

4th July 2018



You are summoned to attend a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** to be held in the Council Chamber at the address below on Monday 9th July 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 www.sevenoakstown.gov.uk or by request. Members of the public addressing the Committee but not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.


Town Clerk

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

Committee Members:

Cllr S G Raikes (Chairman)

Cllr N J L Busvine OBE

Cllr J M Canet

Cllr M Chakowa

Cllr A S Clayton

Cllr R M C Hogarth *[ex officio]*

Cllr A Eyre (Vice Chairman)

Cllr R J Parry

Cllr E Parson

Cllr R L Piper

Cllr P E Towell

Cllr Mrs P C Walshe

PUBLIC QUESTION TIME

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

A G E N D A

01 APOLOGIES FOR ABSENCE

To receive and note apologies for absence.

02 DECLARATIONS OF INTEREST

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

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 11th June 2018 (copy attached).

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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

05 FINANCE REPORTS AO/SM

(a) Management Accounts

To receive and consider the Statement of Accounts, together with the Responsible Finance Officer's report and variance analysis for the period 1st to 31st May 2018 (copy attached).

(b) Suppliers' Accounts

To authorise payment of the accounts listed in the schedules for the period 1st to 31st May 2018 (copy attached).

(c) Payroll Account

To confirm payments from the account listed in the schedules for the period 1st to 31st May 2018 (copy attached).

(d) Petty Cash Account

To confirm payments from the account listed in the schedules for the period 1st to 31st May 2018 (copy attached).

(e) Internal Audit Report

To receive and note the Internal Audit Report dated 25th June 2018 (copy attached).

(f) Hospitality and Gifts Register

To receive and note the Hospitality or Gifts which were received by the employees for the period 1st to 31st May 2018.

06 CHANGES TO OFFICER BANK SIGNATORIES

The Finance & General Purposes Committee to update the investment mandates' signatories

1. Remove the outgoing Responsible Finance Officer
2. Replace with the new Responsible Finance Officer

07 GRANT APPLICATION

To receive and consider a Grant Application from the Stag Community Arts Centre (copy application attached).

08 SUBSCRIPTIONS TOURISM SOUTH EAST

To receive and discuss the Town Council renewing its membership for the 2018/2019 period (copy report attached).

09 CURRENT MATTERS AND PRIORITIES

To receive and note a list of

- (a) current matters
 - (b) priorities
- of the Town Council (copies attached). LL

10 PRESS RELEASE

To consider any agenda items, which would be considered appropriate for a press release.

Sevenoaks Town Council

Minutes of the FINANCE & GENERAL PURPOSES COMMITTEE held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 11th June 2018

Meeting Commenced: 7.00 pm

Meeting Concluded: 7:52 pm

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 P E Towell	Apologies
Cllr A S Clayton	Apologies	Cllr Mrs P C Walshe	Present
Cllr A Eyre, Vice Chairman	Present	Cllr S L Arnold <i>as substitute for Cllr R J Parry</i>	Present
Cllr R M C Hogarth - left at 7:21pm	Present	Cllr E T Waite [arrived 7:34 pm] <i>as substitute for Cllr A S Clayton</i>	Present
Cllr R J Parry	Apologies	Cllr M A Chakowa	Not Present

[10]

Also in attendance:

Linda Larter MBE, Town Clerk
Ade Ogun, Responsible Finance Officer
Michèle MacDonald, Committee Clerk

Public Question Time

The Mayoress was present but posed no questions.

90 APOLOGIES FOR ABSENCE

RESOLVED to accept the apologies for absence as received from Cllr A S Clayton, Cllr R J Parry and Cllr Towell.

91 DECLARATIONS OF INTEREST

No Declarations of Interests were received.

92 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations.

93 MINUTES OF THE MEETING HELD ON 30TH APRIL 2018

RESOLVED: to receive, accept and sign the Minutes as a true record of the meeting, noting that Cllr E T Waite was not a substitute for Cllr A S Clayton at the April meeting.

94 SUB COMMITTEES

RESOLVED: ~~To receive and~~

- a) note that the Youth Council meeting due to have been held on 9th May 2018 did not take place
 - b) note that the Youth Services Committee meeting due to have been held on 9th May 2018 did not take place
- Both meetings had been cancelled.

95 FINANCE REPORTS

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

- a) Statement of Accounts for the period 1st to 31st March 2018 and 1st to 31st April 2018 and the Responsible Financial Officer's reports.

It was noted that:

- i. there was a surplus at year end of £10,872 partly due to Sevenoaks Community Centre and the Cemetery receiving higher than forecasted revenue. The Committee congratulated the:
 - Community Centre Administrator for the increase in revenue of the Sevenoaks Community Centre
 - The Town Clerk and Open Spaces Staff for reducing the Cemetery's loss of £60,000 ten years ago to a near breakeven point.
- ii. a balance of £150,000 remains in escrow account with Brachers LLP towards replacement cricket facilities within the town of Sevenoaks.
- iii. a receipt of net £463,770 regarding the sale of The Lodge will be noted in the May statement of Accounts.

The Mayor, Cllr R M C Hogarth, left at 7:21pm.

- b) Supplier's Accounts – for the period:
 - i. 1st – 31st March 2018 - £145,736.20
 - ii. 1st to 30th April 2018 - £116,439.43
- c) Payroll Account for the period:
 - iii. 1st – 31st March 2018 – £63,329.35
 - iv. 1st to 30th April 2018 - £65,290.08
- d) Petty Cash Account for the period:
 - v. 1st – 31st March 2018 – £920.00
 - vi. 1st to 30th April 2018 - £928.62

RESOLVED to receive and note the Hospitality and gifts received by employees during the period 1st to 31st April 2018, noting that the Town Clerk's gift was a bottle of champagne, which was subsequently donated to the Mayor's charity.

96 REVIEW OF INTERNAL CONTROLS

The Committee congratulated the Finance Team on receiving such a good internal Audit Report.

RESOLVED: to receive and adopt the following reports:

- a) Internal Audit Report for the year end visit
- b) Annual Review of Internal Audit
- c) Statement of the System of Internal Control and agreed that the Chairman of the Finance and General Purposes Committee sign the Town Council's Approval of Statement on the system of Internal Control.

97 ANNUAL RETURN FOR THE YEAR END 31 MARCH 2018

RESOLVED to receive and adopt the following:

- a) Annual Governance Statement. The Town Clerk read each governance statement receiving approval from Councillors to confirm governance arrangements in place.
- b) Statement of Annual Accounts to 31 March 2018
- c) Supporting papers for submission to the External Auditors be signed by the Chairman and Town Clerk.

Cllr E T Waite arrived at 7:34 as substitute for Cllr A S Clayton and confirmed he had no Declarations of Interest to declare.

98 SEVENOAKS COMMEMORATING WWI IN 2018

RESOLVED: to receive and note the Town Clerk's report of how WWI will be commemorated in Sevenoaks Town in 2018. The committee congratulated the Town Clerk on what has been achieved with over 100 townsfolk in attendance at the Vine Gardens fixing the 2000 poppies knitted by volunteers including a lady aged 101 who had knitted 101 poppies.

99 SEVENOAKS TOWN PARTNERSHIP

RESOLVED: to receive and note the minutes of the meeting held on 16th May 2018, noting that Cllr S G Raikes had also been in attendance.

100 CURRENT MATTERS AND PRIORITIES

RESOLVED to receive and note the

- a) current matters as below:

Item	Minute No		Status	Latest update
1	08 – F&GP 3.4.2017 263 – F&GP 18.9.2017	Street Lighting	Ongoing	Farnaby Drive Residents have since signed an agreement with STC effective 27 th April 2017. No further changes since 18 th September 2017. 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-

Item	Minute No		Status	Latest update
	350 - F&GP (c) (5) 13.11.2018		Capital Project	letting of café if needed. Currently being reviewed by Network Rail lawyers. Planning application approved. HLF bid round two submitted 29 th August 2017. HLF requires Variation to lease being negotiated with South Eastern/Network Rail. Tenders returned, short listed. Contractors being reviewed. HLF Decision early December 2017.
	33 - CIC 23.4.2018		CIL	Allocated £78,810.63 for the Bat & Ball project.
	416 (i) - CIC 8.1.2018		CIL	See Financial Report - Agenda Item No 8
			Grant Awarded	HLF awarded full grant of £755,600. Start up Process begins January 2018. <i>Heritage Engagement Officer started 21st May 2018</i>
4	203 - CIC 7.8.2017	Red Cross	Reverts to STC 17.09.2017	Tenders requested for repairs to review compared to demolition. To be reviewed in relation to development of other STC Capital Assets. Long term as Business Hub. Short term as temporary accommodation if needed for Community Centre users.
5	416 (ii) - CIC 8.1.2018	Bat & Ball Centre		Design to be placed to tender prior to applying for planning permission Feasibility of options taking place.
	536 - CIC 12.3.2018			Agreed to proceed with refurbishment and extension of current facility – one storey.
	33(i) – CIC 23.4.2018			First draft plans prepared and consultation taken place for Community Centre User.
		Sevenoaks Day Nursery		Sevenoaks Day Nursery were proceeding with their plans for a new facility.
6	414 (ii) - CIC 8.1.2018	Cemetery Lodge	On going	On the market for sale.
	32 - CIC 23.4.2018			Contracts for sale had been completed and due to be exchanged.
			Contracts Exchanged	<i>Exchanged 22.05.2018 Completion 30.05.2018</i>

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

- b) to receive and note the priorities of the Town Council. It was **noted** that work on the Bat & Ball Stations would start on 18th June 2018.
- c) it was **noted** that Sevenoaks Town Council would erect a plaque outside the Vine Pavilion providing details of its restoration work to the listed building.

101 PRESS RELEASE

It was **RESOLVED** that a press release be issued on the programme to commemorate WWI.

There being no further business the Chairman closed the meeting at 7:53 pm.

Signed

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Chairman

Dated

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To: Finance & General Purposes Committee, Sevenoaks Town Council – 9th July 2018
 Agenda Item No 05 (a)
 From: Responsible Finance Officer
 Date: 4th July 2018
 Subject: Finance Report for period to 31st May 2018
 Purpose: For Information

1.0 Summary:

The year to date net income, including Precept income for April and May, is £46,752 (favourable) against a budget of £6,572 (favourable) resulting in a year to date favourable variance of £40,180.

The following Appendices are attached in support of the summary information contained in this report

- Appendix 1 - Income and Expenditure by cost centre
- Appendix 2 - Variance analysis
- Appendix 3 – Cashflow
- Appendix 3 - Working Capital
- Appendix 4 - Statement of Funds

2.0 Income and Expenditure (Appendices 1 and 2)

The Precept income for April and May amounts to £181,432, being 2/12 of £1,088,593 - the annual Precept.

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

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

Cost Centre	Name	Variance (£)	Comments
21	Open Spaces	£18,046 (F)	Mainly timing -expenditure
31	Establishment	£13,736 (F)	Benefit-2017/18 accrual
36	Community Centre	£ 7,880 (F)	More bookings YTD
39	Property	£6,597 (U)	Timing (Wayleaves)
Subtotal		£33,065 (F)	82% of Total Variance
	Other	£7,115 (F)	18% of Total Variance
TOTAL		£40,180 (F)	

3.0 Cashflow (Appendix 3)

For year to date there is a net increase in cashflow of £1,032,124, resulting in cash balance on 31st May of £3,207,464.

To: Finance & General Purposes Committee, Sevenoaks Town Council – 9th July 2018
Agenda Item No 05 (a)
From: Responsible Finance Officer
Date: 4th July 2018
Subject: Finance Report for period to 31st May 2018
Purpose: For Information

4.0 Working Capital (*Appendix 3*)

The increase in cashflow is largely due to:

Net receipts from sale of Cemetery Lodge - £470,820
Net receipt of CIL funds - £ 310,061
Advance receipts of Precept - £362,865
Net reduction due to payment of creditors - (£123,900)

5.0 Fund Balances (*Appendix 4*)

The statement of fund balances as at 31 May 2018 total £3,207,464 (31 May 2017 £2,928,932).

£2,141,313 is available for instant access.

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

S&P ratings are as of 31 March 2018.

