,082**	**473**	**1,555**	**4,010**	**0**	**-4,010**	**0**		

Sevenoaks Town Council Year End 2018

Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2018

Month No : 12

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
60	Markets									
4010	Gross Pay	170	234	64	2,374	2,808	434	2,808		434
5420	Saturday market charges	1,043	1,104	61	13,802	13,182	-620	13,182		-620
5421	Wednesday Market charges	1,524	1,633	109	19,938	19,651	-287	19,651		-287
6001	Blighs Market Charges	1,100	1,486	386	10,383	17,887	7,504	17,887		7,504
6010	Light Heat & Cleaning	0	0	0	-300	0	300	0		300
6460	Publicity & Democratic notices	0	288	288	220	3,500	3,280	3,500		3,280
7000	Reinvestment	12	5,200	5,188	8,414	5,536	-2,878	5,536		-2,878
	Markets :- Expenditure	**3,849**	**9,945**	**6,096**	**54,831**	**62,564**	**7,733**	**62,564**	**0**	**7,733**
1017	Rental Income Sat Market	2,179	1,969	210	23,760	23,650	110	23,650		
1018	Rental Income Wed Market	1,065	1,759	-695	14,469	21,152	-6,684	21,152		
1019	Rental Income Blighs Market	741	1,482	-741	16,436	17,762	-1,326	17,762		
1990	Other Income	0	0	0	167	0	167	0		
	Markets :- Income	**3,985**	**5,210**	**-1,226**	**54,831**	**62,564**	**-7,733**	**62,564**		
	Net Expenditure over Income	**-136**	**4,735**	**4,871**	**0**	**0**	**0**	**0**		

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Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2018

Cost Centre Report

Month No : 12

	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	**270,030**	**177,151**	**-92,879**	**1,534,663**	**1,533,073**	**-1,590**	**1,533,073**	**0**	**-1,590**
Income	**28,426**	**42,069**	**-13,643**	**1,545,535**	**1,531,554**	**13,981**	**1,533,073**		
Net Expenditure over Income	**241,604**	**135,082**	**-106,522**	**-10,872**	**1,519**	**12,391**	**0**		

March 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	Net YTD expenditure: Actual costs (Income)	Budget costs (Income)	Variance Fav/(adv)	Annual budget costs (Income)	Explanation of YTD variances
	£	£	£	£	
Planning Committee					
General	32,082	34,113	2,031	34,113	Planning fees expenditure varies year on year depending on applications and the level of professional (planning) fees to be paid by STC
Open Spaces & Leisure Committee					
General	219,453	244,144	24,691	244,144	Positive variance is largely explained by lettings income (£12,959 above budget) and Gross Pay (£13,300 under budget due to an unfilled position). Approved essential overspend in 'Miscellaneous Open Spaces' and 'Seats And Litter Bins'(£48,507) were offset by grants (£30,233), surplus income from lettings (£12,959), income from insurance claim (£3,011) and general underspend in other categories within Open Spaces cost centre.
Cemetery	1,575	18,912	17,337	18,912	Largely attributable to the positive variance in Cemetery income (£18,955 above budget) which in turn led to higher than budgeted expenditure in 'Gross pay' (£1,790 above budget) and pension contribution (£1,399 above budget). Plants actual cost was £1,348 above budget due to essential planting. Additional staff costs reflect staff overtime due to an increase in out of hours burials.
Allotments	1,328	2,035	707	2,035	Mainly due to lower than budgeted repairs, maintenance and employee costs being £639 below budget.
Street lighting/ general	16,719	14,679	(2,040)	14,679	Streetlighting (£1,208 above budget due to not enough private roads maintaining own streetlights), In Bloom (£1,081 above budget due to fewer than budgeted contributions received) and public clock maintenance (£249 below budget).
Vine Café	22,956	(5)	(22,961)	(5)	Adverse variance due to lower than budgeted income. Expenditure was £20,381 below budget due to salaries and pension (£4,946), goods for resale (£12,199), bins disposal (£1,064) being below budget to reflect the reduction in income (£43,342 below budget). The Café operated reduced hours over the winter months which was successful in further reducing operating costs. Income streams continue to be evaluated for opportunites to increase Cafe income.
Vine Grounds	14,516	23,410	8,894	23,410	Positive variance as a result of Open Spaces staff cleaning the public convenience due to a lack of reliable contractor

March 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

	Net YTD expenditure				
Cost Centre	Actual costs (Income)	Budget costs (Income)	Variance Fav/(adv)	Annual budget costs (Income)	Explanation of YTD variances
	£	£	£	£	
Finance & General Purposes Committee					
Establishments	621,281	613,823	(7,458)	613,823	Above budget expenditure across different categories of £9,034 was offset by higher than budgeted income of £1,579. Gross Pay, computers and IT infrastructure were above budget reflecting an increase in the council's level of activity including projects during the past financial year. Investment in cloud based telephony system accounts for the overspend in 'Telephone' (£3,428 above budget). There was an underspend in Insurance (£11,214 below budget due to a re-negotiation of the three year contract).
General	22,597	1,641	(20,956)	1,641	Adverse variance due to lower than expected income received towards the CLSO event and other fundraising income.
Council Offices	32,458	26,970	(5,488)	26,970	Higher than expected Gross Pay due to caretaker becoming a full time role (£4,867). Higher premises costs such as light, heat & cleaning costs (£2,997) offset by lower than budgeted costs in other cost categories (£1,946 below budget) and slightly better than budgeted income from chamber hires (£428 above budget)
Community Centre	(13,503)	(4,181)	9,322	(4,181)	Favourable variance mainly due to higher than budget income (£11,251) from lettings and hire which is offset by higher than budget expenditure of £2,005. Within expenditure categores, Health & Safety was £1,632 above budget due to compulsory remedial action following health assessment, Repairs and General maintenance was £2,142 above budget due to essential repairs, Electricity was £1,066 above budget, Furnishings,Furniture/Eqpt was £827 above budget due to replacement sofa being purchased and other categories were lower than budget (£3,662)
Grants	44,010	57,000	12,990	57,000	Fewer grant applications than budgeted were received.
Property	(5,728)	(7,916)	(2,188)	(7,916)	Higher than budgeted income from wayleaves (£829) offset by STC taking over the operation of the Business hub (Red Cross) which was not accounted for in the budget.

March 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	Net YTD expenditure				Explanation of YTD variances
	Actual costs	Budget costs	Variance	Annual budget costs	
	(Income)	(Income)	Fav/(adv)	(Income)	
	£	£	£	£	
Sevenoaks Town Partnership	5,000	5,000	-	5,000	Represents STC's contribution to the Town Partnership. An additional transfer of £5,000 was made by STC to offset BID costs.
Youth Cafe	4,010	-	(4,010)	-	Higher than budget expenditure of £1,759 exacerbated by lower than budgeted income £2,251. Reflects STC's commitment to supporting youth through the Café despite funding pressures
Markets	-	-	-	-	Any surplus is transferred out of the current financial year and ringfenced for future investment in maintenance and advertising. The transfer for the year was £8,414 which was £2,878 above budget
Precept	(1,029,625)	(1,029,625)	-	(1,029,625)	The final half of the annual precept was received on 29 September.
Rolling Cap Budget	957,870	1,068,750	110,880		Capital expenditure offset by income from Capital Receipts earmarked reserves
Total (exc. capital items)	(10,872)	-	10,872		

Summary by Committee:

Planning	32,082	34,113	2,031	34,113
Open spaces & Leisure	253,591	303,180	49,589	303,180
Vine Café	22,956	(5)	(22,961)	(5)
Finance & General Purpose	710,124	692,337	(17,787)	692,337
Precept	(1,029,625)	(1,029,625)	-	(1,029,625)
Rolling Capital Budget	957,870	1,068,750	110,880	1,068,750
Total (exc. Capital items)	(10,872)	-	10,872	

Sevenoaks Town Council
Mar-18
Capital Receipts Reserve-Capital Income and Expenditure listing

			£ Income	£ Expenditure	£ Total
					1,956,076.19
340	Bal b/f 1 April 2017-Capital Receipts Reserve				
Capital Income					
1	Stag projector hire-completed October 2017	£700/m	4,900.00		
2	SDC long term loan repayment re: allotment land	£29,230.92/yr	29,230.92		
3	Sale of land at No. 2 The Crescent		8,000.00		
4	Return of Raleys retention		25,000.00		
5	Interest on Raleys retention		72.88		
6	Sevenoaks Funds (exc. Football club)		360.46		
7	Football Club-3G pitch contribution		212,225.15		
8	Rates refund		1,587.68		
			281,377.09		
					281,377.09
					2,237,453.28
	Total Capital Income				

Capital Costs

Supp.	Inv no	Project Details	N/L Code			
		New Council offices (RCP project 101)	**9000/91**			
		April 17 - Mar 18				
HOOK001		Topographical Survey		650.00		
OFA001		Offset Architects		3,807.96		
AFFORD		Affordable Housing		500.00		
		Planning fees		770.00		
Sub Total			P1-12		5,727.96	
		Raleys disposal (RCP project 101)	**9001/91**			
		Raleys site planning		-		
		Brachers legal fees-preparing Sencio agreement		3,562.50		
SSE		Raleys Gym electricity		(29.68)		
British Gas		Cricket Sch. Elec/gas		(125.57)		
EDF		Bungalow Elec/Gas		-		
Sub Total			P1-12		3,407.25	
		Cemetery Lodge disposal	**9012/91**			
WARN001		Cemetery lodge -legal fees		2,612.00		
		Cemetery lodge council tax		2,512.09		
		Cemetery lodge elec/gas		518.21		
		Cemetery lodge water		(0.71)		
		Cemetery lodge repairs		434.78		
		Cemetery lodge tree works				
		Warners				
Sub Total			P1-12		6,076.37	

Sevenoaks Town Council
Mar-18
Capital Receipts Reserve-Capital Income and Expenditure listing

			£	£	£
	Bat & Ball Station (Project 131)	**9062/91**			
HERI002	Heritage Statement		1,598.75		
THEI001	Architectural feasibility RIBA 0-4		28,548.50		
WICK002	Quantity Surveying & Principal designer		47,160.00		
PRM	Structural engineering		3,352.00		
MAX001	Engineering		12,448.50		
SWA001	Client Advisior-General support		7,098.00		
SAV001	Viability Appraisal		1,750.00		
COL001	Lease condition report		3,700.00		
EN001	Greenlink Ecology-Bat survey		1,475.00		
..ARN001	Legal Advice-lease		13,660.00		
TC13644	UK Power Networks-Electricty supply to station building		37,660.12		
TC13642	Jet clean of drains		825.00		
TC13641	Gas infrastructure installation		5,597.49		
BBS001	Building Control		1,066.00		
CPR001	Printing of leaflets		387.00		
SEWAT001	SE Water survey fee		324.30		
WES001	Temporary flooring		500.00		
	Memorabilia		3,645.25		
	Furniture		90.00		
COUR001	Recruitment HEO		317.78		
	Travel & Meetings		210.15		
KCCHIGHWAY	Signage		372.58		
	Maintenance & Misc		144.63		
Sub Total		P1-12		171,931.05	
	Bat & Ball Centre (RCP project 102)	**9063/91**			
THEI001	Architectural services		95,801.00		
WICK002	Quantity Surveying & Principal designer		20,128.00		
RM	Structural engineering		20,122.50		
X001	Engineering		33,907.50		
SWA001	Sarah Williams Architecture		-		
SWA001	Client Advisior-General support		14,437.42		
SPD001	Topographical survey-Spatial Dimensions		1,700.00		
STUDIO	Studio-landscape report		12,500.00		
GREEN001	Ecological scope survey		920.00		
CPR01	Creative Productions		289.00		
SOI001	Soiltechnics		10,399.50		
SSUK001	Sewer Surveys		1,350.00		
SDC001	Pre-planning application		1,350.00		
KCC004	KCCJ-kitchen design		3,863.00		
BRA001	Brachers		344.50		
CON002	Connect-Traffic study		2,570.00		
MOU001	Moulton Taggart-Cost plan for ramps		1,010.00		
WARN001	Legal fees		663.50		
COL001	Structural Scheme design		1,500.00		
TC13640	CEI image of Plan B Community Centre		3,800.00		
TC13636	Prof fees: ramp and new station access		2,090.00		
TC13619	BBS Building control		5,600.00		
		P1-12		234,345.92	

Sevenoaks Town Council
Mar-18
Capital Receipts Reserve-Capital Income and Expenditure listing

				£	£	£
		Stag (RCP project)	**9064/91**			
STAG002		Airhandling Upgrade		14,468.40		
STAG002		Vehicle Lift		27,899.00		
STAG002		Ticketing and EPOS		27,571.91		
				-		
Sub Total			P1-12		69,939.31	
		Sports Strategy (RCP project)	**9065/91**			
SAV001	22320	Viability Assessment 3G Rugby pitch		1,800.00		
Sub Total					1,800.00	
		Northern Masterplan (RCP project)	**9066/91**			
UIS001	20487	Fee for workstage 2		26,997.50		
TMB002	20522/ 20959	Mailing service		3,530.58		
SWA001		Sarah Williams-General Support		-		
CTP01		Creative Productions		8,521.80		
UIS001		TC13625		9,120.00		
COUR001		Mailing adverts		1,104.00		
		G Ball drawings		601.40		
		Application fee		97.50		
Sub Total			P1-12		49,972.78	
		Sevenoaks Funds (Project)	**9067/91**			
WARN001	21087	legal fees-re: Terms & Conditions		300.00		
JTH001	20713	Sevenoaks Fund Branding		1,612.59		
		Website and other costs		513.98		
Sub Total			P1-12		2,426.57	
		3G Football Pitch(Project)	**9068/91**			
BOUR001	21489	3g Pitch installation		377,045.00		
		Balance due 12 months after completion		35,000.00		
		Banner		197.50		
			P1-12		412,242.50	
		Other:				
		Irrecoverable VAT			-	
Total		Project costs 2017/18				**957,869.71**
		Balance @ 31 March 2018				**1,279,583.57**

Management accounts for April 2018

Attached to this report are the following:

- Statement of Fund balances;
- Working Capital summary;
- Income & Expenditure Account for April 2018;
- Variance analysis for April 2018

The year to date position is £496,175 'net income over expenditure' against a budget of £460,556.

Half the precept, £544,297 has been received from the District Council (refer cost centre 70)

Afte educting precept in advance of £453,581, this represents 'net expenditure over income' of £42,594 (against a budget of £6,975 for April) and a positive variance of £35,619.

Movement is analysed as follows:

Net Expenditure over Income:	(£ 496,175)
Less precept in advance	£ 453,581
Net income	£ 42,594
Budget relating to April(exc. Income in adv.)	£ 6,975
Year to date variance	£ 35,619

Sevenoaks Town Council

Statement of Fund Balances as at 30 April 2018

£ (2017/18)		S&P Rating 31/03/2018 Short term	Long term	30/04/2018	£	%	Maturity	Interest rate
	Bank of Scotland							
800,000	Treasury deposit (1m)	A1	A	750,000				
					750,000	25.35%		0.65%
	National Westminster Bank	A2	BBB+					
10	Business Reserve Account			496				
803,069	Current Account			775,943				0.01%
1,000	Payroll Account			725				
1,000	HITB Youth café			1,000				
6,753	Sevenoaks Town Partnership			7,373				
11,265	Mayors Charity Account			34,541				
					820,078	27.72%		
	HSBC	A1+	AA-					
50,159	Business money manager			50,183				0.04%
					50,183	1.70%		
	Handelsbanken	A1+	AA-					
61,949	Deposit account (instant access)			62,693				0.15%
260,005	35 day notice account			260,005			35 days	0.25%
					322,698	10.91%		
	Nationwide	A1	A					
1,001,665	Instant Saver			1,004,990				0.45%
10,007	Sevenoaks Fund Instant Saver			10,046				0.45%
					1,015,036	34.30%		
	Clydesdale							
1	Current account	A2	BBB+	1	1			
676	Petty Cash				929	0.03%		
3,007,558					2,958,923	100.00%		

Sevenoaks Town Council

Working Capital Summary as at 30 April 2018

	B/fwd 01-Apr-18 £	Movement* £	C/fwd 30-Apr-18 £		30-Apr-17 £
Current Assets					
Stock	1,041	-	1,041		1,680
Trade debtors	46,260	2,953	49,214		37,844
VAT	27,715	17,591	45,306		57,993
Prepayments and other debtors	61,185	(5,204)	55,981		47,197
Cash at bank and in hand	2,175,341	783,583	2,958,923		3,007,558
	2,311,542	798,923	3,110,465		3,152,273
Current Liabilities					
Trade creditors	85,507	100,797	186,304		117,375
Accruals and other creditors	269,270	(125,448)	143,822		92,302
Prior Mayors charity account	-	-	-		-
Precept received in advance of budget	-	453,581	453,581	Note 1	429,011
Receipts in advance (rent and hall hire)	26,042	(49)	25,993		14,784
	380,819	428,881	809,700		653,472
Net Current Assets	1,930,723	370,042	2,300,765		2,498,801
Represented by:					
General Funds					
Revenue Reserves	307,905	84,454	392,359	Note 2	306,955
Earmarked/Designated Funds					
Pension Reserve	2,814	-	2,814		2,814
Rolling Capital Prog Revenue Reserve	53,502	-	53,502		20,059
Street Lighting Reserve	7,737	-	7,737		7,337
Community Centre Reserve	16,398	-	16,398		13,398
Stag Winding Up Reserve	6,000	-	6,000		5,000
Planning Fees Reserve	12,500	-	12,500		12,500
Youth Activities Reserve	-	-	-		15,963
Contingency Provision Reserve	55,442	-	55,442		10,263
Pension Deficit Reserve	-	-	-		69,866
Capital Receipts Reserve	1,279,584	(12,506)	1,267,077		1,957,476
CIL Earmarked Reserve	99,993	310,061	410,054		27,783
Capital Projects Reserve	-	-	-		-
No 8 bus Reserve	63,529	(3,005)	60,525	Note 3	40,092
QH Allotments Key Reserve	4,035	-	4,035		
Mayor's Charity Reserve	21,284	(8,962)	12,321	Note 4	9,296
	1,622,818	285,588	1,908,406		2,191,846
	1,930,723	370,042	2,300,765		2,498,801

* 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 is currently £543,581 representing 5 months operational costs

Note 2 The year to date inflow in revenue reserves of £84,454 reflects revenue income of £134,816 less revenue expenditure of £92,221. Net capital expenditure for the year of is a credit of £41,859 due to timing difference on invoices.

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

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

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Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2018

Cost Centre Report

Month No : 1

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
11	Planning - General									
4010	Gross Pay	2,660	2,660	0	2,660	2,660	0	31,920		29,260
6240	Computer/ Data Base/WP's	0	0	0	0	0	0	510		510
6630	Professional Fees	405	400	-5	405	400	-5	2,000		1,595
6720	Books and Periodicals	0	0	0	0	0	0	300		300
7500	Local Organisations Grants	0	0	0	0	0	0	150		150
	Planning - General :- Expenditure	**3,065**	**3,060**	**-5**	**3,065**	**3,060**	**-5**	**34,880**	**0**	**31,815**
	Net Expenditure over Income	**3,065**	**3,060**	**-5**	**3,065**	**3,060**	**-5**	**34,880**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2018

Month No : 1

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
21	O/ Spaces & Leisure - General									
4010	Gross Pay	11,393	13,500	2,107	11,393	13,500	2,107	162,000		150,607
4270	Employers Pension Contribution	687	876	189	687	876	189	10,510		9,823
5013	Graffiti Removal	-1,000	500	1,500	0	500	500	1,500		1,500
5025	Lower St Johns Toilets	428	696	268	428	696	268	8,350		7,922
5026	Greatness Rec Convenience	0	500	500	0	500	500	6,000		6,000
5030	St Nicholas Burial Ground	69	0	-69	69	0	-69	0		-69
5040	Footpaths, Bridle Ways, ROW	0	0	0	0	0	0	150		150
5050	Seats And Litter Bins	1,475	0	-1,475	1,357	0	-1,357	2,600		1,244
5060	Sevenoaks Common	-315	0	315	-315	0	315	3,500		3,815
5065	Tree Safety Survey	-3,700	0	3,700	-3,700	0	3,700	3,600		7,300
5070	Other Woodlands	315	0	-315	315	0	-315	3,200		2,885
5110	Raleys/ K P Pavilion	0	100	100	0	100	100	2,080		2,080
5120	Raleys/KP Pitch & Grnd Mtce.	0	0	0	0	0	0	4,845		4,845
5310	Miscellaneous Open Spaces	-20,055	1,792	21,847	239	1,792	1,553	21,500		21,261
5316	Skatepark Maintenance	-2,000	0	2,000	0	0	0	2,550		2,550
5317	Raleys Car Park	0	0	0	0	0	0	480		480
5320	Fertilizers	-1,000	0	1,000	-500	0	500	1,200		1,700
5330	Grass Seed	-214	0	214	786	0	-786	1,950		1,164
5340	Plants	153	0	-153	153	0	-153	2,700		2,547
5410	Repairs & General Maintenance	-907	125	1,032	93	125	32	1,500		1,407
5413	Community Infrastucture (CIL)	2,467	0	-2,467	0	0	0	0		0
5500	Equipment Hired and New	-1,126	252	1,378	-1,126	252	1,378	8,000		9,126
5525	Equipment Maintenance	-2,170	120	2,290	-2,170	120	2,290	8,000		10,170

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2018

Cost Centre Report

Month No : 1

Code	Heading	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
5550	Vehicle Expenses	495	2,830	2,335	495	2,830	2,335	3,400		2,905
5700	Fuel	457	500	43	521	500	-21	6,000		5,479
6000	Rent, Rates & Water	-976	0	976	-476	0	476	1,500		1,976
6010	Light Heat & Cleaning	164	170	6	164	170	6	2,040		1,876
6101	Telephone	12	17	5	12	17	5	200		188
6104	Mobile Telephone	23	25	2	23	25	2	300		277
6320	Staff Training	0	208	208	0	208	208	2,500		2,500
6330	Welfare/Hospitality	33	17	-16	33	17	-16	200		167
6730	Subscriptions	0	150	150	0	150	150	200		200
6812	Road Dues	0	0	0	0	0	0	2,000		2,000
6851	Bus Shelter Maintenance	0	15	15	0	15	15	170		170
6900	Sundry Expenses	0	8	8	0	8	8	100		100
6922	Health&Safety/Risk Assessments	0	50	50	0	50	50	1,500		1,500
6930	Alarm Maintenance	0	0	0	0	0	0	700		700
6931	CCTV Maintenance	-500	0	500	-250	0	250	1,200		1,450
6934	Waste Bin Collection-Dog Bins	619	675	56	619	675	56	2,700		2,081
6935	Waste Bin Disposal-Waste Bins	64	0	-64	64	0	-64	4,000		3,936
6952	Protective Clothing	106	117	12	106	117	12	1,400		1,295
	O/ Spaces & Leisure - General :- Expenditure	**-15,004**	**23,243**	**38,247**	**9,019**	**23,243**	**14,224**	**286,325**	**0**	**277,306**
1022	Letting & Hire of Facilities	2,423	0	2,423	2,423	0	2,423	20,000		
1208	Food Fair Income	1,050	0	1,050	1,050	0	1,050	0		
1316	Raleys Car Park Permits	0	45	-45	0	45	-45	1,030		
1350	Revenue Grant income	1,883	0	1,883	0	0	0	0		
1470	Income from Other Departments	13	0	13	13	0	13	0		

