28th February 2018

Sevenoaks Town Council

You are summoned to attend a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** to be held in the Council Chamber at the address below on Monday 5th March 2018 at 7.00pm. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording meetings is available online at sevenoakstown.gov.uk or by request. Members of the public addressing the Committee but not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.

**Town Clerk**

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

**Committee Members:**

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

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

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

## AGENDA

1 APOLOGIES FOR ABSENCE
To receive and note apologies for absence

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

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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

3 REQUESTS FOR DISPENSATIONS

To consider written requests from Members 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).

4 MINUTES

To approved and sign the minutes of the meeting of the Finance & General Purposes Committee held on 22nd January 2018 subject to the following amendment:

(a) Minute Number 431 b) to read to levy a Precept on Sevenoaks District Council of £1,088593 for 2018/2019 and not as previously stated £1,088,477.

(copy previously circulated and attached)

5 SUB COMMITTEES

(a) Youth Council

To receive and note that the meetings of the meeting of the Youth Council held on 31st January 2018 (copy previously circulated and attached).

(b) Youth Services Sub Committee

To receive and note that the meetings of the Youth Services Sub Committee held on 31st January 2018 (copy previously circulated and attached).

6 FINANCE REPORTS

(a) Statement of Accounts

To receive and consider the Statement of Accounts, together with the Finance Officer's report and variance analysis for the periods:

i) 1st to 31st December 2017

ii)1st to 31st January 2018 (copies attached).

(b) Suppliers' Accounts

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

i) 1st to 31st December 2017

ii)1st to 31st January 2018 (copies attached).

(c) Payroll Account

To confirm payments from the account listed in the schedules for the periods:

i) 1st to 31st December 2017

ii)1st to 31st January 2018 (copies attached).

(d) Petty Cash Account

To confirm payments from the account listed in the schedules for the periods:

i) 1st to 31st December 2017

ii)1st to 31st January 2018 (copies attached).

(e) Internal Audit and Statement of Financial Controls

i. 2017-2018 – to receive and consider:

A. Risk Assessment
B. Investment Policy
C. Reserves Policy

ii. 2018-2019 – to receive and consider:

A. Re-appointment of internal auditors
B. Proposed Audit Plan
C. Reserves Policy
D. Investment Strategy
E. Risk Assessment

(Copies attached)

(f) Hospitality and Gifts Register

To receive and note that no Hospitality or Gifts were received by the employees of Sevenoaks Town Council during the period from 1st to 31st January 2018.

7 GRANTS

To receive and

(a) consider grant applications and note grant request history sheet

(Copies previously circulated 21st February 2018. Cover sheet attached)

(b) note reports regarding grants previously awarded

(copy attached).

8 GENERAL DATA PROTECTION REGULATIONS

To receive and note the NALC topic note (copy attached)

9 SEVENOAKS MARKETS

To receive a verbal update from the Town Clerk.

10 CURRENT MATTERS AND PRIORITIES

To receive and note a list of

a) current matters

b) priorities

of the Town Council (copies attached).

11 PRESS RELEASE

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

F&GP. 05.03.2018

# Sevenoaks Town Council

## Minutes of the FINANCE & GENERAL PURPOSES COMMITTEE held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 22nd January 2018

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

**Meeting Concluded:** 8.20 p.m.

| | | | |
|---|---|---|---|
| Cllr S G Raikes, Chairman | Present | Cllr R M C Hogarth | Present |
| Cllr J M Canet | Present | Cllr R J Parry | Present |
| Cllr M Chakowa [Mayor, ex officio] | Present | Cllr R L Piper | Present |
| Cllr A S Clayton | Present | Cllr Mrs P C Walshe | Present |
| Cllr A Eyre, Vice Chairman | Present | | |

[9]

**Also in attendance:**
Cllr E T Waite *[arrived 7:16pm]*

**424 APOLOGIES FOR ABSENCE**
Apologies for absence were received from Cllr Busvine, Cllr Parson and Cllr Towell

**425 DECLARATIONS OF INTEREST**
There were no Declarations of Interests.

**426 REQUESTS FOR DISPENSATIONS**
There had been no requests for dispensations.

**427 MINUTES OF THE MEETING HELD ON 13TH NOVEMBER 2017**
**RESOLVED:** to receive, accept and sign the Minutes as a true record of the meeting.

**428 SUB COMMITTEES**
**RESOLVED:** To receive and note the following minutes of the: -

a) Annual General Meeting of the Youth Council held on 12th December 2017
b) Youth Services Committee held on 12th December 2017, subject to the following amendments:
   i. Cllr J M Canet was also in attendance
   ii. Minute 401 (b) to read: *"The Town Clerk advised that the HiTB would host the following events..."*

**429 FINANCE REPORTS**

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

a) Statement of Accounts
   i. 1st to 31st October 2017
   ii. 1st to 30th November 2017

   and the Responsible Financial Officer's reports relating to Variance Analyses subject to the following amendment:

   iii. Page 42 of the agenda, Working Capital: fourth paragraph to read Net inflow of and not Net outflow of £7,910 from the Rolling Capital Programme Revenue Reserve.........

   It was **agreed that** a separate Cost Code be provided showing the Sevenoaks In Bloom income and expenditure.

b) Suppliers Accounts
   i. 1st to 31st October 2017 - £46,401.96
   ii. 1st to 30th November 2017- £77,423.65

c) Payroll Account

   Payments listed in the schedules
   i. 1st to 31st October 2017 - £86,216.76
   ii. 1st to 30th November 2017 -£63,726.63

d) Petty Cash Account

   Payments from the account listed in the schedules
   i. 1st to 31st October 2017 - £523.19
   ii. 1st to 30th November 2017- £497.86

e) Internal Audit

   **RESOLVED**: to receive and note the Internal Auditor's Report for Visit Two during the financial year. Tea Dance Income procedures would be reviewed at the next meeting of the Sevenoaks Community Centre User Group. Councillors congratulated the Responsible Finance Officer on another successful audit

f) Hospitality and Gifts Register

   **RESOLVED**: to receive and note the hospitality or gifts received by employees during the period from 1st November to 31st December 2017.

**430 GREENSAND COMMON MATCH FUNDING**

**RESOLVED:** it was unanimously agreed to include within the 2018/19 budget consideration, the annual funding request of £1,500 per annum over the next four years as a contribution towards the Greensand Common Project with Sevenoaks District, subject to the spend for projects identified for Sevenoaks Common *[OS&L Resolution 365 21.11.2017 refers]*. It was **noted that** that the estimated return in benefit to the Town Council be reviewed at the end of year before approving payment for the following year.

**431 REVENUE ESTIMATES 2018/2019**

**RESOLVED:**

a) That the final Revenue Estimates received from the Responsible Finance Officer for the period 2018/2019 be unanimously agreed

b) it was unanimously agreed the Town Council be recommended to levy a Precept on Sevenoaks District Council of £1,088,477 for 2018/2019 equating to a Band D equivalent household rate of £114.94 per annum. It was noted that this included the update number of household figures received form Sevenoaks District Council of 9,470.04.

432 **SEVENOAKS TOWN PARNTERSHIP**

Discussion took place about the concerns of retailers and town centre crime. It was noted that the Town Partnership had requested that a representative from the police or community safety unit attend a future meeting to discuss with them. Cllr Canet asked for this information to be emailed to her.

**RESOLVED:** to accept the minutes of the Sevenoaks Town Partnership [STP] Meeting held on 10th January 2018. **It was noted that** the update sheet regarding train services from the south to Sevenoaks was not attached to the minutes within the agenda and is now attached. *[STP Minute 9 iii refers]*. Cllr Clayton requested that the minutes be amended to indicate he was representing Sevenoaks Town Council and not the Rail Travellers Association.

433 **GRANT**

The Committee considered the grant requests.

**RESOLVED**: that the grants received from:

a) funding towards the 2018 Sevenoaks Summer Festival of £5,000 be awarded and be subject to the Town Clerk sending a letter to request that the events booked are most likely to be viable and successful appealing also to a younger demographic.

b) funding towards the publication of a book "Sevenoaks, The Great War and it's legacy" of £2,000 be awarded with the requirement that:
   i. more than the suggested 40 copies be readily given to the Town Council. The Town Clerk to liaise.
   ii. The book include mention that it was part funded by Sevenoaks Town Council
   iii. The book also include reference to the Bat & Ball Station and its place in the Great War.
   iv. Educational visits relating to the book and research be provided

434 **No 8 BUS**

The update report from the Town Clerk was received and considered.

**RESOLVED:** to accept the recommendation that Sevenoaks Town Council

a) makes a commitment to working with Go Coach to identify practical and financial solutions to enable a sustainable solution for the No 8 Bus to be delivered

b) makes a commitment to the operation of the No 8 Bus until June 2019, using General Reserves if necessary.

c) Make an application to Kent County Council for the provision of a Sprinter bus (smaller).

*Councillor Hogarth left at 8:15pm*

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

**436 PRESS RELEASE**
**RESOLVED:** to issue a press release regarding the No 8 Bus and the grants.

**RESOLVED:** under the Public Bodies (Admission of Meetings) Act 1960 to exclude the public and press for the following item by reason of the confidential nature of the business.

**437 MARKETS**
The Committee received and discussed the Town Clerk's report regarding the contract to operate the Sevenoaks Wednesday and Saturday Markets for the period 1st April 2018 to 31st March 2023.
**RESOLVED:** unanimously to submit its tender timely for the deadline of 7th February 2018.

There being no further business the Chairman closed the meeting at 8.20 p.m.

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

Budget proposal for 2018-19

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

Fees and charges are rounded to nearest whole numbers

2017/18 Actuals estimated by extrapolating year to date income and expenditure to the year end

**Economic Factors which have been considered in preparing this budget include:**

- Payroll expenditure (Staff costs), National Living Wage
  Pension provision
  Inflation
- National economy and impact of Brexit
- Referendum Principles-it was confirmed in December that Government decided to defer the setting of referendum principles for town and parish councils for three years. In the 2016 paper, a 5% or £5 threshold had been set on a Band D bill.

**Internal pressures include:**

- the ability to generate income
- prior commitments to the improvement of community infrastructure
- the ability to deliver the service commitments in an efficient, economic and effective manner

The Town Council's approach is to maintain adequate reserves which protect against risk and support its current and future investments in the community. The following pages set out the Budget recommendation from the various committees, following presentation and discussion at the Finance and eneral Purpose Committee on 13 November 2017.