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2018

Cost Centre Report

Month No : 2

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
11 Planning - General									
4010 Gross Pay	2,660	2,660	0	5,320	5,320	0	31,920		26,600
6240 Computer/ Data Base/WP's	0	0	0	0	0	0	510		510
6630 Professional Fees	0	18	18	405	418	13	2,000		1,595
6720 Books and Periodicals	0	0	0	0	0	0	300		300
7500 Local Organisations Grants	150	150	0	150	150	0	150		0
	2,810	2,828	18	5,875	5,888	13	34,880	0	29,005
Planning - General :- Expenditure									
	2,810	2,828	18	5,875	5,888	13	34,880		
Net Expenditure over Income									
21 O/ Spaces & Leisure - General									
4010 Gross Pay	13,787	13,500	-287	25,180	27,000	1,820	162,000		136,820
4270 Employers Pension Contribution	809	876	67	1,496	1,752	256	10,510		9,014
5013 Graffiti Removal	0	0	0	0	500	500	1,500		1,500
5025 Lower St Johns Toilets	154	696	542	582	1,392	810	8,350		7,768
5026 Greatness Rec Convenience	0	500	500	0	1,000	1,000	6,000		6,000
5030 St Nicholas Burial Ground	0	0	0	69	0	-69	0		-69
5040 Footpaths, Bridle Ways, ROW	0	0	0	0	0	0	150		150
5050 Seats And Litter Bins	762	325	-437	2,118	325	-1,793	2,600		482
5060 Sevenoaks Common	0	0	0	-315	0	315	3,500		3,815
5065 Tree Safety Survey	0	0	0	-3,700	0	3,700	3,600		7,300
5070 Other Woodlands	0	0	0	315	0	-315	3,200		2,885
5110 Raleys/ K P Pavilion	0	100	100	0	200	200	2,080		2,080
5120 Raleys/KP Pitch & Grnd Mtce.	0	0	0	0	0	0	4,845		4,845

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Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2018

Month No : 2

Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
5310 Miscellaneous Open Spaces	809	1,792	983	1,048	3,584	2,536	21,500		20,452
5316 Skatepark Maintenance	0	2,550	2,550	0	2,550	2,550	2,550		2,550
5317 Raleys Car Park	0	0	0	0	0	0	480		480
5320 Fertilizers	0	0	0	-500	0	500	1,200		1,700
5330 Grass Seed	0	0	0	786	0	-786	1,950		1,164
5340 Plants	0	200	200	153	200	47	2,700		2,547
5410 Repairs & General Maintenance	12	125	113	105	250	145	1,500		1,395
5500 Equipment Hired and New	684	712	28	-442	964	1,406	8,000		8,442
5525 Equipment Maintenance	1,212	120	-1,092	-959	240	1,199	8,000		8,959
5550 Vehicle Expenses	253	115	-138	748	2,945	2,198	3,400		2,653
5700 Fuel	180	180	0	701	680	-21	6,000		5,299
6000 Rent, Rates & Water	56	0	-56	-420	0	420	1,500		1,920
6010 Light Heat & Cleaning	76	170	94	240	340	100	2,040		1,800
6101 Telephone	11	17	6	23	34	11	200		177
6104 Mobile Telephone	15	25	10	38	50	12	300		262
6320 Staff Training	0	208	208	0	416	416	2,500		2,500
6330 Welfare/Hospitality	11	17	6	44	34	-10	200		156
6730 Subscriptions	0	0	0	0	150	150	200		200
6812 Road Dues	0	0	0	0	0	0	2,000		2,000
6851 Bus Shelter Maintenance	0	14	14	0	29	29	170		170
6900 Sundry Expenses	0	8	8	0	16	16	100		100
6922 Health&Safety/Risk Assessments	0	50	50	0	100	100	1,500		1,500
6930 Alarm Maintenance	0	0	0	0	0	0	700		700
6931 CCTV Maintenance	0	0	0	-250	0	250	1,200		1,450
6934 Waste Bin Collection-Dog Bins	0	0	0	619	675	56	2,700		2,081

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2018

Cost Centre Report

Month No : 2

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6935 Waste Bin Disposal-Waste Bins	268	650	382	332	650	318	4,000		3,668
6952 Protective Clothing	0	117	117	106	234	129	1,400		1,295
	19,098	23,067	3,969	28,116	46,309	18,193	286,325	0	258,209
O/ Spaces & Leisure - General :- Expenditure									
1022 Letting & Hire of Facilities	0	5,100	-5,100	2,423	5,100	-2,677	20,000		
1208 Food Fair Income	0	0	0	1,050	0	1,050	0		
1316 Raleys Car Park Permits	10	18	-8	10	63	-53	1,030		
1470 Income from Other Departments	0	0	0	13	0	13	0		
1850 Log Sales	0	0	0	0	0	0	1,200		
1990 Other Income	0	0	0	1,675	155	1,520	720		
	10	5,118	-5,108	5,171	5,318	-147	22,950		
O/ Spaces & Leisure - General :- Income									
	19,088	17,949	-1,139	22,946	40,991	18,046	263,375		
Net Expenditure over Income									

22 O/ Spaces & Leisure - Cemetery

4010 Gross Pay	5,432	5,000	-432	10,561	10,000	-561	60,000		49,439
4270 Employers Pension Contribution	484	492	8	918	984	66	5,900		4,982
5210 Cemetery Chapel & Office	0	0	0	0	0	0	170		170
5230 Cemetery Wshop/Messroom Mfice	0	0	0	34	0	-34	170		136
5340 Plants	24	0	-24	24	0	-24	0		-24
5410 Repairs & General Maintenance	5	83	78	5	167	162	1,000		995
5500 Equipment Hired and New	0	0	0	-70	136	206	2,140		2,210
5525 Equipment Maintenance	-1,187	0	1,187	4	0	-4	2,400		2,396
5700 Fuel	44	75	31	171	150	-21	900		729

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Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2018

Cost Centre Report

Month No : 2

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6000 Rent, Rates & Water	450	0	-450	899	555	-344	5,700		4,801
6010 Light Heat & Cleaning	0	100	100	0	200	200	1,200		1,200
6101 Telephone	42	61	19	86	122	36	730		644
6104 Mobile Telephone	17	4	-13	17	7	-10	40		23
6200 Printing & Stationery	0	17	17	318	34	-284	200		-118
6240 Computer/ Data Base/WVP's	800	0	-800	0	0	0	380		380
6320 Staff Training	0	0	0	0	0	0	1,500		1,500
6330 Welfare/Hospitality	0	12	12	15	25	10	150		135
6500 Goods for Resale	0	17	17	0	34	34	200		200
6630 Professional Fees	0	0	0	90	0	-90	100		10
6730 Subscriptions	0	0	0	90	100	10	100		10
6802 Trees Plants Turf & Fertilizer	0	0	0	0	200	200	1,500		1,500
6822 Roads Path & Boundaries	121	0	-121	121	0	-121	550		429
6832 Lawn/Wall of Remembrance	0	0	0	0	0	0	100		100
6900 Sundry Expenses	0	4	4	0	8	8	50		50
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	970		970
6930 Alarm Maintenance	577	0	-577	577	0	-577	1,150		573
6932 Cemetery Security	0	425	425	370	850	480	5,100		4,730
6935 Waste Bin Disposal-Waste Bins	115	100	-15	115	200	85	1,200		1,085
6952 Protective Clothing	0	50	50	0	100	100	600		600
O/ Spaces & Leisure - Cemetery :- Expenditure	6,923	6,440	-483	14,344	13,872	-472	94,200	0	79,856
1700 Cemetery Income	8,505	6,167	2,338	14,088	12,334	1,754	74,000		
O/ Spaces & Leisure - Cemetery :- Income	8,505	6,167	2,338	14,088	12,334	1,754	74,000		
Net Expenditure over Income	-1,582	273	1,855	256	1,538	1,282	20,200		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2018

Cost Centre Report

Month No : 2

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>23 O/ Spaces & Leisure- Allotment</u>									
4010 Gross Pay	477	210	-267	1,018	420	-598	3,300		2,282
4270 Employers Pension Contribution	0	40	40	0	80	80	500		500
5410 Repairs & General Maintenance	145	0	-145	2,362	0	-2,362	1,590		-772
6000 Rent, Rates & Water	0	0	0	-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	622	250	-372	2,880	500	-2,380	7,450	0	4,570
1010 Rental Income	0	0	0	0	0	0	880		
1047 QH Allotments Income	113	0	113	208	0	208	3,150		
O/ Spaces & Leisure- Allotment :- Income	113	0	113	208	0	208	4,030		
Net Expenditure over Income	509	250	-259	2,672	500	-2,172	3,420		
<u>26 Open Spaces-Street Lighting/Ge</u>									
6861 Public Clock Maintenance	0	0	0	17	200	183	1,000		983
6862 Street Lighting	1,797	917	-880	2,135	3,517	1,382	12,644		10,509
6865 In Bloom Costs	623	0	-623	1,002	0	-1,002	16,224		15,222
Open Spaces-Street Lighting/Ge :- Expenditure	2,419	917	-1,502	3,154	3,717	563	29,868	0	26,714
1263 Cont'n's to street lighting	0	0	0	0	0	0	7,197		
1997 In Bloom Income	700	700	0	1,130	1,100	30	1,224		
Open Spaces-Street Lighting/Ge :- Income	700	700	0	1,130	1,100	30	8,421		
Net Expenditure over Income	1,719	217	-1,502	2,024	2,617	593	21,447		

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Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2018

Cost Centre Report

Month No : 2

	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. Q/ Spaces & Leisure-Vine Cafe									
4010 Gross Pay	4,869	5,660	791	8,748	9,160	412	43,800		35,052
4270 Employers Pension Contribution	120	174	54	221	291	70	1,700		1,479
5410 Repairs & General Maintenance	165	42	-123	165	84	-81	500		335
5500 Equipment Hired and New	398	150	-248	1,358	300	-1,058	1,800		442
5525 Equipment Maintenance	180	42	-138	180	84	-96	500		320
6000 Rent, Rates & Water	55	100	45	110	200	90	1,200		1,090
6010 Light Heat & Cleaning	469	400	-69	497	400	-97	1,600		1,103
6101 Telephone	33	25	-8	57	50	-7	300		243
6200 Printing & Stationery	332	0	-332	344	0	-344	30		-314
6210 Postage & Courier	60	0	-60	60	0	-60	160		100
6240 Computer/ Data Base/WP's	0	13	13	0	26	26	150		150
6320 Staff Training	0	0	0	0	150	150	300		300
6460 Publicity & Democratic notices	11	21	10	11	42	31	250		239
6500 Goods for Resale	1,532	3,400	1,868	3,326	5,198	1,872	29,000		25,674
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	134	15	-119	144	30	-114	180		36
6922 Health&Safety/Risk Assessments	0	0	0	0	500	500	500		500
6930 Alarm Maintenance	0	0	0	0	0	0	500		500
6935 Waste Bin Disposal-Waste Bins	94	0	-94	94	350	256	2,100		2,006
6976 Credit card charges	41	45	4	72	91	19	550		478
Q/ Spaces & Leisure-Vine Cafe :- Expenditure	8,492	10,087	1,595	15,387	16,956	1,569	85,520	0	70,133

O/ Spaces & Leisure-Vine Cafe :- Expenditure

Sevenoaks Town Council

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Cost Centre Report

Month No : 2

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1211 Sale of Goods	5,716	2,750	2,966	8,412	5,500	2,912	57,000		
1212 Events Management	0	0	0	0	0	0	28,525		
O/ Spaces & Leisure-Vine Cafe :- Income	5,716	2,750	2,966	8,412	5,500	2,912	85,525		
Net Expenditure over Income	2,776	7,337	4,561	6,975	11,456	4,481	-5		
29 O/Spaces & Leisure-Vine Ground									
4010 Gross Pay	604	688	84	1,366	1,376	10	8,250		6,884
4270 Employers Pension Contribution	39	42	3	82	84	2	500		418
5010 Vine Area General Maintenance	265	284	20	1,015	567	-448	3,400		2,385
5020 Vine Public Convenience	0	1,000	1,000	20	2,000	1,980	12,000		11,980
6000 Rent, Rates & Water	0	58	58	0	117	117	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	0	0	0	0	0	0	3,000		3,000
6931 CCTV Maintenance	193	0	-193	193	0	-193	620		428
O/Spaces & Leisure-Vine Ground :- Expenditure	1,100	2,072	972	2,675	4,144	1,469	28,885	0	26,210
1208 Food Fair Income	725	0	725	725	0	725	3,152		
1805 Tea Kiosk Rental & Pavilion	0	0	0	773	0	773	3,180		
1870 Vine Club Insurance Contrib.	0	0	0	0	0	0	600		
O/Spaces & Leisure-Vine Ground :- Income	725	0	725	1,498	0	1,498	6,932		
Net Expenditure over Income	375	2,072	1,697	1,177	4,144	2,967	21,953		

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Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2018

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
6533	Copyright Fees/Royalties	0	0	0	0	0	0	308		308
6635	Professional Fees Licensing	0	0	0	0	0	0	270		270
6922	Health&Safety/Risk Assessments	0	0	0	0	0	0	482		482
6930	Alarm Maintenance	0	0	0	0	0	0	600		600
6931	CCTV Maintenance	0	0	0	0	0	0	300		300
6935	Waste Bin Disposal-Waste Bins	0	0	0	0	0	0	600		600
	F& G P - Bat & Ball Station :- Expenditure	0	0	0	0	0	0	41,650	0	41,650
1022	Letting & Hire of Facilities	0	0	0	0	0	0	18,017		
1211	Sale of Goods	0	0	0	0	0	0	16,321		
	F& G P - Bat & Ball Station :- Income	0	0	0	0	0	0	34,338		
	Net Expenditure over Income	0	0	0	0	0	0	7,312		

Sevenoaks Town Council

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Cost Centre Report

Month No : 2

31 F & G P - Establishments

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4010 Gross Pay	21,061	24,750	3,689	45,157	49,500	4,343	297,000		251,843
4270 Employers Pension Contribution	2,380	2,917	537	4,822	5,834	1,012	35,000		30,178
4271 Pension Deficiency	5,833	5,667	-166	11,667	11,334	-333	68,000		56,333
5500 Equipment Hired and New	267	208	-59	543	416	-127	2,500		1,957
6010 Light Heat & Cleaning	47	0	-47	47	0	-47	0		-47
6020 Insurance Cost	1,016	0	-1,016	8,461	13,000	4,539	17,000		8,539
6101 Telephone	345	208	-137	649	416	-233	2,500		1,851
6103 Fax	0	8	8	0	16	16	100		100
6200 Printing & Stationery	498	1,217	719	2,993	2,434	-559	14,600		11,607
6210 Postage & Courier	268	416	148	891	836	-55	5,000		4,109
6240 Computer/ Data Base/WP's	1,596	400	-1,196	2,666	1,120	-1,546	13,580		10,914
6241 Website Costs	1,330	0	-1,330	1,330	0	-1,330	880		-450
6242 I.T. Infrastructure	0	0	0	0	0	0	5,200		5,200
6281 Furnishings, Furniture/Eqpt	169	0	-169	169	0	-169	1,400		1,231
6300 Computers Accountancy	0	1,595	1,595	1,395	1,595	200	4,000		2,605
6315 Recruitment Costs	100	334	234	240	667	427	4,000		3,760
6320 Staff Training	0	417	417	0	834	834	5,000		5,000
6321 Investors in People	0	0	0	0	0	0	790		790
6330 Welfare/Hospitality	86	164	78	466	328	-138	1,970		1,504
6410 Civic Exps/Annual Reception	707	825	118	707	825	118	1,650		943
6415 Gifts/hospitality	35	55	20	35	110	75	400		365
6420 Annual Parish Meeting	0	0	0	0	0	0	100		100
6421 Honour Bd. Badges & Insignia	-1,158	30	1,188	0	100	100	250		250