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Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2018

Cost Centre Report

Month No : 1

		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
1850	Log Sales	0	0	0	0	0	0	1,200		
1990	Other Income	1,675	155	1,520	1,675	155	1,520	720		
2012	CIL income allocation	2,467	0	2,467	0	0	0	0		
	O/ Spaces & Leisure - General :- Income	**9,511**	**200**	**9,311**	**5,161**	**200**	**4,961**	**22,950**		
	Net Expenditure over Income	**-24,515**	**23,043**	**47,558**	**3,858**	**23,043**	**19,185**	**263,375**		

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Sevenoaks Town Council

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Cost Centre Report

Month No : 1

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
22	O/ Spaces & Leisure - Cemetery									
4010	Gross Pay	5,129	5,000	-129	5,129	5,000	-129	60,000		54,871
4270	Employers Pension Contribution	433	492	59	433	492	59	5,900		5,467
5210	Cemetery Chapel & Office	0	0	0	0	0	0	170		170
5230	Cemetery Wshop/Messroom Mtce	34	0	-34	34	0	-34	170		136
5340	Plants	56	0	-56	0	0	0	0		0
5410	Repairs & General Maintenance	-741	84	825	0	84	84	1,000		1,000
5500	Equipment Hired and New	-70	136	206	-70	136	206	2,140		2,210
5525	Equipment Maintenance	1,191	0	-1,191	1,191	0	-1,191	2,400		1,209
5700	Fuel	127	75	-52	127	75	-52	900		773
6000	Rent, Rates & Water	450	555	105	450	555	105	5,700		5,250
6010	Light Heat & Cleaning	0	100	100	0	100	100	1,200		1,200
6101	Telephone	44	61	17	44	61	17	730		686
6104	Mobile Telephone	0	3	3	0	3	3	40		40
6200	Printing & Stationery	318	17	-301	318	17	-301	200		-118
6240	Computer/ Data Base/WP's	-800	0	800	-800	0	800	380		1,180
6320	Staff Training	0	0	0	0	0	0	1,500		1,500
6330	Welfare/Hospitality	15	13	-2	15	13	-2	150		135
6500	Goods for Resale	10	17	7	0	17	17	200		200
6630	Professional Fees	90	0	-90	90	0	-90	100		10
6730	Subscriptions	90	100	10	90	100	10	100		10
6802	Trees Plants Turf & Fertilizer	-56	200	256	0	200	200	1,500		1,500
6822	Roads Path & Boundaries	0	0	0	0	0	0	550		550
6832	Lawn/Wall of Remembrance	-10	0	10	0	0	0	100		100

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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
6900	Sundry Expenses	0	4	4	0	4	4	50		50
6922	Health&Safety/Risk Assessments	0	0	0	0	0	0	970		970
6930	Alarm Maintenance	0	0	0	0	0	0	1,150		1,150
6932	Cemetery Security	370	425	55	370	425	55	5,100		4,730
6935	Waste Bin Disposal-Waste Bins	0	100	100	0	100	100	1,200		1,200
6952	Protective Clothing	0	50	50	0	50	50	600		600
	O/ Spaces & Leisure - Cemetery :- Expenditure	**6,680**	**7,432**	**752**	**7,420**	**7,432**	**12**	**94,200**	**0**	**86,780**
1700	Cemetery Income	5,583	6,167	-584	5,583	6,167	-584	74,000		
	O/ Spaces & Leisure - Cemetery :- Income	**5,583**	**6,167**	**-584**	**5,583**	**6,167**	**-584**	**74,000**		
	Net Expenditure over Income	**1,097**	**1,265**	**168**	**1,837**	**1,265**	**-572**	**20,200**		

Sevenoaks Town Council

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Cost Centre Report

Month No : 1

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
23	O/ Spaces & Leisure- Allotment									
4010	Gross Pay	541	210	-331	541	210	-331	3,300		2,759
4270	Employers Pension Contribution	0	40	40	0	40	40	500		500
5410	Repairs & General Maintenance	2,217	0	-2,217	2,217	0	-2,217	1,590		-627
6000	Rent, Rates & Water	-1,000	0	1,000	-500	0	500	1,760		2,260
6922	Health&Safety/Risk Assessments	0	0	0	0	0	0	300		300
	O/ Spaces & Leisure- Allotment :- Expenditure	**1,758**	**250**	**-1,508**	**2,258**	**250**	**-2,008**	**7,450**	**0**	**5,192**
1010	Rental Income	0	0	0	0	0	0	880		
1047	QH Allotments Income	95	0	95	95	0	95	3,150		
	O/ Spaces & Leisure- Allotment :- Income	**95**	**0**	**95**	**95**	**0**	**95**	**4,030**		
	Net Expenditure over Income	**1,663**	**250**	**-1,413**	**2,163**	**250**	**-1,913**	**3,420**		

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Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2018

Cost Centre Report

Month No : 1

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
26	Open Spaces-Street Lighting/Ge									
6861	Public Clock Maintenance	17	200	183	17	200	183	1,000		983
6862	Street Lighting	-4,662	2,600	7,262	338	2,600	2,262	12,644		12,306
6865	In Bloom Costs	379	0	-379	379	0	-379	16,224		15,845
	Open Spaces-Street Lighting/Ge :- Expenditure	**-4,265**	**2,800**	**7,065**	**735**	**2,800**	**2,065**	**29,868**	**0**	**29,133**
1263	Cont'ns to street lighting	0	0	0	0	0	0	7,197		
1266	Do not use	100	0	100	0	0	0	0		
1997	In Bloom Income	430	400	30	430	400	30	1,224		
	Open Spaces-Street Lighting/Ge :- Income	**530**	**400**	**130**	**430**	**400**	**30**	**8,421**		
	Net Expenditure over Income	**-4,795**	**2,400**	**7,195**	**305**	**2,400**	**2,095**	**21,447**		

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Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2018

Cost Centre Report

Month No : 1

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
28	O/ Spaces & Leisure-Vine Cafe									
4010	Gross Pay	3,879	3,500	-379	3,879	3,500	-379	43,800		39,921
4270	Employers Pension Contribution	101	117	16	101	117	16	1,700		1,599
5410	Repairs & General Maintenance	0	42	42	0	42	42	500		500
5500	Equipment Hired and New	960	150	-810	960	150	-810	1,800		840
5525	Equipment Maintenance	0	42	42	0	42	42	500		500
6000	Rent, Rates & Water	55	100	45	55	100	45	1,200		1,145
6010	Light Heat & Cleaning	28	0	-28	28	0	-28	1,600		1,572
6101	Telephone	25	25	0	25	25	0	300		275
6200	Printing & Stationery	12	0	-12	12	0	-12	30		18
6210	Postage & Courier	0	0	0	0	0	0	160		160
6240	Computer/ Data Base/WP's	0	13	13	0	13	13	150		150
6320	Staff Training	0	150	150	0	150	150	300		300
6460	Publicity & Democratic notices	0	21	21	0	21	21	250		250
6500	Goods for Resale	1,182	1,798	616	1,794	1,798	4	29,000		27,206
6533	Copyright Fees/Royalties	0	0	0	0	0	0	300		300
6635	Professional Fees Licensing	0	0	0	0	0	0	100		100
6900	Sundry Expenses	11	15	4	11	15	4	180		169
6922	Health&Safety/Risk Assessments	0	500	500	0	500	500	500		500
6930	Alarm Maintenance	0	0	0	0	0	0	500		500
6935	Waste Bin Disposal-Waste Bins	0	350	350	0	350	350	2,100		2,100
6976	Credit card charges	30	46	16	30	46	16	550		520
	O/ Spaces & Leisure-Vine Cafe :- Expenditure	**6,283**	**6,869**	**586**	**6,895**	**6,869**	**-26**	**85,520**	**0**	**78,625**

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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
1211	Sale of Goods	2,430	2,750	-320	2,696	2,750	-54	57,000		
1212	Events Management	0	0	0	0	0	0	28,525		
	O/ Spaces & Leisure-Vine Cafe :- Income	**2,430**	**2,750**	**-320**	**2,696**	**2,750**	**-54**	**85,525**		
	Net Expenditure over Income	**3,854**	**4,119**	**265**	**4,199**	**4,119**	**-80**	**-5**		

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Cost Centre Report

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		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
29	O/Spaces & Leisure-Vine Ground									
4010	Gross Pay	763	688	-75	763	688	-75	8,250		7,487
4270	Employers Pension Contribution	43	42	-1	43	42	-1	500		457
5010	Vine Area General Maintenance	750	283	-467	750	283	-467	3,400		2,650
5020	Vine Public Convenience	20	1,000	980	20	1,000	980	12,000		11,980
6000	Rent, Rates & Water	0	59	59	0	59	59	700		700
6010	Light Heat & Cleaning	0	0	0	0	0	0	65		65
6460	Publicity & Democratic notices	0	0	0	0	0	0	250		250
6635	Professional Fees Licensing	0	0	0	0	0	0	100		100
6868	Summer Concerts	-417	0	417	0	0	0	3,000		3,000
6931	CCTV Maintenance	0	0	0	0	0	0	620		620
	O/Spaces & Leisure-Vine Ground :- Expenditure	**1,158**	**2,072**	**914**	**1,575**	**2,072**	**497**	**28,885**	**0**	**27,310**
1208	Food Fair Income	0	0	0	0	0	0	3,152		
1805	Tea Kiosk Rental & Pavilion	773	0	773	773	0	773	3,180		
1870	Vine Club Insurance Contrib.	0	0	0	0	0	0	600		
1990	Other Income	-417	0	-417	0	0	0	0		
	O/Spaces & Leisure-Vine Ground :- Income	**356**	**0**	**356**	**773**	**0**	**773**	**6,932**		
	Net Expenditure over Income	**802**	**2,072**	**1,270**	**802**	**2,072**	**1,270**	**21,953**		

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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
30	F& G P - Bat & Ball Station									
4010	Gross Pay	0	0	0	0	0	0	15,216		15,216
4270	Employers Pension Contribution	0	0	0	0	0	0	5,214		5,214
5410	Repairs & General Maintenance	0	0	0	0	0	0	750		750
6000	Rent, Rates & Water	0	0	0	0	0	0	3,870		3,870
6010	Light Heat & Cleaning	0	0	0	0	0	0	3,498		3,498
6020	Insurance Cost	0	0	0	0	0	0	1,002		1,002
6101	Telephone	0	0	0	0	0	0	210		210
6460	Publicity & Democratic notices	0	0	0	0	0	0	2,802		2,802
6500	Goods for Resale	0	0	0	0	0	0	6,528		6,528
6633	Copyright Fees/Royalties	0	0	0	0	0	0	308		308
6635	Professional Fees Licensing	0	0	0	0	0	0	270		270
6922	Health&Safety/Risk Assessments	0	0	0	0	0	0	482		482
6930	Alarm Maintenance	0	0	0	0	0	0	600		600
6931	CCTV Maintenance	0	0	0	0	0	0	300		300
6935	Waste Bin Disposal-Waste Bins	0	0	0	0	0	0	600		600
	F& G P - Bat & Ball Station :- Expenditure	**0**	**0**	**0**	**0**	**0**	**0**	**41,650**	**0**	**41,650**
1022	Letting & Hire of Facilities	0	0	0	0	0	0	18,017		
1211	Sale of Goods	0	0	0	0	0	0	16,321		
	F& G P - Bat & Ball Station :- Income	**0**	**0**	**0**	**0**	**0**	**0**	**34,338**		
	Net Expenditure over Income	**0**	**0**	**0**	**0**	**0**	**0**	**7,312**		

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Cost Centre Report

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		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
31	F & G P - Establishments									
4010	Gross Pay	23,677	24,750	1,073	24,096	24,750	654	297,000		272,904
4270	Employers Pension Contribution	2,442	2,917	475	2,442	2,917	475	35,000		32,558
4271	Pension Deficiency	5,833	5,667	-166	5,833	5,667	-166	68,000		62,167
5500	Equipment Hired and New	268	208	-60	276	208	-68	2,500		2,224
6010	Light Heat & Cleaning	64	0	-64	0	0	0	0		0
6020	Insurance Cost	7,445	13,000	5,555	7,445	13,000	5,555	17,000		9,555
6101	Telephone	378	208	-170	304	208	-96	2,500		2,196
6103	Fax	-114	8	122	0	8	8	100		100
6200	Printing & Stationery	2,495	1,217	-1,278	2,495	1,217	-1,278	14,600		12,105
6210	Postage & Courier	623	420	-203	623	420	-203	5,000		4,377
6240	Computer/ Data Base/WP's	1,070	720	-350	1,070	720	-350	13,580		12,510
6241	Website Costs	0	0	0	0	0	0	880		880
6242	I.T. Infrastructure	0	0	0	0	0	0	5,200		5,200
6281	Furnishings,Furniture/Eqpt	0	0	0	0	0	0	1,400		1,400
6300	Computers Accountancy	1,395	0	-1,395	1,395	0	-1,395	4,000		2,605
6315	Recruitment Costs	140	333	193	140	333	193	4,000		3,860
6320	Staff Training	0	417	417	0	417	417	5,000		5,000
6321	Investors in People	-775	0	775	0	0	0	790		790
6330	Welfare/Hospitality	379	164	-215	379	164	-215	1,970		1,591
6410	Civic Exps/Annual Reception	0	0	0	0	0	0	1,650		1,650
6415	Gifts/hospitality	0	55	55	0	55	55	400		400
6420	Annual Parish Meeting	0	0	0	0	0	0	100		100
6421	Honour Bd. Badges & Insignia	1,158	70	-1,088	1,158	70	-1,088	250		-908

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		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6433	Mayors Allowance 2017/18	-942	0	942	-436	0	436	0		436
6434	Mayor's Car Allwnce 2017/18	-2,300	0	2,300	0	0	0	0		0
6435	Members Expenses	0	0	0	0	0	0	3,930		3,930
6437	Mayors Allowance 2018/19	26	433	407	26	433	407	5,200		5,174
6438	Mayors Car Allowance 2018/19	0	0	0	0	0	0	2,340		2,340
6440	Press Notices	678	130	-548	678	130	-548	1,500		822
6450	Bye Laws	0	0	0	0	0	0	100		100
6460	Publicity & Democratic notices	580	630	50	580	630	50	2,400		1,820
6461	Banner Costs	0	85	85	0	85	85	1,020		1,020
6610	Audit Fees	-2,520	0	2,520	-1,020	0	1,020	5,200		6,220
6619	Irrecoverable VAT	-7,400	0	7,400	0	0	0	6,000		6,000
6620	Legal Expenses	0	0	0	0	0	0	5,000		5,000
6630	Professional Fees	260	0	-260	260	0	-260	0		-260
6635	Professional Fees Licensing	810	0	-810	810	0	-810	1,980		1,171
6710	Conference Fees & Expenses	15	0	-15	15	0	-15	2,300		2,285
6720	Books and Periodicals	0	32	32	0	32	32	380		380
6730	Subscriptions	1,861	2,000	139	1,861	2,000	139	3,500		1,639
6868	Summer Concerts	205	0	-205	205	0	-205	0		-205
6889	Waste Sacks	0	350	350	0	350	350	1,400		1,400
6900	Sundry Expenses	43	41	-2	43	41	-2	490		447
6922	Health&Safety/Risk Assessments	-884	0	884	-998	0	998	3,000		3,998
6975	Bank Charges	156	116	-40	156	116	-40	1,390		1,235
6976	Credit card charges	91	42	-49	91	42	-49	500		409
7010	Election Expenses	-3,000	0	3,000	0	0	0	3,000		3,000
7611	Contingency provision	-56,516	0	56,516	-6,337	0	6,337	108,330		114,667

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Month No : 1

		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
7614	Stag reserve	-1,000	0	1,000	0	0	0	1,000		1,000
	F & G P - Establishments :- Expenditure	**-23,360**	**54,013**	**77,373**	**43,589**	**54,013**	**10,424**	**640,880**	**0**	**597,291**
1115	Interest on Deposits	1,323	500	823	1,323	500	823	6,000		
1231	Banner Income	0	250	-250	0	250	-250	4,500		
1350	Revenue Grant income	2,386	0	2,386	0	0	0	0		
1470	Income from Other Departments	13	0	13	0	0	0	0		
1889	Waste Sacks Income	87	50	37	87	50	37	1,200		
1990	Other Income	2,463	501	1,962	2,476	501	1,975	1,700		
	F & G P - Establishments :- Income	**6,271**	**1,301**	**4,970**	**3,886**	**1,301**	**2,585**	**13,400**		
	Net Expenditure over Income	**-29,631**	**52,712**	**82,343**	**39,703**	**52,712**	**13,009**	**627,480**		

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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
32	F & G P - General									
5500	Equipment Hired and New	8	0	-8	0	0	0	0		0
6101	Telephone	39	0	-39	0	0	0	0		0
6490	Christmas Lights Switch On	-400	0	400	-200	0	200	26,000		26,200
6491	Remembrance Day/Civic Serv.	0	0	0	0	0	0	2,700		2,700
6495	Number 8 bus expenses	3,005	3,005	0	3,005	3,005	0	36,056		33,051
6869	Special Events	0	550	550	0	550	550	6,500		6,500
	F & G P - General :- Expenditure	**2,652**	**3,555**	**903**	**2,805**	**3,555**	**750**	**71,256**	**0**	**68,451**
1490	Christmas Lights Switch On	0	0	0	0	0	0	5,000		
1495	Number 8 bus income	3,005	3,005	0	3,005	3,005	0	36,056		
1990	Other Income	0	0	0	0	0	0	4,000		
	F & G P - General :- Income	**3,005**	**3,005**	**0**	**3,005**	**3,005**	**0**	**45,056**		
	Net Expenditure over Income	**-352**	**550**	**902**	**-200**	**550**	**750**	**26,200**		

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Month No : 1

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
33	F & G P - Council Offices									
4010	Gross Pay	0	1,575	1,575	0	1,575	1,575	18,900		18,900
4270	Employers Pension Contribution	0	47	47	0	47	47	570		570
5410	Repairs & General Maintenance	20	167	147	20	167	147	2,000		1,980
6000	Rent, Rates & Water	1,860	1,959	99	1,860	1,959	99	23,500		21,640
6010	Light Heat & Cleaning	30	215	185	94	215	121	6,000		5,906
6101	Telephone	48	0	-48	48	0	-48	0		-48
6510	Catering Expenses	0	0	0	0	0	0	130		130
6900	Sundry Expenses	0	8	8	0	8	8	90		90
6922	Health&Safety/Risk Assessments	-114	0	114	0	0	0	300		300
6930	Alarm Maintenance	0	0	0	0	0	0	1,400		1,400
6935	Waste Bin Disposal-Waste Bins	0	62	62	0	62	62	740		740
	F & G P - Council Offices :- Expenditure	**1,843**	**4,033**	**2,190**	**2,021**	**4,033**	**2,012**	**53,630**	**0**	**51,608**
1022	Letting & Hire of Facilities	1,543	1,194	349	1,543	1,194	349	14,319		
	F & G P - Council Offices :- Income	**1,543**	**1,194**	**349**	**1,543**	**1,194**	**349**	**14,319**		
	Net Expenditure over Income	**301**	**2,839**	**2,538**	**479**	**2,839**	**2,360**	**39,311**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2018

Cost Centre Report

Month No : 1

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
36	F & G P - Community Centre									
4010	Gross Pay	3,197	2,684	-513	3,197	2,684	-513	32,200		29,003
4270	Employers Pension Contribution	111	125	14	111	125	14	1,500		1,389
5410	Repairs & General Maintenance	-2,612	242	2,854	388	242	-146	2,900		2,512
6000	Rent, Rates & Water	368	0	-368	368	0	-368	6,700		6,332
6011	Electricity-SCC	209	225	16	209	225	16	2,700		2,491
6012	Gas-SCC	0	0	0	0	0	0	1,800		1,800
6013	Cleaning-SCC	0	66	66	0	66	66	800		800
6101	Telephone	36	33	-3	36	33	-3	400		365
6104	Mobile Telephone	8	7	-1	8	7	-1	80		72
6200	Printing & Stationery	0	6	6	0	6	6	70		70
6230	Office Furniture/Machinery	0	50	50	0	50	50	600		600
6240	Computer/ Data Base/WP's	0	25	25	0	25	25	300		300
6281	Furnishings,Furniture/Eqpt	0	0	0	0	0	0	320		320
6320	Staff Training	0	17	17	0	17	17	200		200
6460	Publicity & Democratic notices	0	42	42	0	42	42	500		500
6520	Refreshments for Resale	41	58	17	41	58	17	700		659
6533	Copyright Fees/Royalties	0	0	0	0	0	0	470		470
6635	Professional Fees Licensing	0	0	0	0	0	0	210		210
6842	Grounds Maintenance	0	42	42	0	42	42	500		500
6900	Sundry Expenses	0	4	4	0	4	4	50		50
6922	Health&Safety/Risk Assessments	-978	170	1,148	-978	170	1,148	300		1,278
6930	Alarm Maintenance	-1,702	0	1,702	0	0	0	2,000		2,000
6931	CCTV Maintenance	1,702	300	-1,402	0	300	300	300		300

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2018

Cost Centre Report

Month No : 1

Code	Heading	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	12	150	138	12	150	138	1,800		1,788
6939	Healthcare Services	0	159	159	0	159	159	1,900		1,900
	F & G P - Community Centre :- Expenditure	**392**	**4,405**	**4,013**	3,392	**4,405**	**1,013**	**59,300**	**0**	**55,908**
1022	Letting & Hire of Facilities	11,609	5,192	6,417	11,609	5,192	6,417	62,300		
1457	Indoor Activities	218	227	-9	218	227	-9	2,728		
	F & G P - Community Centre :- Income	**11,827**	**5,419**	**6,408**	**11,827**	**5,419**	**6,408**	**65,028**		
	Net Expenditure over Income	**-11,435**	**-1,014**	**10,421**	**-8,435**	**-1,014**	**7,421**	**-5,728**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2018