The proposed budget:

1. maintains 2017-18 service levels to the community as well as incorporates 2018-19 plans for improved services to the community such as the refurbished Bat & Ball station facilities after it is opened later in 2018 (Capital cost of the project are largely funded by a Heritage Lottery Grant)
2. includes a Contingency/Development budget of £108,330 for either development cost and or a loan repayment on approved projects within the Community Investment Plan
3. results in 2018/19 Expenditure Budget of £1,651,731 and 2018/19 Precept of £1,088,593
4. equates to an annual Band D Council Tax of £114.95 or £2.21 per week (£110.53 or £2.13 in 2017/18)
5. results in an increase of £4.42 (or 4%) to the Band D Council Tax
6. excludes capital projects within the Community Investment Plan which have a separate budget/program. These will be funded from capital grants and designated reserves as approved by the appropriate committee and ultimately Council. Receipts from the Community Infrastructure Levy (CIL) will cover certain capital projects as proposed by the Town Clerk and approved by the Community Infrastructure Committee. The rolling capital programme has been updated for known projects expected to take place in 2018/19.
7. includes a council tax base (i.e. band D equivalents) of 9470.04 as provided in December by SDC

Sevenoaks Town Council

Budget 2018/19

version
Final per F& GP 22 January 2018

**Sevenoaks Town Council**
**2018/19 Forecasts**

**PLANNING COMMITTEE (including Licensing) Cost Centre 11**

| | Ref. | Actual 2013/14 | Actual 2014/15 | Actual 2015/16 | Actual 2016/17 | Budget 2017/18 | Forecast 2017/18 | Budget 2018/19 |
|---|---|---|---|---|---|---|---|---|
| | | £ | £ | £ | £ | £ | £ | £ |
| Gross Pay - Administration | 4010 | 29,200 | 29,496 | 30,086 | 30,688 | 31,301 | 31,302 | 31,920 |
| Computer/database | 6240 | 270 | 318 | 405 | 292 | 500 | 500 | 510 |
| Professional Fees | 6630 | 7 119 | 798 | 1,058 | 1,974 | 2,000 | 2,000 | 2,000 |
| Books and Periodicals | 6720 | 143 | 143 | 149 | 183 | 156 | 290 | 300 |
| Sevenoaks Conservation Council | 7500 | 125 | 125 | 150 | 150 | 156 | 156 | 150 |
| Neighbourhood plan | 1851 | - | - | 9,600 | | | | |
| Neighbourhood plan tfr to prov'n | 1852 | | | (9,600) | | | | |
| Capital Expenditure | BS | | | | | | | |
| | | 36,857 | 30,880 | **31,848** | **33,287** | **34,113** | **34,248** | **34,880** |

**Notes on Planning**

4010 ***Gross Pay - Administration***

2% cost of living increase has been allowed for 2018/19

6630 ***Professional fees***

Represent fees associated with planning appeal fees - budget reduced to reflect the fact that whilst fees can be substantial when incurred however they are happening less frequently

1851/1852 ***Neighbourhood Plan***

Neighbourhood Plan expenditure is now categorised as a project under the Community Infrastructure plan and has a separately allocated budget

**Sevenoaks Town Council**
**2018/19 Forecasts**

**OPEN SPACES - SPORTS PITCHES, PARKS ETC. Cost Centre 21**

| | Ref. | Actual 2013/14 | Actual 2014/15 | Actual 2015/16 | Actual 2016/17 | Budget 2017/18 | Forecast 2017/18 | Budget 2018/19 |
|---|---|---|---|---|---|---|---|---|
| | | £ | £ | £ | £ | £ | £ | £ |
| Gross Pay | 4010 | 135,006 | 125,598 | 119,084 | 140,166 | 151,713 | 135,904 | 162,000 |
| Employers Pension Contribution | 4270 | 3,792 | 4,733 | 6,370 | 10,193 | 8,563 | 7,598 | 10,510 |
| Graffiti and gum removal | 5013 | | 66 | 1,259 | 1,122 | 1,500 | 850 | 1,500 |
| Lr St Johns WCs (rates, cleaning, water, repairs) | 5025 | 7,818 | 6,547 | 7,655 | 8,000 | 8,160 | 6,213 | 8,350 |
| Greatness Rec WCs (rates, cleaning, water, repairs) | 5026 | | | | | | | 6,000 |
| Footpaths, bridleways, ROW | 5040 | | | - | - | 150 | 150 | 150 |
| Seats & Litter Bins ( Exc Vine) | 5050 | 2,106 | 1,804 | 2,610 | 3,091 | 2,500 | 2,476 | 2,600 |
| Tree Sev Common | 5060 | 3,315 | 2,841 | 1,402 | 3,381 | 3,400 | 3,400 | 3,500 |
| Tree Safety Survey | 5065 | - | 3,450 | 2,400 | 3,500 | 3,500 | 3,500 | 3,600 |
| Woodlands | 5070 | 3,646 | 13,292 | 3,895 | 3,121 | 3,150 | 3,150 | 3,200 |
| Raleys/ Knole Paddock and Pavilion | 5110 | 866 | 1,700 | 2,759 | 2,040 | 2,040 | 600 | 2,080 |
| Raleys/K P Pitch and ground maintenance | 5120 | 4,836 | 3,913 | 6,561 | 4,749 | 4,750 | 4,750 | 4,845 |
| Misc. Open Spaces and play areas | 5310 | 5,263 | 6,088 | 7,331 | 11,630 | 20,000 | 20,000 | 21,500 |
| Gate Park maintenance | 5316 | 1,107 | 4,510 | 2,550 | 4,000 | 2,500 | 2,500 | 2,550 |
| Raleys car park | 5317 | 1,092 | 575 | 830 | 632 | 469 | 469 | 480 |
| Fertilisers | 5320 | 1,460 | 1,285 | 674 | 790 | 1,448 | 900 | 1,200 |
| Grass Seed | 5330 | 1,378 | 1,694 | 1,907 | 2,074 | 1,900 | 2,090 | 1,950 |
| Plants | 5340 | 2,018 | 2,075 | 2,069 | 2,600 | 2,600 | 2,600 | 2,700 |
| Repairs and general maintenance | 5410 | 348 | 81 | 1,218 | 592 | 1,500 | 687 | 1,500 |
| Capital refurbishments-from rolling capital progran | 5412 | | | | | | | - |
| CIL Spend | 5413 | | | | | | | |
| Equipment - Hired & New | 5500 | 6,574 | 12,646 | 7,050 | 14,874 | 7,874 | 7,874 | 8,000 |
| Equipment Maintenance (incl tractor) | 5525 | 6,353 | 10,773 | 7,171 | 7,650 | 7,650 | 7,650 | 8,000 |
| Vehicle expenses (incl vans) | 5550 | 3,244 | 4,724 | 2,437 | 3,324 | 3,324 | 3,324 | 3,400 |
| Fuel | 5700 | 7,824 | 7,540 | 5,691 | 8,303 | 7,000 | 5,954 | 6,000 |
| Rent, Rates & Water | 6000 | 2,812 | 2,158 | 902 | 2,500 | 1,250 | 1,354 | 1,500 |
| Light Heat and Cleaning | 6010 | 1,176 | 1,907 | 1,064 | 1,482 | 2,000 | 2,000 | 2,040 |
| Telephone | 6101 | 142 | 166 | 211 | 173 | 200 | 176 | 200 |
| Mobile Telephone | 6104 | 131 | 60 | 75 | 65 | 400 | 400 | 300 |
| Printing and stationery | 6200 | 9 | 186 | 67 | - | - | - | - |
| Postage & courier | 6210 | 22 | - | 22 | - | - | - | - |
| Computers and database | 6240 | | - | - | - | - | - | - |
| Furniture/equipment | 6281 | 65 | - | 66 | - | - | - | - |
| Recruitment Costs | 6315 | | | 88 | - | | | |
| Staff Training | 6320 | 1,445 | 3,305 | 2,470 | 2,433 | 2,500 | 2,500 | 2,500 |
| Welfare/hospitality | 6330 | 93 | 116 | 249 | 174 | 200 | 118 | 200 |
| Professional Fees Licensing | 6635 | | 170 | | - | - | - | - |
| Bad debts | 6650 | | 694 | | - | - | - | - |
| Subscriptions and professional fees | 6730 | 161 | 284 | 45 | 177 | 200 | 191 | 200 |
| Road Dues - Oakhill Rd/Woodside | 6812 | 1,601 | 1,888 | 1,888 | 1,440 | 2,000 | 2,000 | 2,000 |
| Bus Shelter Maintenance | 6851 | - | 4,964 | - | - | 168 | 168 | 170 |
| Sundry Expenses | 6900 | 100 | 46 | (1,594) | 22 | 100 | 100 | 100 |
| Health & Safety/ Risk Assessments | 6922 | 250 | 308 | 315 | 843 | 750 | 1,500 | 1,500 |
| Alarm maintenance | 6930 | | 4,006 | 748 | 873 | 700 | 700 | 700 |
| CCTV Maintenance | 6931 | 900 | 710 | 675 | 1,000 | 1,100 | 1,100 | 1,200 |
| Waste collection - Dog bins | 6934 | 1,170 | 2,647 | 1,747 | 2,384 | 2,700 | 2,700 | 2,700 |
| Waste collection and disposal - Bins | 6935 | 2,408 | 3,209 | 3,405 | 4,053 | 3,570 | 3,570 | 4,000 |
| Protective clothing | 6952 | 661 | 1,153 | 1,379 | 1,455 | 1,250 | 1,250 | 1,400 |
| Letting and Hire of Facilities | 1022 | (19,063) | (20,347) | (25,010) | (23,653) | (17,735) | (20,000) | (20,000) |
| Raleys car park | 1316 | (1,408) | (1,783) | (1,171) | (1,654) | (1,000) | (500) | (1,030) |
| Forestry commission grants | 1330 | (1,000) | - | - | - | | | |
| Grant Income | 1350 | | | | [illegible] | | | |
| Income from other depts. | 1470 | [illegible] | [illegible] | | | | | |
| Insurance Claims | 1550 | | [illegible] | [illegible] | | | | |
| Log Sales | 1850 | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] |
| Sundry Income | 1990 | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | |
| CIL income allocation | 2012 | | | | | | | |
| Asset/Equipment Sales | 2003 | | 562 | | | | | |
| | | **187,133** | **205,734** | **178,484** | **213,202** | **244,144** | **220,066** | **263,375** |

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

| **Capital Expenditure, Repairs & General Maintenance** | | 2017/18 £ | 2018/19 £ |
|---|---|---|---|
| Environmental park-Buckhurst Lane | | | |
| Replace skatepark surface | | 11,500 | 3,000 |
| Replace Pontoise rusting gates | | | 2,000 |
| Bus Shelter-one new | CIL | 4,000 | 5,000 |
| Lower St Johns-restain external woodwork | | 1,000 | |
| Sev Common-per Quaiffe report in November 2016 | | 10,000 | |
| Littlewood replace rotten fence | | | 4000 |
| | | 26,500 | 14,000 |

Amounts are to be funded by grants/CIL (if they meet the criteria)

4010 ***Gross Pay - Administration***
2% cost of living increase has been allowed for 2018/19
Increase reflects the increased level of operation by Open Spaces staff
included one apprentice
Includes long service awards due in 2018/19
includes provision for a full time Play Park Officer (37 hours).