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Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2018

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Month No : 2

	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	0	0	0	-436	0	436	0		436
6435 Members Expenses	0	0	0	0	0	0	3,930		3,930
6437 Mayors Allowance 2018/19	690	433	-257	716	866	150	5,200		4,484
6438 Mayors Car Allowance 2018/19	0	0	0	0	0	0	2,340		2,340
6440 Press Notices	240	130	-110	918	260	-658	1,500		582
6450 Bye Laws	0	0	0	0	0	0	100		100
6460 Publicity & Democratic notices	78	0	-78	658	630	-28	2,400		1,742
6461 Banner Costs	0	85	85	0	170	170	1,020		1,020
6610 Audit Fees	0	0	0	-1,020	0	1,020	5,200		6,220
6619 Irrecoverable VAT	0	0	0	0	0	0	6,000		6,000
6620 Legal Expenses	339	0	-339	339	0	-339	5,000		4,661
6630 Professional Fees	0	0	0	260	0	-260	0		-260
6635 Professional Fees Licensing	0	0	0	810	0	-810	1,980		1,171
6650 Bad debts	125	0	-125	125	0	-125	0		-125
6710 Conference Fees & Expenses	0	0	0	15	0	-15	2,300		2,285
6720 Books and Periodicals	52	32	-20	52	64	12	380		328
6730 Subscriptions	0	0	0	1,861	2,000	139	3,500		1,639
6868 Summer Concerts	0	0	0	205	0	-205	0		-205
6869 Special Events	465	0	-465	465	0	-465	0		-465
6889 Waste Sacks	405	0	-405	405	350	-55	1,400		995
6900 Sundry Expenses	161	41	-120	204	82	-122	490		286
6922 Health&Safety/Risk Assessments	0	0	0	-998	0	998	3,000		3,998
6939 Healthcare Services	854	0	-854	854	0	-854	0		-854
6975 Bank Charges	79	115	36	235	231	-4	1,390		1,156
6976 Credit card charges	46	42	-4	137	84	-53	500		363

Sevenoaks Town Council

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Month No : 2

	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
7010 Election Expenses	0	0	0	0	0	0	3,000		3,000
7611 Contingency provision	2,170	0	-2,170	-4,167	0	4,167	108,330		112,497
7614 Stag reserve	0	0	0	0	0	0	1,000		1,000
F & G P - Establishments :- Expenditure	40,286	40,089	-196	83,875	94,102	10,227	640,880	0	557,005
1115 Interest on Deposits	486	500	-14	1,809	1,000	809	6,000		
1231 Banner Income	0	250	-250	0	500	-500	4,500		
1350 Revenue Grant income	500	0	500	500	0	500	0		
1889 Waste Sacks Income	516	150	366	602	200	402	1,200		
1990 Other Income	432	109	323	2,908	610	2,298	1,700		
F & G P - Establishments :- Income	1,933	1,009	924	5,819	2,310	3,509	13,400		
Net Expenditure over Income	38,352	39,080	728	78,056	91,792	13,736	627,480		
32 F & G P - General									
6490 Christmas Lights Switch On	220	0	-220	20	0	-20	26,000		25,980
6491 Remembrance Day/Civic Serv.	293	0	-293	293	0	-293	2,700		2,407
6495 Number 8 bus expenses	3,005	3,005	0	6,009	6,010	1	36,056		30,047
6869 Special Events	0	450	450	0	1,000	1,000	6,500		6,500
F & G P - General :- Expenditure	3,517	3,455	-62	6,322	7,010	688	71,256	0	64,934
1490 Christmas Lights Switch On	0	0	0	0	0	0	5,000		
1495 Number 8 bus income	3,005	3,005	0	6,009	6,010	-1	36,056		
1990 Other Income	0	0	0	0	0	0	4,000		
F & G P - General :- Income	3,005	3,005	0	6,009	6,010	-1	45,056		
Net Expenditure over Income	513	450	-63	313	1,000	687	26,200		

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Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2018

Month No : 2

Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>33 F & G P - Council Offices</u>									
4010 Gross Pay	3,133	1,575	-1,558	3,133	3,150	17	18,900		15,767
4270 Employers Pension Contribution	172	48	-125	172	95	-78	570		397
5410 Repairs & General Maintenance	29	167	138	49	334	285	2,000		1,951
6000 Rent, Rates & Water	3,852	1,959	-1,893	5,712	3,918	-1,794	23,500		17,788
6010 Light Heat & Cleaning	1,339	215	-1,124	1,433	430	-1,003	6,000		4,567
6101 Telephone	0	0	0	48	0	-48	0		-48
6510 Catering Expenses	0	0	0	0	0	0	130		130
6900 Sundry Expenses	0	8	8	0	16	16	90		90
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	300		300
6930 Alarm Maintenance	0	0	0	0	0	0	1,400		1,400
6935 Waste Bin Disposal-Waste Bins	94	62	-32	94	124	30	740		646
F & G P - Council Offices :- Expenditure	8,619	4,034	-4,585	10,640	8,067	-2,573	53,630	0	42,990
1022 Letting & Hire of Facilities	1,176	1,194	-19	2,718	2,388	330	14,319		
F & G P - Council Offices :- Income	1,176	1,194	-19	2,718	2,388	330	14,319		
Net Expenditure over Income	7,443	2,840	-4,604	7,922	5,679	-2,243	39,311		
<u>36 F & G P - Community Centre</u>									
4010 Gross Pay	2,649	2,683	34	5,847	5,367	-480	32,200		26,353
4270 Employers Pension Contribution	111	125	14	222	250	28	1,500		1,278
5410 Repairs & General Maintenance	154	242	88	543	484	-59	2,900		2,357
6000 Rent, Rates & Water	368	0	-368	736	0	-736	6,700		5,964

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	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6010 Light Heat & Cleaning	154	0	-154	154	0	-154	0		-154
6011 Electricity-SCC	554	225	-329	763	450	-313	2,700		1,937
6012 Gas-SCC	0	0	0	0	0	0	1,800		1,800
6013 Cleaning-SCC	0	67	67	0	133	133	800		800
6101 Telephone	36	33	-3	72	66	-6	400		328
6104 Mobile Telephone	0	7	7	8	14	6	80		72
6200 Printing & Stationery	0	6	6	0	12	12	70		70
6230 Office Furniture/Machinery	0	50	50	0	100	100	600		600
6240 Computer/ Data Base/WP's	0	25	25	0	50	50	300		300
6281 Furnishings,Furniture/Eqpt	10	0	-10	10	0	-10	320		310
6320 Staff Training	0	17	17	0	34	34	200		200
6460 Publicity & Democratic notices	0	41	41	0	83	83	500		500
6520 Refreshments for Resale	32	59	27	74	117	43	700		626
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	84	84	500		500
6900 Sundry Expenses	0	4	4	0	8	8	50		50
6922 Health&Safety/Risk Assessments	0	0	0	-978	170	1,148	300		1,278
6930 Alarm Maintenance	0	225	225	0	225	225	2,000		2,000
6931 CCTV Maintenance	300	0	-300	300	300	0	300		0
6935 Waste Bin Disposal-Waste Bins	127	150	23	139	300	161	1,800		1,661
6939 Healthcare Services	0	158	158	0	317	317	1,900		1,900
	4,497	4,159	-338	7,889	8,564	675	59,300	0	51,411
F & G P - Community Centre :- Expenditure				17,441	10,384	7,057	62,300		
1022 Letting & Hire of Facilities	5,832	5,192	640						

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Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2018

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Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1457 Indoor Activities	384	227	157	602	454	148	2,728		
F & G P - Community Centre :- Income	6,216	5,419	797	18,043	10,838	7,205	65,028		
Net Expenditure over Income	-1,719	-1,260	459	-10,154	-2,274	7,880	-5,728		
38 F & G P - Grants									
6937 Annual Subsidy-Comm Centre	46	83	37	71	166	95	1,000		929
6938 Annual Subsidy-Council Chamber	191	83	-108	438	166	-272	1,000		563
7500 Local Organisations Grants	0	0	0	0	0	0	16,500		16,500
7502 Sevenoaks Summer Festival	0	0	0	0	0	0	5,000		5,000
7520 Twinning Support	250	0	-250	0	0	0	1,000		1,000
7552 Youth Outreach	0	0	0	0	0	0	5,000		5,000
7555 Youth Council Support	340	0	-340	103	0	-103	500		397
7556 Stag Community Arts Centre	27,000	27,000	0	27,000	27,000	0	27,000		0
F & G P - Grants :- Expenditure	27,827	27,166	-661	27,611	27,332	-279	57,000	0	29,389
Net Expenditure over Income	27,827	27,166	-661	27,611	27,332	-279	57,000		
39 F & G P - Property									
5410 Repairs & General Maintenance	0	0	0	0	25	25	100		100
6000 Rent, Rates & Water	166	0	-166	332	0	-332	0		-332
F & G P - Property :- Expenditure	166	0	-166	332	25	-307	100	0	-232
1016 Rental Income Rayley's Centre	5	0	5	5	0	5	0		

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	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1044 Knole Padck Gd Rents&Wayleaves	0	4,812	-4,812	0	4,812	-4,812	19,250		
1045 Vine Ground Rents & Wayleaves	0	962	-962	0	1,925	-1,925	11,550		
1046 SCC Ground Rents & Wayleaves	0	0	0	375	0	375	3,900		
1469 O/S Ground Rents & Wayleaves	0	0	0	1,068	1,000	68	5,000		
F & G P - Property :- Income	5	5,774	-5,769	1,448	7,737	-6,290	39,700		
Net Expenditure over Income	161	-5,774	-5,935	-1,116	-7,712	-6,597	-39,600		
40 Sevenoaks Town Partnership									
6101 Telephone	0	8	8	0	16	16	100		100
6200 Printing & Stationery	0	8	8	0	16	16	100		100
6240 Computer/ Data Base/WP's	42	41	-1	83	83	0	500		417
6244 Information Screens	0	125	125	325	250	-75	1,500		1,175
6322 Business Awards	0	0	0	464	0	-464	7,500		7,036
6323 Business Show	93	0	-93	483	2,500	2,017	2,500		2,017
6710 Conference Fees & Expenses	0	58	58	0	116	116	700		700
6900 Sundry Expenses	7	50	43	7	100	93	600		593
7000 Reinvestment	0	0	0	0	0	0	2,500		2,500
7608 Friends of Bat & Ball	0	150	150	0	150	150	1,000		1,000
7609 Vintage Bus Expenses	0	0	0	280	500	220	10,000		9,720
7616 Wellbeing show	383	1,000	617	383	2,000	1,617	2,500		2,117
Sevenoaks Town Partnership :- Expenditure	524	1,440	916	2,025	5,731	3,706	29,500	0	27,475
1206 Business Awards	500	2,500	-2,000	500	2,500	-2,000	7,000		

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Cost Centre Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1207 Business Show	1,800	0	1,800	5,030	3,000	2,030	3,000		
1209 Wellbeing show income	1,890	600	1,290	1,890	3,500	-1,610	3,500		
1350 Revenue Grant income	0	0	0	0	0	0	1,000		
1435 Vintage Bus income	0	250	-250	0	4,250	-4,250	10,000		
1990 Other Income	2,873	0	2,873	2,873	0	2,873	0		
Sevenoaks Town Partnership :- Income	7,063	3,350	3,713	10,293	13,250	-2,957	24,500		
Net Expenditure over Income	-6,539	-1,910	4,629	-8,268	-7,519	749	5,000		
50 Youth Cafe									
4010 Gross Pay	3,652	3,333	-319	7,124	6,666	-458	40,000		32,876
4270 Employers Pension Contribution	99	41	-58	173	82	-91	500		327
5410 Repairs & General Maintenance	0	83	83	0	166	166	1,000		1,000
6010 Light Heat & Cleaning	0	42	42	-500	84	584	500		1,000
6101 Telephone	45	47	2	88	93	5	560		472
6200 Printing & Stationery	440	42	-398	441	84	-357	500		59
6240 Computer/ Data Base/WP's	0	62	62	0	124	124	750		750
6281 Furnishings,Furniture/Eqpt	121	0	-121	453	0	-453	500		47
6320 Staff Training	20	0	-20	20	0	-20	400		380
6340 Staff Uniforms	0	0	0	0	50	50	200		200
6460 Publicity & Democratic notices	0	41	41	0	83	83	500		500
6500 Goods for Resale	39	225	186	120	450	330	2,700		2,580
6573 Youth Magazine Expenditure	0	8	8	0	16	16	100		100
6635 Professional Fees Licensing	0	0	0	0	200	200	200		200

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2018

Cost Centre Report

Month No : 2

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6900 Sundry Expenses	0	13	13	0	26	26	150		150
6922 Health & Safety/Risk Assessments	0	0	0	0	0	0	400		400
	4,416	3,937	-479	7,920	8,124	204	48,960	0	41,040
Youth Cafe :- Expenditure									
1022 Letting & Hire of Facilities	0	325	-325	-85	650	-735	3,900		
1211 Sale of Goods	119	276	-157	368	552	-184	3,315		
1350 Revenue Grant income	10,000	833	9,167	10,000	1,666	8,334	10,000		
1500 Fundraising	0	1,507	-1,507	0	3,014	-3,014	18,085		
Youth Cafe :- Income	10,119	2,941	7,178	10,283	5,882	4,401	35,300		
	-5,703	996	6,699	-2,363	2,242	4,605	13,660		
Net Expenditure over Income									
60 Markets									
4010 Gross Pay	227	242	15	398	484	86	2,900		2,502
5410 Repairs & General Maintenance	107	25	-82	107	25	-82	100		-7
5420 Saturday market charges	1,346	1,125	-221	2,423	2,250	-173	13,500		11,077
5421 Wednesday Market charges	2,452	1,750	-702	4,413	3,500	-913	21,000		16,587
5423 Friday market charges	0	1,125	1,125	0	2,250	2,250	13,500		13,500
6001 Blighs Market Charges	880	864	-16	1,760	1,728	-32	10,370		8,610
6010 Light Heat & Cleaning	0	42	42	18	83	65	500		482
6460 Publicity & Democratic notices	0	292	292	517	584	67	3,500		2,983
6900 Sundry Expenses	0	0	0	-132	0	132	0		132
7000 Reinvestment	0	0	0	0	0	0	16,957		16,957
Markets :- Expenditure	5,012	5,465	453	9,504	10,904	1,400	82,327	0	72,823