Cost Centre Report

Month No : 1

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
38	F & G P - Grants									
6937	Annual Subsidy-Comm Centre	25	83	58	25	83	58	1,000		975
6938	Annual Subsidy-Council Chamber	246	83	-163	246	83	-163	1,000		754
7500	Local Organisations Grants	250	0	-250	0	0	0	16,500		16,500
7502	Sevenoaks Summer Festival	0	0	0	0	0	0	5,000		5,000
7520	Twinning Support	-750	0	750	-250	0	250	1,000		1,250
7552	Youth Outreach	0	0	0	0	0	0	5,000		5,000
7555	Youth Council Support	-284	0	284	-237	0	237	500		737
7556	Stag Community Arts Centre	0	0	0	0	0	0	27,000		27,000
	F & G P - Grants :- Expenditure	**-513**	**166**	**679**	**-216**	**166**	**382**	**57,000**	**0**	**57,216**
	Net Expenditure over Income	**-513**	**166**	**679**	**-216**	**166**	**382**	**57,000**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2018

Cost Centre Report

Month No : 1

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
39	F & G P - Property									
5410	Repairs & General Maintenance	0	25	25	0	25	25	100		100
6000	Rent, Rates & Water	166	0	-166	166	0	-166	0		-166
	F & G P - Property :- Expenditure	**166**	**25**	**-141**	**166**	**25**	**-141**	**100**	**0**	**-66**
1044	Knole Padck Gd Rents&Wayleaves	0	0	0	0	0	0	19,250		
1045	Vine Ground Rents & Wayleaves	0	963	-963	0	963	-963	11,550		
1046	SCC Ground Rents & Wayleaves	375	0	375	375	0	375	3,900		
1469	O/S Ground Rents & Wayleaves	1,068	1,000	68	1,068	1,000	68	5,000		
	F & G P - Property :- Income	**1,443**	**1,963**	**-521**	**1,443**	**1,963**	**-521**	**39,700**		
	Net Expenditure over Income	**-1,277**	**-1,938**	**-662**	**-1,277**	**-1,938**	**-662**	**-39,600**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2018

Cost Centre Report

Month No : 1

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
40	Sevenoaks Town Partnership									
6101	Telephone	0	8	8	0	8	8	100		100
6200	Printing & Stationery	0	8	8	0	8	8	100		100
6240	Computer/ Data Base/WP's	42	42	0	42	42	0	500		458
6244	Information Screens	325	125	-200	325	125	-200	1,500		1,175
6322	Business Awards	464	0	-464	464	0	-464	7,500		7,036
6323	Business Show	390	2,500	2,110	390	2,500	2,110	2,500		2,110
6710	Conference Fees & Expenses	0	58	58	0	58	58	700		700
6900	Sundry Expenses	0	50	50	0	50	50	600		600
7000	Reinvestment	-5,425	0	5,425	0	0	0	2,500		2,500
7608	Friends of Bat & Ball	1,039	0	-1,039	0	0	0	1,000		1,000
7609	Vintage Bus Expenses	280	500	220	280	500	220	10,000		9,720
7616	Wellbeing show	0	1,000	1,000	0	1,000	1,000	2,500		2,500
	Sevenoaks Town Partnership :- Expenditure	**-2,885**	**4,291**	**7,176**	**1,501**	**4,291**	**2,790**	**29,500**	**0**	**27,999**
1206	Business Awards	0	0	0	0	0	0	7,000		
1207	Business Show	-890	3,000	-3,890	3,230	3,000	230	3,000		
1209	Wellbeing show income	-1,830	2,900	-4,730	0	2,900	-2,900	3,500		
1350	Revenue Grant income	0	0	0	0	0	0	1,000		
1435	Vintage Bus income	0	4,000	-4,000	0	4,000	-4,000	10,000		
1990	Other Income	-5,049	0	-5,049	0	0	0	0		
	Sevenoaks Town Partnership :- Income	**-7,769**	**9,900**	**-17,669**	**3,230**	**9,900**	**-6,670**	**24,500**		
	Net Expenditure over Income	**4,884**	**-5,609**	**-10,493**	**-1,729**	**-5,609**	**-3,880**	**5,000**		

05/06/2018

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Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2018

Cost Centre Report

Month No : 1

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
50	Youth Cafe									
4010	Gross Pay	3,472	3,333	-139	3,472	3,333	-139	40,000		36,528
4270	Employers Pension Contribution	74	41	-33	74	41	-33	500		426
5410	Repairs & General Maintenance	0	83	83	0	83	83	1,000		1,000
6010	Light Heat & Cleaning	-1,000	42	1,042	-500	42	542	500		1,000
6101	Telephone	44	46	3	44	46	3	560		517
6200	Printing & Stationery	1	42	41	1	42	41	500		499
6240	Computer/ Data Base/WP's	0	62	62	0	62	62	750		750
6281	Furnishings,Furniture/Eqpt	333	0	-333	333	0	-333	500		168
6320	Staff Training	0	0	0	0	0	0	400		400
6330	Welfare/Hospitality	23	0	-23	0	0	0	0		0
6340	Staff Uniforms	0	50	50	0	50	50	200		200
6415	Gifts/hospitality	72	0	-72	0	0	0	0		0
6460	Publicity & Democratic notices	0	42	42	0	42	42	500		500
6500	Goods for Resale	54	225	171	81	225	144	2,700		2,619
6573	Youth Magazine Expenditure	0	8	8	0	8	8	100		100
6635	Professional Fees Licensing	0	200	200	0	200	200	200		200
6900	Sundry Expenses	-94	13	107	0	13	13	150		150
6922	Health&Safety/Risk Assessments	0	0	0	0	0	0	400		400
	Youth Cafe :- Expenditure	**2,977**	**4,187**	**1,210**	**3,504**	**4,187**	**683**	**48,960**	**0**	**45,456**
1022	Letting & Hire of Facilities	-85	325	-410	-85	325	-410	3,900		
1211	Sale of Goods	301	276	25	249	276	-27	3,315		
1350	Revenue Grant income	-395	833	-1,228	0	833	-833	10,000		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2018

Month No : 1

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	-4,914	1,507	-6,421	0	1,507	-1,507	18,085		
	Youth Cafe :- Income	**-5,093**	**2,941**	**-8,034**	**164**	**2,941**	**-2,777**	**35,300**		
	Net Expenditure over Income	**8,069**	**1,246**	**-6,823**	**3,340**	**1,246**	**-2,094**	**13,660**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2018

Cost Centre Report

Month No : 1

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
60	Markets									
4010	Gross Pay	170	242	72	170	242	72	2,900		2,730
5410	Repairs & General Maintenance	0	0	0	0	0	0	100		100
5420	Saturday market charges	1,077	1,125	48	1,077	1,125	48	13,500		12,423
5421	Wednesday Market charges	1,962	1,750	-212	1,962	1,750	-212	21,000		19,038
5423	Friday market charges	0	1,125	1,125	0	1,125	1,125	13,500		13,500
6001	Blighs Market Charges	880	864	-16	880	864	-16	10,370		9,490
6010	Light Heat & Cleaning	18	41	23	18	41	23	500		482
6460	Publicity & Democratic notices	517	292	-225	517	292	-225	3,500		2,983
6900	Sundry Expenses	10	0	-10	-132	0	132	0		132
7000	Reinvestment	-12	0	12	0	0	0	16,957		16,957
	Markets :- Expenditure	**4,622**	**5,439**	**817**	**4,492**	**5,439**	**947**	**82,327**	**0**	**77,835**
1017	Rental Income Sat Market	1,295	2,028	-733	1,752	2,028	-276	24,337		
1018	Rental Income Wed Market	1,117	1,767	-651	1,117	1,767	-651	21,212		
1019	Rental Income Blighs Market	1,125	1,523	-399	1,398	1,523	-126	18,278		
1024	Rental Income Friday Market	0	1,541	-1,541	0	1,541	-1,541	18,500		
	Markets :- Income	**3,536**	**6,859**	**-3,323**	**4,266**	**6,859**	**-2,593**	**82,327**		
	Net Expenditure over Income	**1,086**	**-1,420**	**-2,506**	**226**	**-1,420**	**-1,646**	**0**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2018

Cost Centre Report

Month No : 1

	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	544,297	544,297	1	544,297	544,297	1	1,088,593		
Precept :- Income	**544,297**	**544,297**	**1**	**544,297**	**544,297**	**1**	**1,088,593**		
Net Expenditure over Income	**-544,297**	**-544,297**	**1**	**-544,297**	**-544,297**	**1**	**-1,088,593**		
Finance & General Purposes Expenditure	**-14,432**	**125,840**	**140,271**	**92,221**	**125,840**	**33,618**	**1,651,731**	**0**	**1,559,509**
Income	**577,563**	**586,396**	**-8,832**	**588,397**	**586,396**	**2,001**	**1,644,419**		
Net Expenditure over Income	**-591,995**	**-460,556**	**131,439**	**-496,175**	**-460,556**	**35,619**	**7,312**		

April 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 (Income)	Budget costs (Income)	Variance Fav/(adv)	Annual budget costs (Income)	Explanation of YTD variances
	Net YTD expenditure				
	£	£	£	£	
Planning Committee					
General	3,065	3,060	(5)	34,880	Tracking budget through April.
Open Spaces & Leisure Committee					
General	3,858	23,043	19,185	263,375	Accruals for March contracts to be invoiced post April. Invoices yet to be received. Favourable value in Gross Pay (£2,107)
Cemetery	1,837	1,265	(572)	20,200	Accruals for March contracts to be invoiced post April Invoices not yet received. Less income than budgeted (£584) for the month.
Allotments	2,163	250	(1,913)	3,420	Costs in Repairs & General Maintenance exceeding budget due to purchase of new notice board for Quakers Hall. Transfer to be made from capital receipts to fund the expenditure
Street lighting/ general	305	2,400	2,095	21,447	Timing difference
Vine Café	4,199	4,119	(80)	(5)	Slightly more income than budgeted and slightly less costs than budgeted. Largely tracking budget, New freezer resulted in a large adverse variance in 5500/28 (Equipment Hired and New).
Vine Grounds	802	2,072	1,270	21,953	Favourable variance largely due to income prepaid in March and the new contract for the Vine Public Convenience cleaning starting in April, but no invoice is due until May.

April 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

	Net YTD expenditure				
Cost Centre	Actual costs (Income)	Budget costs (Income)	Variance Fav/(adv)	Annual budget costs (Income)	Explanation of YTD variances
	£	£	£	£	
Finance & General Purposes Committee					
Bat & Ball Station			-	7,312	Due to open later in the year.
Establishments	39,703	52,712	13,009	627,480	Timing difference in Insurance and competitive renewal negotiation (£5,555). Timing difference in phasing of Contingency (£6,337) and a larger than expected amount of Other Income (£1,975) also contributed to the favourable variance.
General	(200)	550	750	26,200	A lack of spending against budgeted cost codes accounts for the favourable variance.
Council Offices	479	2,839	2,360	39,311	positive variance due to incorrect posting. Caretaker's salary to be transferred to Council Offices Cost Centre.
Community Centre	(8,435)	(1,014)	7,421	(5,728)	Favourable variance mainly due to much higher than expected income from Letting & Hire of Facilities (£6,417)
Grants	(216)	166	382	57,000	
Property	(1,277)	(1,938)	(662)	(39,600)	Variance due to timing difference with Vine rental income

4

ril 2018 Year to Date Variance analysis

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

st Centre	Net YTD expenditure: Actual costs (Income) £	Budget costs (Income) £	Variance Fav/(adv) £	Annual budget costs (Income) £	Explanation of YTD variances
evenoaks Town rtnership	(1,729)	(5,609)	(3,880)	5,000	Variance due to timing difference with Vintage Bus Income.
uth Cafe	3,340	1,246	(2,094)	13,660	Variance mainly due to timing/phasing differences with Grant and Fundraising income.
arkets	226	(1,420)	(1,646)	-	Variance mainly due to Friday market included in budget but which has not been finalised.
recept	(544,297)	(544,297)	-	(1,088,593)	
olling Cap udget	(538,035)	(460,794)	77,241		
otal (exc. apital items)	(496,175)	(460,556)	35,619		

ummary by Committee:

lanning	3,065	3,060	(5)	34,880
pen spaces & eisure	8,965	29,030	20,065	330,395
ine Café	4,199	4,119	(80)	(5)
inance & General Purpose	31,893	47,532	15,639	730,635
Precept	(544,297)	(544,297)	-	(1,088,593)
Rolling Capital Budget	(538,035)	(460,794)	77,241	(460,794)
Total (exc. Capital items)	(496,175)	(460,556)	35,619	

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Sevenoaks Town Council Year End 2018

ate :- 23/05/2018 USER : MB

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 12

ime :- 12:54

Supplier A/c Order

Ledger No 1 for Month No 12

Items marked with a * are disputed invoices.

ate	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
								Nominal Ledger Analysis			
0/03/2018	RE22441	23032	AAT	AAT001	-135.00	0.00	-135.00	6320	31	-135.00	23032/AAT fee J Miller paid sa
2/02/2018	1/II0427	22974	ALTOOFFICE	ALTO001	67.99	13.59	81.58	6200	31	67.99	22974/Altodigital Laser labels
6/02/2018	1/II1074	22969	ALTOOFFICE	ALTO001	166.50	33.30	199.80	6200	31	166.50	22969/Altodigital LL ink cartr
2/03/2018	I/C24969	23010	ALTOOFFICE	ALTO001	67.99	13.59	81.58	6200	31	67.99	23010/Cr laser labels
2/03/2018	1/C24969	23012	ALTOOFFICE	ALTO001	-81.58	0.00	-81.58	6200	31	-81.58	1/C24969/23012/Cr re laser lab
2/03/2018	RE23010	23011	ALTOOFFICE	ALTO001	-81.58	0.00	-81.58	6200	31	-81.58	RE23010/23011/contra
31/03/2018	1/II2762	23163	ALTOOFFICE	ALTO001	84.40	16.88	101.28	6200	31	84.40	23163/Ink cartridges / labels
20/03/2018	58700	23103	APPOINTMENT BUS	APP001	74.61	14.92	89.53	6200	31	18.24	23103/Oki mono copies
								6200	31	56.37	23103/Oki colour copies
31/03/2018	58768	23126	APPOINTMENT BUS	APP001	59.60	11.92	71.52	6200	31	45.20	23126/copier charges
								6200	36	14.40	23126/copier charges
09/03/2018	10996	23063	ARK TRADING	ARK001	74.99	15.00	89.99	6952	22	74.99	23063/Doc martin - safety shoe
20/11/2017	10708	23120	ARK TRADING	ARK001	45.60	9.12	54.72	6952	21	25.80	10708/23120/Ark Trading
								6869	32	19.80	10708/23120/Ark Trading
19/02/2018	63244	23039	ASTRA SECURITY	AST001	255.86	51.17	307.03	6002	23	255.86	23039/Paddlocks for QH
15/03/2018	15032018	23076	BANKLINE	BANKL01	90.70	0.00	90.70	6975	31	90.70	23076/NatWest Bankline fees
07/03/2018	005012553	22970	BBS	BBS001	1,066.00	213.20	1,279.20	9062	91	1,066.00	22970/Bat & ball initila fees
20/03/2018	RE21532	23037	BOOKER	BOOK001	4.79	0.00	4.79	6500	28	4.79	RE21532/23037/Booker Wholesale
20/03/2018	CORECTION	23038	BOOKER	BOOK001	-9.58	0.00	-9.58	6500	28	-9.58	CORECTION/23038CONTRA
17/03/2018	VP4171457	23107	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	23107/Chapel tel chrgs Mar 18
09/03/2018	09032018	23083	BRITISH GAS - CL	BRIT005	202.97	10.13	213.10	9012	91	202.97	23083/Cem Lodge gas/Electric
30/03/2018	32036	23176	BSP LIMITED	BSP001	190.00	38.00	228.00	6935	21	190.00	23176/BSP Skip hire
20/03/2018	2036	23146	A CHAILI	CHAI001	140.00	0.00	140.00	9012	91	140.00	23146/burst pipes cemetery
08/03/2018	98482	22978	CURD & CURE	CHS001	68.04	0.00	68.04	6500	28	68.04	22978/Food supplies V/Cafe
29/03/2018	99659	23128	CURD & CURE	CHS001	34.02	0.00	34.02	6500	28	34.02	23128/Cafe supplies
28/03/2018	23580	23148	COLIN TOMS & PRTRS	COL001	1,500.00	300.00	1,800.00	9063	91	1,500.00	23148/struct scheme design
16/03/2018	147146	23100	CONNECTAPHONE	CON001	580.07	116.01	696.08	6101	36	11.49	23100/ Tel - Comm Centre
								6101	22	17.11	23100/ Tel - Cemetery

Ledger No 1 for Month No 12

Items marked with a * are disputed invoices.

Supplier A/c Order

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
								6101	21	11.94	23100/ Tel - open spaces
								6101	31	283.88	23100/ Tel - STC offices
								6101	22	255.65	23100/ Tel - Cemetery reconnec
04/03/2018	61803588	22964	LOCAL WORLD	COUR001	97.50	19.50	117.00	6440	31	97.50	22964/March meetings advertisi
11/03/2018	61809892	22979	LOCAL WORLD	COUR001	117.00	23.40	140.40	6460	31	117.00	/22979/Public otices march 18
20/03/2018	REONA/C18	23036	LOCAL WORLD	COUR001	4.33	0.00	4.33	6720	31	4.33	23036/NEWSPAPERS 2016
20/03/2018	REONACC17	23035	LOCAL WORLD	COUR001	4.33	0.00	4.33	6720	31	4.33	23035/NEWSPAPERS 2016
31/03/2018	61829653	23138	LOCAL WORLD	COUR001	635.55	127.11	762.66	6315	31	317.77	23138/Hert engage officer
								9062	91	317.78	23138/Hert engage officer
28/02/2018	3124	22988	CREATIVE PRODUCTIONS	CPR001	396.00	79.20	475.20	6200	31	396.00	22988/Annual budget flyers
09/03/2018	3145	22977	CREATIVE PRODUCTIONS	CPR001	80.00	16.00	96.00	6200	31	80.00	22977/No 8 Bus leaflets
16/03/2018	3159	23080	CREATIVE PRODUCTIONS	CPR001	662.50	132.50	795.00	6200	31	662.50	23080/Annual report x 500 prin
22/03/2018	3215	23106	CREATIVE PRODUCTIONS	CPR001	41.50	8.30	49.80	9062	91	41.50	23106/HLF Bat & Bat banner
28/03/2018	0092018	23127	CRISIS BOARDROOM	CRIS001	795.00	159.00	954.00	5500	31	795.00	23127/CRISIS BOARDROOM kit
01/02/2018	7680403	23094	DAISY	DAIS01	157.97	31.61	189.58	6101	36	39.49	23094/Daisy final costs
								6101	31	39.49	23094/Daisy final costs
								6101	32	39.49	23094/Daisy final costs
								6101	21	39.50	23094/Daisy final costs
23/03/2018	72830	23147	DE JAGER &SONS	DEJAG001	126.50	25.30	151.80	5340	21	70.95	23147/plants
								5340	22	55.55	23147/plants
13/02/2018	9393	22980	STREETLIGHTS	DIR001	41.25	8.25	49.50	6862	26	41.25	22980/Farnaby Dr Streetlight
09/03/2018	GRANTMAR	23020	DIVINE SINGERS	DIV001	300.00	0.00	300.00	7500	38	300.00	23020/D'Vine Singers Grant
02/03/2018	H1583274FE	22983	E-ON	E-ON	3,983.60	796.72	4,780.32	6862	26	3,983.60	22983/Street lighting fees
04/10/2017	31996	23158	EDGE IT	EDG001	746.60	149.32	895.92	6240	11	298.64	23158/Edge IT support
								6240	22	447.96	23158/Edge IT support
27/03/2018	10769	23115	EDWARD TYRRELL	EDW002	9.14	1.83	10.97	5410	28	9.14	23115/Vine elec installation
28/03/2018	24161	23153	EDWARD TYRRELL	EDW002	2,130.00	426.00	2,556.00	7611	31	2,130.00	23153/storage - bollards Julia
06/03/2018	10720	23185	EDWARD TYRRELL	EDW002	14.60	2.92	17.52	6802	22	14.60	23185/tree posts
02/03/2018	0002512234	22982	ELITE	⁻ᴱS001	74.54	0.00	74.54	6500	28	74.54	22982/Elite Food Supplies

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Sevenoaks Town Council Year End 2018