5026 ***Greatness Rec WC***
New public facility due to be completed in 2018/19

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

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

5330 ***Grass seed***
To carry over unused proportion of 2017/18 budget to 2018/19 re: overspend expected in 2018/19 to cover repair of rugby pitches

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

5700 ***Fuel***
Reduced in line with recent expenditure

6104 ***Mobile telephone***
includes internet communication

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

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

1022 ***Letting and hire of facilities***
reflects 3% (and rounded to nearest whole number) increase

Sevenoaks Town Council
2018/19 Forecasts

## GREATNESS CEMETERY Cost Centre 22

| | Ref. | Actual 2013/14 | Actual 2014/15 | Actual 2015/16 | Actual 2016/17 | Budget 2017/18 | Forecast 2017/18 | Budget 2018/19 |
|---|---|---|---|---|---|---|---|---|
| | | £ | £ | £ | £ | £ | £ | £ |
| Gross Pay - Administration | 4010 | 55,794 | 56,099 | 56,290 | 53,935 | 58,916 | 59,936 | 60,000 |
| Employers Pension Contribution | 4270 | 4,451 | 5,967 | 5,516 | 6,129 | 3,835 | 5,172 | 5,900 |
| Cem - Chapel and Office | 5210 | 70 | 197 | 163 | 126 | 166 | 134 | 170 |
| Workshop/messroom maintenance | 5230 | 180 | 31 | 163 | 171 | 166 | 166 | 170 |
| **Repairs & General Maint** | **5410** | 5,246 | 1,955 | 2,600 | - | 2,600 | 2,600 | 1,000 |
| **Capital refurbishments-from rolling capital progran** | **5412** | | | | | | | - |
| **Equipment - Hired & New** | **5500** | 3,273 | 3,009 | 1,831 | 1,868 | 2,102 | 2,102 | 2,140 |
| **Equipment Maintenance** | **5525** | 764 | 4,176 | 2,310 | 2,356 | 2,356 | 2,356 | 2,400 |
| **Fuel** | **5700** | 627 | 726 | 893 | 730 | 911 | 911 | 900 |
| **Rent, Rates and Water** | **6000** | 5,160 | 5,145 | 5,500 | 5,610 | 5,610 | 5,610 | 5,700 |
| **Light Heat & Cleaning** | **6010** | 985 | 674 | 1,200 | 1,224 | 1,200 | 1,200 | 1,200 |
| **Telephone** | **6101** | 545 | 695 | 704 | 624 | 718 | 718 | 730 |
| **Mobile Telephone** | **6104** | 20 | 20 | 30 | 50 | 31 | 31 | 40 |
| **Printing Postage and Stationery** | **6200** | 47 | 340 | 50 | 33 | 200 | 200 | 200 |
| **Computer - cemetery database** | **6240** | 334 | 286 | 367 | 374 | 375 | 375 | 380 |
| **Training** | **6320** | 1,013 | 1,008 | 1,530 | 989 | 1,000 | 1,000 | 1,500 |
| Welfare/hospitality | 6330 | 88 | 76 | 153 | 62 | 100 | 100 | 150 |
| Goods for Resale | 6500 | | | | | | | 200 |
| Professional fees | 6630 | 90 | - | 103 | 105 | 105 | 105 | 100 |
| Subscriptions | 6730 | - | 90 | - | 90 | 90 | 90 | 100 |
| Trees, Turf & Fertilisers | 6802 | 453 | 162 | 1,250 | 1,275 | 1,275 | 2,275 | 1,500 |
| Roads, Paths and Boundaries | 6822 | 115 | 1,192 | 530 | 457 | 541 | 541 | 550 |
| Lawn/ Wall of Remembrance | 6832 | 383 | 286 | 357 | 368 | 300 | 300 | 100 |
| Sundry expenses | 6900 | 10 | 18 | 50 | 82 | 50 | 50 | 50 |
| Health & Safety/ Risk Assessment | 6922 | 250 | 511 | 269 | 98 | 750 | 750 | 970 |
| Alarm Maintenance | 6930 | 590 | 677 | 750 | 699 | 765 | 765 | 1,150 |
| Cemetery security | 6932 | 4,447 | 4,887 | 4,437 | 5,277 | 5,000 | 5,000 | 5,100 |
| Waste collection and disposal | 6935 | 937 | 1,141 | 1,117 | 1,092 | 1,150 | 1,150 | 1,200 |
| **Protective Clothing** | 6952 | 839 | 696 | 664 | 434 | 600 | 600 | 600 |
| Cem. Lodge water contribution | 1011 | (198) | (202) | (205) | | - | | - |
| Cemetery Income | 1700 | (67,675) | (69,709) | (72,135) | (69,300) | (72,000) | (75,956) | (74,000) |
| Insurance Claims | 1550 | | (3,250) | | | | - | - |
| | | **18,838** | **16,903** | **16,487** | **14,957** | **18,912** | **18,281** | **20,200** |

**Notes on Open Spaces - Greatness Cemetery**

| **Capital Expenditure, Repairs & General Maintenance**<br>Items not included in precept but added to the rolling capital programme | | 2017/18<br>£ | 2018/19<br>£ |
|---|---|---|---|
| Chapel roof | 5410 | 600 | |
| Garage Roof-repair or replace | 5410 | 2,000 | |
| Path repairs | 5412 | | 5,000 |
| Chapel restain | 5412 | | 1.500 |
| Bethel Rd Cemetery re-stitch wall | 5412 | | 500 |
| Amounts to be funded by grants/CIL and other sources | | | |
| | | 2,600 | 7,000 |

4010 ***Gross Pay - Administration***
2% cost of living increase has been allowed for 2018/19
increase to reflect more out of hours burials that staff have to cover
includes long service awards due in 2018/19

4270 ***Employers Pension Contribution***
Includes adjustment for the current LGPS reduced contribution rate (from 23.4% to 17.1%)

5410 ***Repairs and General Maintenance***
from 2017/18-Chapel roof-£600, Garage roof-£2,000 to transfer to earmarked reserve '316' if uncompleted
£1,000 contingency added

5412 ***Capital Refurbishment***
per rolling capital maintenance items within "Capital Expenditure, Repairs & General Maintenance"

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

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

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

**Sevenoaks Town Council**
**2018/19 Forecasts**

**ALLOTMENTS Cost Centre 23**

| | Ref. | Actual 2013/14 | Actual 2014/15 | Actual 2015/16 | Actual 2016/17 | Budget 2017/18 | Forecast 2017/18 | Budget 2018/19 |
|---|---|---|---|---|---|---|---|---|
| | | £ | £ | £ | £ | £ | £ | £ |
| Gross Pay - Administration | 4010 | - | - | - | - | 2,500 | 2,500 | 3,300 |
| Employers Pension Contribution | 4270 | - | - | - | - | 285 | 285 | 500 |
| General Maintenance | 5410 | 338 | 665 | 422 | 125 | 1,559 | 250 | 1,590 |
| Rent Rates & Water | 6000 | 173 | 410 | 250 | 245 | 1,728 | 491 | 1,760 |
| Health & Safety/ Legal Advice | 6922 | 250 | | | | - | 300 | 300 |
| BV Rental Income | 1010 | (435) | (506) | (672) | (647) | (832) | (700) | (880) |
| QH Rental Income | 1047 | | | | | (3,205) | (2,945) | (3,150) |
| Capital Expenditure | B/S | | | | | | | |
| | | **326** | **469** | **0** | **(276)** | **2,035** | **181** | **3,420** |

**tes on Open Spaces - Allotments**

| | | 2017/18 | 2018/19 |
|---|---|---|---|
| | | £ | £ |
| **Capital Expenditure & Repairs & General Maintenance** | | | |
| Items not included in precept but added to the rolling capital programme | | | |
| To be funded from capital receipts | | | |
| 5410 | Removal of asbestos QH allotments | | |
| 5410 | Power supply-QH allotments | | |
| | | - | - |

1010 *Allotments income*

Bradbourne (BV Allotment)
April to September Based on £3.25 per rod and November to March based on £3.50 per rod
No of Rods: 280
Occupancy level: 80% represents a decrease from the previous year

Quakers Hall (QH Allotment)
£3,205 based on
No of Rods: 1000
Occupancy level: 80%
* Cost/rod set annually in September for one year in advance. Invoice year commences 1st of October 2017
£3.50 per rod for the year commencing 1st October 2018

4010 QH allotment administrative hours at 4 hours per week @12/hour plus open spaces staff salary allocation
4270 11.4% on gross salary to cover pension costs
5410 additional £1,120 for Quakers Hall allotment
6000 additional £1,300 for Quakers Hall allotment

Sevenoaks Town Council
2018/19 Forecasts

STREET LIGHTING AND GENERAL Cost Centre 26

| | Ref. | Actual 2013/14 | Actual 2014/15 | Actual 2015/16 | Actual 2016/17 | Budget 2017/18 | Forecast 2017/18 | Budget 2018/19 |
|---|---|---|---|---|---|---|---|---|
| | | £ | £ | £ | £ | £ | £ | £ |
| Public Clock Maintenance | 6861 | 485 | 463 | 370 | 654 | 563 | 563 | 1,000 |
| Street Lighting | 6862 | 8,971 | 10,228 | 12,153 | 9,540 | 12,396 | 12,396 | 12,644 |
| In Bloom Costs | 6865 | 7,650 | 9,610 | 8,805 | 10,205 | 10,000 | 15,205 | 16,224 |
| Street Lighting - recharges | 1263/148 | (3,129) | (3,869) | (3,429) | (4,577) | (7,056) | (7,056) | (7,197) |
| In Bloom - Contributions | 1990/126 | (775) | (1,545) | (995) | (550) | (1,224) | (3,280) | (1,224) |
| Capex | B/S | | | | | | | |
| | | 13,202 | 14,887 | 16,904 | 15,272 | 14,679 | 17,828 | 21,447 |

Notes on Open Spaces - Street Lighting and General

6862/1263 ***Street lighting***

Based on average actual 2014/15 and 2015/16 assuming half of the 47 posts located in roads currently not funding their maintenance are removed (decreasing costs) and half become funded by the residents of the private roads (increasing income).