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Appendix

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2018

Month No : 2

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
1017 Rental Income Sat Market	1,828	2,028	-200	3,580	4,056	-476	24,337		
1018 Rental Income Wed Market	1,398	1,767	-369	2,515	3,534	-1,020	21,212		
1019 Rental Income Blighs Market	1,258	1,523	-265	2,656	3,046	-391	18,278		
1024 Rental Income Friday Market	0	1,541	-1,541	0	3,082	-3,082	18,500		
Markets :- Income	4,484	6,859	-2,375	8,750	13,718	-4,968	82,327		
Net Expenditure over Income	528	-1,394	-1,922	755	-2,814	-3,569	0		
<u>70 Precept</u>									
1995 Precept	-362,865	90,716	-453,581	181,432	181,432	0	1,088,593		
Precept :- Income	-362,865	90,716	-453,581	181,432	181,432	0	1,088,593		
Net Expenditure over Income	362,865	-90,716	-453,581	-181,432	-181,432	0	-1,088,593		
<u>91 Capital Infrastructure Budget</u>									
4270 Employers Pension Contribution	-35	0	35	-35	0	35	0		35
6020 Insurance Cost	1,250	0	-1,250	1,250	0	-1,250	0		-1,250
6240 Computer/ Data Base/WP's	0	0	0	588	0	-588	0		-588
9012 Cemetery Lodge Costs	8,893	0	-8,893	9,227	0	-9,227	0		-9,227
9062 Bat & Ball Station	9,520	0	-9,520	-24,441	0	24,441	0		24,441
9063 New Community Centre	925	0	-925	-4,345	0	4,345	0		4,345
9064 Stag Capital upgrades	31,612	0	-31,612	31,612	0	-31,612	0		-31,612
9065 3G Rugby Pitch	1,300	0	-1,300	1,300	0	-1,300	0		-1,300
9066 Northern Masterplan	3,950	0	-3,950	-400	0	400	0		400

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2018

Cost Centre Report

Month No : 2

	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
9067 Sevenoaks Funds	0	0	0	0	0	0	0		0
9068 3G Football Pitch	0	0	0	800	0	-800	0		-800
9069 3G Hockey Pitch	50,000	0	-50,000	50,000	0	-50,000	0		-50,000
Capital Infrastructure Budget :- Expenditure	107,416	0	-107,416	65,556	0	-65,556	0	0	-65,556
Net Expenditure over Income	107,416	0	-107,416	65,556	0	-65,556	0		
Rolling Capital Budget Expenditure	243,744	135,405	-108,339	294,106	261,245	-32,861	1,651,731	0	1,357,625
Income	-313,095	135,002	-448,097	275,302	267,817	7,485	1,644,419		
Net Expenditure over Income	556,839	403	-556,436	18,804	-6,572	-25,376	7,312		

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May 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		Annual budget costs	
	(Income)	£	(Income)	Fav/(adv)		
		£		£	£	
Planning Committee						
General	5,875		5,888	13	34,880	Tracking budget through April.
Open Spaces & Leisure Committee						
General	22,946		40,991	18,045	263,375	Accruals for March contracts to be invoiced post April. Invoices yet to be received. Favourable value in Gross Pay (£1,820). Vehicle expenses requires car insurance costs to be journalled into 5550/21 (current fav. variance of £2,198).
Cemetery	256		1,538	1,282	20,200	Accruals for March contracts to be invoiced post April Invoices not yet received. Favourable variance with income (£1,754).
Allotments	2,672		500	(2,172)	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	2,024		2,617	593	21,447	Less than expected costs to date.
Vine Café	6,975		11,456	4,481	(5)	More income than budgeted and slightly less costs than budgeted, primarily in Goods For Resale (small amount in Gross Pay). New freezer resulted in a large adverse variance in 5500/28 (Equipment Hired and New).
Vine Grounds	1,177		4,144	2,967	21,953	Favourable variance largely due to the new contract for the Vine Public Convenience cleaning starting in April, but no invoice is due until May. There are also timing differences with Food Fair Income and Tea Kiosk Rental.

May 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)	
	£	£	£	£	
Finance & General Purposes Committee					
Bat & Ball Station			-	7,312	Due to open later in the year.
Establishments	78,056	91,792	13,736	627,480	£5,350 favourable variance between Gross Pay & Pension Contributions. £4,539 favourable variance with Insurance Costs. Favourable variance in Other Income (£2,298).
General	313	1,000	687	26,200	A lack of spending against budgeted cost codes accounts for the favourable variance.
Council Offices	7,922	5,679	(2,243)	39,311	Adverse variance with rates (to be investigated). Timing difference with utility bills in 6010/33 (Light, Heat & Cleaning).
Community Centre	(10,154)	(2,274)	7,880	(5,728)	Favourable variance mainly due to much higher than expected income from Letting & Hire of Facilities (£7,057)
Grants	27,611	27,332	(279)	57,000	Adverse variance is due to Chamber hire grants.
Property	(1,116)	(7,712)	(6,596)	(39,600)	Variance due to timing difference with Wayleaves.

May 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	(8,268)	(7,519)	749	5,000	Variance due to timing difference with income and expenses for events.
Youth Cafe	(2,363)	2,242	4,605	13,660	Favourable variance due to favourable revenue grant income (£8,334).
Markets	755	(2,814)	(3,569)	-	Variance mainly due to Friday market included in budget but which has not been finalised. Also, income from the markets is slightly below budget and expenses are slightly above budget.
Precept	(181,432)	(181,432)	-	(1,088,593)	
Rolling Cap Budget	65,556	-	(65,556)		
Total (exc. capital items)	(46,751)	(6,572)	40,179		

Summary by Committee:

Planning	5,875	5,888	13	34,880
Open spaces & Leisure	29,075	49,790	20,715	330,395
Vine Cafe	6,975	11,456	4,481	(5)
Finance & General Purpose	92,756	107,726	14,970	730,635
Precept	(181,432)	(181,432)	-	(1,088,593)
Rolling Capital Budget	65,556	-	(65,556)	-
Total (exc. Capital items)	(46,751)	(6,572)	40,179	

Sevenoaks Town Council

Working Capital Summary as at 31 May 2018

	B/fwd 01-Apr-18 £	Movement* £	C/fwd 31-May-18 £	30-May-17 £
Current Assets				
Stock	1,041	-	1,041	1,680
Trade debtors	46,260	(11,475)	34,786	39,975
VAT	27,715	(4,857)	22,858	22,544
Prepayments and other debtors	61,185	(12,726)	48,459	45,846
Cash at bank and in hand	2,175,341	1,032,124	3,207,464	2,928,932
	2,311,542	1,003,066	3,314,608	3,038,979
Current Liabilities				
Trade creditors	85,507	32,175	117,682	57,833
Accruals and other creditors	269,270	(123,900)	145,370	115,534
Prior Mayors charity account	-	-	-	-
Precept received in advance of budget	-	362,865	362,865	343,209
Receipts in advance (rent and hall hire)	26,042	(17,796)	8,245	13,114
	380,819	253,343	634,162	529,692
Net Current Assets	1,930,723	749,723	2,680,446	2,509,287
Represented by:				
General Funds				
Revenue Reserves	307,905	(18,768)	289,137	300,265
Earmarked/Designated Funds				
Pension Reserve	2,814	-	2,814	2,814
Rolling Capital Prog Revenue Reserve	53,502	(10,308)	43,194	20,059
Street Lighting Reserve	7,737	-	7,737	7,337
Community Centre Reserve	16,398	-	16,398	13,398
Stag Winding Up Reserve	6,000	-	6,000	5,000
Planning Fees Reserve	12,500	-	12,500	12,500
Youth Activities Reserve	-	-	-	15,963
Contingency Provision Reserve	55,442	-	55,442	10,263
Pension Deficit Reserve	-	-	-	69,866
Capital Receipts Reserve	1,279,584	470,820	1,750,403	1,958,176
CIL Earmarked Reserve	99,993	310,061	410,054	55,135
Capital Projects Reserve	-	-	-	-
No 8 bus Reserve	63,529	(6,009)	57,520	37,087
QH Allotments Key Reserve	4,035	(30)	4,005	-
Mayor's Charity Reserve	21,284	3,958	25,242	1,424
	1,622,818	768,491	2,391,309	2,209,022
	1,930,723	749,723	2,680,446	2,509,287

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

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

Note 2 Year to date net inflow in revenue reserves of £46,752 less net capital expenditure of £65,556

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

Statement of Fund Balances as at 31 May 2018

£ (2017/18)	S&P Rating 31/03/2018		31/05/2018	£	%	Interest rate
	Short term	Long term				
<u>Bank of Scotland</u>						
800,000	A1	A	750,000	750,000	23.38%	0.65%
<u>National Westminster Bank</u>						
496	A2	BBB+	496			0.01%
729,860			1,020,780			
1,000			725			
1,000			1,000			
6,753			7,873			
4,945			37,303	1,068,176	33.30%	
<u>HSBC</u>						
50,159	A1+	AA-	50,183	50,183	1.56%	0.04%
<u>Handelsbanken</u>						
62,075	A1+	AA-	62,756			0.15%
260,005			260,005	322,761	10.06%	0.25%
<u>Nationwide</u>						
1,001,963	A1	A	1,005,374			0.45%
10,010			10,050	1,015,424	31.66%	0.45%
<u>Clydesdale</u>						
1	A2	BBB+	1	1		
				920	0.03%	
666						
2,928,932				3,207,464	100.00%	

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PURCHASE LEDGER INVOICE LISTING FOR MONTH No 2

Ledger No 1 for Month No 2

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
28/05/2018	1/115388	23457	ALTOFFICE	ALTO001	440.00	88.00	528.00	6200	50	440.00	23457/HIB HP CE310A
31/05/2018	1/115620	23495	ALTOFFICE	ALTO001	133.50	26.70	160.20	6200	31	133.50	23495/Inkjet Cart Colour
24/05/2018	34318	23458	ARK TRADING	ARK001	108.55	21.70	130.25	6900	31	108.55	23458/Shirts for Councillors
15/05/2018	15518	23370	BANKLINE	BANKL01	79.00	0.00	79.00	6975	31	79.00	23370/May Monthly Notification
19/03/2014	BRUK110023	23381	BLAUW	BLA002	2,600.00	520.00	3,120.00	9066	91	2,600.00	23381/Survey Analysis B&B
20/10/2014	BRUK110035	23383	BLAUW	BLA002	750.00	150.00	900.00	9066	91	750.00	23383/Survey Analysis
06/11/2014	BRUK110023	23382	BLAUW	BLA002	600.00	120.00	720.00	9066	91	600.00	23382/Survey Analysis
09/05/2018	3528808	23384	BOOKER	BOOK001	331.90	34.22	366.12	6200	28	331.90	23384/Food supplies
25/05/2018	100209639	23496	BRACHERS	BRA001	339.00	67.80	406.80	6620	31	339.00	23496/Lease of football pitch
17/05/2018	VP41714570	23459	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	23459/Chapel
30/05/2018	300518	23460	BRITISH GAS - CL	BRIT005	103.75	5.17	108.92	9012	91	103.75	23460/Cemetery Lodge Gas & Ele
10/05/2018	103149	23350	CURD & CURE	CHS001	34.02	0.00	34.02	6500	28	34.02	23350/Bacon
10/05/2018	103150	23349	CURD & CURE	CHS001	18.49	3.70	22.19	6500	28	18.49	23349/Lemonade
24/05/2018	104236	23462	CURD & CURE	CHS001	36.91	0.00	36.91	6500	28	36.91	23462/Food supplies
24/05/2018	104237	23463	CURD & CURE	CHS001	9.00	1.80	10.80	6500	28	9.00	23463/Food supplies
15/05/2018	147459	23373	CONNECTAPHONE	CON001	322.76	64.55	387.31	6101	36	11.49	23373/Community Centre
								6101	21	11.49	23373/Knole Paddock
								6101	22	14.67	23373/Greatness Park Cem
								6101	31	285.11	23373/Council Offices
										240.00	23386/April Advert
15/04/2018	61842000	23386	LOCAL WORLD	COUR001	240.00	48.00	288.00	6440	31	240.00	23385/Advert
28/05/2018	61860347	23385	LOCAL WORLD	COUR001	78.00	15.60	93.60	6460	31	78.00	23461/Chain Storage Box
11/05/2018	0006002	23461	CREST REGALIA	CRL001	234.33	46.87	281.20	6421	31	234.33	23437/Street Lighting Maintena
01/05/2018	9598	23437	STREETLIGHTS	DIR001	1,381.45	276.29	1,657.74	6862	26	1,381.45	23504/Heathfield Road Light Re
08/05/2018	9630	23504	STREETLIGHTS	DIR001	87.50	17.50	105.00	6862	26	87.50	23464/WW1 Seat & Bolt Down kit
30/05/2018	181503	23464	DAVID OGILVIE	DOEL001	761.50	152.30	913.80	5050	21	761.50	23378/Street Lighting Fees May
02/05/2018	H15A57D38	23378	E-ON	E-ON	327.78	65.56	393.34	6862	26	327.78	23497/Mayor Regalia
24/05/2018	PS1534663	23497	EDE & RAVENSCROFT	EDE001	91.25	18.25	109.50	6421	31	91.25	23506/Completion of fencing wo
03/05/2018	24208	23506	EDWARD TYRRELL	EDW002	2,170.00	434.00	2,604.00	7611	31	2,170.00	

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Sevenoaks Town Council

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 2

Date :- 18/06/2018

Time :- 14:17

Supplier A/c Order

Ledger No 1 for Month No 2

Items marked with a * are disputed invoices.