Date :- 23/05/2018

USER : MB

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 12

Time :- 12:54

Supplier A/c Order

Ledger No 1 for Month No 12

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
								Nominal Ledger Analysis			
08/03/2018	0002516349	22981	ELITE	EFS001	174.36	10.06	184.42	6500	28	174.36	22981/V/C Food Supplies
15/03/2018	2521790	23081	ELITE	EFS001	144.71	16.34	161.05	6500	28	144.71	23081/Vine cafe supplies
02/03/2018	CN2526595	23105	ELITE	EFS001	-74.34	0.00	-74.34	6500	28	-74.34	23105/VC supplies
22/03/2018	0002527698	23104	ELITE	EFS001	84.48	2.41	86.89	6500	28	84.48	23104/VC supplies
23/03/2018	2529000	23111	ELITE	EFS001	61.95	0.00	61.95	6500	28	61.95	23111/Vine cafe supplies
28/03/2018	2533859	23130	ELITE	EFS001	42.24	0.00	42.24	6500	28	42.24	23130/Food Supplies
28/03/2018	2537257	23131	ELITE	EFS001	-42.24	0.00	-42.24	6500	28	-42.24	23131/Elite Food supplies cred
29/03/2018	2535046	23129	ELITE	EFS001	42.30	0.00	42.30	6500	28	42.30	23129/Food Supplies
28/02/2018	1445	23053	ATLAS/EMPRISE SVS	EMP001	359.81	71.96	431.77	6932	22	359.81	23053/Feb Lock.Unlock Cemetery
31/03/2018	3531	23173	ATLAS/EMPRISE SVS	EMP001	380.51	76.10	456.61	6932	22	380.51	23173/March lock up/unlock
01/03/2018	720468	22984	EXPRESS FACTORS	EXPR001	40.00	8.00	48.00	5525	21	40.00	22984/BSG mower
09/03/2018	721748	23054	EXPRESS FACTORS	EXPR001	15.60	3.12	18.72	5525	21	15.60	23054/Cable ties
07/02/2018	04029929	23052	FAIRALLS	FAIR001	11.04	2.22	13.26	6822	22	11.04	23052/Cemetery fences
16/02/2018	0430160	23051	FAIRALLS	FAIR001	7.98	1.60	9.58	5310	21	7.98	23051/Post mix Julians meadow
22/02/2018	04030263	23050	FAIRALLS	FAIR001	13.97	2.80	16.77	5310	21	13.97	23050/sand and cement
08/03/2018	4030589	23178	FAIRALLS	FAIR001	23.01	4.60	27.61	5500	22	23.01	23178/Tape measure
13/03/2018	4030722	23182	FAIRALLS	FAIR001	7.97	1.59	9.56	5050	21	7.97	23182/Seat - upper high street
13/03/2018	4030744	23177	FAIRALLS	FAIR001	17.33	3.47	20.80	5525	21	17.33	23177/ Drill bit
17/03/2018	13497	23079	FIRST INTUITION	FIM001	61.00	4.00	65.00	4010	31	61.00	23079/J Miller exam fees
25/01/2018	45/17	23121	A & B FIRST AID	FIRS003	315.00	0.00	315.00	6320	21	315.00	23121/First Aid training
15/03/2018	SI182051	23169	FLEET LINE	FLEE001	589.50	117.90	707.40	5500	21	589.50	23169/Paint marker
26/03/2018	1018939	23154	FORGE GARAGE	FORG001	334.31	66.87	401.18	5550	21	334.31	23154/GK14XVU serv & MOT
09/03/2018	GRANTMAR	23017	FRIENDS OF RHEINBACH	FRIE002	250.00	0.00	250.00	7500	38	250.00	23017/Rheinbach Grant
27/03/2018	425897	23144	GAZA TIMBER	GAZA001	53.98	10.80	64.78	5500	22	53.98	23144/new grave equip
26/03/2018	526	23180	GCJR CONSULTANTS	GCJR001	4,000.00	800.00	4,800.00	6630	40	4,000.00	23180/BID develpment
26/03/2018	527	23181	GCJR CONSULTANTS	GCJR001	1,000.00	200.00	1,200.00	6630	40	1,000.00	23181/BID development
24/03/2018	23154	23114	GEER	GEER001	87.00	17.40	104.40	5410	33	87.00	23114/Glow warm boiler service
24/03/2018	23155	23113	GEER	GEER001	299.80	59.96	359.76	5410	36	299.80	23113/Boiler /Cooker repairs
29/01/2018	148	23091	GLENN BALL	GLE001	2,465.80	0.00	2,465.80	7611	31	2,465.80	23091/G Ball-Vine access ramp

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Ledger No 1 for Month No 12

Supplier A/c Order

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
								Nominal Ledger Analysis			
28/02/2018	1656	22985	GO COACH	GO001	3,004.69	0.00	3,004.69	6492	26	3,872.89	22985/NO 8 +452 buses
								1495	32	-868.20	22985/NO 8 income
31/03/2018	300469	23179	GO COACH	GO001	3,004.69	0.00	3,004.69	6495	32	3,863.79	/23179/No 8 bus expns
								1495	32	-859.10	23179/No 8 bus invomce
05/03/2018	05/780800	23059	GREENHAM	GREE001	33.20	6.64	39.84	5500	21	16.60	23059/Snow shovel
								5500	22	8.30	23059/Snow shovel
								5500	32	8.30	23059/Snow shovel
06/03/2018	05/780801	23060	GREENHAM	GREE001	50.09	10.02	60.11	6952	21	50.09	23060/K Jenner Boots
28/02/2018	9271	23055	HARDWARE CENTRE	HARD001	22.96	4.59	27.55	5410	28	3.57	23055/cafe repairs
								5525	21	19.39	23055/General repairs
31/03/2018	9303	23168	HARDWARE CENTRE	HARD001	81.92	16.38	98.30	5410	39	20.82	23168/Sashlock
								5410	23	2.16	23168/hinge
								5230	22	4.66	23168/various hardware
								5316	21	54.28	23168/various hardware
28/02/2018	10401	22986	HELIOCENTRIX	HELI001	561.52	112.30	673.82	6240	31	561.52	22986/Laptop for AW + STC
28/02/2018	10403	22999	HELIOCENTRIX	HELI001	229.00	45.80	274.80	6240	31	229.00	22999/Vigor 2862n Router
28/02/2018	10435	23086	HELIOCENTRIX	HELI001	400.00	80.00	480.00	6241	31	400.00	23086/Website amendments
31/03/2018	10503	23132	HELIOCENTRIX	HELI001	937.43	187.49	1,124.92	6240	31	937.43	10503/23132/Heliocentrix Ltd
28/02/2018	1718-48857	23099	INSTITUTE OF GROUNDS	INST001	140.87	9.13	150.00	110	0	140.87	23099/Inst Groundsman annual f
09/03/2018	GRANTMAR	23019	KENT YOUTH JAZZ	JAZZ001	500.00	0.00	500.00	7500	38	500.00	23019/Kent Youth Jazz Grant
26/03/2018	2995904	23139	JCB GREENSHIELDS	JCB001	430.00	86.00	516.00	5525	22	430.00	23139/serv & rep excavator
26/03/2018	2995905	23140	JCB GREENSHIELDS	JCB001	328.27	65.65	393.92	5525	22	328.27	23140/Serv Dumper truck
16/01/2018	1802	23093	JJ BROOKS	JJB001	680.00	136.00	816.00	5010	29	680.00	23093/Vine bridge painting
15/03/2018	1824	23069	JJ BROOKS	JJB001	3,356.90	675.38	4,032.28	7611	31	3,356.90	23069/Water heater & boiler
22/03/2018	STC005	23108	JENNIE THOMAS	JTH001	500.00	0.00	500.00	6200	31	500.00	23108/Annual report design fee
16/03/2018	GRANTMAR	23028	KATHRYN WINKETT	KAT002	100.00	0.00	100.00	7500	38	100.00	23028/Kathryn Winkett Grant
02/03/2018	13095494	22965	KCC KCS	KCC003	98.89	19.78	118.67	6281	31	98.89	22965/KCC snow plough
08/03/2018	13099039	22990	KCC KCS	KCC003	40.33	8.07	48.40	6200	31	40.33	22990/Files & Envelopes
08/12/2017	13039504	23068	KCC KCS	KCC003	71.95	14.39	86.34	6200	31	71.95	/23068/stationary

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Date :- 23/05/2018 — Sevenoaks Town Council Year End 2018 — USER : MB

Time :- 12:54 — PURCHASE LEDGER INVOICE LISTING FOR MONTH No 12

Supplier A/c Order

Ledger No 1 for Month No 12

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
16/03/2018	13104972	23118	KCC KCS	KCC003	130.45	26.09	156.54	6200	31	107.60	23118/Stationary
								6010	33	22.85	23118/Stationary
27/03/2018	13111176	23119	KCC KCS	KCC003	12.30	2.46	14.76	6200	31	12.30	23119/stationary
28/03/2018	113112149	23133	KCC KCS	KCC003	98.15	19.63	117.78	6200	31	76.20	23133/copier paper
								6010	33	21.95	23133/cleaning supplies
28/03/2018	13112150	23134	KCC KCS	KCC003	8.35	1.67	10.02	6200	31	8.35	23134/envelopes
28/03/2018	13112151	23135	KCC KCS	KCC003	2.15	0.43	2.58	6200	31	2.15	23135/Staples
29/03/2018	13112924	23141	KCC KCS	KCC003	137.70	27.54	165.24	6010	21	59.00	23141/refuse sacks
								6010	22	35.25	23141/cleaning supplies
								5020	21	43.45	23141/cleaning supplies
31/03/2018	RE21287	23157	KCC KCS	KCC003	-0.08	-0.02	-0.10	6010	33	-0.08	23157/KCC correction 9.5.2017
31/03/2018	RE22880	23156	KCC HIGHWAY DEPOT	KCCHIGH01	-322.58	0.00	-322.58	9062	91	-322.58	23156/KCC Highways contra-c/b
15/03/2018	97371	23088	KENT CATERING SERVIC	KENTC001	193.84	38.77	232.61	5410	28	193.84	23088/Fridge repairs
20/03/2018	3839	23101	KENWARD TRUST	KENW002	531.00	106.20	637.20	4010	50	531.00	23101/HIB Youth support worker
01/03/2018	6554791	22987	KFF	KFF001	88.69	0.00	88.69	6500	28	88.69	22987/Food supplies for V/C
07/03/2018	74587	23045	LANDSCAPE SUPPLY CO	LAND001	73.66	14.73	88.39	5120	21	73.66	23045/zebra tape&paint
15/03/2018	74776	23044	LANDSCAPE SUPPLY CO	LAND001	607.79	121.56	729.35	5120	21	607.79	23044/anti-slip mesh&fixings
08/03/2018	74625	23170	LANDSCAPE SUPPLY CO	LAND001	78.60	15.72	94.32	5500	22	78.60	23170/Padlock
31/01/2018	718313	22992	LISTER WILDER	LIST002	667.03	133.40	800.43	5525	21	667.03	22992/Grillo Cl75 Service
31/01/2018	718478	22993	LISTER WILDER	LIST002	678.39	135.68	814.07	5525	21	678.39	22993/Allett 34 Service
31/01/2018	718480	22991	LISTER WILDER	LIST002	542.36	108.47	650.83	5525	21	542.36	22991/Baroness serv & regrind
23/02/2018	01401GR	22994	LOCUM LOCKS	LOC003	55.00	11.00	66.00	5025	21	55.00	22994/St Johns toilet repairs
09/03/2018	GRANTMAR	23024	MATTHEW BALL	MAT001	2,000.00	0.00	2,000.00	7500	38	2,000.00	23024/Matthew Ball Grant
14/03/2018	28200	23070	MAX FORDHAM	MAX001	1,250.00	250.00	1,500.00	9062	91	1,250.00	23070/Stage 4 Bat & Ball srvs
06/03/2018	401022	23013	NALC	NALC001	500.00	100.00	600.00	6730	31	500.00	23013/NALC 2018/2019 subs
02/03/2018	16392037	22968	NISBETS	NIS001	27.77	5.55	33.32	5500	31	27.77	22968/Wooden trays
15/02/2018	16290678	23067	NISBETS	NIS001	83.18	16.63	99.81	5500	28	83.18	23067/Chopping boards/wall cha
15/02/2018	16290679	23066	NISBETS	NIS001	1.78	0.35	2.13	5500	28	1.78	23066/Spary Bottles
21/02/2018	2018RENEW	23122	NLA MEDIA	NLA001	381.00	0.00	381.00	110	0	381.00	23122/NLA Media licence

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Ledger No 1 for Month No 12

Supplier A/c Order

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Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Detail
16/03/2018	3495	23043	NORBURY PARK	NOR002	795.00	159.00	954.00	5050	21	795.00	23043/Six foot bench
20/02/2018	A0475629	23171	OBM	OBM001	6.75	1.35	8.10	5410	21	6.75	23171/Goods returned 3.4.18
27/03/2018	105993	23175	PALMSTEAD	PALM002	165.62	33.12	198.74	5340	21	165.62	23175/Vine & Pontoise
03/03/2018	97687249	22996	PLUSNET	PLUS01	18.50	3.70	22.20	6101	21	18.50	22996/Cemetery tel chargs
08/03/2018	97888759	22995	PLUSNET	PLUS01	47.50	9.50	57.00	6101	31	47.50	22995/STC office telephone
09/03/2018	97930842	22997	PLUSNET	PLUS01	24.33	4.87	29.20	6101	36	24.33	22997/Comm cent tel costs
04/03/2018	97727047	23077	PLUSNET	PLUS01	29.63	5.92	35.55	6720	31	29.63	97727047/23077/do not use Plus
04/03/2018	97727754	23078	PLUSNET	PLUS01	44.08	8.82	52.90	6101	50	44.08	23078/HIB telephone costs
15/03/2018	161512	23087	PREMIER ALARMS	PREM001	65.00	13.00	78.00	5500	28	65.00	23087/relocate PIR due to new
05/03/2018	1766	23084	PRIMO	PRIMO001	136.50	1.30	137.80	6330	31	136.50	23084/Fairtrade coffee
29/03/2018	4004054	23167	PRICE AND MYERS	PRM	341.25	68.25	409.50	9062	91	341.25	23167/Bat & Ball advice & draw
28/03/2018	EE041	23145	QUAIFE WOODLANDS	QUA001	450.00	90.00	540.00	5065	21	450.00	23145tree inspection
12/03/2018	14512	22976	RECRUITMENT SOLUTION	RECS001	154.00	30.80	184.80	4010	31	154.00	22976/Rec Sol Alex temp costs
01/03/2018	14482	23155	RECRUITMENT SOLUTION	RECS001	423.50	84.70	508.20	4010	31	423.50	23155/Temp. Office Staff
04/03/2018	SM18711	23000	RIALTAS	RIAL001	160.00	32.00	192.00	6240	31	160.00	23000/Allotments software
29/01/2018	9055945418	22971	ROYAL MAIL	ROYA002	97.00	19.40	116.40	6210	31	97.00	22971/Royal Mail Freepost serv
01/03/2018	1510708	22975	SAFEGUARD PEST	SAFE001	47.00	9.40	56.40	6939	36	47.00	22975/Safeguard Fly killer uni
28/03/2018	SEV/020/18	23149	SAFER SEVENOAKS	SAFE004	260.00	0.00	260.00	110	0	260.00	23149/Safer Sevenoaks m/ship
13/02/2018	MO-18/01	23098	SEV D ACCOMMODATION	SDAF001	250.00	0.00	250.00	7500	38	250.00	23098/Spon -Spend Time in Sev
01/03/2018	2049464	22963	SDC	SDC001	2,566.47	0.00	2,566.47	5421	60	1,523.84	22963/SDC Wed Mark rent March
								5420	60	1,042.63	22963/SDC Sat Mark rent March
01/03/2018	779320864/	22973	SDC	SDC001	3,311.16	0.00	3,311.16	110	0	3,311.16	22973/SDC Cem Cott Coun Tax
08/03/2018	2049615	22989	SDC	SDC001	112.50	22.50	135.00	6200	31	112.50	22989/STC Annual meeting banne
08/03/2018	3055639918	23072	SDC	SDC001	5,395.21	0.00	5,395.21	110	0	5,395.21	23072/Cemetery rates 2018/19
08/03/2018	3056701618	23071	SDC	SDC001	22,320.00	0.00	22,320.00	110	0	22,320.00	23071/STC office rates 2018/19
08/03/2018	3062158314	23073	SDC	SDC001	4,416.00	0.00	4,416.00	110	0	4,416.00	23073/Comm Cntr rates 2018/19
08/03/2018	306713809/	23075	SDC	SDC001	1,848.00	0.00	1,848.00	110	0	1,848.00	23075/St Johns conv rates 2018
08/03/2018	307202134/	23074	SDC	SDC001	660.00	0.00	660.00	110	0	660.00	23074/Vine cafe rates 201/19
13/03/2018	147223	23062	SDC	SDC001	157.00	31.40	188.40	5310	21	157.00	23062/Clear Broken Glass Buckh

Date :- 23/05/2018

Time :- 12:54

Sevenoaks Town Council Year End 2018

USER : MB

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 12

Supplier A/c Order

Ledger No 1 for Month No 12

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
27/03/2018	30735468	23136	SDC	SDC001	1,049.07	0.00	1,049.07	6000	33	1,049.07	23136/Red Cross rates 17/18
27/03/2018	3073546820	23151	SDC	SDC001	1,992.00	0.00	1,992.00	110	0	1,992.00	23151/rates - red cross 18/19
27/03/2018	147392	23164	SDC	SDC001	223.80	0.00	223.80	6935	21	223.80	23164/Knole pad waste disposal
27/03/2018	147459	23165	SDC	SDC001	111.90	0.00	111.90	6935	22	111.90	23165/Cemt waste disposal
27/03/2018	147462	23161	SDC	SDC001	111.90	0.00	111.90	6935	36	111.90	23161/Comm Cntr waste disposal
27/03/2018	147561	23162	SDC	SDC001	91.20	0.00	91.20	6935	28	91.20	23162/Vine Cafe waste disposal
27/03/2018	147622	23166	SDC	SDC001	91.20	0.00	91.20	6935	21	91.20	23166/STC waste disposal
22/02/2018	11110	23058	SECURE ENGINEERING	SEC001	277.00	55.40	332.40	6931	29	277.00	23058/Vine CCT camera 3 replac
13/03/2018	5084550250	23090	EDF ENERGY	SEEB001	41.38	2.07	43.45	6861	26	41.38	23090/Jubilee Clock electric
15/02/2018	GAC16864	23047	SETYRES	SETY001	12.00	2.40	14.40	5410	21	12.00	23047/tyre tubes cabin Blighs
22/02/2018	GAC17005	23123	SETYRES	SETY001	10.00	2.00	12.00	6900	60	10.00	23123/SetyresTubes
28/02/2018	222945	23092	SEV GLAZING	SEV001	47.60	9.52	57.12	5010	29	47.60	23092/Vine kiosk repairs
08/03/2018	222954	23049	SEV GLAZING	SEV001	105.00	21.00	126.00	5410	28	105.00	23049/glass replacement
14/03/2018	7750	23065	SEV MOWERS	SEV006	75.35	15.07	90.42	5525	22	75.35	23065/525 Strimmer Serv
14/11/2017	CN7302S	23188	SEV MOWERS	SEV006	-14.02	-2.80	-16.82	5525	21	-14.02	CN7302S/Rev dup entry
09/03/2018	GRANTMAR	23014	SEV VOLUNTEER TRANSP	SEV023	500.00	0.00	500.00	7500	38	500.00	23014/Sev VTG Grant
09/03/2018	GRANTMAR	23015	SEV LITERARY	SEV024	350.00	0.00	350.00	7500	38	350.00	23015/Sev Literary Fest Grant
09/03/2018	GRANTMAR	23016	SEV THREE ARTS	SEV026	600.00	0.00	600.00	7500	38	600.00	23016/Sev. 3 Arts Fest Grant
09/03/2018	GRANTMAR	23018	SEV ART CLUB	SEV030	200.00	0.00	200.00	7500	38	200.00	23018/Sev Art Club Grant
20/03/2018	RE22861/22	23033	SOUTH EAST WATER	SEWAT001	-10.58	0.00	-10.58	6000	21	-10.58	23033/Contra dup entry 22861/2
27/03/2018	599414	23152	SG MEDIA	SG001	210.00	42.00	252.00	110	0	210.00	23152/Bus show adverts
14/02/2018	64918	23057	SGE	SGE001	18.36	0.92	19.28	5700	22	18.36	23057/Gas Oil
20/02/2018	65000	23056	SGE	SGE001	12.24	0.61	12.85	5700	22	12.24	23056/Gas oil
28/02/2018	65176	23137	SGE	SGE001	54.60	10.92	65.52	5410	22	54.60	23137/wels stud - cemetery
21/03/2018	65412	23186	SGE	SGE001	20.16	1.28	21.44	5700	22	18.36	23186/Gas oil
								5525	22	1.80	23186/Broom handle
21/03/2018	65452	23187	SGE	SGE001	31.26	3.50	34.76	5700	22	18.36	23187/Gas oil
								5525	22	12.90	23187/Axe handle & wedge
25/02/2018	090152	23002	SHELL	SHEL001	50.31	10.06	60.37	5700	21	50.31	23002/Shell fuel Account

Ledger No 1 for Month No 12 **Supplier A/c Order**

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Detail
04/03/2018	090220	23048	SHELL	SHEL001	144.78	28.96	173.74	5700	22	18.98	23048/FUEL
								5700	21	125.80	23048/FUEL
11/03/2018	090277	23064	SHELL	SHEL001	100.97	20.19	121.16	5700	21	100.97	23064/Shell fuel
18/03/2018	090337	23124	SHELL	SHEL001	103.29	20.66	123.95	5700	21	103.29	23124/fuel
25/03/2018	090400	23142	SHELL	SHEL001	65.15	13.03	78.18	5700	21	65.15	23142/Shell fuel
22/03/2018	IK0418118	23109	SIDEWAYS MEDIA	SIDE001	75.00	15.00	90.00	1207	40	75.00	23109/Inside Kent advert Bus S
05/03/2018	125133	23001	SLCC	SLCC001	37.50	7.50	45.00	6710	31	37.50	23001/LL Reg trn seminar 2018
15/03/2018	12666	23089	SLCC	SLCC001	600.00	0.00	600.00	6320	31	600.00	23089/M MacDonald training
17/12/2017	DEPMMACD	23095	SLCC	SLCC001	150.00	0.00	150.00	6320	31	150.00	23095/M Macdonals Comm Gov Lev
05/03/2018	1346785	22972	STANDARD LIFE	SLI001	325.00	65.00	390.00	110	0	325.00	22972/Stand Life Markets licen
21/03/2018	94193	23097	SOVEREIGN	SOV001	1,280.96	256.19	1,537.15	5500	31	1,280.96	23097/Playground equip Kipping
06/03/2018	18560	23003	SPATIAL DIMENSIONS	SPD001	1,700.00	340.00	2,040.00	9063	91	1,700.00	23003/Bat & Ball drawings
09/03/2018	GRANTMAR	23021	SQUADRON AIR CORPS	SQUAD001	700.00	0.00	700.00	7500	38	700.00	23021/2158 Squadron ATC Grant
09/03/2018	GRANTMAR	23022	SQUADRON AIR CORPS	SQUAD001	100.00	0.00	100.00	7500	38	100.00	23022/2158 SATC grant 2
16/03/2018	GRANT/2/RE	23026	SQUADRON AIR CORPS	SQUAD001	-100.00	0.00	-100.00	7500	38	-100.00	23026/2158 SATC Grant 2 Revers
16/03/2018	GRANT/A	23027	SQUADRON AIR CORPS	SQUAD001	700.00	0.00	700.00	7500	38	700.00	23027/2158 SATC Grant Correct
16/03/2018	GRANT/REV	23025	SQUADRON AIR CORPS	SQUAD001	-700.00	0.00	-700.00	7500	38	-700.00	23025/2158 SATC Grant Reversal
27/02/2018	481578233/	23004	SSE	SSE001	93.45	4.67	98.12	5020	29	93.45	23004/Vine toilets electric
02/03/2018	981648672/	22966	SSE	SSE001	471.41	94.28	565.69	6010	28	471.41	22966/SSE Elec17.11.17-23.2.18
06/03/2018	481582274/	23005	SSE	SSE001	189.69	9.48	199.17	6010	21	189.69	/23005/Cemetery
20/03/2018	RE22466	23034	SSE	SSE001	-0.01	0.00	-0.01	6012	36	-0.01	23034/1 p VAT re 22466
27/02/2018	911569468/	23085	SSE	SSE001	1,027.97	205.59	1,233.56	6011	36	1,027.97	23085/SSE Gas Comm Cntre
14/03/2018	81619280/0	23082	SSE	SSE001	502.71	100.54	603.25	6010	21	502.71	23082/Knole Paddock Electric
06/03/2018	7315981070	23160	SSE	SSE001	209.81	41.96	251.77	6011	36	209.81	23160/Elec Comm Cntr Feb 18
21/02/2018	5018	23046	STREETMASTER	STREE001	568.00	113.60	681.60	6822	22	568.00	23046/Upper high st bench
05/03/2018	5047	23061	STREETMASTER	STREE001	790.00	158.00	948.00	5050	21	790.00	5047/23061/Grafton bench & pla
09/03/2018	GRANTMAR	23023	SUMMER FESTIVAL	SUMMFEST	5,000.00	0.00	5,000.00	7502	38	5,000.00	23023/Sev Summ Fest Grant
29/03/2018	885	23143	TAMILLEK TREE CARE	TAM001	3,467.00	0.00	3,467.00	316	0	3,467.00	23143/Tree safety Care
08/03/2018	418388	23174	TATE FENCING	TATE001	440.62	88.12	528.74	5310	21	440.62	23174/Littlewoods dam fence