It is assumed that costs of removing lights will be covered by provisions/contingency in 2018/19.
No provision made for conversion of streetlights to LED - to be funded from other sources

6865/1266 ***In Bloom***

Net cost to STC of £15,000

Sevenoaks Town Council
2018/19 Forecasts

## OPEN SPACES & LEISURE -VINE CAFÉ Cost Centre 28

| | Ref. | Actual 2013/14 | Actual 2014/15 | Actual 2015/16 | Actual 2016/17 | Budget 2017/18 | Forecast 2017/18 | Budget 2018/19 |
|---|---|---|---|---|---|---|---|---|
| | | £ | £ | £ | £ | £ | £ | £ |
| Gross pay - general | 4010 | | | 24,573 | 52,119 | 50,675 | 43,973 | 43,800 |
| Employers Pension Contribution - general | 4270 | | | 408 | 1,417 | 1,899 | 1,237 | 1,700 |
| Repairs & General Maintenance | 5410 | | 115 | 23 | 500 | 700 | 700 | 500 |
| Equipment Hired & New | 5500 | | | 3,056 | 2,312 | 1,785 | 2,085 | 1,800 |
| Equipment Maintenance | 5525 | | | | | | | 500 |
| Rent, rates & water | 6000 | | | 256 | 1,051 | 1,200 | 1,200 | 1,200 |
| Light, heat & cleaning | 6010 | | | 1,592 | 3,063 | 1,600 | 1,600 | 1,600 |
| Telephone/broadband | 6101 | | | | 300 | 250 | 296 | 300 |
| Printing & Stationery | 6200 | | | | 29 | | | 30 |
| Postage & Courier | 6210 | | | | 90 | 154 | 180 | 160 |
| Computer/Database/WPs | 6240 | | | 639 | - | 33 | 150 | 150 |
| Staff Training | 6320 | | | 693 | 136 | 250 | 273 | 300 |
| Publicity | 6460 | | | | - | 250 | - | 250 |
| Goods for Resale | 6500 | | | 9,554 | 21,207 | 30,524 | 23,874 | 29,000 |
| Copyright Fees/Royalties | 6533 | | | | 173 | 296 | 296 | 300 |
| Professional Fees Licensing | 6635 | | | 256 | 131 | 100 | 261 | 100 |
| Sundry Expenses | 6900 | | | | 180 | 180 | 180 | 180 |
| Health & Safety/ Legal Advice | 6922 | | | 254 | - | - | - | 500 |
| Alarm Maintenance | 6930 | | | 52 | 442 | 500 | 1,006 | 500 |
| Vine CafeWaste collection and disposal | 6935 | | | 429 | 1,210 | 2,000 | 2,420 | 2.100 |
| Vine Café Credit card charges | 6976 | | | 195 | 309 | 538 | 600 | 550 |
| Sale of Goods | 1211 | | | (22,045) | (61,299) | (92,939) | (64,398) | (57,000) |
| Events Management | 1212 | | | | | | | (28,525) |
| Capital Expenditure | B/S | | | | | | | |
| | | 0 | 115 | 19,935 | 23,371 | (5) | 15,933 | (5) |

### Notes on Open Spaces - Vine Café

4010/4270 ***Gross Pay & Employers Pension Contributions***
reflects reduced operational hours over the winter months

Overheads There is currently very little scope to reduce other overheads

1211 ***Sale of Goods***
Amount represents a target supported by a strategy to increase income streams through events and activities directly run by the Café on the Vine

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

**Sevenoaks Town Council**
**2018/19 Forecasts**

**OPEN SPACES & LEISURE -VINE GROUNDS Cost Centre 29**

| | Ref. | Actual 2013/14 | Actual 2014/15 | Actual 2015/16 | Actual 2016/17 | Budget 2017/18 | Forecast 2017/18 | Budget 2018/19 |
|---|---|---|---|---|---|---|---|---|
| | | £ | £ | £ | £ | £ | £ | £ |
| Gross pay - general | 4010 | | | 8,393 | 7,513 | 8,743 | 7,826 | 8,250 |
| Employers Pension Contribution - general | 4270 | | | 438 | 454 | 459 | 474 | 500 |
| Vine Area -Gen. Maintenance (was CC 21) | 5010 | 1,532 | 1,094 | 2,562 | 2,281 | 3,329 | 2,770 | 3,400 |
| Maintenance - Vine Club (was CC39) | 5015 | 125 | - | 540 | | - | - | - |
| Vine Public Conveniences (was CC21) | 5020 | 4,348 | 3,991 | 6,117 | 9,696 | 12,241 | 6,624 | 12,000 |
| Repairs & General Maintenance | 5410 | | | | | | | |
| Capital Refurbishment (from rolling capital progran | 5412 | | | | | | | - |
| Equipment Hired & New | 5500 | | | 2,165 | | - | - | - |
| Rent, rates & water | 6000 | | | 128 | | 684 | 684 | 700 |
| Light & heat | 6010 | | | 53 | | 55 | 65 | 65 |
| Printing & Stationery | 6200 | - | - | 280 | | - | - | - |
| Recruitment costs | 6315 | | | 525 | | - | - | - |
| Staff Training | 6320 | | | 72 | | - | - | - |
| Food Fair | 6324 | | | 484 | | - | - | - |
| Welfare / Hospitality | 6330 | - | - | 17 | | - | - | - |
| Goods for resale | 6500 | | | 400 | | - | - | - |
| Publicity | 6460 | | | | 240 | 255 | 255 | 250 |
| Professional Fees Licensing | 6635 | | | 70 | 70 | 102 | 102 | 100 |
| Summer concerts (was CC26) | 6868 | 3,405 | 5,304 | 3,730 | 4,091 | 4,500 | 4,500 | 3,000 |
| Special Events | 6869 | | | 766 | | - | - | - |
| CCTV Maintenance | 6931 | | | 556 | 749 | 612 | 812 | 620 |
| Protective Clothing | 6952 | | | 422 | | - | - | - |
| Vine Café Credit card charges | 6976 | | | 25 | | - | - | - |
| Insurance | 1020 | | | 106 | | - | - | - |
| Arts & Crafts stalls income (was CC26) | 1022 | | (745) | (50) | - | (102) | (102) | - |
| Other events net income | 1208 | | | (1,544) | (3,512) | (3,060) | (3,060) | (3,152) |
| Sale of Goods/Income other events | 1211 | | | (316) | (10) | - | - | - |
| Rental income - Pavilion & Kiosk (was CC39) | 1805 | (3,023) | (3,090) | (2,316) | (3,090) | (3,090) | (3,090) | (3,180) |
| Rental income - Band Practice Rm (was CC39) | 1806 | (897) | (78) | - | | - | - | - |
| Vine Club Insurance Contrib. (was CC21) | 1870 | (1,415) | (1,243) | (1,219) | (928) | (1,319) | (1,319) | (600) |
| Capital Expenditure | B/S | | | | | | | |
| | | **6,075** | **5,233** | **22,404** | **17,554** | **23,409** | **16,541** | **21,953** |

**Notes on Open Spaces - Vine**

4010/4270 ***Gross pay***
Reflects salary/pension of gardener

| | | | Forecast 2017/18 | Budget 2018/19 |
|---|---|---|---|---|
| Capex | ***Property Maintenance*** not included in the precept but added to the rolling capital programme | | £ | £ |
| 5412 | Paint railing | | | 4,000 |
| | Less amounts hoped to be covered by grants and other sources | | | |
| | | | | 4,000 |

1870 **Vine Club Insurance Contrib. (was CC21)**
percentage based on STC insurance. Reduction reflects the reduced cost to STC

Sevenoaks Town Council
2018/19 Forecasts

## CENTRAL SERVICES -BAT & BALL STATION CAFÉ Cost Centre 30

| | Ref. | Actual 2013/14 | Actual 2014/15 | Actual 2015/16 | Actual 2016/17 | Budget 2017/18 | Forecast 2017/18 | Budget 2018/19 |
|---|---|---|---|---|---|---|---|---|
| | | £ | £ | £ | £ | £ | £ | £ |
| Gross pay - general | 4010 | | - | - | - | - | - | 15,216 |
| Employers Pension Contribution - general | 4270 | | - | - | - | - | - | 5,214 |
| Repairs & General Maintenance | 5410 | | - | - | - | - | - | 750 |
| Equipment Hired & New | 5500 | | - | - | - | - | - | - |
| Equipment Maintenance | 5525 | | - | - | - | - | - | - |
| Rent, rates & water | 6000 | | - | - | - | - | - | 3,870 |
| Light, heat & cleaning | 6010 | | - | - | - | - | - | 3,498 |
| Insurance Cost | 6020 | | - | - | - | - | - | 1,002 |
| Telephone/broadband | 6101 | | - | - | - | - | - | 210 |
| Printing & Stationery | 6200 | | - | - | - | - | - | - |
| Postage & Courier | 6210 | | - | - | - | - | - | - |
| Computer/Database/WPs | 6240 | | - | - | - | - | - | - |
| Staff Training | 6320 | | - | - | - | - | - | - |
| Publicity | 6460 | | - | - | - | - | - | 2,802 |
| Goods for Resale | 6500 | | - | - | - | - | - | 6,528 |
| Copyright Fees/Royalties | 6533 | | - | - | - | - | - | 308 |
| Professional Fees Licensing | 6635 | | - | - | - | - | - | 270 |
| Sundry Expenses | 6900 | | - | - | - | - | - | - |
| Health & Safety/ Risk Assessment | 6922 | | - | - | - | - | - | 482 |
| Alarm Maintenance | 6930 | | - | - | - | - | - | 600 |
| CCTV Maintenance | 6931 | | - | - | - | - | - | 300 |
| Waste collection and disposal | 6935 | | - | - | - | - | - | 600 |
| Credit card charges | 6976 | | - | - | - | - | - | - |
| Letting and Hire of Facilities | 1022 | | - | - | - | - | - | (18,017) |
| Sale of Goods | 1211 | | - | - | - | - | - | (16,321) |
| Events Management | 1212 | | - | - | - | - | - | - |
| From existing Reserves | B/S | | | | | | | - |
| | | 0 | 0 | 0 | 0 | 0 | 0 | 7,312 |