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
26/04/2018	04032024	23403	FAIRALLS	FAIR001	13.39	2.68	16.07	5500	21	13.39	23403/Mixing Paddle
02/05/2018	13879	23404	FIRST INTUITION	FIM001	61.00	4.00	65.00	4010	31	61.00	*23404/SL Assistant AAT L2
24/05/2018	526961	23405	GALA GRAPHICS	GALA001	106.62	21.33	127.95	5410	60	106.62	23405/Plastic flag base
03/05/2018	INV428273	23406	GAZA TIMBER	GAZA001	4.97	0.99	5.96	6822	22	4.97	23406/Roadside Shelter
29/05/2018	23462	23498	GEER	GEER001	154.40	30.88	185.28	5410	36	154.40	23498/Community Centre
08/05/2018	69422	23407	HERBERT & WARD	HAW001	126.00	0.00	126.00	6500	28	126.00	23407/SNG 9 x 1kg
28/02/2018	10409	23409	HELIOCENTRIX	HELI001	937.14	187.43	1,124.57	6240	31	937.14	23409/IT Support
31/05/2018	10790	23470	HELIOCENTRIX	HELI001	658.75	131.75	790.50	6240	31	658.75	23470/Billable Time IT
15/05/2018	32732333	23408	INITIAL WASHROOMS	INIT001	854.46	170.90	1,025.36	6939	31	854.46	23408/Community Centre premise
30/05/2018	3220	23456	JACKSONS-STOPPS	JACK002	6,062.50	1,212.50	7,275.00	9012	91	6,062.50	23456/Cem lodge sales fee
10/05/2018	1003185	23410	KALL KWIK	KALL001	31.00	6.20	37.20	6491	32	31.00	23410/Poppy Clear Stickers
18/05/2018	1003190	23499	KALL KWIK	KALL001	120.00	24.00	144.00	7616	40	120.00	23499/Well being show guide
11/05/2018	1003201	23508	KALL KWIK	KALL001	50.00	2.00	52.00	506	0	50.00	23508/Leaflets & A4 Poster
02/05/2018	13129751	23413	KCC KCS	KCC003	19.50	0.00	19.50	6330	31	19.50	23413/Food supplies
02/05/2018	13129752	23414	KCC KCS	KCC003	86.50	17.30	103.80	6010	33	82.30	23414/Stationery
04/05/2018	13132028	23412	KCC KCS	KCC003	58.40	11.68	70.08	6200	31	4.20	23414/Cleaning
11/05/2018	13136756	23416	KCC KCS	KCC003	73.65	14.73	88.38	6200	31	58.40	23412/Stationery supplies
15/05/2018	13139100	23415	KCC KCS	KCC003	31.00	6.20	37.20	6010	33	73.65	23416/Stationery supplies
16/05/2018	13140176	23419	KCC KCS	KCC003	10.45	2.09	12.54	6281	36	31.00	23415/Cleaning
18/05/2018	13142841	23418	KCC KCS	KCC003	132.50	26.50	159.00	6010	33	10.45	23419/Bin
20/05/2018	13144007	23417	KCC KCS	KCC003	23.65	4.73	28.38	6200	31	132.50	23418/Cleaning supplies
25/05/2018	13148521	23471	KCC KCS	KCC003	29.30	5.86	35.16	6010	33	23.65	23417/Stationery
25/05/2018	13148522	23472	KCC KCS	KCC003	70.40	14.08	84.48	6200	31	29.30	23471/Dishwasher Powder
27/05/2018	13149336	23500	KCC KCS	KCC003	12.25	2.45	14.70	6010	33	23.20	23472/Supplies
31/05/2018	13150494	23507	KCC KCS	KCC003	3.50	0.70	4.20	6900	28	47.20	23472/Cleaning supplies
02/05/2018	AG236	23411	KENCLEAN	KENC001	770.00	154.00	924.00	9062	91	12.25	23500/Floor Polish
17/05/2018	6618279	23355	KFF	KFF001	182.82	3.96	186.78	6500	28	3.50	23507/Conforming bandage
										770.00	23411/Cleaning services
										182.82	23355/food supplies

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Supplier A/c Order

Ledger No 1 for Month No 2

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
18/05/2018	6620098	23356	KFF	KFF001	8.27	1.65	9.92	6500	28	8.27	23356/Crisps
18/05/2018	6621889	23422	KFF	KFF001	-16.45	-3.29	-19.74	6500	28	-16.45	23422/Crisps refund
23/05/2018	6623914	23420	KFF	KFF001	109.40	0.00	109.40	6500	28	109.40	23420/Food supplies
30/05/2018	6629251	23421	KFF	KFF001	109.56	2.92	112.48	6500	28	109.56	23421/Food
03/05/2018	35880	23344	KERNOCK PARK	KPP001	358.80	0.00	358.80	6865	26	358.80	23344/Plants
08/05/2018	INV0168945	23423	LANES GROUP	LAN001	116.00	23.20	139.20	6822	22	116.00	23423/Drainage unblock
14/05/2018	01504GR	23424	LOCUM LOCKS	LOC003	32.00	6.40	38.40	5310	21	32.00	23424/Greatness Toilet
18/05/2018	28669	23425	MAX FORDHAM	MAX001	1,250.00	250.00	1,500.00	6020	91	1,250.00	23425/B&B Station
10/05/2018	71599	23474	MICHAELS CIVIC ROBES	MCR001	104.50	20.90	125.40	6241	31	104.50	23474/Gloves white cotton L
28/04/2018	APRDD	23361	MILK & MORE	MILK001	3.28	0.00	3.28	6330	31	3.28	23361/April DD
26/05/2018	MAYDD	23362	MILK & MORE	MILK001	3.28	0.00	3.28	6330	31	3.28	23362/May DD
04/05/2018	3056275	23379	NATIONAL TRUST	NAT006	132.00	0.00	132.00	506	0	132.00	3056275/23379/The National Tru
04/05/2018	3056277	23380	NATIONAL TRUST	NAT006	72.00	0.00	72.00	506	0	72.00	3056277/23380/The National Tru
03/11/2017	18701	23360	NEREO	NER001	10.00	2.00	12.00	6315	31	10.00	23360/DBS Fee EP
07/03/2018	20013	23359	NEREO	NER001	36.00	2.00	38.00	6315	31	36.00	23359/DBS Fee TB
08/05/2018	20626	23358	NEREO	NER001	54.00	2.00	56.00	6315	31	54.00	23358/DBS Fee JC
03/05/2018	16716201	23426	NISBETS	NIS001	88.27	17.65	105.92	6500	28	88.27	23426/Supplies
14/05/2018	16772141	23427	NISBETS	NIS001	89.53	17.90	107.43	6500	28	89.53	23427/Supplies
15/05/2018	16780834	23429	NISBETS	NIS001	9.88	1.98	11.86	6500	28	9.88	23429/supplies
20/05/2018	16809881	23428	NISBETS	NIS001	73.77	14.75	88.52	6500	28	73.77	23428/Supplies
14/05/2018	963904	23430	OAKS PLANT HIRE	OAKS001	29.50	5.90	35.40	5010	29	29.50	23430/Telephone Box
09/05/2018	242340	23431	OLIVERS	OBW001	129.21	25.84	155.05	6500	28	129.21	23431/Supplies
31/05/2018	5385/RR	23501	OFFSET ARCHITECTS	OFA001	1,000.00	200.00	1,200.00	9065	91	1,000.00	23501/Fees for Rugby Club
31/05/2018	5386/RR	23502	OFFSET ARCHITECTS	OFA001	300.00	60.00	360.00	9065	91	300.00	23502/Fees for rugby club
25/05/2018	INV-216	23475	OTTO'S	OTTO001	188.79	0.00	188.79	6500	28	188.79	23475/Food supplies
30/04/2018	30493	23432	PLAY INSPECTION	PIC001	295.00	59.00	354.00	5310	21	295.00	23432/Kippington Play Area
03/05/2018	100185505	23364	PLUSNET	PLUS01	18.50	3.70	22.20	6101	22	18.50	23364/Greatness Park Cem
04/05/2018	100216628	23365	PLUSNET	PLUS01	9.15	1.83	10.98	6101	28	9.15	23365/Vine Cafe phone charges
04/05/2018	100216897	23367	PLUSNET	PLUS01	1.33	0.27	1	6101	50	1.33	23367/HIB Charges

Sevenoaks Town Council

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 2

Date :- 18/06/2018

Time :- 14:17

Supplier A/c Order

Ledger No 1 for Month No 2

Items marked with a * are disputed invoices.

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
04/05/2018	100241833	23366	PLUSNET	PLUS01	23.50	4.70	28.20	6101	28	23.50	23366/Vine Cafe charges
04/05/2018	100242520	23368	PLUSNET	PLUS01	43.50	8.70	52.20	6101	50	43.50	23368/HIB Charges
08/05/2018	100396222	23369	PLUSNET	PLUS01	47.50	9.50	57.00	6101	31	47.50	23369/Town Council Offices cha
09/05/2018	100439116	23363	PLUSNET	PLUS01	24.68	4.94	29.62	6101	36	24.68	23363/Community Centre charges
16/05/2018	1597	23433	PREMIER ALARMS	PREM001	577.22	115.44	692.66	6930	22	577.22	23433/Security systems
31/05/2018	4100462	23476	PRICE AND MYERS	PRM	925.00	185.00	1,110.00	9063	91	925.00	23476/Consulting Fees B&B
08/05/2018	72361	23434	PROVENDER	PRO002	203.14	40.64	243.78	5340	21	203.14	23434/Cemetery Flowers
23/05/2018	230518	23435	ROYAL BRITISH LEGION	RBL001	250.00	0.00	250.00	6491	32	250.00	23435/Silent Solider
23/05/2018	18034	23436	RUSSELL HARPER	RUS001	220.00	0.00	220.00	6490	32	220.00	23436/Photography
23/05/2018	18-035	23503	RUSSELL HARPER	RUS001	150.00	0.00	150.00	7616	40	150.00	23503/Photography at Wellbeing
30/04/2018	623	23452	SCRIPTI	SCR001	800.00	160.00	960.00	6240	22	800.00	23452/Cemetery Maps
02/05/2018	2049993	23442	SDC	SDC001	75.00	15.00	90.00	6200	31	75.00	23442/Business Cards
07/05/2018	21	23441	SDC	SDC001	1,992.00	0.00	1,992.00	6000	33	1,992.00	23441/Business Rates Bill
17/05/2018	2050046	23443	SDC	SDC001	3,798.08	0.00	3,798.08	5421	60	2,451.93	23443/Wednesday Rent
								5420	60	1,346.15	23443/Saturday Rent
29/05/2018	148417	23477	SDC	SDC001	141.30	0.00	141.30	6935	28	141.30	23477/Vine Gardens Bins
09/05/2018	148057	23447	SDC DIRECT SERVICES	SDC002	268.10	0.00	268.10	6935	21	268.10	23447/Bin collection
09/05/2018	148124	23444	SDC DIRECT SERVICES	SDC002	114.90	0.00	114.90	6935	22	114.90	23444/Collection charges
09/05/2018	148127	23448	SDC DIRECT SERVICES	SDC002	114.90	0.00	114.90	6935	36	114.90	23448/bin collection
09/05/2018	148225	23445	SDC DIRECT SERVICES	SDC002	93.60	0.00	93.60	6935	28	93.60	23445/Bin collection
09/05/2018	148287	23446	SDC DIRECT SERVICES	SDC002	93.60	0.00	93.60	6935	33	93.60	23446/Bin collection
30/05/2018	148421	23505	SDC DIRECT SERVICES	SDC002	405.00	0.00	405.00	6889	31	405.00	23505/Garden waste sacks
02/05/2018	11186	23438	SECURE ENGINEERING	SEC001	192.50	38.50	231.00	6931	29	192.50	23438/Vine Pavillion CCTV
03/05/2018	223136	23439	SEV GLAZING	SEV001	165.00	33.00	198.00	5410	28	165.00	23439/Glazing supply and fit
23/05/2018	90	23482	SOUTH EAST WATER	SEWAT001	55.87	0.00	55.87	6000	21	55.87	23482/Knole Paddock ground
24/04/2018	6592	23451	SGE	SGE001	12.24	0.61	12.85	5700	22	12.24	23451/Gas Oil
30/04/2018	66061	23450	SGE	SGE001	15.84	1.33	17.17	5525	22	3.60	23450/Broom
								5700	22	12.24	23450/Gas Oil
30/04/2018	66354	23449	SGE	SGE001	115.80	23.16	138.96	5310	21	115.80	23449/Greatness

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PURCHASE LEDGER INVOICE LISTING FOR MONTH No 2