Ledger No 1 for Month No 12

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	A/C	Centre	Amount	Analysis Detail
								Nominal Ledger Analysis			
26/03/2018	1372	23184	JS TAYLOR	TAYL001	540.00	0.00	540.00	5010	29	540.00	23184/HD cable to roof & bands
08/03/2018	1084/BB/906	23096	THEIS KHAN	THEI001	6,650.00	1,330.00	7,980.00	9063	91	6,650.00	1084/BB/906/23096/Theis & Khan
06/03/2018	FEB18	23006	THERAPIA	THER001	60.00	0.00	60.00	506	0	60.00	23006/cancer session Feb18
26/03/2018	26032018	23112	THERAPIA	THER001	60.00	0.00	60.00	506	0	60.00	23112/Breast Support 6.3.18
22/02/2018	2115	23007	TREE ABILITY	TREE001	315.00	63.00	378.00	5070	21	315.00	23007/Millpond wood tree work
16/03/2018	2166	23042	TREE ABILITY	TREE001	350.00	70.00	420.00	6802	22	350.00	23042/Tree & shrub work cem
29/03/2018	2126	23172	TREE ABILITY	TREE001	600.00	120.00	720.00	5060	21	600.00	23172/Sev Common Tree Stump re
20/03/2018	2016/17DELI	23029	TRINTY MIRROR	TRM	19.08	0.00	19.08	6720	31	19.08	23029/2016/17 Courier del cos
20/03/2018	2017/18NE	23030	TRINTY MIRROR	TRM	57.24	0.00	57.24	6720	31	57.24	23030/2017/18 Courier Del cost
31/03/2018	2018/19COU	23031	TRINTY MIRROR	TRM	78.00	0.00	78.00	110	0	78.00	23031/2018/19 Courier del cost
31/03/2018	VC31318	23125	V.C HANDYMAN	VCH001	1,100.00	0.00	1,100.00	6001	60	1,100.00	VC31318/23125/V.C Handyman Ser
31/03/2018	LAO113405	23159	VEOLIA	VEOL001	12.10	2.42	14.52	6935	36	12.10	23159/Veolia waste disposal
23/02/2018	800294	23040	WICKSTEED LEISURE	WICK001	405.00	81.00	486.00	5310	21	405.00	23040/Playground inspections
20/03/2018	000400859	23102	WICKSTEED LEISURE	WICK001	623.19	0.00	623.19	5310	21	623.19	23102/Repairs play areas
23/03/2018	304017SFEE	23183	WICKSTEEDS	WICK002	5,031.25	1,006.25	6,037.50	9062	91	5,031.25	23183/B & Ball Stn fees
01/03/2018	K0881762	22967	WORLDPAY	WOR001	82.21	9.83	92.04	6976	28	33.50	22967/WorldPay card fees Feb 1
								6976	31	48.71	22967/WorldPay card fees Feb 1
01/03/2018	WM1022102	23008	WORLDPAY	WOR001	7.50	1.50	9.00	6976	31	7.50	23008/WorldPay service fee
05/03/2018	HITBFEB201	23009	WE TEACH MUSIC	WTM001	190.00	0.00	190.00	7552	38	190.00	23009/We Teach Music 5.3.18
19/03/2018	HIBMARCH2	23110	WE TEACH MUSIC	WTM001	190.00	0.00	190.00	7555	38	190.00	23110/Open mic 16.3 +drop in m
26/03/2018	458	23117	YELLOW DUCK	YELL002	195.00	39.00	234.00	110	0	195.00	23117/Snap frame - In Bloom
26/03/2018	459	23116	YELLOW DUCK	YELL002	220.00	44.00	264.00	5010	29	220.00	23116/Vine window print sticke
26/02/2018	M2995	23041	YEW TREE STONE	YEW001	100.00	20.00	120.00	5410	22	100.00	23041/rem&rep stone grave 7005
07/03/2018	30687050	22998	ZURICH INSURANCE	ZUR001	12,184.43	0.00	12,184.43	110	0	12,184.43	/22998/Zurich Insurance2018/19
				TOTAL INVOICES	**145,736.20**	**12,132.93**	**157,869.13**			**145,736.20**	

Sevenoaks Town Council

ate :- 29/05/2018

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 1

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Supplier A/c Order

Ledger No 1 for Month No 1

Items marked with a * are disputed invoices.

ate	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
								Nominal Ledger Analysis			
9/04/2018	DM-1302805	23230	4 IMPRINT	4IM001	385.45	77.09	462.54	6460	60	385.45	23230/Bayford Reusable Shopper
0/04/2018	1/II4115	23337	ALTOOFFICE	ALTO001	119.25	23.85	143.10	6200	31	119.25	23337/Inkjet Cart Colour & Bla
6/04/2018	11082	23203	ARK TRADING	ARK001	10.95	2.19	13.14	6900	28	10.95	23203/Brown hair net pack
0/04/2018	269093	23202	ASDAN LIMITED	ASDAN001	182.00	36.40	218.40	6730	31	182.00	23202/Short courses annual fee
7/04/2018	286131	23204	ATLAS (UK)	ATL001	2,860.00	572.00	3,432.00	9062	91	2,860.00	23204/Standing double framesx4
30/04/2018	4565	23332	ATLAS (UK)	ATL001	370.16	74.03	444.19	6932	22	370.16	23332/Lock up Monday Un Sunday
16/04/2018	160418	23323	BANKLINE	BANKL01	109.50	0.00	109.50	6975	31	109.50	23323/Monthly billing April
05/04/2018	3527322	23190	BOOKER	BOOK002	245.72	34.64	280.36	6500	28	245.72	23190/Booker HIB supplies
17/04/2018	SVO/342700	23294	BREWERS	BREW001	15.32	3.06	18.38	5410	36	15.32	23294/Community Centre supply
30/04/2018	343080	23333	BREWERS	BREW001	30.03	6.01	36.04	5010	21	30.03	23333/Row hamilton wire brush
17/04/2018	41714570	23206	BT	BRIT002	10.27	0.00	10.27	6101	22	10.27	23206/Telephone usage bill
04/04/2018	040418	23205	BRITISH GAS - CL	BRIT005	57.45	0.00	57.45	9012	91	57.45	23205/Cemetery Lodge bill
18/04/2018	5432	23207	BRODEX TRIDENT	BROT001	669.00	133.80	802.80	6922	36	669.00	23207/Chlorination to Water se
12/04/2018	401981496	23238	CANON UK	CAN001	2,131.19	426.24	2,557.43	6200	31	2,131.19	23238/council offices ink
10/04/2018	2039	23208	A CHAILI	CHAI001	80.00	0.00	80.00	5410	36	80.00	23208/Community Centre washer
12/04/2018	101088	23210	CURD & CURE	CHS001	45.58	0.00	45.58	6500	28	45.58	23210/food supplies
26/04/2018	102044	23209	CURD & CURE	CHS001	34.02	0.00	34.02	6500	28	34.02	23209/food supplies
25/04/2018	143598	23295	COBLANDS LANDSCAPES	COB002	153.43	30.69	184.12	5340	21	153.43	23295/Harry's tree
13/04/2018	147302	23212	CONNECTAPHONE	CON001	321.36	64.27	385.63	6101	36	11.49	23212/Community Centre charges
								6101	21	11.60	23212/Knole paddock charges
								6101	22	15.38	23212/Cemetery Park charges
								6101	31	282.89	23212/Council office charges
30/04/2018	61856479	23211	LOCAL WORLD	COUR001	600.00	120.00	720.00	6440	31	600.00	23211/Town council adverts
15/04/2018	INV-3414	23214	CREATIVE PRODUCTIONS	CPR001	132.00	26.40	158.40	6323	40	132.00	23214/Wellbeing business show
19/04/2018	INV-3471	23213	CREATIVE PRODUCTIONS	CPR001	25.00	5.00	30.00	6200	31	25.00	23213/Meeting basement leaflet
30/04/2018	979819	23334	ERNEST DOE	DOE001	2,318.75	463.75	2,782.50	5500	21	2,318.75	23334/New Wessex c/w side shif
06/03/2018	181072	23326	DAVID OGILVIE	DOEL001	761.50	152.30	913.80	5050	21	761.50	23326/World War one seat
04/04/2018	H154A4A67	23195	E-ON	E-ON	338.35	67.67	406.02	6862	26	338.35	23195/Street lighting fees1.3.

Ledger No 1 for Month No 1

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	A/C	Centre	Amount	Analysis Detail
								Nominal Ledger Analysis			
01/04/2018	REV/1	23338	EASY-GATE LTD	EASY001	1,056.00	0.00	1,056.00	299	0	1,056.00	23338/Easy-Gate correction
01/04/2018	REV/2	23339	EASY-GATE LTD	EASY001	-880.00	0.00	-880.00	299	0	-880.00	23339/Easy-Gate Correction
01/04/2018	CORR/REV/1	23340	EASY-GATE LTD	EASY001	-1,056.00	0.00	-1,056.00	299	0	-1,056.00	23340/Easy-Gate Correction
01/04/2018	CORR/REV/2	23341	EASY-GATE LTD	EASY001	880.00	0.00	880.00	299	0	880.00	23341/Easy-Gate Correction
01/04/2018	REV/3	23342	EASY-GATE LTD	EASY001	-1,056.60	0.00	-1,056.60	299	0	-1,056.60	REV/3/23342/Easy-Gate Ltd
01/04/2018	REV/4	23343	EASY-GATE LTD	EASY001	880.50	0.00	880.50	299	0	880.50	REV/4/23343/Easy-Gate Ltd
01/04/2018	DD19	23322	EDF ENERGY	EDFNEW001	17.00	0.00	17.00	6861	26	17.00	23322/DD Jubliee Clock
17/04/2018	10803	23298	EDWARD TYRRELL	EDW002	27.95	5.59	33.54	5410	23	27.95	23298/BVR Allois
27/10/2017	10504	23328	EDWARD TYRRELL	EDW002	9.38	1.87	11.25	5310	21	9.38	23328/75mm pointed machine pos
05/04/2018	2540165	23194	ELITE	EFS001	68.52	1.64	70.16	6500	28	68.52	23194/Food Supplies
11/04/2018	254241	23193	ELITE	EFS001	133.35	2.77	136.12	6500	28	133.35	23193/Food supplies
11/04/2018	2545242	23191	ELITE	EFS001	3.60	0.00	3.60	6500	28	3.60	23191/V C supplies
12/04/2018	2546267	23192	ELITE	EFS001	66.23	2.75	68.98	6500	28	66.23	23192/Food Supplies
18/04/2018	2551329	23215	ELITE	EFS001	158.04	8.21	166.25	6500	28	158.04	23215/food supplies
20/04/2018	2553619	23216	ELITE	EFS001	43.09	5.06	48.15	6500	28	43.09	23216/food supplies
25/04/2018	0002557455	23297	ELITE	EFS001	499.44	11.54	510.98	6500	28	499.44	23297/food supplies
25/04/2018	CR0002564	23296	ELITE	EFS001	-32.25	0.00	-32.25	6500	28	-32.25	23296/Refund strawberry split
30/04/2018	RE2313802	23319	ELITE	EFS001	-4.00	0.00	-4.00	6500	28	-4.00	RE2313802/23319/Elite Food Ser
13/04/2018	37372	23219	EJPFIREPROTECT	EJPFIRE001	12.00	2.40	14.40	6200	28	12.00	23219/Fire log book
28/04/2018	51700	23217	ELLIS WHITTAM	ELLI001	3,000.00	600.00	3,600.00	6020	31	3,000.00	23217/Renewal Combined yr1
28/04/2018	51701	23218	ELLIS WHITTAM	ELLI001	455.10	0.00	455.10	6020	31	455.10	23218/Insurance Yr1-3 IPT
27/04/2018	DDAPR	23325	EMAP	EMAP001	299.00	0.00	299.00	6330	31	299.00	23325/Government Chronicle DD
24/02/2018	450018	23222	GALA GRAPHICS	GALA001	131.64	26.33	157.97	6460	60	131.64	23222/Feather Flag & Plas Flag
04/04/2018	INV426304	23223	GAZA TIMBER	GAZA001	34.33	6.87	41.20	5230	22	34.33	23223/After break in supplies
26/04/2018	150	23220	GLENN BALL	GLE001	2,028.20	0.00	2,028.20	5413	21	2,028.20	23220/Public WC at pavilion gr
18/04/2018	456362	23221	GLOBAL DIRECT	GLOB001	36.51	7.30	43.81	5500	28	36.51	23221/Rectangular Tray
30/04/2018	INV-1760	23327	GO COACH	GO001	3,004.69	0.00	3,004.69	6495	32	3,807.39	23327/Go Hire April
								1495	32	-802.70	23327/Go Hire April
24/04/2018	1149	23226	HARRY STEBBING	[illegible]AR001	942.00	188.40	1,130.40	5310	21	942.00	23226/Supply wall mounted door

Sevenoaks Town Council

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PURCHASE LEDGER INVOICE LISTING FOR MONTH No 1

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Ledger No 1 for Month No 1

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Supplier A/c Order

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
24/04/2018	1150	23225	HARRY STEBBING	HAR001	1,837.00	367.40	2,204.40	5410	23	1,837.00	23225/Supply doors w/notice bo
11/04/2018	69219	23224	HERBERT & WARD	HAW001	146.00	0.00	146.00	6500	28	146.00	23224/SNG machine & coffee/cho
04/04/2018	10544	23227	HELIOCENTRIX	HELI001	587.93	117.59	705.52	6240	91	587.93	23227/HP 250 G6 Bat & Ball
17/04/2018	10565	23229	HELIOCENTRIX	HELI001	460.80	92.16	552.96	6240	31	460.80	23229/hp 290 g1 Council office
19/04/2018	10574	23228	HELIOCENTRIX	HELI001	30.00	6.00	36.00	6240	31	30.00	23228/Council offices Reg renw
30/04/2018	10599	23299	HELIOCENTRIX	HELI001	579.25	115.85	695.10	6240	31	579.25	23299/Council offices IT serv
20/04/2018	9956	23189	ICCM	ICCM001	90.00	0.00	90.00	6630	22	90.00	9956/23189/ICCM
01/04/2018	4306	23231	INST CEM & CREM MGMT	INST002	90.00	0.00	90.00	6730	22	90.00	23231/parish & town membership
26/04/2018	SEVE02FL0	23232	INVICTA INSURANCE	INV003	2,974.04	0.00	2,974.04	6020	31	2,974.04	23232/Fleet insurance
10/04/2018	2995961	23300	JCB GREENSHIELDS	JCB001	1,190.52	238.11	1,428.63	5525	22	1,190.52	23300/Greatness P C work
25/04/2018	78970	23233	JIK	JIK001	140.00	28.00	168.00	6315	31	140.00	23233/Job Advert RFO
23/04/2018	1839	23321	JJ BROOKS	JJB001	12,216.29	2,443.26	14,659.55	340	0	12,216.29	23321/Quakers Hall Interim Pay
23/04/2018	1003170	23336	KALL KWIK	KALL001	464.00	57.80	521.80	6322	40	464.00	23336/Guide for Business Award
01/04/2018	6571	23234	KAPC	KAPC001	1,275.00	255.00	1,530.00	6730	31	1,275.00	23234/Subscription
03/04/2018	900063849	23235	KCC KCS	KCC003	480.00	96.00	576.00	6610	31	480.00	23235/third visit of audit pla
08/04/2018	I3114411	23236	KCC KCS	KCC003	55.05	11.01	66.06	6010	33	12.00	23236/Cleaning supplies
								6200	31	43.05	23236/Stationery supplies
13/04/2018	I3115893	23237	KCC KCS	KCC003	6.50	1.30	7.80	6200	31	6.50	23237/Stationery Supply
22/04/2018	I3121527	23239	KCC KCS	KCC003	124.70	24.94	149.64	6010	33	32.65	23239/Cleaning supply
								6200	31	92.05	23239/Stationery supplies
27/04/2018	I3126251	23240	KCC KCS	KCC003	69.50	13.90	83.40	6200	31	20.40	23240/stationery supplies
								6010	33	49.10	23240/cleaning supplies
20/04/2018	I3120505	23301	KCC KCS	KCC003	105.35	21.07	126.42	6952	21	21.60	23301/supplies
								6935	21	64.20	23301/supplies
								5020	29	19.55	23301/supplies
09/04/2018	AG203	23293	KENCLEAN	KENC001	825.00	165.00	990.00	9062	91	825.00	23293/CCTV Camera Survery
06/04/2018	6583632	23196	KFF	KFF001	65.89	2.62	68.51	6500	28	65.89	23196/Frozen Food supplies
19/01/2018	6521452	23241	KFF	KFF001	8.88	0.00	8.88	6500	28	8.88	23241/food supply
19/04/2018	6593616	23302	KFF	KFF001	108.06	5.09	113.15	6500	28	108.06	23302/food supplies

Supplier A/c Order

Ledger No 1 for Month No 1

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
								Nominal Ledger Analysis			
27/04/2018	75700	23303	LANDSCAPE SUPPLY CO	LAND001	137.77	27.56	165.33	5525	21	19.89	23303/supplies
								5500	21	33.98	23303/supplies
								6952	21	83.90	23303/supplies
12/04/2018	CR75325	23318	LANDSCAPE SUPPLY CO	LAND001	-78.60	-15.72	-94.32	5500	22	-78.60	23318/Cancel Inv74625
08/04/2018	61836877	23243	LOCAL WORLD LTD	LOCA001	160.00	32.00	192.00	6460	31	160.00	23243/Sevenoaks Chronicle adve
08/04/2018	61836878	23242	LOCAL WORLD LTD	LOCA001	78.00	15.60	93.60	6440	31	78.00	23242/Sevenoaks chronicle adve
19/04/2018	28477	23244	MAX FORDHAM	MAX001	1,250.00	250.00	1,500.00	9062	91	1,250.00	23244/Bat & Ball travel & sund
19/04/2018	71526	23245	MICHAELS CIVIC ROBES	MCR001	1,157.50	231.50	1,389.00	6421	31	1,157.50	23245/Mayoral Robe Faux Fur
01/04/2018	028	23248	MILK & MORE	MILK001	3.28	0.00	3.28	6330	31	3.28	23248/milk supply
26/04/2018	2604	23246	MEL'S MAGICAL	MMP001	205.00	0.00	205.00	6868	31	205.00	23246/Kippington Meadow Play A
30/03/2018	1262/17/003	23247	MOULTON TAGGART	MOUL001	800.00	160.00	960.00	9068	91	800.00	23247/Bat & Ball preparationm
16/04/2018	1118	23199	MSB ROOFING	MSB001	248.00	49.60	297.60	5410	36	248.00	1118/23199/MSB Roofing Service
02/04/2018	16528200	23249	NISBETS	NIS001	43.14	8.62	51.76	5500	28	43.14	23249/supplies
20/04/2018	16640856	23250	NISBETS	NIS001	140.37	28.07	168.44	6500	28	140.37	23250/supplies
30/04/2018	CR1130377	23251	NISBETS	NIS001	-47.69	-9.54	-57.23	6500	28	-47.69	23251/Charcoal cup refund
13/04/2018	Q406263	23200	NLA MEDIA	NLA001	381.00	76.20	457.20	6635	31	381.00	23200/NLA Media Licence
13/04/2018	Q406263CR	23201	NLA MEDIA	NLA001	-317.50	-63.50	-381.00	6635	31	-317.50	23201/Contra net NLA licence
12/04/2018	SO-035765	23252	OAKS PLANT HIRE	OAKS001	22.17	2.42	24.59	5700	22	13.50	23252/surveryors road line
								5500	22	8.67	23252/surveryors road line
03/04/2018	CR0003848	23253	OBM	OBM001	-6.75	-1.35	-8.10	5410	21	-6.75	23253/Cancels InvA0475629
17/04/2018	A0479120	23306	OBM	OBM001	1.36	0.27	1.63	5310	21	1.36	23306/Pair tree hinges
26/04/2018	A0479881	23304	OBM	OBM001	68.80	13.76	82.56	5030	21	68.80	23304/St Nicolas
26/04/2018	A0479882	23305	OBM	OBM001	33.30	6.66	39.96	5310	21	33.30	23305/Bag of Post fix
04/04/2018	9881	23255	PARKERS	PARK001	1,785.80	0.00	1,785.80	5330	21	1,785.80	23255/Pro36 Grass Seed
20/04/2018	1304020	23254	PERFECT HOMES	PERH001	31,485.43	6,297.09	37,782.52	5412	21	31,485.43	23254/Transfer CIL - offset
28/04/2018	480973	23307	PIN BINS	PINB001	245.00	49.00	294.00	5410	21	100.00	23307/Open Spaces
								5410	23	145.00	23307/Cemetery
03/04/2018	98937677	23257	PLUSNET	PLUS01	18.50	3.70	22.20	6101	22	18.50	23257/Cemetery Charges
04/04/2018	98978166	23258	PLUSNET	PLUS01	24.53	4.90	29.43	6101	28	24.53	23258/Vine Cafe charges