**Notes on Open Spaces - Vine Café**

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

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

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

**Sevenoaks Town Council**
**2018/19 Forecasts**

**CENTRAL SERVICES Cost Centre 31**

| | Ref | Actual 2013/14 | Actual 2014/15 | Actual 2015/16 | Actual 2016/17 | Budget 2017/18 | Forecast 2017/18 | Budget 2018/19 |
|---|---|---|---|---|---|---|---|---|
| | | £ | £ | £ | £ | £ | £ | £ |
| Gross Pay - Administration | 4010 | 211,375 | 210,185 | 224,995 | 258,234 | 265,608 | 285,480 | 297,000 |
| Employers Pension Contribution | 4270 | 10,422 | 11,577 | 18,199 | 26,870 | 30,810 | 28,350 | 35,000 |
| Pension Contribution - Deficiency | 4271 | 10,000 | 55,000 | 57,000 | 60,000 | 68,000 | 58,000 | 68,000 |
| Repairs | 5410 | | 49 | 14 | | - | - | - |
| Equipment Hired and New | 5500 | 300 | 215 | 749 | 785 | 2,500 | 1,388 | 2,500 |
| Insurance Cost | 6020 | 22,527 | 23,222 | 17,877 | 22,135 | 25,500 | 13 750 | 17,000 |
| Telephone | 6101 | 1,390 | 1,490 | 1,140 | 2,477 | 1,581 | 3,976 | 2,500 |
| Facsimile Costs | 6103 | 133 | 110 | | - | 114 | - | 100 |
| Printing & Stationery | 6200 | 8,158 | 8,701 | 9,559 | 12,397 | 14,336 | 13,444 | 14,600 |
| Postage and Courier | 6210 | 3,197 | 3,217 | 2,239 | 5,629 | 4,000 | 7,208 | 5,000 |
| Computer/Database/WP's | 6240 | 12,356 | 7,908 | 9,529 | 10,381 | 13,320 | 15,374 | 13,580 |
| Website costs | 6241 | 729 | 481 | 23 | 315 | 859 | 859 | 880 |
| IT infrastructure development | 6242 | 5,000 | 5,750 | 5,001 | 4,552 | 5,100 | 5,100 | 5,200 |
| Office Furniture/ Machinery | 6281 | 1,335 | 3,590 | 102 | 1,358 | 1,385 | 543 | 1,400 |
| Computers Accountancy | 6300 | 2,015 | 2,216 | 2,972 | 2,281 | 3,780 | 3,428 | 4,000 |
| Recruitment costs | 6315 | | 836 | 2,958 | - | 3,958 | 4,106 | 4,000 |
| Staff Training | 6320 | 1,958 | 3,035 | 2,809 | 3,691 | 13,372 | 2,000 | 5,000 |
| Investors in People | 6321 | 500 | - | | 775 | 775 | 775 | 790 |
| Welfare / Hospitality | 6330 | 1,693 | 1,867 | 2,084 | 2,343 | 1,927 | 1,877 | 1,970 |
| Mayoral Allowances | 6408 | 4,774 | 4,822 | 2,186 | 5,067 | 5,117 | 5,017 | 5,200 |
| Mayoral Car/Travel Allowances | 6409 | 2,122 | 2,060 | 5,418 | 2,230 | 2,300 | 2,230 | 2,340 |
| Civic Expenses/Annual Reception/Xmas Council | 6410 | 968 | 1,528 | 1,110 | 793 | 1,622 | 1,600 | 1,550 |
| Gifts/Hospitality | 6415 | 171 | 373 | 351 | 232 | 390 | 401 | 400 |
| Annual Parish Meeting | 6420 | 21 | - | | 100 | 100 | 100 | 100 |
| Honours Board, Badges, Insignia | 6421 | 555 | 90 | 2,030 | 347 | 250 | 759 | 250 |
| Mayoral Car/Travel Allowances - prior year | 6431 | - | (703) | | - | - | - | - |
| Members' Expenses and Allowces | 6435 | 2,838 | 3,002 | 2,765 | 1,912 | 3,856 | 3,030 | 3,930 |
| Press Notices | 6440 | 1,317 | 982 | 1,164 | 1,889 | 1,300 | 1,538 | 1,500 |
| Bye Laws | 6450 | - | - | | 100 | 100 | - | 100 |
| Publicity/Democratic notices | 6460 | 234 | 2,202 | 2,995 | 3,798 | 2,400 | 1,796 | 2,400 |
| Banner Costs | 6461 | | | | | | 1,000 | 1,020 |
| Audit Fees - Internal and external | 6610 | 2,950 | 3,100 | 2,580 | 3,235 | 5,100 | 5,000 | 5,200 |
| Irrecoverable VAT | 6619 | - | 7,191 | 5,609 | 7,482 | 7 400 | 7,400 | 6,000 |
| Legal Expenses | 6620 | 9,053 | 5,491 | 4,648 | 5,068 | 5 027 | 1,318 | 5,000 |
| Professional Fees | 6630 | 4,538 | - | | - | | - | - |
| Professional Fees Licensing | 6635 | 90 | - | 570 | 640 | 1,950 | 755 | 1,980 |
| Conference Fees & Expenses | 6710 | 1,457 | 2,220 | 770 | 2,024 | 2,310 | 1,307 | 2,300 |
| Books and Periodicals | 6720 | 240 | - | 211 | 167 | 380 | 334 | 380 |
| Subscriptions | 6730 | 2,805 | 3,075 | 3,672 | 2,804 | 3,500 | 3,322 | 3,500 |
| Special Events | 6868 | | | - | - | - | - | - |
| Waste Sacks Exp | 6889 | | | | | | 1,367 | 1,400 |
| Sundry Expenses | 6900 | 158 | 464 | 401 | 613 | 483 | 480 | 490 |
| Health & Safety/risk assessments | 6922 | 2,082 | 2,050 | 2,712 | 2,250 | 2,800 | 3,099 | 3,000 |
| Healthcare services | 6939 | | 7 | | - | - | - | |
| Bank Charges | 6975 | 1,071 | 1,232 | 1,381 | 1,658 | 1,313 | 1,386 | 1,390 |
| Credit card charges | 6976 | | - | 339 | 852 | 485 | 442 | 500 |
| Election Expenses | 7010 | 3,000 | 3,000 | 1,900 | 3,000 | 3,000 | 3 000 | 3,000 |
| Development Costs | 7611 | 36,376 | 43,773 | | 32 584 | 120,200 | 115 000 | 108,330 |
| Stag Reserve | 7614 | 1,000 | 1,000 | 1 000 | 1 000 | 1,000 | 1 000 | 1,000 |
| Grant income | 1350 | | 330 | (2,000) | | (2 000) | (2 000) | |
| Banner income | 1231 | | | | | (2,000) | (4,739) | [illegible] |
| Waste Sacks Income | 1889 | | | | | | [illegible] | [illegible] |
| Sundry income | 1990 | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] |
| Capital Expenditure | B/S | | | | | | | |
| | | 370,690 | 423,393 | 396,135 | 350,354 | 622,575 | 609,202 | 633,480 |

**Notes on Central Services**

4010 ***Gross Pay - Administration***
2% cost of living increase has been allowed for 2017/18
increasing RFO role to full time
includes Employee long service awards.

4270 ***Employer's pension contribution***

4271 ***Pension Contribution - Deficiency***
Increased in accordance with latest actuarial valuation.

6020 ***Insurance***
Main isurance policy, health and safety and vehicle insurance

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

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

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

6619 ***Irrecoverable VAT***

5922 Health & Safety/Risk Assessments

6975 ***Credit card charges***

7010 ***Election expenses***
£3k annual provision charged to cover next election charges

7611 ***Development Costs***
Includes an allowance to cover a loan repayment, contingency or cash flow needs related to project managing/implementation of projects within the Community Investment Plan

6461/1231 ***Banner income & Costs***

**Sevenoaks Town Council**
**2018/19 Forecasts**

**FINANCE COSTS Cost Centre 31**

| | Ref. | Actual 2013/14 £ | Actual 2014/15 £ | Actual 2015/16 £ | Actual 2016/17 £ | Budget 2017/18 £ | Forecast 2017/18 £ | Budget 2018/19 £ |
|---|---|---|---|---|---|---|---|---|
| Interest - on deposits | 1115 | (4,056) | (4,603) | (3,333) | (1,651) | (8,750) | (7,404) | (6,000) |
| | | (4,056) | (4,603) | (3,333) | (1,651) | (8,750) | (7,404) | (6,000) |

1115 ***Interest on deposits***
Reduction in budget reflects the lower than budget returns available on investments.

**Sevenoaks Town Council**
**2018/19 Forecasts**

**F&GP - GENERAL Cost Centre 32**

| | Ref. | Actual 2013/14 £ | Actual 2014/15 £ | Actual 2015/16 £ | Actual 2016/17 £ | Budget 2017/18 £ | Forecast 2017/18 £ | Budget 2018/19 £ |
|---|---|---|---|---|---|---|---|---|
| Repairs & maintenance | 5410 | | 140 | | | - | - | - |
| Equipment new and hired | 5500 | | 2,224 | 168 | | - | - | - |
| Telephone & Broadband | 6101 | | | 4 | | - | - | - |
| Christmas Lights Switch On | 6490 | 25,691 | 20,342 | 22,447 | 38,912 | 15,000 | 26,000 | 26,000 |
| Remembrance Day/Civic Services | 6491 | 2,459 | 2,472 | 2,059 | 2,205 | 2,623 | 2,623 | 2,700 |
| No 8 bus costs | 6495 | | | 17,733 | 36,056 | 36,056 | 36,056 | 36,056 |
| Subscriptions | 6730 | | | 105 | | - | - | - |
| Events | 6869 | 4,497 | 10,952 | 6,111 | 7,038 | 6,345 | 6,344 | 6,500 |
| Protective clothing | 6952 | | 22 | | | - | - | - |
| Grant income | 1350 | | (9,350) | | 510 | - | - | - |
| Contributions to Christmas Lights Switch On | 1490 | | | | (16,699) | (17,000) | (5,345) | (5,000) |
| No 8 bus income | 1495 | | | (17,733) | (36,056) | (36,056) | (36,056) | (36,056) |
| Fundraising | 1500 | | (2,000) | | | (1,246) | - | - |
| Sundry Income | 1990 | (7,043) | (3,696) | (3,420) | (380) | (4,080) | - | (4,000) |
| Capital Expenditure | B/S | | | | | - | - | - |
| | | 25,604 | 21,106 | 27,474 | 31,586 | 1,642 | 28,622 | 26,200 |

**Notes on General**

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

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

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

**Sevenoaks Town Council**
**2018/19 Forecasts**

## COUNCIL OFFICES Cost Centre 33

| | Ref. | Actual 2013/14 £ | Actual 2014/15 £ | Actual 2015/16 £ | Actual 2016/17 £ | Budget 2017/18 £ | Forecast 2017/18 £ | Budget 2018/19 £ |
|---|---|---|---|---|---|---|---|---|
| Gross pay | 4010 | 4,070 | 4,898 | 5,533 | 7,172 | 6,969 | 14,100 | 18,900 |
| Employers Pension Contribution | 4270 | 306 | 388 | 400 | 468 | 451 | 792 | 570 |
| Repairs & Gen. Maintenance | 5410 | 2,194 | 2,103 | 2,508 | 854 | 2.081 | 1,686 | 2,000 |
| Rent and rates | 6000 | 21,544 | 22,685 | 22,552 | 23,280 | 23,747 | 22,790 | 23,500 |
| Light Heat & Cleaning | 6010 | 5,539 | 6,464 | 4,561 | 7,039 | 5,826 | 5,326 | 6,000 |
| Catering Expenses | 6510 | - | - | | 515 | 114 | 30 | 130 |
| Sundry Expenses | 6900 | - | - | | 35 | 60 | 70 | 90 |
| Health & Safety/Risk Assessments | 6922 | 250 | 965 | | 245 | 279 | 296 | 300 |
| Alarm Maintenance | 6930 | 783 | 542 | 989 | 580 | 1,345 | 1,108 | 1,400 |
| Waste Bin Disposal | 6935 | 100 | | 317 | | - | 718 | 740 |
| Letting and Hire of Facilities | 1022 | (8,504) | (13,102) | (12,903) | (16,687) | (13,904) | (13,872) | (14,319) |
| Civil Ceremonies Income | 1281 | (211) | - | | | - | - | - |
| ıpital Expenditure | B/S | | | | | - | - | - |
| | | **26,259** | **24,955** | **24,148** | **23,502** | **26,368** | **33,544** | **39,311** |

### Notes on Council Offices

4010 *Gross Pay - Administration*
This heading includes caretaker staff hours increasing to full time from November 2017
2% cost of living increase has been assumed for 2017/18.