Time :- 14:17

Ledger No 1 for Month No 2

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
06/05/2018	090770	23376	SHELL	SHEL001	47.29	9.46	56.75	5700	21	47.29	23376/Fuel
13/05/2018	090835	23377	SHELL	SHEL001	151.98	30.40	182.38	5700	22	19.23	23377/Fuel
								5700	21	132.75	23377/Fuel
10/05/2018	485745	23440	SPY ALARMS	SPY001	300.00	60.00	360.00	6931	36	300.00	23440/CCTV
01/05/2018	0049	23375	SSE	SSE001	154.10	30.82	184.92	6010	36	154.10	23375/Community Centre Charge
01/05/2018	E0048	23374	SSE	SSE001	76.23	3.81	80.04	6010	21	76.23	23374/Greatness Cem Elec
14/05/2018	0014	23472	SSE	SSE001	457.85	22.89	480.74	6010	33	457.85	23472/Quarterly Gas Bill - Off
16/05/2018	0021	23480	SSE	SSE001	593.59	118.71	712.30	6010	33	593.59	23480/Council Office
22/05/2018	INV0024	23478	SSE	SSE001	469.01	93.80	562.81	6010	28	469.01	23478/Vine Gardens
31/05/2018	0018	23479	SSE	SSE001	553.77	110.76	664.53	6011	36	553.77	23479/Community Centre
30/05/2018	3523	23481	STAG	STAG002	31,611.60	0.00	31,611.60	9064	91	31,611.60	23481/CIC Grant
02/05/2018	25	23348	S WILLIAMS	SWA001	1,350.00	270.00	1,620.00	9062	91	1,350.00	23348/Bat & Ball Station Proje
11/05/2018	31676	23357	TAYWELL	TAY001	57.00	11.40	68.40	6500	28	57.00	23357/Ice Cream
24/05/2018	31837	23483	TAYWELL	TAY001	57.00	11.40	68.40	6500	28	57.00	23483/Ice Cream
23/05/2018	1084/BB/915	23485	THEIS KHAN	THEI001	3,500.00	700.00	4,200.00	9062	91	3,500.00	23485/Architectural service fe
25/05/2018	1085/BB/916	23486	THEIS KHAN	THEI001	3,000.00	600.00	3,600.00	9062	91	3,000.00	23486/Architectural service fe
29/05/2018	2905	23484	THERAPIA	THER001	120.00	0.00	120.00	506	0	120.00	23484/Breast Cancer Support Gr
31/05/2018	VC31518	23487	V.C HANDYMAN	VCH001	880.00	0.00	880.00	6001	60	880.00	23487/Sat Markets May 18
31/05/2018	LAO113993	23488	VEOLIA	VEOL001	12.10	2.42	14.52	6935	36	12.10	23488/Crampton Road CC Lift
15/05/2018	362726	23453	VIKING	VICK001	169.00	33.80	202.80	6281	31	169.00	23453/Largo 3 Drw Mobil PE DL
16/02/2018	7699	23454	VISION ICT	VISICT001	1,225.00	245.00	1,470.00	6241	31	1,225.00	23454/Design of new website ST
01/05/2018	K1328438	23372	WORLDPAY	WOR001	78.10	10.44	88.54	6976	28	41.24	23372/Vine Cafe charge
								6976	31	36.86	23372/Main Office charge
02/05/2018	WM1029649	23371	WORLDPAY	WOR001	9.00	0.00	9.00	6976	31	9.00	23371/Monthly Invoice May
01/05/2018	HITBAPRIL2	23455	WE TEACH MUSIC	WTM001	190.00	0.00	190.00	7555	38	190.00	23455/Open Mic Night
01/05/2018	HITBMAY20	23489	WE TEACH MUSIC	WTM001	150.00	0.00	150.00	7555	38	150.00	23489/Open Mic Night 1805
16/05/2018	482	23491	YELLOW DUCK	YELL002	130.00	26.00	156.00	6900	28	130.00	23491/Signage
16/05/2018	483	23490	YELLOW DUCK	YELL002	235.00	47.00	282.00	5010	29	235.00	23490/Vine Gardens
16/05/2018	484	23492	YELLOW DUCK	YELL002	225.00	45.00	270	5310	21	225.00	23492/Garrett's 100th Birthday

Date :- 18/06/2018

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PURCHASE LEDGER INVOICE LISTING FOR MONTH No 2

Supplier A/c Order

Ledger No 1 for Month No 2

Items marked with a * are disputed invoices.

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
25/05/2018	491	23494	YELLOW DUCK	YELL002	575.00	115.00	690.00	5500	21	575.00	23494/High st Gardens signage
25/05/2018	492	23493	YELLOW DUCK	YELL002	195.00	39.00	234.00	5500	31	195.00	23493/Snap Frame Post Sign
TOTAL INVOICES					84,748.37	8,335.34	93,083.71			84,748.37	

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Date: 12/06/2018

Sevenoaks Town Council

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User : MB

Bank Reconciliation Statement as at: 31/05/2018 for Cash Book 5 Payroll A/c

65 (c)

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Payroll A/C	02/12/2013	520	0.00
NatWest payroll A/C	31/05/2018	194	1,000.00
			<u>1,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
18/07/2017 000316		275.43	
			<u>275.43</u>
			724.57
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			724.57
		Balance per Cash Book is :-	724.57
		Difference is :-	0.00

Date: 12/06/2018

Sevenoaks Town Council

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Cash Book 5

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Payroll A/c

For Month No : 2

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		724.57				724.57	
Banked on : 25/05/2018		43,658.39					
	Nat West - Current Account	43,658.39			205	43,658.39	Monthly Salaries May Tfr
Banked on : 29/05/2018		22,681.64					
	Nat West - Current Account	22,681.64			205	22,681.64	Monthly HMRC/Pensions May Tfr
Banked on : 31/05/2018		2,978.97					
	Nat West - Current Account	2,978.97			205	2,978.97	May Legal & General Tfr
Total Receipts for Month		69,319.00	0.00	0.00		69,319.00	
Cash Book Totals		70,043.57	0.00	0.00		70,043.57	

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Sevenoaks Town Council
Cash Book 5
Payroll A/c

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Page No: 344
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For Month No: 2

Payments for Month 2

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
25/05/2018	NatWest	BACS25/5	43,658.39			520	43,658.39	Monthly Salaries May 2018
29/05/2018	NatWest	BACS29/5	22,546.64			516	9,482.38	Monthly Pensions May '18
						515	13,064.26	Monthly HMRC May '18
29/05/2018	NatWest	DD29/5	135.00			516	135.00	May Scottish Widows 2018
31/05/2018	NatWest	DD31/5	2,978.97			516	2,978.97	May 2018 Legal & General
Total Payments for Month			69,319.00	0.00	0.00		69,319.00	
Balance Carried Fwd			724.57					
Cash Book Totals			70,043.57	0.00	0.00		70,043.57	

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Date: 12/06/2018

Sevenoaks Town Council

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Bank Reconciliation Statement as at: 31/05/2018 for Cash Book 6 Petty Cash

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9-7-18

05 (d)

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/05/2018		920.00
			<u>920.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>920.00</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>920.00</u>
		Balance per Cash Book is :-	920.00
		Difference is :-	0.00

Date: 12/06/2018

Sevenoaks Town Council

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Cash Book 6

User : MB

Petty Cash

F+GP
9-7-18
05(1)

For Month No : 2

Receipts for Month 2

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	928.62				928.62	
	Banked on : 03/05/2018	204.72					
	Nat West - Current Account	204.72			210	204.72	Petty Cash Tfr
	Banked on : 10/05/2018	312.14					
	Nat West - Current Account	312.14			210	312.14	Petty Cash tfr
	Banked on : 10/05/2018	200.00					
	Nat West - Current Account	200.00			210	200.00	Petty Cash - Food Fest.
	Banked on : 31/05/2018	350.89					
	Nat West - Current Account	350.89			210	350.89	Petty Cash tfr
Total Receipts for Month		1,067.75	0.00	0.00		1,067.75	
Cash Book Totals		1,996.37	0.00	0.00		1,996.37	

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Date: 12/06/2018

Sevenoaks Town Council

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Cash Book 6

User : MB

Petty Cash

For Month No : 2

Nominal Ledger

Payments for Month 2

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
01/05/2018	Council Offices	PETTY	5.00			5410 22	5.00	Key Cutting
01/05/2018	Council Offices	PC1	10.00		1.67	5410 33	8.33	Sainsburys Batteries
01/05/2018	Council Offices	PC1.1	2.45		0.16	6330 31	2.29	Sainsburys Biscuits
01/05/2018	Vine Cafe	PC1.2	31.85		0.11	6500 28	31.74	Lidl food supplies
02/05/2018	Council Offices	PC1.3	3.50			6900 31	3.50	Car Parking
02/05/2018	Council Offices	PC1.4	4.50			6900 31	4.50	Car Parking
02/05/2018	Council Offices	PC1.5	2.00			6900 31	2.00	Car Parking for MayorsEvent
02/05/2018	Open Spaces	PC1.6	5.78		0.97	5410 21	4.81	Wickes Screws
02/05/2018	Open Spaces	PC1.7	0.80			6330 21	0.80	Sainsburys Milk
02/05/2018	Open Spaces	PC1.8	9.00			6330 21	9.00	Sainsburys Supplies
02/05/2018	Open Spaces	PC1.9	0.85			6330 21	0.85	Sainsburys Milk
02/05/2018	Open Spaces	PC2	8.75		1.46	5410 21	7.29	Plumbing Supplies
03/05/2018	Open Spaces	PC2.1	126.80			6865 26	126.80	Plants
03/05/2018	Council Offices	PC2.2	2.00			6900 31	2.00	Car Parking
08/05/2018	Vine Cafe	PC2.3	20.00			5500 28	20.00	Deposit for Parasols
08/05/2018	Vine Cafe	PC2.4	58.30		9.72	5500 28	48.58	Servers Plates
08/05/2018	Vine Cafe	PC2.5	10.60			6500 28	10.60	Sainsburys food supplies
08/05/2018	Vine Cafe	PC2.6	37.18			6500 28	37.18	Tesco Food Supplies
09/05/2018	Caretaker	PC2.7	17.95			6330 31	17.95	Sainsburys Food Supplies
09/05/2018	Caretaker	PC2.8	23.91		3.45	5410 33	20.46	Wickes Homebase Supplies
09/05/2018	Open Spaces	PC2.9	100.00			520	100.00	Salary Advance
09/05/2018	Council Offices	PC3	4.50			6900 31	4.50	Car Parking
09/05/2018	Council Offices	PC3.1	15.00			4010 31	15.00	PL AAT Books
09/05/2018	Council Offices	PC3.2	3.00			6900 31	3.00	Car Parking
10/05/2018	Vine Cafe	PC3.3	200.00			506	200.00	Advance
14/05/2018	Council Offices	PC3.4	2.00			6900 31	2.00	Car Parking
15/05/2018	Vine Cafe	PC3.5	48.20		0.09	6500 28	48.11	Food Supplies
16/05/2018	Community Centre	PC3.6	37.15		4.66	6520 36	32.49	Supplies
16/05/2018	Council Offices	PC3.7	32.50		2.61	6323 40	29.89	Business Show refreshments
17/05/2018	Council Offices	PC3.8	2.50			6210 31	2.50	Postage
17/05/2018	Vine Cafe	PC3.9	14.53			7616 40	14.53	Wellbeing show food
21/05/2018	Council Offices	PC4	2.00			6900 31	2.00	OMN Car Parking
21/05/2018	Council Offices	PC4.1	4.50			6900 31	4.50	Car Parking for Wellbeing Show
22/05/2018	Vine Cafe	PC4.2	6.12			6500 28	6.12	Tesco food supplies
22/05/2018	Council Offices	PC4.3	1.00			6900 31	1.00	Car Parking
22/05/2018	Vine Cafe	PC4.8	100.00			6650 31	100.00	Re-establish cash write off
22/05/2018	Council Offices	PC4.9	25.00			6650 31	25.00	Vine Cafe till Write off
23/05/2018	HITB	PC4.4	39.80		0.58	6500 50	39.22	Food Supplies
24/05/2018	Council Offices	PC4.5	4.00			6900 31	4.00	Car Parking

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Date: 12/06/2018

Sevenoaks Town Council

Page No: 411

Time: 10:33

Cash Book 6

User : MB

Petty Cash

For Month No : 2

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9-2-18
5 (a)

Payments for Month 2

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
25/05/2018	Vine Cafe	PC4.6	50.35		0.41	6500 28	49.94	Food supplies
30/05/2018	Council Offices	PC4.7	3.00			6900 31	3.00	Car Parking
Total Payments for Month			1,076.37	0.00	25.89		1,050.48	
Balance Carried Fwd			920.00					
Cash Book Totals			1,996.37	0.00	25.89		1,970.48	



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9-7-2018
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NO
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Sevenoaks Town Council

INTERNAL AUDIT REPORT

Date: 25th June 2018

Report Author: Hayley Jordan

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



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1 SUMMARY

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

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

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

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

- **Budget Setting**
- **Financial Regulations**
- **Insurance**
- **Investments**
- **Expenditure**
- **Cemetery Income**
- **Salaries**
- **Petty Cash**

2 FINDINGS

Budget Setting

Control; *Budget setting (indicative budget for the year) should be produced for revenue and capital expenditure and approved by Council with the precept agreed and set as part of this process.*

Finding; The 2018/19 precept has been approved and aligns to the agreed 2018/19 budget.

Financial Regulations

Control; *Financial regulations must be reviewed annually or when a change is required and reported to the relevant committee.*

Finding; The Financial Regulations were reviewed in November 2017 and reflected changes to authorisation of expenditure. The revision had been approved at the Finance and General Purposes Committee.

Insurance

Control; *There is sufficient insurance cover in place.*

Finding; Review of policies confirmed that there is sufficient insurance coverage in place. Best value was sought, and the Council have obtained a 3-year renewal.

Investments

Control; *Full accurate and complete records are held of all investments and kept securely. The investments are reviewed regularly, and all instructions are agreed by full council and minuted.*

Finding; Investment records are held in a locked cupboard. The investment position is reviewed and reported regularly and agreed by full council.

Expenditure

Control; *Invoices 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 reference to chq stubs for payments in our sample. Suppliers transaction listings are reported the relevant committee.

Cemetery Income

Control; *Fees and charges for cemeteries have been reviewed annually and all elements of cemetery accounts payments can be reconciled.*

Finding; Fees and charges were reviewed in November 2017. For cemetery income tested we can confirm that the correct fees had been charged and monies received could be reconciled.