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Sevenoaks Town Council

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PURCHASE LEDGER INVOICE LISTING FOR MONTH No 1

Supplier A/c Order

Ledger No 1 for Month No 1

Items marked with a * are disputed invoices.

ate	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
4/04/2018	98978861	23256	PLUSNET	PLUS01	43.50	8.70	52.20	6101	50	43.50	23256/HIB Charges
8/04/2018	99136853	23260	PLUSNET	PLUS01	47.50	9.50	57.00	6101	33	47.50	23260/Phone Charges
9/04/2018	99177455	23259	PLUSNET	PLUS01	24.01	4.80	28.81	6101	36	24.01	23259/CC charges
9/04/2018	08042018	23261	PROJECT Q	PRO004	720.00	0.00	720.00	5010	29	720.00	23261/Security Guards Vine G S
11/04/2018	S55684	23262	RAWSTONE HIRE	RAW001	41.00	8.20	49.20	5500	21	41.00	23262/Rabbitting Spade
30/04/2018	S56275	23335	RAWSTONE HIRE	RAW001	161.67	32.33	194.00	5500	21	161.67	23335/Site fencing panel
19/03/2018	14544	23308	RECRUITMENT SOLUTION	RECS001	418.69	83.74	502.43	4010	31	418.69	23308/Temporary services suppl
06/04/2018	6418	23309	REFLECTIONS	REFL001	45.00	0.00	45.00	5410	36	45.00	23309/Window cleaners
29/04/2018	18-027	23263	RUSSELL HARPER	RUS001	150.00	0.00	150.00	6323	40	150.00	23263/Business Show
26/04/2018	509611	23272	SABERCOM	SAB001	325.00	65.00	390.00	6244	40	325.00	23272/Reinstall Sabercom
09/04/2018	I009500594	23264	SAGE	SAGE001	1,395.00	279.00	1,674.00	6300	31	1,395.00	23264/SageCover Premium
04/04/2018	2049813	23276	SDC	SDC001	477.50	11.50	489.00	6200	31	57.50	23276/Petty cash pads
								6460	31	420.00	23276/E Town Cryer
06/04/2018	2049847	23274	SDC	SDC001	3,038.46	0.00	3,038.46	5421	60	1,961.54	23274/Wednesday Rent Markets
								5420	60	1,076.92	23274/Saturday Rent Markets
09/04/2018	147818	23275	SDC	SDC001	332.80	0.00	332.80	1208	31	332.80	23275/recharged market sg grou
19/04/2018	2049870		SDC	SDC001	0.00	600.00	600.00	0	0	0.00	
30/04/2018	RE30712533	23320	SDC	SDC001	-410.00	0.00	-410.00	340	0	-410.00	23320/Cr cricket gnd as sold
22/03/2018	147296	23310	SDC DIRECT SERVICES	SDC002	618.80	123.76	742.56	6934	21	618.80	23310/dog waste bins quarterly
19/04/2018	27924	23278	SEEMP	SEEMP001	326.00	65.20	391.20	6730	31	326.00	23278/Associate Membership
25/04/2018	802779170	23279	SETON	SET001	20.07	4.01	24.08	6922	36	20.07	23279/supplies
24/04/2018	89	23273	SOUTH EAST WATER	SEWAT001	24.39	0.00	24.39	6000	21	24.39	23273/Knole Paddock water
29/11/2017	63884	23311	SGE	SGE001	17.55	0.88	18.43	5700	22	17.55	23311/Gas Oil
04/04/2018	0000263748	23265	SHAW & SONS	SHAW001	318.00	63.60	381.60	6200	22	318.00	23265/200 Leaf Bespoke Grant
01/04/2018	090466	23270	SHELL	SHEL001	74.30	14.86	89.16	5700	22	9.24	23270/Petrol
								5700	21	65.06	23270/Petrol
08/04/2018	090528	23271	SHELL	SHEL001	58.75	11.75	70.50	5700	21	58.75	23271/Petrol
22/04/2018	090641	23312	SHELL	SHEL001	78.96	15.78	94.74	5700	22	18.53	23312/Petrol
								5700	21	60.43	23312/Petrol

Ledger No 1 for Month No 1

Supplier A/c Order

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Detail
29/04/2018	090701	23313	SHELL	SHEL001	305.71	61.12	366.83	5700	22	18.04	23313/Petrol
								5700	21	287.67	23313/Petrol
15/04/2018	090583	23324	SHELL	SHEL001	163.36	32.67	196.03	5700	21	113.36	23324/Fuel
								5700	22	50.00	23324/Fuel
06/04/2018	0047	23269	SSE	SSE001	163.87	32.77	196.64	6010	21	163.87	23269/Greatness Cemetery Elec
06/04/2018	0048	23268	SSE	SSE001	209.20	41.84	251.04	6011	36	209.20	23268/CC Elec
09/04/2018	0024	23267	SSE	SSE001	94.32	4.71	99.03	5025	21	94.32	23267/St John Hills Elec
13/04/2018	0003	23266	SSE	SSE001	17.83	0.89	18.72	6010	60	17.83	23266/High Street Markets Elec
26/04/2018	2750	23280	SOUTHBLOOM	SSEB001	325.00	0.00	325.00	6865	26	325.00	23280/Entry fees Bloom 2018
23/04/2018	5176	23329	STREETMASTER	STREE001	1,131.50	226.30	1,357.80	5050	21	1,131.50	23329/Cavendish 1800 Euro Oak
30/04/2018	5198	23330	STREETMASTER	STREE001	659.50	131.90	791.40	5050	21	659.50	23330/Cavendish 1800 Iroko pla
03/04/2018	235BBS	23198	S WILLIAMS	SWA001	2,700.00	540.00	3,240.00	9062	91	2,700.00	23198/Architect fees Feb/March
03/04/2018	236BBS	23197	S WILLIAMS	SWA001	900.00	180.00	1,080.00	9063	91	900.00	23197/Arcitects fees March 18
25/04/2018	1017	23314	TANDEM CATERING	TAN001	1,055.00	211.00	1,266.00	506	0	1,055.00	23314/Chevening Meal 17/18 May
20/04/2018	1084/BB/911	23281	THEIS KHAN	THEI001	1,520.00	304.00	1,824.00	9063	91	1,520.00	23281/Bat & Ball Centre servic
20/04/2018	1084/BB/912	23282	THEIS KHAN	THEI001	3,800.00	760.00	4,560.00	9063	91	3,800.00	23282/Bat & Ball Centre Visual
17/04/2018	1704	23283	THERAPIA	THER001	120.00	0.00	120.00	506	0	120.00	23283/Breast Cancer Support G
18/04/2018	INV-2213	23331	TREE ABILITY	TREE001	315.00	63.00	378.00	5070	21	315.00	23331/Twin stemmed sweet chest
30/04/2018	0481	23315	URBAN STUDIO	UIS001	4,770.00	954.00	5,724.00	9066	91	4,770.00	23315/Sevenoaks Neighbor Plan
26/04/2018	91939681	23284	UK POWER NETWORKS	UPN001	740.73	0.00	740.73	5410	22	740.73	23284/budget spend incident
30/04/2018	VC/30418	23285	V.C HANDYMAN	VCH001	880.00	0.00	880.00	6001	60	880.00	23285/Saturday Market Stalls
30/04/2018	LAO113699	23286	VEOLIA	VEOL001	12.10	2.42	14.52	6935	36	12.10	23286/CC Crampton Rd Lift
27/04/2018	156627	23317	WARNERS SOLICITORS	WARN001	399.00	75.00	474.00	6630	11	399.00	23317/Disbursements Land Regis
27/04/2018	304018S	23316	WICKSTEEDS	WICK002	2,486.56	497.31	2,983.87	9062	91	2,486.56	23316/Bat & Ball QS
01/04/2018	K1081006	23288	WORLDPAY	WOR001	24.00	4.80	28.80	6976	31	24.00	23288/Transaction Charges
01/04/2018	K1104553	23287	WORLDPAY	WOR001	90.13	9.58	99.71	6976	28	30.28	23287/Transaction Charges
								6976	31	59.85	23287/Transaction Charges
03/04/2018	WM1025329	23289	WORLDPAY	WOR001	7.50	1.50	9.00	6976	31	7.50	23289/Transaction Charges
09/04/2018	462	23292	YELLOW DUCK	YELL002	280.00	56.00	336.00	7609	40	280.00	23292/Vintage Bus

Sevenoaks Town Council

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PURC..ASE LEDGER INVOICE LISTING FOR MONTH No 1

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Supplier A/c Order

Ledger No 1 for Month No 1

Items marked with a * are disputed invoices.

te	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
/04/2018	474	23291	YELLOW DUCK	YELL002	195.00	39.00	234.00	5410	23	195.00	23291/QH Allotment Sign
/04/2018	475	23290	YELLOW DUCK	YELL002	195.00	39.00	234.00	5310	21	195.00	23290/Supply alluminium compos
				TOTAL INVOICES	**116,439.43**	**20,090.48**	**136,529.91**			**116,439.43**	

(Nominal Ledger Analysis: A/C, Centre, Amount)

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Bank Reconciliation Statement as at: 31/03/2018 for Cash Book 5 Payroll A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Payroll A/C	02/12/2013	520	0.00
NatWest payroll A/C	29/03/2018	189	1,000.00
			1,000.00

Unpresented Cheques (Minus)		Amount	
18/07/2017 000316	Paul Towell	275.43	
			275.43
			724.57

Receipts not Banked/Cleared (Plus)	
	0.00
	724.57

Balance per Cash Book is :- **724.57**

Difference is :- **0.00**

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :	724.57					724.57	
Banked on : 05/03/2018	116.70						
Nat West - Current Account		116.70			205	116.70	Commerative coins refund Tfr
Banked on : 05/03/2018	116.70						
Nat West - Current Account		116.70			205	116.70	Tfr Coin refunds
Banked on : 09/03/2018	140.00						
Nat West - Current Account		140.00			205	140.00	Tfr Correction of 001434
Banked on : 09/03/2018	60.00						
Nat West - Current Account		60.00			205	60.00	Tfr correction of 001435
Banked on : 15/03/2018	26.00						
Nat West - Current Account		26.00			205	26.00	Tfr correction of 001438
Banked on : 16/03/2018	72.50						
Nat West - Current Account		72.50			205	72.50	Refund Passport Fees
Banked on : 23/03/2018	39,589.31						
Nat West - Current Account		39,589.31			205	39,589.31	Monthly Salaries Tfr March
Banked on : 26/03/2018	20,658.41						
Nat West - Current Account		20,658.41			205	20,658.41	Monthly Pensions /HMRC Tfr
Banked on : 27/03/2018	195.00						
Nat West - Current Account		195.00			205	195.00	Scottish Widows D/D Tfr
Banked on : 28/03/2018	2,354.73						
Nat West - Current Account		2,354.73			205	2,354.73	Legal & General D/D Tfr
Total Receipts for Month	63,329.35		0.00	0.00		63,329.35	
Cash Book Totals	64,053.92		0.00	0.00		64,053.92	

Continued on Page 340

ayments for Month 12

ate	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c	Centre	£ Amount	Transaction Detail
03/2018	Nat West - Current Account	BACS05/3/	116.70			205		116.70	Tfr correction coins refunds
03/2018	Nat West - Current Account	Corr	116.70			205		116.70	Tfr correction Coins refunds
/03/2018	Greenwich Mayors Charity	004134	140.00			6406	31	140.00	Mayor Geenwich Civic Dinner
/03/2018	Mayor of Dartford	001435	60.00			6406	31	60.00	Mayor Dartford Dinner 21.4.18
/03/2018	Nat West - Current Account	001434	140.00			205		140.00	Tfr of 001434 Greenwich Mayor
/03/2'	Nat West - Current Account	001435	60.00			205		60.00	Tfr of 001435 Dartford Mayor
/03/2018	Greenwich Mayor	001434/RE	-140.00			6433	31	-140.00	Rev Greenwich visit cheque
/03/2018	Mayor of Dartford	001435/RE	-60.00			6433	31	-60.00	Rev Mayor of Dartford Visit ch
5/03/2018	Women of Kent Luncheon	001438	26.00			6406	31	26.00	2018/19 Mayoress lunch 16.5.18
5/03/2018	Nat West - Current Account	001438	26.00			205		26.00	Tfr of 001438 Women of Kent
5/03/2018	Women of Kent	001438/RE	-26.00			6433	31	-26.00	Rev Women of Kent Lunch chq
6/03/2018	Tina Burton	BACS	72.50			6635	28	72.50	Repay passport fee Tina Burton
23/03/2018	NatWest Bank	BACS23/3	39,589.31			520		39,589.31	Monthly Salaries March '18
26/03/2018	NatWest Bank	BACS26/3	20,658.41			516		303.19	Monthly Pensions March '18
						516		8,887.91	Monthly Pensions March '18
						515		11,467.31	Monthly HRMC March '18
27/03/2018	NatWest Bank	DD27/3	195.00			516		195.00	March '18 Scottish Widows
28/03/2018	NatWest Bank	DD28/3/18	2,354.73			516		2,354.73	Legal & General March '18
	Total Payments for Month		63,329.35	0.00	0.00			63,329.35	
	Balance Carried Fwd		724.57						
	Cash Book Totals		64,053.92	0.00	0.00			64,053.92	

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Date: 24/05/2018	**Sevenoaks Town Council**	Page No: 1
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Bank Reconciliation Statement as at: 30/04/2018 for Cash Book 5 Payroll A/c

Bank Statement Account Name (s)	**Statement Date**	**Page No**	**Balances**
Payroll A/C	02/12/2013	520	0.00
NatWest payroll A/C	30/04/2018	192	1,000.00
			1,000.00

Unpresented Cheques (Minus)		**Amount**	
18/07/2017 000316	Paul Towell	275.43	
			275.43
			724.57

Receipts not Banked/Cleared (Plus)	
	0.00
	724.57
Balance per Cash Book is :-	**724.57**
Difference is :-	**0.00**

Receipts for Month 1 — **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**724.57**						**724.57**	
	Banked on : **16/04/2018**	**0.10**							
	Nat West - Current Account		0.10			205		0.10	March HMRC Amount
	Banked on : **25/04/2018**	**41,507.20**							
	Nat West - Current Account		41,507.20			205		41,507.20	Monthly Salaries April Tfr
	Banked on : **26/04/2018**	**20,884.30**							
	Nat West - Current Account		20,884.30			205		20,884.30	Monthly HMRC/Pensions April
	Banked on : **27/04/2018**	**135.00**							
	Nat West - Current Account		135.00			205		135.00	Scottish Widows April Tfr
	Banked on : **30/04/2018**	**2,763.48**							
	Nat West - Current Account		2,763.48			205		2,763.48	Legal & General April Tfr
	Total Receipts for Month	65,290.08		0.00	0.00			65,290.08	
	Cash Book Totals	66,014.65		0.00	0.00			66,014.65	

Continued on Page 342

Payments for Month 1

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c	Centre	£ Amount	Transaction Detail
6/04/2018	HMRC	BACS16/4	0.10			515		0.10	HMRC March Due amount
5/04/2018	NatWest Bank	BACS25/4	41,507.20			520		41,507.20	Monthyl Salaries April '18
:6/04/2018	NatWest Bank	BACS26/4	20,884.30			516		9,258.63	Monthly Pensions April
						515		11,625.67	Monthly HMRC April
?7/04/2018	Scottish Widows	DD27/4	135.00			516		135.00	Scottish Widows April '18
30/04/2018	Legal & General	DD30/4	2,763.48			516		2,763.48	Legal & General April '18
	Total Payments for Month		65,290.08	0.00	0.00			65,290.08	
	Balance Carried Fwd		724.57						
	Cash Book Totals		66,014.65	0.00	0.00			66,014.65	

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Sevenoaks Town Council

Bank Reconciliation Statement as at: 31/03/2018 for Cash Book 6 Petty Cash

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash	31/03/2018		920.00
			920.00

Unpresented Cheques (Minus)	Amount	
		0.00
		920.00

Receipts not Banked/Cleared (Plus)	
	0.00
	920.00

Balance per Cash Book is :- **920.00**

Difference is :- **0.00**

Receipts for Month 12 | **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**805.66**						**805.66**	
	Banked on : **28/02/2018**	**335.80**							
	Nat West - Current Account		335.80			210		335.80	Correction OneCard Tfr
	Banked on : **28/02/2018**	**335.80**							
	Nat West - Current Account		335.80			210		335.80	Correction OneCard Tfr/2
	Banked on : **28/02/2018**	**1,081.98**							
	Nat West - Current Account		1,081.98			210		1,081.98	Correction OneCard Tfr/3
	Banked on : **28/02/2018**	**642.19**							
	Nat West - Current Account		642.19			210		642.19	Correction OneCard Tfr/4
	Banked on : **14/03/2018**	**337.26**							
	Nat West - Current Account		337.26			210		337.26	Petty Cash Tfr
	Banked on : **22/03/2018**	**186.86**							
	Nat West - Current Account		186.86			210		186.86	Petty Cash Tfr
	Banked on : **29/03/2018**	**192.72**							
	Nat West - Current Account		192.72			210		192.72	Petty Cash Tfr
	Total Receipts for Month	3,112.61		0.00	0.00			3,112.61	
	Cash Book Totals	3,918.27		0.00	0.00			3,918.27	

Continued on Page 404

Payments for Month 12

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	Nominal Ledger A/c	Centre	£ Amount	Transaction Detail
									fee GU14 XKZ
						5410	50	4.99	HIB Phone jack
						5410	50	6.17	HIB Vacuum cleaner hose
						6900	31	6.00	GU14 XKZ crossing fee
						6330	31	20.00	Meeting sandwiches
						6330	31	47.50	Wine to stock
						9062	91	90.00	Bat & Ball furniture
						6635	28	37.00	Tina Burton Licence fee
28/02/2018	Nat West - Current Account	Correc/1	335.80			210		335.80	Tfr OneCard Feb. '18
02/03/2018	Vine Cafe	A	1.00		0.16	6010	28	0.84	Scourers
02/03/2018	Vine Cafe	B	7.65			6500	28	7.65	Supplies
02/03/2018	Council Offices	C	16.96			6330	31	16.96	Tesco supplies
05/03/2018	Council Offices	D	3.60			6330	31	3.60	Sanisbury supplies
05/03/2018	Council Offices	E	1.80			6330	31	1.80	Sainsbury supplies
05/03/2018	Council Offices	F	8.00		1.32	506		6.68	Napkins for Intl womns day
08/03/2018	Council Offices	G	20.20			6900	31	20.20	train travel
08/03/2018	Vine Cafe	H/A	6.32		0.41	6500	28	5.91	Lidl food supplies
08/03/2018	Vine Cafe	H/B	4.00			6500	28	4.00	Sainsbury food supplies
08/03/2018	HIB	I	12.28		0.02	6500	50	12.26	supplies
08/03/2018	Council Offices	J	1.00			6900	31	1.00	Parking
08/03/2018	HIB	001	5.84			6500	50	5.84	Tesco supplies
08/03/2018	HIB	001A	2.00		0.33	5410	50	1.67	tape
08/03/2018	HIB	001B	15.70		0.56	6500	50	15.14	Lidl food supplies
08/03 3	HIB	001C	1.00			6500	50	1.00	Waitrose supplies
08/03/2018	HIB	001D	5.88		0.98	6500	50	4.90	Tesco supplies
08/03/2018	HIB	001E	1.00			5410	50	1.00	batteries
08/03/2018	HIB	001F	14.07			6500	50	14.07	Food supplies
08/03/2018	HIB	001G	6.10		0.36	6500	50	5.74	waitrose supplies
09/03/2018	Caretaker	002	1.10			6330	31	1.10	milk
09/03/2018	Caretaker	002-0	2.10			6330	31	2.10	milk
09/03/2018	Caretaker	002A	1.30			6330	31	1.30	milk/sugar
09/03/2018	Caretaker	003B	3.39		0.57	9062	91	2.82	Hasp & Staple
09/03/2018	Caretaker	002C	6.35			6330	31	6.35	milk/washing up liquid
09/03/2018	Caretaker	002D	12.90			6330	31	12.90	Table cloths for Chamber
09/03/2018	HIB	003A	17.95		2.99	5410	50	14.96	toilet repair
09/03/2018	Cemetery	003.B	15.38		2.56	5410	22	12.82	Hanging basket/glue
12/03/2018	Council Offices	004	18.05			6330	31	18.05	Food for planning meeting
12/03/2018	Caretaker	005	72.00		12.00	6900	31	60.00	Framing - Pointoise Glass
12/03/2018	Council Offices	005A	10.00			6900	31	10.00	Taxi fare

Continued on Page 406

Payments for Month 12

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	Nominal Ledger A/c	Centre	£ Amount	Transaction Detail
15/03/2018	Cemetery	006	64.99		10.83	6851	21	54.16	bus stop repairs
15/03/2018	Vine Cafe	007A	7.97			6500	28	7.97	Lidl supplies
15/03/2018	Vine Cafe	007B	2.70			6500	28	2.70	Tesco supplies
16/03/2018	Council Offices	008	4.00			6900	31	4.00	parking
19/03/2018	Council Offices	009	22.20			6330	31	22.20	Supplies
20/03/2018	Council Offices	.010A	4.50			6900	31	4.50	parking
20/03/2018	Council Offices	010B	3.50			6900	31	3.50	parking
21/03/2018	Council Offices	011	1.50			6900	31	1.50	Parking for HSBC visit
21/03/2018	Council Offices	012	3.50			6900	31	3.50	Parking for SLCC course
22/03/2018	Vine Cafe	013	7.95		0.50	6500	28	7.45	supplies
23/03/2018	HIB	014A	27.66			6500	50	27.66	supplies
23/03/2018	HIB	014B	9.20			6500	50	9.20	supplies
23/03/2018	HIB	014C	9.83			6500	50	9.83	supplies
23/03/2018	Council Offices	015	47.52		0.91	6330	31	46.61	meeting supplies
28/03/2018	Open Spaces	016A	1.65			6330	21	1.65	supplies
28/03/2018	Open Spaces	016B	0.85			6330	31	0.85	supplies
28/03/2018	Open Spaces	016C	8.20			6330	31	8.20	supplies
28/03/2018	Open Spaces	016D	0.80			6330	21	0.80	supplies
28/03/2018	Open Spaces	2.80	2.80			6330	21	2.80	supplies
28/03/2018	Open Spaces	016F	0.80			6330	21	0.80	supplies
28/03/2018	Open Spaces	016G	9.50			6330	21	9.50	supplies
28/03/2018	Open Spaces	016H	0.85			6330	21	0.85	supplies
29/03/2018	Cemetery	017	9.95			6500	22	9.95	plaque fo resale
29/03/2018	Community Centre	018A	3.99			5410	36	3.99	Batteries
29/03/2018	Community Centre	018B	0.70			6520	36	0.70	sugar
29/03/2018	Community Centre	018C	0.80		0.14	5410	36	0.66	polish
29/03/2018	Community Centre	018D	13.10		2.18	6520	36	10.92	Cakes
29/03/2018	Community Centre	018E	6.85		0.97	6520	36	5.88	cakes/milk
29/03/2018	Community Centre	018F	1.00			6520	36	1.00	milk
29/03/2018	Community Centre	018G	8.50		1.42	6520	36	7.08	Cakes
29/03/2018	Community Centre	018H	3.50		0.58	6520	36	2.92	Coffee
29/03/2018	Community Centre	018I	1.00			6520	36	1.00	milk
29/03/2018	Vine Cafe	019	15.72			6500	28	15.72	supplies
	Total Payments for Month		2,998.27	0.00	220.10			2,778.17	
	Balance Carried Fwd		920.00						
	Cash Book Totals		3,918.27	0.00	220.10			3,698.17	