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

| | | Actual 2015/16 £ | 2018/19 £ |
|---|---|---|---|
| 5412 | ***Repairs & General Maintenance*** Includes the following from the rolling capital programme | | |
| | | | - |

**Sevenoaks Town Council**
**2018/19 Forecasts**

**COMMUNITY CENTRE Cost Centre 36**

| | Ref. | Actual 2013/14 | Actual 2014/15 | Actual 2015/16 | Actual 2016/17 | Budget 2017/18 | Forecast 2017/18 | Budget 2018/19 |
|---|---|---|---|---|---|---|---|---|
| | | £ | £ | £ | £ | £ | £ | £ |
| Gross Pay | 4010 | 24,198 | 25,076 | 31,038 | 30,145 | 31,490 | 31,002 | 32,200 |
| Employers Pension Contribution | 4270 | 313 | 299 | 403 | 960 | 950 | 992 | 1,500 |
| Buildings Repairs & Maint. | 5410 | 6,465 | 2,662 | 1,863 | 1,997 | 2,825 | 1,656 | 2,900 |
| Equipment Hired and New | 5500 | (67) | | | | - | - | - |
| Rates and water | 6000 | 5,563 | 5,861 | 5,559 | 6,120 | 6,500 | 6,432 | 6,700 |
| Electricity | 6011 | 1,982 | 2,142 | 1,961 | 2,786 | 2,289 | 2,012 | 2,700 |
| Gas | 6012 | 2,210 | 1,822 | 1,779 | 1,858 | 1,895 | 852 | 1,800 |
| Cleaning (Incl. Materials) | 6013 | 724 | 607 | 599 | 45 | 832 | 832 | 800 |
| Telephone | 6101 | 183 | 199 | 492 | 433 | 260 | 430 | 400 |
| Mobile Phone | 6104 | 40 | 55 | 42 | 56 | 63 | 51 | 80 |
| Printing and Stationery | 6200 | 17 | - | 3 | 1 | 68 | 36 | 70 |
| Office Furniture/ Machinery | 6230 | 500 | - | | | 577 | 1,167 | 600 |
| Computers | 6240 | | 216 | | 60 | 309 | 309 | 300 |
| Furnishings, Furniture & Equipment | 6281 | 1,053 | 300 | 36 | 170 | 312 | 312 | 320 |
| Training | 6320 | 143 | - | | | 173 | - | 200 |
| Publicity/Democratic notices | 6460 | - | - | | | 530 | 264 | 500 |
| Refreshments For Resale | 6520 | 858 | 762 | 707 | 551 | 765 | 494 | 700 |
| Copyright Fees/Royalties | 6533 | 355 | 304 | 563 | 674 | 477 | 563 | 470 |
| Professional fees - licensing | 6635 | 180 | 180 | 180 | 180 | 212 | 212 | 210 |
| Bad debts | 6650 | | 224 | | - | - | - | - |
| Grounds Maintenance | 6842 | 445 | - | | - | 500 | 252 | 500 |
| Sundry Expenses | 6900 | 1 | 36 | | 21 | 50 | 20 | 50 |
| Health & Safety/ Risk assessments | 6922 | 250 | 965 | 307 | - | 300 | 323 | 300 |
| Alarm Maintenance | 6930 | 937 | 1,847 | 1,998 | 1,759 | 2,040 | 1,300 | 2,000 |
| CCTV Maintenance | 6931 | 270 | 332 | 279 | 286 | 340 | 293 | 300 |
| Waste Disposal | 6935 | 1,246 | 1,758 | 1,282 | 1,463 | 1,829 | 1,650 | 1,800 |
| Healthcare Services | 6939 | 1,201 | 995 | 1,036 | 150 | 1,562 | 1,896 | 1,900 |
| Letting and Hire of Facilities | 1022 | (53,879) | (54,509) | (62,128) | (60,607) | (58,412) | (60,492) | (62,300) |
| Sale of Refreshments | 1250 | (738) | (662) | (1,885) | - | - | - | - |
| Grant income | 1350 | | (732) | | - | - | - | - |
| Outdoor Activities | 1445 | (840) | (81) | (115) | (41) | (85) | - | - |
| Indoor Activities | 1457 | (2,338) | (2,775) | (1,076) | (2,367) | (2,332) | (2,544) | (2,728) |
| Capital Expenditure | B/S | | | | | | | |
| | | **(8,728)** | **(12,117)** | **(15,074)** | **(13,898)** | **(4,181)** | **(9,686)** | **(5,728)** |

**Notes on Sevenoaks Community Centre**

4010 ***Gross Pay - Administration***
This heading includes all part-time caretaker staff whose hours vary in accordance with actual lettings.
2% cost of living increase has been assumed for 2017/18

4270 ***Employer's pension contribution***
Pensions costs based on current levels of take-up for the auto-enrolment scheme.

1022 ***Letting and hire of facilities***
increase of 3% plus rounding on 2017/18 Forecast

6240 ***Computers***
Charges reflect Broadband

**Sevenoaks Town Council**
**2018/19 Forecasts**

**COMMUNITY GRANTS Cost Centre 38**

| | Ref. | Actual 2013/14 | Actual 2014/15 | Actual 2015/16 | Actual 2016/17 | Budget 2017/18 | Forecast 2016/17 | Budget 2018/19 |
|---|---|---|---|---|---|---|---|---|
| | | £ | £ | £ | £ | £ | £ | £ |
| Grant subsidies for SCC | 6937 | 501 | 609 | 583 | 250 | 1,000 | 624 | 1,000 |
| Grant subsidies for Council Chamber | 6938 | 995 | 1,895 | 1,631 | 1,711 | 1,000 | 1,256 | 1,000 |
| Local Organisations and Youth Grants | 7500 | 11,915 | 9,408 | 16,183 | 18,157 | 16,500 | 14,000 | 16,500 |
| Sevenoaks Summer Festival | 7502 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| Twinning Support | 7520 | 1,000 | 625 | 500 | 500 | 1,000 | 1,000 | 1,000 |
| Youth Outreach | 7550/7552 | 15,110 | 17,423 | 15,000 | 15,000 | 5,000 | 5,000 | 5,000 |
| Youth Council | 7555 | 1,000 | 500 | 554 | 500 | 500 | 500 | 500 |
| Stag Community Arts Centre | 7556 | 27,000 | 27,000 | 27,000 | 27,000 | 27,000 | 27,000 | 27,000 |
| Capital Expenditure | B/S | | | | | | | |
| | | **62,521** | **62,460** | **66,452** | **68,119** | **57,000** | **54,380** | **57,000** |

**otes on Grants**

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

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

**Sevenoaks Town Council**
**2018/19 Forecasts**

**LETTING OF NON-OPERATIONAL PROPERTY Cost Centre 39**

| | Ref. | Actual 2013/14 | Actual 2014/15 | Actual 2015/16 | Actual 2016/17 | Budget 2017/18 | Forecast 2017/18 | Budget 2018/19 |
|---|---|---|---|---|---|---|---|---|
| | | £ | £ | £ | £ | £ | £ | £ |
| Vine Band Practice Room | 5012 | | | 120 | - | - | - | - |
| Bungalow & Garage | 5103 | 443 | 205 | - | - | - | - | - |
| Maintenance - Raleys Centre | 5105 | 35,447 | 1,500 | | | - | - | - |
| Cem. Lodge Maintenance | 5211 | 463 | 8,518 | 618 | | - | - | - |
| Repairs and General Maintenance | 5410 | - | - | 91 | | - | - | 100 |
| Rental income - Lodge | 1012 | (14,228) | (14,824) | (9,332) | | - | - | - |
| Rental income - Bungalow | 1013 | (12,360) | (10,340) | | | - | - | - |
| Rental income - Red Cross | 1014 | (200) | (200) | (200) | (200) | (200) | (50) | - |
| Rental income - Raleys Centre | 1016 | (13,211) | (13,372) | | | - | - | - |
| Knole Paddock ground rents, wayleaves | 1044 | | | | | | | (19,250) |
| ıe ground rents, wayleaves | 1045 | | | | | | | (11,550) |
| .C ground rents, wayleaves | 1046 | (1,500) | (2,742) | (2,742) | (2,907) | (2,797) | - | (3,900) |
| Open Spaces rents and wayleaves | 1469 | (5,320) | (4,323) | (3,905) | (4,690) | (4,919) | - | (5,000) |
| Capital Expenditure | B/S | | | | | | | |
| | | **(10,466)** | **(36,678)** | **(15,350)** | **(7,797)** | **(7,916)** | **(50)** | **(39,600)** |

**Note on Non-operational Property Lettings**

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

**Sevenoaks Town Council**
**2018/19 Forecasts**

**SEVENOAKS TOWN PARTNERSHIP Cost Centre 40**

| | Ref. | Actual 2013/14 | Actual 2014/15 | Actual 2015/16 | Actual 2016/17 | Budget 2017/18 | Forecast 2017/18 | Budget 2018/19 |
|---|---|---|---|---|---|---|---|---|
| | | £ | £ | £ | £ | £ | £ | £ |
| Gross Pay (conductors) | 4010 | 1,087 | - | | - | - | - | - |
| Telephone | 6101 | | | | | | | 100 |
| Printing & Stationery | 6200 | 118 | | | - | - | 6 | 100 |
| Computer/Database and other costs | 6240 | 1,184 | | 38 | 587 | 160 | 490 | 500 |
| Information Screens | 6244 | | | | 3,922 | | 1,834 | 1,500 |
| Business Awards | 6322 | 1,974 | 6,107 | 6,661 | 7,357 | 7,500 | 5,487 | 7,500 |
| Business Show | 6323 | | | 3,277 | - | 2,438 | 1,945 | 2,500 |
| Wellbeing Show | 7616 | | | 181 | - | 2,242 | 2,198 | 2,500 |
| Welfare/Hospitality | 6330 | 10 | | | | - | - | - |
| Publicity | 6460 | 942 | | | | - | - | - |
| Bad debts | 6650 | | 24 | | | - | - | - |
| Conference Fees & Exps | 6710 | 773 | | | - | 700 | 700 | 700 |
| Special Events | 6869 | | | | | - | - | - |
| Sundry expenses | 6900 | | 2,748 | 2,714 | 2,420 | 2,000 | 1,664 | 600 |
| Christmas gift guide expenses | 7607 | | 1,689 | 1,050 | | 1,500 | - | - |
| Friends of Bat & Ball | 7608 | | 643 | | | 1,018 | 1,500 | 1,000 |
| Park & Panto | 7615 | | 6,562 | | | 900 | 900 | - |
| Business Awards | 1206 | (894) | (6,536) | (6,102) | (6,726) | (7,000) | (6,845) | (7,000) |
| Business Show | 1207 | (2,175) | | (5,871) | (1,756) | (2,000) | (4,170) | (3,000) |
| Wellbeing Show income | 1209 | | | 1,568 | (1,302) | (3,500) | (1,830) | (3,500) |
| Grant income | 1350 | | (1,000) | | (1,000) | (1,000) | - | (1,000) |
| Christmas gift guide income | 1436 | | (1,332) | (940) | - | (2,000) | - | - |
| Pak & Panto income | 1437 | | (1,262) | | | - | - | - |
| Sundry income | 1990 | | (20) | | | - | (245) | - |
| Income and Donations receivable | 7610 | (15 412) | - | | | | - | - |
| Capital Expenditure | B/S | | | | | | | |
| | | (12,393) | 7,623 | 2,577 | 3,503 | 2,958 | 3,634 | 2,500 |
| | 1 or | | | | | | | |
| Movement in STC reinvestment funds | 7610/4 | | 1,067 | 2,340 | (5,742) | 2,042 | 3,350 | 2,500 |
| Vintage bus reinvestment fund (to Park&Panto income 201 | | 4,301 | (4,301) | | | | | - |
| Friends of Bat & Ball reinvestment fund | 7608/40 | | 2,357 | | | | | - |
| Vintage Bus Expenses | 7609 | 15,754 | 11,095 | 11,250 | 19,201 | 12,000 | 9,865 | 10,000 |
| Vintage Bus income | 1435 | (5,042) | (9,841) | (11,166) | (11,963) | (12,000) | (11,849) | (10,000) |
| | | 2,620 | 8,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |