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 available to support the transactions tested. Reconciliations of the petty cash are performed monthly and independently verified.

Salaries

Control; *An annual review of salaries and wages has been carried out and agreed at Full Council.*

Finding; Salaries were reviewed, and increases approved at the Personnel Committee in March 2018. Salaries tested were paid in line with the approved increases.

Other

During the visit I was introduced to the new Responsible Finance Officer. Discussions took place on the Internal Audit work-programme. I would like to take this opportunity to thank Ade Ogun for her help and co-operation throughout our visits which assisted with the auditing of Sevenoaks Town Council to be conducted in an effective manner.



3 Issues Identified

None

Appendix A – Audit Plan 2018/19

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**Finance and General Purposes Committee 9th July 2018****Hospitality and Gifts Register**

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

Record of Hospitality Provided

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

Date offered	Accepted / declined	Date accepted or declined	From Whom	To whom offered	Details £ Approximate Value
11.06.2018	Accepted	11.06.2018	Tonbridge Old Fire Station	Cllr Hogarth Cllr Raikes Town Clerk Assistant Town Clerk Heritage Engagement Officer	Afternoon tea @ £15 per person

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Grant 07
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Sevenoaks TOWN Council



APPLICATION FOR GRANT AID

NB – Grant recipients will be asked to provide a stand and or presentation at the Annual Town Meeting **[18th March 2019]** to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

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

PART 1 – YOUR ORGANISATION

NAME OF ORGANISATION

THE STAG COMMUNITY ARTS CENTRE LIMITED

NAME OF CONTACT

LISA WHITBREAD

ADDRESS OF CONTACT

THE STAG THEATRE, LONDON ROAD, SEVENOAKS TN13 1ZZ

TELEPHONE NO: DAYTIME:

EVENING

EMAIL ADDRESS

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

The Stag Community Arts Centre Limited aims to present, produce, manage, conduct, present or promote at The Stag Community Arts Centre or elsewhere recitals, lectures, plays, dramas, tragedies, comedies, operas, burlesques, pantomimes, revues, promenade, and other concerts, musical and other pieces, ballets, dances, films, television and radio broadcasts, conferences, lectures, festivals, exhibition, carnivals, pageants, displays of architecture, sculpture and paintings, and events as will contribute to the attainment of the Charitable Objects.

The Stag serves to provide a wide variety of arts, music and cinema to the people of Sevenoaks and beyond.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE:	A)Paid	22
	B) Volunteers	Between 60-100
	C) SIZE OF Sevenoaks Town MEMBERSHIP / BENEFICIARIES	The population of Sevenoaks Town (19,500)

HOW MANY MEMBERS / BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN (see guidance notes)	The population of Sevenoaks Town (19,500)
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PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR:	£6,700
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PLEASE DESCRIBE YOUR PROJECT

The Stag has for some time looked to re-invigorate the availability of new drama and wants to launch a new annual Festival for the Arts concentrated in Sevenoaks Town. We have decided to launch it this year to link in with the Nation's and the Town Council's commemoration of the centenary of the end of the First World War. It will comprise new drama from The Stag, new drama from the Stag Youth Theatre plus other events covering literature, poetry and cinema.

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

This first Festival ("Sevenoaks Remembers") will comprise 6 events across the Remembrance Weekend of November 9-11 2018.

- Flash Mob at The Vine to raise awareness of those in Sevenoaks who fell.
- A new play following the story of the Belgian Refugees who were supported by the people of Sevenoaks and in particular of Rosina Caplen who worked tirelessly to find the body of her husband.
- A new play by the Stag Youth Theatre which will premiere at The Stag Theatre but will then tour local primary schools
- Literary event / war poetry reading
- History event – a talk about the First World War and its effect on Sevenoaks
- Film ("All Quiet on the Western Front" – the Oscar winning film about the horror of war).

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? See map attached at the back of this form Yes / **No (*)**

(*) The principle events will take place in Sevenoaks Town. It is intended to take the SYT tour production to schools outside of Sevenoaks Town

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING? Yes / **No (*)**

(*) The principle events will take place in Sevenoaks Town. It is intended to take the SYT tour production to schools outside of Sevenoaks Town

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

When we have defined interest from individual schools we will approach the relevant Parish Councils

PART 4 – TO BE COMPLETED BY ALL APPLICANTS RELATING TO FUNDS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

YES/NO (*)

IF YES, PLEASE GIVE DETAILS

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

The Stag Theatre is the central and most visible provider of art (drama, music and cinema) in Sevenoaks. This extension to its activities will provide an outlet and an impetus to new drama and artistic activities.

It is intended that commercial sponsorship for this new annual event be sought in future years. Whilst we are seeking such sponsorship this year it is likely that commercial supporters will only provide direct financial input once the Festival is in place.

PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR

£7,705

HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?

0.1 months (*)

(*) The Stag operates as a Not For Profit Charity

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

£91,776

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

£152,000 as capital investment to The Stag Theatre:

- Air Handling refurbishment / upgrade
- Replacement external goods lift
- Replacement / upgrade to website / ticketing & ePOS

This was awarded from the Community Infrastructure grants following the Council's decisions to invest the proceeds of the sale of the Raley's Gym site in sport and the arts in Sevenoaks Town.

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

CHECKLIST

All relevant parts of the form completed	✓
Form signed	✓
Audited accounts for the last two years	✓
Annual Report if available (consolidated with audited accounts)	✓

DO YOU HAVE A WRITTEN CONSTITUTION?

THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY

YES/NO

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

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

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH PART 2 OF THE GUIDANCE NOTES.

SIGNATURE: _____		Date: June 21 2018
NAME AND POSITION IN ORGANISATION: _____		LISA WHITBREAD
(IN CAPITALS PLEASE)		BUSINESS DEVELOPMENT MANAGER

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

Payable to: The Stag Community Arts Centre Limited
 Sent to: The Finance Department,
 The Stag Theatre, London Road, Sevenoaks KENT TN13 1ZZ

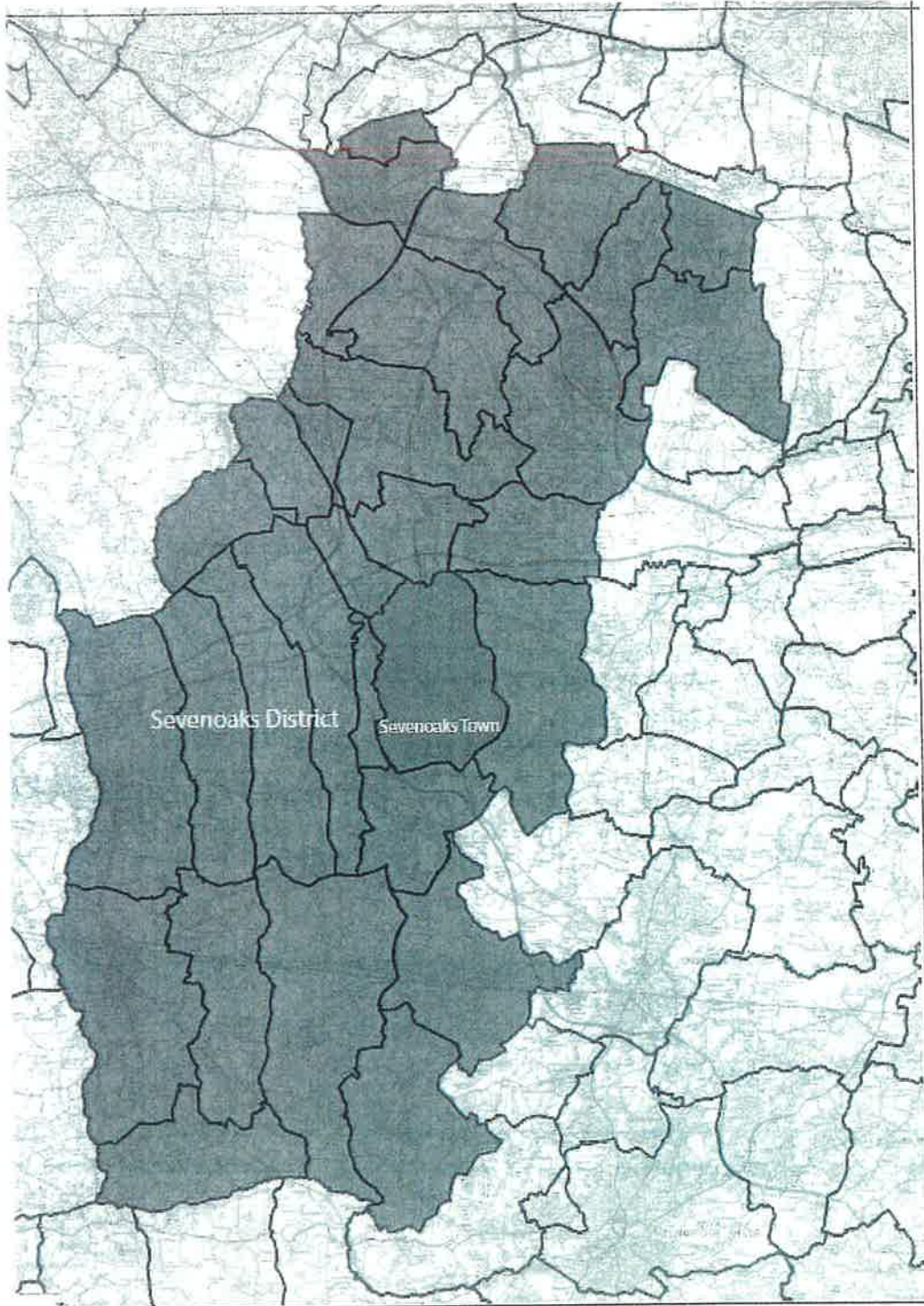
All Application Forms must be signed, so copies that are filled in on computer should still be printed off and returned by post. Please return this form to Michèle MacDonald, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by:

- **1st Friday in August** [3.8.2018] for the September Finance and General Purposes Grant Committee
- **2ND Friday in January** [11.01.2019] for the March Finance and General Purposes Grant Committee

NB Late applications will be reviewed at the following Grants meeting!
 Application Forms are also available by email from: council@sevenoakstown.gov.uk

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

THIS DOCUMENT IS AVAILABLE IN LARGE PRINT IF REQUIRED.



Sevenoaks Town Council

Finance and General Purposes Committee 9th July 2018

Subscription Tourism South East – Agenda Item No 8

The Town Council was last in membership during 2003/2004.

The current membership would currently cost £1,000 which covers a Service Level Agreement and PR Service. Draft Tourism South East Service Level Agreement attached.

Tourism South East is a standalone organisation without SEEDA funding. Membership includes additional tourism elements and a tourism PR Service exceeding the previous historical service.

RECOMMENDATION

That the Finance and General Purposes Committee consider the Town Council becoming a member at £1,000 per annum.

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TOURISM SOUTH EAST

TSE Destination Partnership Service Level Agreement (SLA) 18/19

Between Tourism South East and Sevenoaks Town Parish Council

For the Period of 01 April 2018– 31st March 2019

Annual Destination Partnership Fee : £ 1000 + VAT

Account Manager: Elaine Colley, Business Development & Destination Partnership Manager, Tourism South East

PR	SERVICES PROVIDED	ACTION
Proactive Press Office On behalf of Destination Partners TSE has invested heavily in its PR expertise and the media coverage achieved has increased exponentially.	- TSE's PR Manager will be pitching stories and press releases to the media based on a seasonal strategy. You are invited to supply content for our seasonal press release which is circulated to TSE own database of 800 journalists as well as shared with TravMedia's network of 3000+ journalists. - Support with press releases is available, both in advice for creation, distribution and copywriting support.	
Reactive Press Office TSE subscribes to TravMedia on behalf of Destination Partners – an online community connecting in excess of 3000 travel journalists. TravMedia sends out daily request alerts from national journalists.	TravMedia sends out daily request alerts from journalists. As a destination partner TSE will inform you of these opportunities and invite you to provide relevant information to our PR Manager to be pitch to the journalists on your behalf. In addition to Travmedia, journalists often contact TSE directly asking for information and images for stories. As a partner you will be given informed of any relevant requests and invited to provide content for inclusion in any responses.	

Sevenoaks Town Council 2018/2019 - DRAFT

VisitEngland / VisitBritain Collaboration As a Destination Partner you will be given priority in the following activities.	• TSE is asked by both VisitEngland and VisitBritain to organise familiarisation trips for both domestic and international press visiting the South East. We will always look to collaborate with our destination partners in arranging these if and when the opportunity arises. • Both organisations regularly ask TSE to supply information for their press releases and to assist with any journalist queries regarding the South East, TSE will contact you accordingly. • TSE will attend, on your behalf, and where appropriate, international 'Meet the Media' events and you will be entitled to receive a full list of all press contacts made at those events.	
Annual Media Event TSE's 'Annual Media Event' is the highlight in the domestic travel journalist's calendar. Held in London This events brings together 50-60 key London based travel journalists/bloggers writing for national newspapers, magazines and online publications	• TSE offers you the opportunity to supply information for the press packs that are distributed to journalists at this event. • You will also receive a full list of all press contacts made at this event in order to make direct contact yourself. (in-line with GDPR compliance)	

GROUP TRAVEL & TRADE	SERVICES PROVIDED	ACTION
TSE is recognised nationally for its expertise in the Coach and Group travel markets and delivers an extensive programme of related activities which destination partners and businesses can take advantage of. The Group Travel Guide has a print run of 8,500 copies and is distributed directly to Group Travel buyer and Coach Organisers.	• Sevenoaks Town Council will receive a free listing within the useful contacts section of the Annual Group Travel Guide promoting the destination. • Sevenoaks Town Council will receive a free listing within the Coach Parking section of the Annual Group Travel Guide if applicable • Destinations have the opportunity to submit five events to be considered for inclusion in the Events Pages of the Group Travel Guide. • If relevant, destinations will also receive a listing in the Group Travel Guide within the attractions section for any council owned visitor attractions.	
DIGITAL	SERVICES PROVIDED	ACTION
TSE's digital team has extensive knowledge of destination management systems and destination websites. They also manage visitsoutheastengland.com which is the leading online resource for consumers searching for places to stay and things to do in South East of England receiving in excess of 1.4million visitors per year.	• A dedicated page on Visit South East England's website with content, imagery, video and social media embedded. There is considerable scope for TSE and Sevenoaks Town Council to work together to enhance your page with fresh content, links and banner features. • TSE will re-tweet your events on our social media channels where appropriate. • As a destination partner you have the ability to add event details to www.visitsoutheastengland.com via an online events form provided.	