Bank Reconciliation Statement as at: 30/04/2018 for Cash Book 6 Petty Cash

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash	30/04/2018		928.62
			928.62

Unpresented Cheques (Minus)	Amount	
		0.00
		928.62

Receipts not Banked/Cleared (Plus)	
	0.00
	928.62

Balance per Cash Book is :-	**928.62**
Difference is :-	**0.00**

Receipts for Month 1 | **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**920.00**						**920.00**	
	Banked on : **18/04/2018**	**221.27**							
	Nat West - Current Account		221.27			210		221.27	Petty Cash Top-up
	Banked on : **25/04/2018**	**5.00**							
039A	Council Offices		5.00			6900	31	5.00	Returned Parking Voucher
	Banked on : **26/04/2018**	**272.10**							
	Nat West - Current Account		272.10			210		272.10	Petty Cash Topup

Total Receipts for Month	498.37	0.00	0.00		498.37
Cash Book Totals	1,418.37	0.00	0.00		1,418.37

Continued on Page 408

e: 24/05/2018 | **Sevenoaks Town Council** | Page No: 408
e: 15:57 | **Cash Book 6** | User : MB
Petty Cash | For Month No : 1

'ayments for Month 1

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c	Centre	£ Amount	Transaction Detail
/04/2018	Offices	20A	10.00			6330	21	10.00	Food supplies
/04/2018	Offices	20B	20.00			6900	31	20.00	Picture Glass - LL
/04/2018	Council Offices	21	1.50			6900	31	1.50	Parking
/04/2018	Offices	020C	0.30			6330	21	0.30	Milk
-/04/2018	HIB	22A	1.00		0.16	6200	50	0.84	White Card
:/04/2018	HIB	22B	40.09		2.42	6500	50	37.67	Supplies
I/04/2018	QH Allotments	23	13.99		2.33	5410	23	11.66	Staple Gun
5/04/2018	Vine Cafe	24	4.37		0.73	6500	28	3.64	Supplies
9/04/2018	Vine Cafe	25	15.61			6500	28	15.61	Supplies
0/04/2(	Open Spaces	26	35.30			520		35.30	Advance of Salary
1/04/2018	Council offices	27	22.09		1.99	6330	31	20.10	Meeting supplies
2/04/2018	Open Spaces	28	0.85			6330	21	0.85	Supplies
2/04/2018	Cemetery	29	14.60			6330	22	14.60	Supplies
7/04/2018	Vine Cafe	30	6.53			6500	28	6.53	Food supplies
8/04/2018	Council Offices	31	1.00			6900	31	1.00	Parking fee
8/04/2018	Offices	32	11.99		2.00	5410	33	9.99	Paint/Glue
8/04/2018	Offices	32B	22.05		0.18	6330	21	21.87	Supplies
9/04/2018	HIB	33	47.71		4.21	6500	50	43.50	Supplies
3/04/2018	Council Offices	34	29.95			6330	31	29.95	Planning CC Sandwiches
23/04/2018	Vine Cafe	35	28.59			6500	28	28.59	Food Supplies
23/04/2018	Vine Cafe	36	39.80			6500	28	39.80	Food Supplies
24/04/2018	Offices	37	19.75		1.28	6330	31	18.47	Sainsburys food supplies
25/04/2018	Community Centre	38	21.25		0.17	6520	36	21.08	Food supplies
25/04/2018	Council Offices	39	5.00			6900	31	5.00	Car Parking
25/04/2018	Community Centre	38A	20.00			6520	36	20.00	Food Supplies
26/04 3	Council Offices	40	39.36		1.97	6323	40	37.39	Business show supplies
26/04/2018	Council Offices	040A	-0.06			6323	40	-0.06	Business Show Supplies
27/04/2018	Vine Cafe	41	17.13		0.20	6500	28	16.93	Lidl food supplies
	Total Payments for Month		489.75	0.00	17.64			472.11	
	Balance Carried Fwd		928.62						
	Cash Book Totals		1,418.37	0.00	17.64			1,400.73	

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Sevenoaks Town Council

Finance and General Purposes Committee 11th June 2018

Hospitality and Gifts Register

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

Record of Hospitality Provided

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

Date offered	Accepted / declined	Date accepted or declined	From Whom	To whom offered	Details £ Approximate Value
24.05.2018	Accepted	24.05.2018	Manak Solicitors	Linda Larter MBE	£20

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Sevenoaks Town Council

INTERNAL AUDIT REPORT

Date: 14th May 2018

Report Author: Hayley Jordan

TABLE OF CONTENTS

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 A) and following our year-end audit visit to you on 3rd May 2018, we have completed audit testing in the following areas:

- **Expenditure**
- **Petty Cash**
- **Income (Events)**
- **Salaries**
- **VAT Returns**
- **Risk Assessment**
- **Assets and Investments**

2 FINDINGS

Expenditure

Control ; *Invoice should show ordering/purchase number, or copy letter or contract authorising purchase of goods, work or services delivery note attached to invoice or annotated with reference to authorising minute.*
Invoice authorised by Clerk for accuracy and payment authorised by per the Financial Regulations. Invoice is cross referenced to cheque stubs.

Finding; Appropriate records were retained for all invoices tested. All had been approved for authorisation in line with the Financial Regulations. Invoices were cross referenced to cheque stubs for the payments in our sample. Expenditure tested between January-February had been ratified at the Finance and General Purposes Committee in March. March – April transaction were presented to the Committee in April.

Income (Events)

Control; *All income should be supported by receipts, banked in a timely manner and reconciled to the bank statement and where applicable be charged at agreed rates.*

Finding; Event Income fees are not approved at the Finance and General Purposes Committee as this is for Town Partnership income. All event income tested could be traced through to the bank statements. Testing identified two occasions where the usual rates had not been applied, however evidence was provided that the decision for the reduced rates had been agreed by the Chief Executive.

Petty Cash

Control; *A petty cash system is operated to the maximum agreed level. Receipts are available to support all expenditure. Receipts are duly numbered to allow cross reference with petty cash book. All topping up withdrawals from bank are noted in the petty cash book. The entries in the petty cash book are up-to-date. All petty cash payments are reasonable.*

Finding; Receipts were retained for all in our sample. All transactions tested were appropriate use of petty cash and reconciliations are carried out monthly which are appropriately countersigned by the Town Clerk. The petty cash tin reconciled to the records held at the time of the visit.

Salaries

Control; *Salaries to employees should be paid in accordance with Council approvals and PAYE and NI deducted.*

Finding; Salaries tested agreed to the agreed increases. Increases had been appropriately approved and PAYE and NI had been appropriately deducted.

VAT Returns

Control; *VAT returns have been completed accurately and timely and that VAT reimbursement has subsequently been received and shown within the accounts*

Findings; VAT returns had completed quarterly. All reimbursements have been received and recorded promptly in the accounts.

Risk Assessment

Control; *The Council has undertaken a risk assessment, and is managing the resultant risks identified*

Finding; Review of the risk assessment confirmed that owners had been assigned and sufficient consideration had been given to all risk areas, such as Finance, Investments, Operations, environmental factors and compliance. Impact, likelihood and risk rating had been completed for each risk factor.

Assets and Investments

Control; *All assets should be recorded in an asset register. All investments should be recorded in an investment register.*

Finding; *Assets* - All assets selected for testing from the building could be located on the asset register. The register is updated quarterly. None of the assets tested were security marked with a non-removable marker, however they did have an asset ID marked with Sevenoaks Town Council. It is acknowledged that this had been raised previously and the Council had taken the decision to not to do this, however, it is our recommendation that a non-removable marker should be used. **(See issue 1)**

Investments – Review of the fund balance statements detailing investments confirmed sufficient detail and the position is reported to every F&GP Committee.

As part of the visit the internal audit part of the year-end return has been completed. Thank-you for your help and co-operation during the visits throughout the year.

3 Issues Identified

1. **Assets –** We would advise for all assets over £100 to be security marked as soon as practically possible upon receipt of goods with a non-removable marker.

Appendix A – Audit Plan 2017/18

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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.

Sevenoaks Town Council
Annual review of the effectiveness of the Council's system of internal audit

Requirement	Evidence of achievement	Effectiveness satisfied
Internal audit work is planned	The proposed internal audit work for the financial year 2017/18 was proposed in consultation with the Town Clerk and Responsible Finance Officer. The plan was subsequently approved by the Finance and General Purposes Committee. The planned work takes into account the Council's risk assessment and is designed to meet the Council's needs.	Yes
Understanding the whole organisation its needs and objectives	The annual audit plan demonstrates how the audit work will provide assurance for the Council's Annual Governance Statement. In formulating the plan, national agenda items are also considered together with any risks facing the council to ensure that the Council's risk management and corporate governance arrangements are adequate.	Yes
Be seen as a catalyst for change	The internal audit supports the Council's work. Recommendations are always based around improving the existing systems and controls and hence assist the Council to deliver improved services to the community.	Yes
Add value and assist the organisation in achieving its objectives	All correspondence from the Internal auditor following his/her quarterly visits are reviewed by the Finance and General Purposes Committee. All recommendations are positively discussed and acted upon where this is called for.	Yes
Ensure the right resources are available	The internal auditor understands the Council and the legal and corporate framework in which it operates. All members of staff assist the internal auditor to perform his/her duties as and when required.	Yes

Sevenoaks Town Council

STATEMENT ON THE SYSTEM OF INTERNAL CONTROL

Scope of responsibility

The Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the council's functions and which includes arrangements for the management of risk.

Purpose of the system of internal control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control has continued to operate at the Council throughout this financial year and accords with proper practice.

The internal control environment

The system of internal control is based on a framework of regular management information, financial regulations, administrative procedures (including segregation of duties), management supervision, and a system of delegation and accountability. Development and maintenance of the system is undertaken by managers within the Council. In particular, the system includes:

- comprehensive budgeting systems;
- setting targets to measure financial and other performance;
- the preparation of regular financial reports which indicate actual expenditure against the forecasts;
- clearly defined capital expenditure guidelines;
- risk appraisal programmes to identify and manage risks and hazards in all the Council's areas of operation; and
- as appropriate, formal project management disciplines.

The council has contracted for the internal audit function to be carried out by Kent County Council's Corporate Services department (KCC). A member of KCC's internal audit staff visits the council a minimum of four times a year, and reports prepared by KCC are supplied to both the Town Clerk, the Responsible Finance Officer and the Chair of the Finance & General Purposes Committee. All reports are presented to the council's Finance & General Purposes

Committee for comment and approval. KCC also provides the Council with advice on risk assessment, statistical analysis and operating standards.

The internal auditor provides the Council with an independent opinion on the adequacy and effectiveness of internal control.

Review of effectiveness

The Council has responsibility for conducting, at least annually, a review of the effectiveness of the system of internal control. The review and effectiveness of the system of internal control is informed by:

- the work of managers within the council;
- the work of the internal auditor as described above; and
- the external auditors in their annual audit letter and other reports.

In the year to 31st March 2018, no significant weaknesses in the council's systems were identified. Recommendations made by the internal Auditors are as described in the paragraph below to ensure adherence to the financial regulations. All weaknesses are addressed and a plan put in place to ensure continuous improvement of the system is in place.

Identified internal control issues

In the period under review, the following potential weaknesses in internal controls were identified and rectified as follows:

	Potential weakness	Rectification
1	**Verification of Tea Dance Income:** Consider the relevant Committee to formally agree that the Tea Dance is not to be charged at the usual hourly rate and for the Caretaker to have responsibility to handle the cash. The risk that amounts being collected/handed over to Finance cannot be verified should be acknowledged	Tea Dance policy was documented and ratified by committee
2	**Petty Cash:** Issue petty cash vouchers and obtain a signature from recipient for all reimbursements, not just for employees being given a cash advance.	Pre-printed vouchers have been obtained and are in use for all reimbursements
3	**Assets:** The Internal Auditor advised for all assets over £100 to be security marked as soon as practically possible upon receipt of goods with a non-removable marker.	This is being investigated following recommendation at the year-end internal audit visit.

Finance & General Purposes Committee 11.06.2018

Approval of statement

This statement was approved on 11 June 2018 at a meeting of the Council's Finance & General Purposes Committee.

Signed____________________________

Councillor S G Raikes
Chairman – F&GP Committee

Signed____________________________

Mrs A Ogun MA FCCA
Responsible Finance Officer

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

	Yes	No	Not applicable
K. **(For local councils only)** Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

03/05/18

Name of person who carried out the internal audit

HAYLEY JORDAN

Signature of person who carried out the internal audit

Date 03/05/18

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

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Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

SEVENOAKS TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed			'Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.				prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.				made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.				has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.				during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.				considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.				arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.				responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.				disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
	Yes	No	N/A	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.				has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

dated

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

Section 2 – Accounting Statements 2017/18 for

SEVENOAKS TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	495,497	2,543,784	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	973,618	1,029,625	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	2,893,828	979,903	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	731,678	768,942	*Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.*
5. (-) Loan interest/capital repayments	—	—	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	1,087,481	1,853,647	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	2,543,784	1,930,723	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	2,653,903	2,175,341	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	4,846,252	5,310,983	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	—	—	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

	Yes	No	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)		✓	*The Council acts as sole trustee for and is responsible for managing Trust funds or assets.* N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

[signature]

Date 06/06/18

I confirm that these Accounting Statements were approved by this authority on this date:

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given

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Sevenoaks Town Council
Income and Expenditure Account
Financial Year ending 31 March 2018

	Planning Committee		Open Spaces Committee		Finance & General Purposes Committee		Vine Café		Total	
	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017
	£	£	£	£	£	£	£	£	£	£
Income	-	-	179,179	124,316	285,814	281,072	49,598	61,299	514,590	466,687
Expenditure										
Staff Costs	31,301	30,688	221,889	218,389	468,124	429,065	47,627	53,536	768,942	731,678
Loan interest/Capital repayments	-	-								
Other costs	781	2,599	210,880	166,654	527,814	506,767	24,926	31,134	764,401	707,155
	32,082	33,287	432,769	385,044	995,938	935,833	72,553	84,670	1,533,343	1,438,833
Net expenditure/(income)	32,082	33,287	253,591	260,727	710,124	654,761	22,956	23,371	1,018,753	972,146
Precept									1,029,625	973,618
(Surplus)/ Deficit for the year									(10,872)	(1,472)

Sevenoaks Town Council
Balance Sheet
Financial year ending 31 March 2018

	2018 £	2017 £
Current Assets		
Cash	2,175,341	2,653,903
Debtors	135,161	132,413
Stock	1,041	1,680
	2,311,542	2,787,996
Less:Current Liabilities		
Creditors	353,457	215,143
Receipts in advance	27,362	29,069
	380,819	244,212
Net Current Assets	1,930,723	2,543,784
Represented by:		
General Fund	307,905	351,117
Earmarked Reserves	1,622,818	2,192,667
	1,930,723	2,543,784

Sevenoaks Town Council
Financial year ending 31 March 2018

Box 8	2018 £	2017 £
Natwest Current accounts	196,658	450,401
Co-op Current accounts	-	-
Bank of Scotland Current account	-	-
Natwest and Co-op payroll accounts	725	1,000
Natwest Investment (Direct Reserve)	496	10
Bank of Scotland Treasury account	750,000	800,000
Clydesdale Treasury account	1	1
HSBC Deposit Bond	50,183	50,159
Handelsbanken Deposit account	62,631	61,888
Handelsbanken Notice account	260,005	260,005
Handelsbanken SRFC	-	-
Nationwide Instant Saver	804,690	1,001,377
Mayors Charity Account	30,617	10,591
House in the Basement Youth Café	1,000	1,000
Sevenoaks Town Partnership	7,373	6,753
Nationwide Sevenoaks Funds	10,042	10,004
Petty Cash	920	715
	2,175,341	2,653,903

Finance General Purposes Committee 11.06.2018

Agenda Item

Sevenoaks Town Council
Financial year ending 31 March 2018

Prepared by	Ade Ogun (RFO)	
Date	21/05/2018	

	£	£
Balance per bank statements as at 31 March 2018	200,052	
Natwest Current accounts	-	
Co-op Current accounts	-	
Bank of Scotland Current account	1,000	
Natwest and Co-op payroll accounts	496	
Natwest Investment (Direct Reserve)	750,000	
Bank of Scotland Treasury account	1	
Clydesdale Treasury account	50,183	
HSBC Deposit Bond	62,631	
Handelsbanken Deposit account	260,005	
Handelsbanken Notice account		
Handelsbanken SRFC	804,690	
Nationwide Instant Saver	30,617	
Mayors Charity Account	1,000	
House in the Basement Youth Café	7,373	
Sevenoaks Town Partnership	10,042	
Nationwide Sevenoaks Funds		2,178,090
		920
Petty Cash float		
Less: unpresenteded cheques at 31 March 2018		
(Natwest Current account)	(170)	
001404	(140)	
001434	(60)	
001435	(26)	
001438	(600)	
001635	(200)	
001636	(1,186)	
001441	(100)	
AW-One Card	(298)	
AW-One Card	(210)	
AW-One Card	(394)	
AW-One Card	(8)	
AW-One Card	(275)	
000316	(3)	
Allotment refund		
		(3,670)
Add: any un-banked cash at 31 March 2017		-
Net balances as at 31 March 2018 (Box 8)		2,175,341

CASHBOOK:

Opening Balance 1 April 2018 (Prior year Box 8)		2,653,903
Add: Receipts in the year		
Natwest Current accounts	3,131,982	
Co-op Current accounts	-	
Bank of Scotland Current account	-	
Natwest and Co-op payroll accounts	836,672	
Natwest Investment (Direct Reserve)	491	
Bank of Scotland Treasury account	750,000	
Clydesdale Treasury account	-	
HSBC Deposit Bond	24	
Handelsbanken Deposit account	807	
Handelsbanken Notice account	-	
Handelsbanken SRFC	-	
Nationwide Instant Saver	3,313	
Mayors Charity Account	31,383	
House in the Basement Youth Café	-	
Sevenoaks Town Partnership	620	
Nationwide Sevenoaks Funds	38	
Petty Cash	9,442	
		4,764,772
Less: Payments in the year		
Natwest Current accounts	(3,385,725)	
Co-op Current accounts	-	
Bank of Scotland Current account	-	
Natwest and Co-op payroll accounts	(836,947)	
Natwest Investment (Direct Reserve)	(5)	
Bank of Scotland Treasury account	(800,000)	
Clydesdale Treasury account	-	
HSBC Deposit Bond	-	
Handelsbanken Deposit account	(63)	
Handelsbanken Notice account	-	
Handelsbanken SRFC	-	
Nationwide Instant Saver	(200,000)	
Mayors Charity Account	(11,357)	
House in the Basement Youth Café	-	
Sevenoaks Town Partnership	-	
Nationwide Sevenoaks Funds	0	
Petty Cash	(9,237)	
		(5,243,334)
Closing balance per cash book as at 31 March 2018		2,175,341

Sevenoaks Town Council
Financial year ending 31 March 2018

	2018 £	2017 £
Balance per box 8 (Cash balances)	2,175,341	2,653,903
Add		
Stock	1,041	1,680
Debtors		
Trade debtors	35,032	18,780
Miscellaneous debtors	997	8,948
SCC Bookings Debtors	11,229	10,759
VAT Control	27,715	39,296
Season ticket loan	-	-
Prepayments	60,188	54,630
	135,161	132,413
Creditors		
Trade creditors	(85,507)	(108,242)
Accruals	(138,241)	(59,200)
Sundry creditors	(129,566)	(47,701)
Prior year mayors charities	-	-
Cashbook suspense	(143)	-
Superannuation Due	(0)	-
	(353,457)	(215,143)
Receipts in advance	(27,362)	(29,069)
Balance per box 7 (Reserves)	1,930,723	2,543,784

Earmarked Reserves Summary

	2018	2017
Reserves		
Revenue Reserve	307,905	351,117
Pension reserve	2,814	2,814
Rolling Capital Prog revenue reserve fund	53,502	20,059
Street Lighting reserve	7,737	7,337
Community Centre Fund	16,398	13,398
Stag Winding up Reserve	6,000	5,000
Planning fees reserve	12,500	12,500
Youth Activities Reserve	-	15,963
Contingency provision reserve	55,442	10,263
Pension Deficit reserve	-	69,866
Capital receipts reserve	1,279,584	1,956,076
CIL Earmarked Reserve	99,993	27,783
No. 8 Bus Reserve	63,529	43,096
QH Allotment Key Reserve	4,035	-
Mayors charity Funds	21,284	8,512
Street Lighting LED Upgrade Fund		
	1,930,723	2,543,784

Sevenoaks Town Council
Financial year ending 31 March 2018

Earmarked Reserves Summary

		2017/18	2016/17	Mvmt
		£	£	
315	Pension Reserve	2,814	2,814	-
316	Rolling Cap Prog Reserve	53,502	20,059	33,443
317	Street Lighting Reserve	7,737	7,337	400
318	Community Centre Reserve	16,398	13,398	3,000
319	Stag winding-up Reserve	6,000	5,000	1,000
320	Planning Fees Reserve	12,500	12,500	-
321	Youth Activities	-	15,963	(15,963)
324	Contingency Reserve	55,442	10,263	45,179
325	Pension Deficit Reserve	-	69,866	(69,866)
340	Capital Receipts Reserve	1,279,584	1,956,076	(676,493)
360	CIL Earmarked Reserve	99,993	27,783	72,210
370	No 8 Bus Reserve	63,529	43,096	20,433
372	QH Allotment Key Reserve	4,035	-	4,035
506	Mayors Charity Funds	21,284	8,512	12,772
				-
		1,622,818	2,192,667	(569,849)
310	Revenue Reserve	307,905	351,117	(43,212)
		1,930,723	2,543,784	
				(613,061.18)