**Notes on Sevenoaks Town Partnership**

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

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

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

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

Sevenoaks Town Council
2018/19 Forecasts

## YOUTH CAFÉ Cost Centre 50

| | Ref. | Actual 2013/14 | Actual 2014/15 | Actual 2015/16 | Actual 2016/17 | Budget 2017/18 | Forecast 2017/18 | Budget 2018/19 |
|---|---|---|---|---|---|---|---|---|
| | | £ | £ | £ | £ | £ | £ | £ |
| Gross Pay | 4010 | 46,428 | 40,271 | 41,675 | 42,571 | 43,436 | 38,446 | 40,000 |
| Employers Pension Contribution | 4270 | 1,327 | - | 227 | 317 | 332 | 332 | 500 |
| Repairs and General Maintenance | 5410 | 3,495 | 1,397 | 461 | 1,104 | 1,000 | 587 | 1,000 |
| Cleaning | 6010 | 204 | 223 | 614 | 296 | 500 | 500 | 500 |
| Telephone | 6101 | 588 | 523 | 319 | 393 | 300 | 542 | 560 |
| Printing & Stationery | 6200 | 755 | 564 | 104 | 126 | 500 | 252 | 500 |
| Postage & courier | 6210 | 2 | - | | | | - | - |
| Computer/Database/WPS | 6240 | 59 | 686 | 197 | 67 | 714 | 714 | 750 |
| Furnishings, furniture/Eqpt | 6281 | 363 | 754 | 154 | 865 | 500 | 500 | 500 |
| Recruitment Costs | 6315 | 935 | 380 | 472 | 54 | | - | - |
| Staff Training | 6320 | 414 | - | 279 | 225 | 370 | 370 | 400 |
| Welfare/Hospitality | 6330 | 774 | 97 | 35 | 4 | | - | - |
| taff Uniforms | 6340 | 100 | 209 | | | | - | 200 |
| ublicity/Democratic notices | 6460 | 1,545 | 329 | 492 | 131 | | 644 | 500 |
| Goods for resale | 6500 | 2,417 | 1,831 | 2,375 | 2,173 | 2,600 | 2,600 | 2,700 |
| ering Expenses | 6510 | 328 | | | | | - | - |
| ndwaves Expenditure | 6550 | 1,378 | 1,317 | 200 | | | - | - |
| Course Material | 6568 | 1,695 | | | | | - | - |
| Music Equipment | 6571 | 959 | 15 | | | | - | - |
| IT Equipment | 6572 | 84 | | | | | - | - |
| Youth Magazine Expenditure | 6573 | 1.382 | 675 | | | 100 | 100 | 100 |
| New Blood DJ workshops | 6574 | | 150 | | | | - | - |
| Professional fees licensing | 6635 | 89 | 388 | 98 | 103 | 100 | 100 | 200 |
| Subscriptions | 6730 | - | 60 | 113 | | | - | - |
| Special Events | 6869 | | 50 | | | | - | - |
| Sundry Expenses | 6900 | 145 | 137 | 107 | 116 | 140 | 140 | 150 |
| Health & Safety/Legal Advice | 6922 | 250 | 300 | | (0) | 312 | 312 | 400 |
| Protective clothing | 6952 | - | - | | | | - | - |
| Bank charges | 6975 | | 75 | | | | - | - |
| Letting and Hire of Facilities | 1022 | (3,920) | (2,942) | (3,832) | (2,665) | (3,900) | (3,900) | (3,900) |
| Soundwaves Income | 1242 | (1,758) | (342) | (39) | - | | - | - |
| Sale of Goods | 1211 | (2,351) | (1,616) | (2,679) | (3,108) | (3,250) | (3,250) | (3,315) |
| Grant Income | 1350 | (51,239) | (43,920) | (38,333) | (35,507) | (26,000) | (26,000) | (10,000) |
| Educational kits income | 1351 | | (305) | | - | | - | - |
| Fundraising | 1500 | (284) | (905) | | (79) | (17,754) | (17,754) | (18,085) |
| Sundry income | 1990 | (100) | (401) | (295) | (38) | | - | |
| Capital Expenditure | B/S | | | | | | - | |
| | | 6,064 | 0 | 2,694 | 7,047 | 0 | (4,765) | 13,660 |

Notes on Youth Café

| | |
|---|---|
| e & Hire Income | (7,215) |
| ditional funding | (28,085) |

Funding sources

| | | |
|---|---|---|
| Annual Budget | £ | 13,640 |
| Bfwd surplus | £ | 4,765 |
| *Grant income* | | |
| Awards for all | £ | 10,000 |
| West Kent | £ | - |
| Cllr Crabtree | £ | - |
| *Fundraising* | £ | |
| | £ | |
| | | 28,405 |
| *Surplus (Additional funding required)* | | (6,895) |

**Sevenoaks Town Council**
**2018/19 Forecasts**

**MARKETS Cost Centre 60**

| | Ref. | Actual 2013/14 £ | Actual 2014/15 £ | Actual 2015/16 £ | Actual 2016/17 £ | Budget 2017/18 £ | Forecast 2017/18 £ | Budget 2018/19 £ |
|---|---|---|---|---|---|---|---|---|
| Gross Pay | 4010 | 2,516 | 3,985 | 2,734 | 2,329 | 2,808 | 2,836 | 2,900 |
| Employers Pension Contribution | 4270 | 8 | - | | - | - | - | - |
| Repairs & general maintenance | 5410 | | 436 | 347 | | - | - | 100 |
| Saturday Market Charges | 5420 | 32,000 | 32,484 | 13,248 | 13,328 | 13,182 | 13,940 | 13,500 |
| Wednesday Market Charges | 5421 | | | 19,363 | 19,479 | 19,651 | 20,066 | 21,000 |
| Vine Farmers Market | 5422 | | | | 2,146 | - | | - |
| Friday Market Charges | 5423 | 32,000 | | | | | | 13,500 |
| Equipment new and hired | 5500 | | 936 | 654 | | - | - | - |
| Blighs market rent | 6001 | | 16,540 | 12,676 | 15,922 | 17,887 | 10,370 | 10,370 |
| Light, Heat & Cleaning | 6010 | | | 2,154 | | - | - | 500 |
| Furnishings, furniture/Eqpt | 6281 | 13 | 51 | | | - | - | - |
| Publicity/Democratic notices | 6460 | 5,003 | 5,892 | 1,162 | 982 | 3,500 | 880 | 3,500 |
| Subscriptions | 6730 | | 52 | | | - | - | - |
| Sundry Expenses | 6900 | 42 | 5 | 254 | | - | - | - |
| Rental Income Sat Market | 1017 | (24,101) | (21,713) | (22,915) | (24,143) | (23,650) | (23,460) | (24,337) |
| Rental Income Weds Market | 1018 | (21,102) | (20,155) | (18,946) | (13,873) | (21,152) | (16,072) | (21,212) |
| Rental Income Blighs Market | 1019 | | (18,263) | (15,374) | (13,493) | (17,762) | (18,408) | (18,278) |
| Vine Farmers Market Income | 1021 | | | | (2,475) | - | | - |
| Rental Income Friday Market | 1024 | | | | | | | (13,500) |
| Other income | 1990 | | | | | | (217) | - |
| Capital Expenditure | B/S | | | | | - | - | - |
| | | 26,405 | 250 | (4,644) | (9,803) | (5,536) | (10,065) | (16,957) |
| Movement in general reinvestment fund | 7000 | 5,595 | (250) | | 2,303 | 5,536 | 7,445 | 16,957 |
| | | 32,000 | 0 | (4,644) | (7,500) | 0 | (2,620) | 0 |

**Notes on Markets**

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

5420/5421 ***SDC management charge***
The rent charge for the Wednesday and Saturday markets has been based on current charges assuming a 3% increase

5422 ***Blighs market rent***
Blighs charges are based on the current charging structure for handyman charges plus SDC storage licence and Ignis rent

***Market rental Expenditure & Income***
1017-1019 Market rental income is based on actual results to August 2017/18
5423/1024 Represents Friday Market days at Blighs commencing April 2018

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

**Sevenoaks Town Council**
**2018/19 Forecasts**

## FINANCIAL & GENERAL PURPOSES COMMITTEE SUMMARY

| | Ref. | Actual 2013/14 £ | Actual 2014/15 £ | Actual 2015/16 £ | Actual 2016/17 £ | Budget 2017/18 £ | Forecast 2017/18 £ | Budget 2018/19 £ |
|---|---|---|---|---|---|---|---|---|
| Vine Café | 28 | - | 115 | 19,935 | 23 371 | (5) | 15,933 | (5) |
| Bat & Ball Station Building | 30 | - | - | - | - | - | - | 7,312 |
| Central Services | 31 | 370,690 | 423,593 | 396.195 | 550,354 | 622,575 | 609,202 | 633,480 |
| Finance Costs | 31 | (4,056) | (4,603) | (3,333) | (1,651) | (8,750) | (7,404) | (6,000) |
| General | 32 | 25,604 | 21 106 | 27,474 | 31,586 | 1,642 | 28.622 | 26,200 |
| Council Offices | 33 | 26,259 | 24,955 | 24,148 | 23,302 | 26,968 | 33,544 | 39,311 |
| Community Grants | 38 | 62,521 | 62,460 | 66,452 | 68,119 | 57,000 | 54,380 | 57,000 |
| Community Centre | 36 | (8,728) | (12 117) | (15,074) | (13,898) | (4 181) | (9,686) | (5,728) |
| Letting of Non-operational Property | 39 | (10,466) | (26,678) | (15,350) | (7,797) | (7 916) | (50) | (30 600) |
| Sevenoaks Town Partnership | 40 | 2,620 | 8,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5 000 |
| Youth Café | 50 | 5,064 | - | 2,694 | 7,047 | - | (4,765) | 13,660 |
| Markets | 60 | 32,000 | - | (4,644) | (7,500) | - | (2,620) | - |
| | | **502,508** | **486,331** | **503,498** | **678,132** | **692,333** | **722,157** | **730,630** |

**Sevenoaks Town Council**
**2018/19 Forecasts**

## OPEN SPACES & LEISURE COMMITTEE SUMMARY

| | Ref. | Actual 2013/14 £ | Actual 2014/15 £ | Actual 2015/16 £ | Actual 2016/17 £ | Budget 2017/18 £ | Forecast 2017/18 £ | Budget 2018/19 £ |
|---|---|---|---|---|---|---|---|---|
| General | 21 | 187,133 | 205,734 | 178,484 | 213 202 | 244,144 | 220,066 | 263,375 |
| Greatness Cemetery | 22 | 18,838 | 16,903 | 16,487 | 14,957 | 18,912 | 18,281 | 20,200 |
| Allotments | 23 | 326 | 469 | - | (276) | 2,035 | 181 | 3,420 |
| Gymnasium | 24 | 9,288 | 11,944 | | | | | |
| Street Lighting and General | 26 | 13,202 | 14,887 | 16,904 | 15,272 | 14,679 | 17,828 | 21,447 |
| Vine Grounds | 29 | 6,075 | 5,233 | 22,404 | 17,554 | 23,409 | 16,541 | 21,953 |
| | | **234,862** | **255,171** | **234,279** | **260,709** | **303,179** | **272,897** | **330,395** |