Sevenoaks Town Council 2018/2019 - DRAFT

EXPERTISE AND ADVICE	SERVICES PROVIDED	ACTION
You will be entitled to free advice from some of TSE's most experienced professionals in the following areas. PRIORITY	• Visitor Services – advice on key areas of visitor service provision taking advantage of TSE expertise in this area. • Research Services – up to one day advice on key areas of research such as visitor satisfaction surveys, tourism market/trends analysis, advertisement research, economic impact studies, market segmentation analysis and destination/attraction benchmarking. • Training – advice and support on 'Welcome to Excellence' Destination programmes and other skills/training initiatives. • Marketing – advice across consumer and group travel trade marketing in the domestic and international market places. • Strategic Planning- advice and support on tourism planning and development and destination plans. • Strategic Funding – advice, support and potential partnership for funding bids to LEPs and other organisations based on TSE's extensive experience of externally funded projects. Advice and industry updates on New Structures in Tourism – such as DMOs and DBIDs/TBIDs and new funding streams as well as other types of partnerships.	
NETWORKING EVENTS	SERVICES PROVIDED	ACTION
As a TSE Destination Partner you will be able to access a series of unique forums where you can share experience and information with fellow destinations and the commercial sector.	• An invitation to TSE annual Destination Management Forum that enables destinations to hear industry updates and keep in touch with latest issues, challenges and hear from specialists. • A free ticket to the 'Beautiful South Awards' ceremony that takes place in Dec 2018 • An invitation to local commercial membership networking events.	

Sevenoaks Town Council 2018/2019 - DRAFT

	An invitation to TSE's Annual Tourism Conference to be held in September 2018.	
COMMERCIAL MEMBERSHIP	SERVICES PROVIDED	ACTION
As a TSE Destination Partner you will be entitled to take advantage of commercial membership for eligible partner owned attraction or services.	- Tourist attractions or facilities owned by partner destinations will receive the full benefits of complimentary commercial membership. Benefits include: - Free listing on visitsoutheastengland.com - Free entry in the Beautiful South Awards - Complimentary invitations to workshops and networking events - Free listing in the Group Travel Guide - Up to 40% Discount on marketing campaigns - Receive TSE's Monthly B2B e-newsletter and keep updated on news and opportunities. - Access to TSE's discount purchasing service gives discounts of up to 45% on a wide range of books, maps and guides. The team are also happy to research titles on behalf of destination partners	
DISCOUNT ON SERVICES	SERVICES PROVIDED	ACTION
You will receive significant discounts on a range of services, products and marketing campaigns provided by Tourism South East.	International Marketing Campaigns/North America - Up to 40% discount on 'Near Europe' campaign activity. - Up to 40% off exhibition space, partner representation initiatives or inclusion in TSE literature distributed as a South East co-ordinated presence at Vakantiebeurs Exhibition in Utrecht, Holland. - Up to 40% discount on 'Go China' campaign activity including the South East England China Guide 2019.	

	- Up to 40% discount on all new international marketing activities. Group Travel Marketing and Travel Fairs - Up to 40% discount on a stand at Travel Trade Events - Special rates on stands at the premier one day group travel exhibition Excursions. 40% discount on inclusion in travel trade e-newsletters. Opportunity to target two databases either TSE's Group Travel Organiser or Coach and Tour Operator database. The e-newsletters are themed and time appropriate to the market. 40% discount on a solus trade e-newsletter. Opportunity to target either TSE's Group Travel Organiser or Coach and Tour Operator database with your own targeted mail shot. 40% discount on an enhanced entry and display advertising in the South East England Group Travel Guide. With a print run of 8500 the guide is mailed to TSE's trade database and distributed at key domestic and international group travel exhibitions TSE attends. Domestic Marketing Campaigns - Digital Products and Services 40% off solus e-newsletters designed specifically for you, sent to our consumer database of 60,000. Business Tourism – Meet Beyond London (MICE) - Discount off meetbeyondlondon.com campaign activities. Research Services - 20% discount - TSE's research team has extensive specialist knowledge and experience. Training Courses – 10% discount - We run courses of all kinds for tourism and leisure businesses, but specialise in customer service training.	
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Sevenoaks Town Council 2018/2019 - DRAFT

F&GP 09.07.2018

LOBBYING & ADVOCACY	TSE is a uniquely placed to represent the collective interests of destinations in the region – it can also save individual destinations time through feedback on and interpretation of national issues.	SERVICES PROVIDED • Feedback from VisitEngland's Destination Managers Forum and National Conferences. • Ad hoc market research from VisitEngland and VisitBritain and updates on Tourism Stats and Trends as they are released. • Acting as a regional point of contact in times of crises situations.	ACTION
BEAUTIFUL SOUTH AWARDS	Many of TSE's projects directly and indirectly support the development of local visitor economies. One of these is the Beautiful South Awards which celebrate the very best the South East tourism industry has to offer. The winners have the opportunity to take part in the national VisitEngland Tourism Excellence Awards.	SERVICES PROVIDED • Sevenoaks Town Council have the opportunity to work with TSE to drive up participation by businesses as part of their quality strategy. We will also work with you to use the Awards to generate broader PR for you destination if required. Further PR opportunities will arise when finalists reach the national finals and all destination partners will be offered a free ticket to attend the celebration event.	ACTION

Sevenoaks Town Council 2018/2019 - DRAFT

KEY CONTACTS:-

General Enquiries Nigel Smith Chief Executive nsmith@tourismse.com 0238 062 5480	Training Sue Gill Head of Training sgill@tourismse.com 0238 062 5435	Travel Trade Fran Downton Senior Marketing Manager fdownton@tourismse.com 0238 062 5472
PR Irene Caswell Destination PR Manager icaswell@tourismse.com 0238 062 5475	Research Kerry Rayment Research Manager krayment@tourismse.com 0238 062 5459	International Marketing Jane Chivers International Marketing Executive jchivers@tourismse.com 0238 062 5409
Visitor Information Teresa O'Kelly Head of Visitor Services tokelly@tourismse.com 0238 062 5487	Membership Services Georgina Coleman Membership Manager gcoleman@tourismse.com 0238 062 5451	Destination Partnerships/Business Tourism Elaine Colley Destination Partnership Manager ecolley@tourismse.com 0238 062 5409

Agenda Item 09 (a)

Agenda Item 09 (a)

[illegible]

Item	Minute No		Status	Latest update
4 cont.	123 – CIC 25.06.2018	Business Hub		RESOLVED i) Sevenoaks Town Council 'Opt to Tax' the building to enable VAT to be reclaimed on the refurbishment work. ii) The Town Council seeks external funding to provide an improved facility. iii) A feasibility study be brought to the next meeting which would include reference to car parking and planning requirements.
5	416 (ii) - CIC 8.1.2018 536 - CIC 12.3.2018 33(i) – CIC 23.4.2018 121 i) CIC 25.06.2018	Bat & Ball Centre Seven-oaks Day Nursery		Design to be placed to tender prior to applying for planning permission Feasibility of options taking place. Agreed to proceed with refurbishment and extension of current facility – one storey. First draft plans prepared and consultation taken place for Community Centre User. Sevenoaks Day Nursery were proceeding with their plans for a new facility. Pre-planning advice was being sought. Response due 28.06.2018
6	414 (ii) - CIC 8.1.2018 32 - CIC 23.4.2018 120 CIC 25.06.2018	Cemetery Lodge	On going Contracts Exchanged Sale Price	On the market for sale. Contracts for sale had been completed and due to be exchanged. Exchanged 22.05.2018 Completion 30.05.2018 30.05.2018 sold for £485,000.
7		Vine Waste	On going	2017 12 13 - SDC wrote to the Secretary of State seeking permission under Commons Act 2006 – Section 38 For permission to use as temporary car park.
8		Sevenoaks Fund		The first year of the Sevenoaks Fund had ended. It had been successful in achieving its aim of creating an internal on line 'crowdfunding' system and the building of the £450,000 Football 3G Pitch, at Greatness. The Sevenoaks Fund would be renamed The Sevenoaks Mayor's Fund, which this year will support: • Sevenoaks Powerchair Football • Sevenoaks Day Nursery • Stag Community Arts Centre • Sevenoaks Rugby Football Club 3G pitch.

Sevenoaks Town Council**Priorities [Note updated with 2015 Blue Skies Proposals]****Agenda Item 09 (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. <i>Response was due 28.06.2018. Meeting with SDC being arranged on 11.07.2018.</i>
2	Bat & Ball Station building	STC acquire station building on long peppercorn lease. Use as community building.	January 2016	£250,000 (Tbc)	Planning application approved. HLF bid submitted November 2016 on-going discussions between HLF Case Officer and Town Clerk. Decision expected March 2017 – successful at first round. HLF Bid round two submitted 29 th August 2017. Tenders opened 16 th August 2017. Lease completed 25 th August 2017. The Town Council agree to lease variations as recommended by its lawyer to meet HLF requirements. The Town Council provides an indemnity against the break provisions. HLF Grant of £755,600 awarded to STC. Start up Process approved January 2018. Contract dates 26 th March to 21 st September

Sevenoaks Town Council**Priorities [Note updated with 2015 Blue Skies Proposals]****Agenda Item 09 (b)**

No	Project	Details	Proposed target timescale	£	Update / comment
				Confirmed at £258,274	HLF round Two £8,000 from Railway Heritage Trust award for purchase of Heritage items. Application made for CIL funding successful by SDC 8th May 2018.SDC Community Infrastructure Levy Spending Board granted £258,274 to spend: - Refurbishment of Bat & Ball Station £130,000 -Provision of New Access to Platform 1 £54,582 -Provision of 56 cycle racks adjacent to platform 1 £28,728 -Provision of 30 Cycle Racks (inc. 6 electrical charging points) £44,964 -Provision of additional access from Otford Road via Community Centre. £34,865
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.

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 09 (b)

No	Project	Details	Proposed target timescale	£	Update / comment
3 contd					Also reviewing potential space for MUGA at Greatness. Fundraising achieved. 3G Official launch Saturday 9 th September 210-17. Tenders received for Greatness Rec W.C. New facilities completed.
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 <i>made</i> available <i>March</i> 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 09 (b)**

No	Project	Details	Proposed target timescale	£	Update / comment
4 contd					<i>Noted that the Economic Assessment being commissioned by SDC could create some delay to draft timetable for consultation in July 2018.</i>
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. RESOLVED: i) Sevenoaks Town Council 'Opt to Tax' the building to enable VAT to be reclaimed on the refurbishment work. ii) The Town Council seeks external funding to provide an improved facility. iii) A feasibility study be brought to the next meeting which would include reference to car parking and planning requirements.

Agenda Item 09 (b)

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

PRIORITY TWO

No	Project	Details	Proposed target timescale	£	Update / comment
1	Vine Cricket Pavilion	Research and feasibility to be undertaken into rebuild and refurbishment of the building	Dec 2015 Tbc Oct 2016	23,000 70,000 70,000 30,000	Grant to KCC applied for refurbishment of toilets. Grant successful. Work completed. Plans being prepared for Grant to be applied for disabled access to pavilion. Consideration needs to be undertaken whether disabled access is to be front or rear of building. – Open Spaces and Leisure Committee agree for front. Planning permission delayed, awaiting feedback from Pavilion Club on design. Indicative quotes being obtained to support applications for funding once plan approved. Planning application submitted and approved. Tender to be sought. 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. 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 09 (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 (1 st year of entry) Sevenoaks Common – Silver (1 st year of entry) The Vine – Silver Gilt (2016 = Gold) Sevenoaks Upper High Street Gardens – Silver Gilt (2016 = Bronze) People's Choice best pub-The Chequers Sevenoaks. Budget and plans for 2018 commenced. Judging date 4 th July 2018.

F&GP Committee 09.07.2018
Sevenoaks Town Council
Priorities [Note updated with 2015 Blue Skies Proposals]
PRIORITY THREE

Agenda Item 09 (b)

No	Project	Details	Proposed target timescale	£	Update / comment
1	Bradbourne Lakes	To seek continued improvements with facility			To work with SDC to achieve this. Bradbourne Residents Association had started to create a plan. SDC agreed at Town Forum 10.03.2014 to involve STC.
2	Night time economy	To seek to develop night time economy via Sevenoaks Town Partnership initiatives, entertainment on the Vine one evening per week	June to August 2017		Programme being put in place for bands on Vine Bandstand. Evening bands to be funded by presence of arts and craft stalls, now premises licence in place. Preparing application for Purple Flag Award. <i>To be considered within proposed BID.</i>
3	Library (Kaleidoscope)	Research feasibility for taking over the management of facility and moving STC administration into the venue	May 2013		To liaise with KCC Informal STC meeting 04.03.2013 Progress delayed until after KCC elections 02.05.2013. Officer meeting arranged for 24.05.2013 To prepare architect drawings with STC functions within current perimeter and second set of plans with extension. Completed, discussions ongoing. 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 09 (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. <i>To be reviewed once designed and planning completed for Bat & Ball</i>

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

COMPLETED

Agenda Item 09 (b)

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 09 (b)**

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