Sevenoaks Town Council
Annual Return for 31 March 2018
Financial year ending 31 March 2018

Box 9

	2018 £	Movement Analysed	2017 £
Total Fixed Asset Cost	5,645,593	(463,386)	5,182,208
Accumulated Depreciation	(258,290)	(1,346)	(259,636)
grants	(434,727)	0	(434,727)
Long term debtor	358,407	0.00	358,407
Balance per Box 9	5,310,983	(464,731)	4,846,252

The depreciation has been frozen since 31 March 2007 which is when
the Council last had to prepare full accounts under the SORP.
Reduction in accumulated depreciation relates to pre-2007 asset disposed in the current year

Sevenoaks Town Council
Financial year ending 31 March 2018

Explanation of Variances

Full explanations, including numerical figures are to be provided for the following:

Variances of more than 15% between totals for individual boxes (except variances of less than £200) are to be explained;

If the total reserves (Box 7) figure is more than twice the annual precept box (Box 2)

Section 2		Year ending		Variance		Detailed explanation of variance (with amounts £)
		2016/2017	2017/2018			
		£	£	£	%	
Box 1	Balances b/fwd	495,497	2,543,784			
Box 2	Annual Precept	973,618	1,029,625	56,007	5.75%	Per approved council budget of £1,532,074 less other income of £502,449
Box 3	Total other receipts	2,893,828	979,903	(1,913,925)	-66.14%	Capital receipts from the sale of land in 2016/17 (£2,568,266) was responsible for the inflation in receipts. Capital receipts in 2017/18 amounted to £281,377
Box 4	Staff Costs	731,678	768,942	37,264	5.09%	
Box 5	Loan interest/capital repayments	-	-	-		
Box 6	all other payments	1,087,481	1,853,647	766,166	70.45%	Increase largely attributable to the progression of projects relating to : Bat & Ball station (increase of £114,685), Bat & Ball Centre (£119,362), Neighbourhood Development Plan (£35,694), The Stag upgrade to air handling system, EPOS & ticketing system and vehicle lift (£69,939), 3G Football pitch installation (£200,018 net) Clean up costs following controlled bomb disposal -£26,603 No. 8 Bus reserve increase-£22,000 Contingency reserve increase-£45,179 Rolling Capital Program increase in reserve-£33,443 STC Contribution to Business Improvement District costs -£5,000 Skatepark resurfacing -8,590 Provision of Youth Shelter-net £2,274

Sevenoaks Town Council
Financial year ending 31 March 2018

Explanation of Variances

Full explanations, including numerical figures are to be provided for the following:
Variances of more than 15% between totals for individual boxes (except variances of less than £200) are to be explained;
If the total reserves (Box 7) figure is more than twice the annual precept box (Box 2)

Section 2		Year ending		Variance		Detailed explanation of variance (with amounts £)
		2016/2017	2017/2018			
Box 7	Balances C/fwd	2,543,784	1,930,723	(613,061)	-24.10%	Refer Earmarked Reserses Summary sheet
Box 8	Cash and short term investments	2,653,903	2,175,341	(478,563)	-18.03%	Cash inflow of £4,764,772 less outflow of £5,243,334 mainly due to ongoing capital projects offset by captal receipts
Box 9	Total fixed assets and LT investments	4,846,252	5,310,983	464,731	9.59%	Mainly addition of 3G football pitch £412,045 and other assets acquired in the current year
Box 10	Total borrowings	-	-	-	-	Not applicable

Explanation for 'high' reserves

Box 8	As part of the strategic plan to enhance community infrastructure, land at Raleys was sold in 2016/17 to fund ongoing capital infrastructure projects. Proceeds are held in various medium term funds of up to 12 months to fund projects cash requirements.

Sevenoaks Town Council
Mar-18
Capital Receipts Reserve-Capital Income and Expenditure listing

		£ Income	£ Expenditure	£ Total
340 Bal b/f 1 April 2017-Capital Receipts Reserve				1,956,076.19
Capital Income				
1 Stag projector hire-completed October 2017	£700/m	4,900.00		
2 SDC long term loan repayment re: allotment land	£29,230.92/yr	29,230.92		
3 Sale of land at No. 2 The Crescent		8,000.00		
4 Return of Raleys retention		25,000.00		
5 Interest on Raleys retention		72.88		
6 Sevenoaks Funds (exc. Football club)		360.46		
7 Football Club-3G pitch contribution		212,225.15		
8 Rates refund		1,587.68		
		281,377.09		
				281,377.09
Total Capital Income				2,237,453.28

Capital Costs

Supp.	Inv no	Project Details	N/L Code		
		New Council offices (RCP project 101)	**9000/91**		
		April 17 - Mar 18			
HOOK001		Topographical Survey		650.00	
OFA001		Offset Architects		3,807.96	
AFFORD		Affordable Housing		500.00	
		Planning fees		770.00	
Sub Total			P1-12	-	5,727.96
		Raleys disposal (RCP project 101)	**9001/91**		
		Raleys site planning		-	
		Brachers legal fees-preparing Sencio agreement		3,562.50	
SSE		Raleys Gym electricity		(29.68)	
British Gas		Cricket Sch. Elec/gas		(125.57)	
EDF		Bungalow Elec/Gas		-	
Sub Total			P1-12		3,407.25
		Cemetery Lodge disposal	**9012/91**		
WARN001		Cemetery lodge -legal fees		2,612.00	
		Cemetery lodge council tax		2,512.09	
		Cemetery lodge elec/gas		518.21	
		Cemetery lodge water		(0.71)	
		Cemetery lodge repairs		434.78	
		Cemetery lodge tree works			
		Warners			
Sub Total			P1-12		6,076.37

Sevenoaks Town Council
Mar-18
Capital Receipts Reserve-Capital Income and Expenditure listing

			£	£	£
	Bat & Ball Station (Project 131)	**9062/91**			
HERI002	Heritage Statement		1,598.75		
THEI001	Architectural feasibility RIBA 0-4		28,548.50		
WICK002	Quantity Surveying & Principal designer		47,160.00		
PRM	Structural engineering		3,352.00		
MAX001	Engineering		12,448.50		
SWA001	Client Advisior-General support		7,098.00		
SAV001	Viability Appraisal		1,750.00		
COL001	Lease condition report		3,700.00		
GREEN001	Greenlink Ecology-Bat survey		1,475.00		
WARN001	Legal Advice-lease		13,660.00		
TC13644	UK Power Networks-Electricty supply to station building		37,660.12		
TC13642	Jet clean of drains		825.00		
TC13641	Gas infrastructure installation		5,597.49		
BS001	Building Control		1,066.00		
CPR001	Printing of leaflets		387.00		
SEWAT001	SE Water survey fee		324.30		
WES001	Temporary flooring		500.00		
	Memorabilia		3,645.25		
	Furniture		90.00		
COUR001	Recruitment HEO		317.78		
	Travel & Meetings		210.15		
KCCHIGHWAY	Signage		372.58		
	Maintenance & Misc		144.63		
Sub Total		P1-12		171,931.05	
	Bat & Ball Centre (RCP project 102)	**9063/91**			
THEI001	Architectural services		95,801.00		
WICK002	Quantity Surveying & Principal designer		20,128.00		
PRM	Structural engineering		20,122.50		
MAX001	Engineering		33,907.50		
SWA001	Sarah Williams Architecture		-		
SWA001	Client Advisior-General support		14,437.42		
SPD001	Topographical survey-Spatial Dimensions		1,700.00		
STUDIO	Studio-landscape report		12,500.00		
GREEN001	Ecological scope survey		920.00		
CPR01	Creative Productions		289.00		
SOI001	Soiltechnics		10,399.50		
SSUK001	Sewer Surveys		1,350.00		
SDC001	Pre-planning application		1,350.00		
KCC004	KCCJ-kitchen design		3,863.00		
BRA001	Brachers		344.50		
CON002	Connect-Traffic study		2,570.00		
MOU001	Moulton Taggart-Cost plan for ramps		1,010.00		
WARN001	Legal fees		663.50		
COL001	Structural Scheme design		1,500.00		
TC13640	CEI image of Plan B Community Centre		3,800.00		
TC13636	Prof fees: ramp and new station access		2,090.00		
TC13619	BBS Building control		5,600.00		
		P1-12		234,345.92	

Sevenoaks Town Council
Mar-18
Capital Receipts Reserve-Capital Income and Expenditure listing

				£	£	£
		Stag (RCP project)	**9064/91**			
STAG002		Airhandling Upgrade		14,468.40		
STAG002		Vehicle Lift		27,899.00		
STAG002		Ticketing and EPOS		27,571.91		
				-		
Sub Total			P1-12		69,939.31	
		Sports Strategy (RCP project)	**9065/91**			
SAV001	22320	Viability Assessment 3G Rugby pitch		1,800.00		
Sub Total					1,800.00	
		Northern Masterplan (RCP project)	**9066/91**			
UIS001	20487	Fee for workstage 2		26,997.50		
TMB002	20522/ 20959	Mailing service		3,530.58		
SWA001		Sarah Williams-General Support		-		
CTP01		Creative Productions		8,521.80		
UIS001		TC13625		9,120.00		
COUR001		Mailing adverts		1,104.00		
		G Ball drawings		601.40		
		Application fee		97.50		
Sub Total			P1-12		49,972.78	
		Sevenoaks Funds (Project)	**9067/91**			
WARN001	21087	legal fees-re: Terms & Conditions		300.00		
JTH001	20713	Sevenoaks Fund Branding		1,612.59		
		Website and other costs		513.98		
Sub Total			P1-12		2,426.57	
		3G Football Pitch(Project)	**9068/91**			
BOUR001	21489	3g Pitch installation		377,045.00		
		Balance due 12 months after completion		35,000.00		
		Banner		197.50		
			P1-12		412,242.50	
		Other:				
		Irrecoverable VAT			-	
Total		Project costs 2017/18				**957,869.71**
	Balance @ 31 March 2018					**1,279,583.57**

Sevenoaks Town Council

F&GP 11 June 2018

Raleys Completion Details

	£
Funds currently with Brachers LLP	
Amounts held with Brachers LLP 31/03/2017	245,000.00
S106 Replacement Gym provision discharged	(95,000)
Balance held 31/03/18 Indoor Cricket provision	150,000.00

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Sevenoaks Commemorating WW1 in 2018

1	**Sevenoaks in Bloom**	Sevenoaks in Bloom for 2018 is to commemorate WW1 and participate in the national campaign for a Ribbon of Poppies. Key projects include: • Recreation of WW1 Archway at the Vine • Airplane with poppies at the Vine • Planting of poppies throughout the town • Poppy rock painting involving schools and children groups. • Red themed flower hanging baskets, troughs and bedding • New WW1 commemorative benches.
2	**Children's Literacy Project**	The aim of the project is for young people to research and or remember those involved in WW1 by writing them a 'letter'. Assistance to be provided by Matthew Ball, local historian and My Sevenoaks Community. Key parts of the project include: • Leaflet produced to launch the project on Armed Forces Day – 30th June 2018 • Pro Forma 'letter' forms to be delivered to schools in September and available at key points in the town. • Terry Malone to provide bespoke WW1 Letter Box to be placed opposite the War Memorial with information poster. Letters to be written and delivered between September to November 2018. • Letters to be collated and placed on websites • Mayor to be involved where possible.
3	**Cemetery Talks**	Matthew Ball has offered to provide some Cemetery Talks relating to War Graves in the weeks leading up to Remembrance Day.
4	**WW1 & Sevenoaks**	Commemorative historian talk to be provided at STC Chamber (as per Great Storm).

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Minutes of Sevenoaks Town Partnership Meeting held at the Town Council Chamber On Wednesday 16th May 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	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	Apologies
Roberta Ware	Francis Jones Jewellers	Present
Glenn Ball	Local Architect	Present
	Blighs	Apologies

Also in Attendance:
Stephanie Harrison – My Sevenoaks Community
Cllr Pam Walshe – Sevenoaks Town Council
Mike Williams – Sevenoaks Round Table
Cllr Matthew Dickins – Sevenoaks District Council
Sharon Wright – Sevenoaks District Council CCTV operations
Cllr Richard Parry – Sevenoaks Town Council

At the start of the meeting a presentation was given to the Committee regarding the operational details of the CCTV in the town and the partnerships that were involved. It was requested that the Town Clerk send a list of queries raised by the Executive Board to Cllr Dickins for reply.

1. **Apologies for Absence**
   As noted above. Apologies also received from Cllr Maxine Chakowa and Cllr Merilyn Canet.

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

3. **Minutes**
   The Minutes of the Sevenoaks Town Partnership Meeting held on 7th March 2018 were received and accepted as a true record.

4. **Pocket Size Town Map**
   A copy of the printed map was received. Some issues where raised with the design and amount of road names. The issues would be discussed between the Chairman and Vice Chairman.

5. **Friends of Bat & Ball Station**
A copy of the minutes of the Friends of Bat & Ball Station held on 17th April were received and noted.

It was noted that a talk on the Social History relating to Bat & Ball would take place at the Town Council Chamber on 12th June at 7pm.

6. **Sevenoaks Business Show 27th April 2018**
An update was received from the Committee Clerk. The event was well received by exhibitors and members of the public. A feedback questionnaire would be sent to exhibitors shortly with result brought to the next meeting.

7. **Sevenoaks Wellbeing Show 18th May 2018**
An update was received from the Committee Clerk. The event stand spaces were sold out with a waiting list. The event would be opened by the Mayor, Cllr Roderick Hogarth at 10am at the Stag Plaza.

8. **Member Organisations**

i) Stag
Cinema ticket bookings were doing very well. It was noted that local drama/production groups were struggling with increased costs of productions.

ii) Francis Jones Jewellers
Attempted robbery took place the previous evening. The smashed front window would be covered and then replaced as soon as possible. It was noted that the suspect had been arrested. Business had been quiet since Easter. It was noted that Darcey's Coffee shop had closed and no movement still on the Linen Shop.

iii) My Sevenoaks Community
The website was now up and running, with lots of interesting information and events.

iv) Sevenoaks Rail Travellers
An update was received from Cllr Clayton. It was noted that as of 20th May the connections from Bat & Ball to Sevenoaks and Swanley would be affected due to the new timetable.

It was noted that the new contractor for the current South Eastern franchise would be decided in the next three months.

Further detail sheet attached.

i) Sevenoaks Round Table

Plans for 2018 Torchlight Parade were now underway. Funds were still available from 2017 to allocate to local charities. It was requested that any ideas of local charities that might benefit from the money to contact the Sevenoaks Round Table for an application form.

i) Glenn Ball

It was noted that the new public toilets at Greatness had now been opened.

Concern was raised over the new evening parking charges and how this would affect the businesses in the town and their night time economy.

i) Sevenoaks Society

The Sevenoaks Society had currently been working on the Local Plan and the issue of Air Quality Management in the Town Centre.

ii) Sevenoaks Town Council

Business Awards 2018 – It was noted that nominations were open. Two categories were still looking for sponsorship (Independent Retailer of the Year & National Chain Retailer). If there were any businesses interested in sponsorship please contact the Committee Clerk. The black tie awards would take place on 14th September at Knole Academy. A speaker was still need for the awards evening and any suggestions should be emailed to the Committee Clerk for consideration.

Sevenoaks In Bloom – Plans for In Bloom 2018 were in full swing with judging taking place on 4th July. It was requested that any volunteer gardeners please contact the Committee Clerk as any help was very much appreciated. Two volunteer dates had been arranged:

Wednesday 20th June – Stag 10-1
Wednesday 27th June – The Vine 10-1

9. **Dates of Next Meetings**

Please note the meeting on 27th June is cancelled. The next meeting would take place on 8th August, 6.30pm at the Town Council Chamber.

10. **Press Release**

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

There being no further business the Chairman closed the meeting at 8.05 pm.

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Sevenoaks Town Council

Agenda Item 11 (a)

Current Matters

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 27th April 2017. No further changes since 18th September 2017. Invoices were sent prior to the financial year end.
2		Bat & Ball Station	Lease negotiation	South Eastern have confirmed amendments to Heads of Terms for lease to include sub-letting of café if needed. Currently being reviewed by Network Rail lawyers.
			Capital Project	Planning application approved. HLF bid round two submitted 29th August 2017. HLF requires Variation to lease being negotiated with South Eastern/Network Rail. Tenders returned, short listed. Contractors being reviewed. HLF Decision early December 2017.
	350 - F&GP (c) (5) 13.11.2018		CIL	Allocated £78,810.63 for the Bat & Ball project.
	33 - CIC 23.4.2018		CIL	See Financial Report - Agenda Item No 8
	416 (i) - CIC 8.1.2018		Grant Awarded	HLF awarded full grant of £755,600. Start up Process begins January 2018. *Heritage Engagement Officer started 21st May 2018*
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.

Item	Minute No		Status	Latest update
				Long term as Business Hub. Short term as temporary accommodation if needed for Community Centre users.
5	416 (ii) - CIC 8.1.2018 536 - CIC 12.3.2018 33(i) – CIC 23.4.2018	Bat & Ball Centre *Sevenoaks Day Nursery*		Design to be placed to tender prior to applying for planning permission Feasibility of options taking place. Agreed to proceed with refurbishment and extension of current facility – one storey. First draft plans prepared and consultation taken place for Community Centre User. 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	*On going* *Contracts Exchanged*	On the market for sale. Contracts for sale had been completed and due to be exchanged. *Exchanged 22.05.2018* *Completion 30.05.2018*
7		Vine Waste	On going	2017 12 13 - SDC wrote to the Secretary of State seeking permission under Commons Act 2006 – Section 38 For permission to use as temporary car park.
8	*?*	*Sevenoaks Fund*		*The first year of the Sevenoaks Fund has ended.* *It has been successful in achieving its aim of creating an internal on line 'crowdfunding' system and the building of the £450,000 Football 3G Pitch, at Greatness.?*

F&GP Committee 11.06.2018

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 11 (b)

PRIORITY ONE

No	Project	Details	Proposed target timescale	£	Update / comment
1	Bat & Ball Community Conference Centre	Research feasibility of building new multi-purpose community centre, including commission plans to tender stage.	March 2017	£60,000 £20,000 £170,000 £4,500,000	RIBA Competition completed. Report to Community Infrastructure Committee 29.06.2015. New build centre. Additional feasibility work being undertaken for mixed use of site to include residential. Presented to Cllrs 22.12.2015. Pre-build professional fees including planning application and tender process. On hold until capital receipts received. Capital Build. Appointment contracts for professional team being prepared. Planning application expected to be submitted November/December 2017. Pre-planning advice received. Project Team addressing matters raised in pre-planning advice. Design to be placed for tender prior to application for planning permission. Feasibility of options taking place. Agreed to extend and refurbish current centre – one storey. *Pre-Planning submitted. Feasibility costs being reviewed.*
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 29th August 2017. Tenders opened 16th August 2017. Lease completed 25th 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. *Contract dates 26th March to 21st September* Application made for CIL funding *successful* by SDC 8th May 2018.

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 11 (b)

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

F&GP Committee 11.06.2018

Sevenoaks Town Council

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 Norther Sevenoaks initial consultation has been completed. Draft NDP *made* available *March* 2018:

Draft plan presented to NDP cttee	Jan/Feb 2018
Public Consultation on Draft Plan	June/July 2018
Amendments	August 2018
Submission to SDC for examination	September 2018
Pre-examination consultation	Sept/Oct 2018
Amendments	Nov/Dec 2018
Referendum	Jan/Feb 2019
Plan is made	Early/Mid 2019

Sevenoaks Town Council

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

No	Project	Details	Proposed target timescale	£	Update / comment
5	Community Right to Bid.	To nominate assets of community value to Sevenoaks District Council which Sevenoaks Town Council would be interested in purchasing if they were to be sold.			Cllrs to be asked to provide information of such buildings within their wards Registration process for STAG. Completed. Registration process for Bradbourne Lakes completed.
6	Free Recreational facilities	To include outdoor gym, table tennis, basketball play facilities.	2015 onwards	£120,000	Agreed to put on hold until Capital Receipts received. *Kippington Meadow – Play area installed May 2018* Open Spaces & Leisure Committee resolved to progress.
7	*Business Hub*	*Covert old Red cross building to Business Hub for new start-up of small businesses*	*2018*	*Tbc*	*Reviewing. Need to use as temporary Community Centre space prior to opening as Business Hub.*

F&GP Committee 11.06.2018

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 11 (b)

PRIORITY TWO

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

Sevenoaks Town Council

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

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

Agenda Item 11 (b)

Sevenoaks Town Council

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. *To be considered within proposed BID.*
3	Library (Kaleidoscope)	Research feasibility for taking over the management of facility and moving STC administration into the venue	May 2013		To liaise with KCC Informal STC meeting 04.03.2013 Progress delayed until after KCC elections 02.05.2013. Officer meeting arranged for 24.05.2013 To prepare architect drawings with STC functions within current perimeter and second set of plans with extension. Completed, discussions ongoing. Progress delayed due to KCC internal review / reorganisation. KCC confirmed willing to

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.				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. *With received plans for centre should be able to remain on Community site.*

F&GP Committee 11.06.2018

Agenda Item 11 (b)

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

COMPLETED

No	Project	Details	Proposed target timescale	£	Update / comment
1	Play Area Town Centre	New large play area in town centre	2015	£100,000	Negotiations completed for 10-year lease of land within Environmental Park. Knole Trustees offered 5-year lease and have been requested to review term. Knole agreed to extend to 10 years commencing 01.10.2015. STC requested extension of area. Consultation taking place and external funding applied for £36,000. Obtained. Round Table agreed grant of £6,000 from 2015 Fireworks event. Balance to be funded by CIL. Order placed to be installed by Easter 2016 (subject to weather). Installation to commence 15.02.2016. Opened on 07.04.2016. Problems with land being water logged. Under review. New surfacing at £10,000 installed to address issue.
2	Farmers Market	Local Food Promotion. Hold Farmers Market 1 x monthly on a Sunday 6 months April to September in Vine Gardens	April 2016	0	Arrangements to be put in place from April 2016. Income generating. To be reviewed in Autumn 2016. Agreed not to continue but to incorporate into events.
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 16.02.207.
5	Cemetery Lodge	To sell property	Asap		Purchaser of property has withdrawn. *Contracts for sale completed 30th May 2018.*