**Sevenoaks Town Council**
**2018/19 Forecasts**

**REVENUE FUND SUMMARY**

| | Ref. | Actual 2013/14 £ | Actual 2014/15 £ | Actual 2015/16 £ | Actual 2016/17 £ | Budget 2017/18 £ | Forecast 2017/18 £ | Budget 2018/19 £ |
|---|---|---|---|---|---|---|---|---|
| Planning Committee | 1 | 36,857 | 30,880 | 31,848 | 33,287 | 34,113 | 34,248 | 34,880 |
| Open Spaces & Leisure Committee | 2 | 234,862 | 255,171 | 234,279 | 260,709 | 303,179 | 272,897 | 330,395 |
| Finance/General Purposes Committee | 3 | 502,508 | 486,831 | 503,498 | 678,132 | 692,333 | 722,157 | 730,630 |
| | | 774,227 | 772,882 | 769,625 | 972,127 | 1,029,625 | 1,029,301 | 1,095,905 |
| Less: Government Revenue Support Grant | | (36,801) | - | | - | - | - | - |
| Add: Appropriation to/(from) Balances | | - | - | | - | - | - | (7,312) |
| Precept | | 737,426 | 772,882 | 769,625 | 972,127 | 1,029,625 | 1,029,301 | 1,088,593 |
| % increase | | | | | | | | |
| Council Tax Base<br>ie. Band D Equivalents | | 8,891 | 8,927 | 9,055 | | 9,315 | | 9,470 |
| Council Tax | | £82.94 | £86.58 | £84.99 | | £110.53 | | £114.95 |
| % increase | | | | | | 23.5% | | 4.00% |
| Council Tax per week | | | | | | £2.13 | | £2.21 |

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

| | | |
|---|---|---|
| NB | 1999/00 | £47 |
| | 2000/01 | £48 |
| | 2001/02 | £50 |
| | 2002/03 | £49 |
| | 2003/04 | £50 |
| | 2004/05 | £54 |
| | 2005/06 | £59 |
| | 2006/07 | £62 |
| | 2007/08 | £63 |
| | 2008/09 | £74 |
| | 2009/10 | £76 |
| | 2010/11 | £77 |
| | 2011/12 | £77 |
| | 2012/13 | £77 |
| | 2013/14 | £81 |
| | 2014/15 | £87 |
| | 2015/16 | £89 |
| | 2016/17 | £105 |
| | 2017/18 | £111 |
| | 2018/19 | £115 |

Total expenditure and income

| CC | 2017/18 budget Total expenditure | 2018/19 budget Total expenditure | 2017/18 budget Total income | 2018/19 budget Total income | 2017/18 budget Net expenditure | 2018/19 budget Net expenditure |
|---|---|---|---|---|---|---|
| 11 | 34,113 | 34,880 | - | - | 34,113 | 34,880 |
| 21 | 264,779 | 286,325 | (20,635) | (22,950) | 244,144 | 263,375 |
| 22 | 90,912 | 94,200 | (72,000) | (74,000) | 18,912 | 20,200 |
| 23 | 6,072 | 7,450 | (4,037) | (4,030) | 2,035 | 3,420 |
| 26 | 22,959 | 29,868 | (8,280) | (8,421) | 14,679 | 21,447 |
| 28 | 92,934 | 85,520 | (92,939) | (85,525) | (5) | (5) |
| 29 | 30,980 | 28,885 | (7,571) | (6,932) | 23,409 | 21,953 |
| 30 | - | 41,650 | - | (34,338) | - | 7,312 |
| 31 | 628,313 | 639,880 | (6,738) | (7,400) | 621,575 | 632,480 |
| | 1,000 | 1,000 | | | 1,000 | 1,000 |
| | | | (8,750) | (6,000) | (8,750) | (6,000) |
| 32 | 60,024 | 71,256 | (57,136) | (45,056) | 2,888 | 26,200 |
| 33 | 40,872 | 53,630 | (13,904) | (14,319) | 26,968 | 39,311 |
| 36 | 57,148 | 59,300 | (61,329) | (65,028) | (4,181) | (5,728) |
| 38 | 57,000 | 57,000 | | | 57,000 | 57,000 |
| 39 | - | 100 | (7,916) | (39,700) | (7,916) | (39,600) |
| 40 | 31,500 | 29,500 | (26,500) | (24,500) | 5,000 | 5,000 |
| 50 | 50,904 | 48,960 | (52,150) | (35,300) | (1,246) | 13,660 |
| | | | - | - | - | - |
| 60 | 62,564 | 82,327 | (62,564) | (82,327) | - | - |
| | 1,532,074 | 1,651,731 | (502,449) | (555,826) | 1,029,625 | 1,095,905 |
| Precept | 1,029,625 | 1,088,593 | | | | |
| % exp covered by precept | 67.2% | 65.9% | | | | |
| Grant income | 0 | 0 | | | | |
| % exp covered by grants | 0.0% | 0.0% | | | | |

Precept 2018 - 19

| Category | Cost Centre 11 | 21 | 22 | 23 | 26 | 28 | 29 | 30 | 31 | 32 | 33 | 36 | 38 | 39 | 40 | 50 | 60 | Gross Exp £ Total | Gross Exp % |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Public Open Space (inc sports & play areas) | | 286,325 | | 7,450 | 29,868 | | | | | | | | | | | | | 323,643 | 19.6% |
| Cemetery | | | 94,200 | | | | | | | | | | | | | | | 94,200 | 5.7% |
| Community Centre | | | | | | | | | | | | 59,300 | | | | | | 59,300 | 3.6% |
| Council Offices | | | | | | | | | | | 53,630 | | | | | | | 53,630 | 3.2% |
| Youth Cafe / Services | | | | | | | | | | | | | | | | 48,960 | | 48,960 | 3.0% |
| Public Events & Activities (inc Xmas Lights, No 8 bus, | | | | | | | | | | 71,256 | | | | | | | | 71,256 | 4.3% |
| Grants | 150 | | | | | | | | 1,000 | | | | 57,000 | | 5000 | | | 63,150 | 3.8% |
| Democracy (inc Elections, Town Crier, paper adverts) | | | | | | | | | 20,470 | | | | | | | | | 20,470 | 1.2% |
| Professional Fees | 2,000 | | | | | | | | 18,460 | | | | | | | | | 20,460 | 1.2% |
| Neighbourhood Development Plan | | | | | | | | | | | | | | | | | | - | 0.0% |
| Vine Café | | | | | | 85,520 | | | | | | | | | | | | 85,520 | 5.2% |
| Vine Grounds | | | | | | | 28,885 | | | | | | | | | | | 28,885 | 1.7% |
| Bus & Rail Station Building | | | | | | | | 41,650 | | | | | | | | | | 41,650 | 2.5% |
| Insurance | | | | | | | | | 17,000 | | | | | | | | | 17,000 | 1.0% |
| Markets | | | | | | | | | | | | | | | | | 82,327 | 82,327 | 5.0% |
| Development Costs | | | | | | | | | 108,330 | | | | | | | | | 108,330 | 6.6% |
| Administration (incl central employment costs) | | | | | | | | | 451,960 | | | | | 100 | 24,500 | | | 476,560 | 28.9% |
| IT | | | | | | | | | 23,660 | | | | | | | | | 23,660 | 1.4% |
| Planning | 32,730 | | | | | | | | | | | | | | | | | 32,730 | 2.0% |
| Interest | | | | | | | | | | | | | | | | | | - | 0.0% |
| | 34,880 | 286,325 | 94,200 | 7,450 | 29,868 | 85,520 | 28,885 | 41,650 | 640,880 | 71,256 | 53,630 | 59,300 | 57,000 | 100 | 29,500 | 48,960 | 82,327 | 1,651,731 | 100.0% |

Precept 2018 - 19

| Category | Cost Centre 11 | 21 | 22 | 23 | 26 | 28 | 29 | 30 | 31 | 32 | 33 | 36 | 38 | 39 | 40 | 50 | 60 | Total Gross Inc £ | Gross Inc. % |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Public Open Space (inc sports & play areas) | | (22,950) | | (4,030) | (8,421) | | | | | | | | | (35,800) | | | | (71,201) | 12.8% |
| Cemetery | | | (74,000) | | | | | | | | | | | | | | | (74,000) | 13.3% |
| Community Centre | | | | | | | | | | | | (65,028) | | (3,900) | | | | (68,928) | 12.4% |
| Council Offices | | | | | | | | | | | (14,319) | | | | | | | (14,319) | 2.6% |
| Youth Café fundraising/letting income | | | | | | | | | | | | | | | | (7,215) | | (7,215) | 1.3% |
| Public Events & Activities (inc Xmas Lights, No 8 bus) | | | | | | | | | (7,400) | (45,056) | | | | | | | | (52,456) | 9.4% |
| Grants | | | | | | | | | | | | | | | | (10,000) | | (10,000) | 1.8% |
| Democracy (inc Elections, Town Crier, paper adverts) | | | | | | | | | | | | | | | | | | | 0.0% |
| Professional Fees | | | | | | | | | | | | | | | | | | | 0.0% |
| Neighbourhood Development Plan | | | | | | | | | | | | | | | | | | - | 0.0% |
| Vine Café | | | | | | (85,525) | | | | | | | | | | | | (85,525) | 15.4% |
| Vine Grounds | | | | | | | (6,932) | | | | | | | | | | | (6,932) | 1.2% |
| Bat & Ball Station Building | | | | | | | | (34,338) | | | | | | | | | | (34,338) | 6.2% |
| Insurance | | | | | | | | | | | | | | | | | | - | 0.0% |
| Markets | | | | | | | | | | | | | | | | | (82,327) | (82,327) | 14.8% |
| Development Costs | | | | | | | | | | | | | | | | | | - | 0.0% |
| Administration | | | | | | | | | | | | | | | (24,500) | (18,085) | | (42,585) | 7.7% |
| IT | | | | | | | | | | | | | | | | | | | 0.0% |
| Planning | | | | | | | | | | | | | | | | | | - | 0.0% |
| Interest | | | | | | | | | (6,000) | | | | | | | | | (6,000) | 1.1% |
| Transfer from Reserves | | | | | | | | | | | | | | | | | | - | 0.0% |
| | | (22,950) | (74,000) | (4,030) | (8,421) | (85,525) | (6,932) | (34,338) | (13,400) | (45,056) | (14,319) | (65,028) | | (39,700) | (24,500) | (35,300) | (82,327) | (555,826) | 100% |

Precept 2018 -19

| Category | Cost Centre 11 | 21 | 22 | 23 | 26 | 28 | 29 | 30 | 31 | 32 | 33 | 36 | 58 | 39 | 40 | 50 | 60 | Net Exp £ Total | Net Exp % |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Public Open Space (inc sports & play areas) | | 263,375 | | 3,420 | 21,447 | | | | | | | | | (35,800) | | | | 252,442 | 23.0% |
| Cemetery | | | 20,200 | | | | | | | | | | | | | | | 20,200 | 1.8% |
| Community Centre | | | | | | | | | | | | (5,728) | | (3,900) | | | | (9,628) | 0.9% |
| Council Offices | | | | | | | | | | | 39,311 | | | | | | | 39,311 | 3.6% |
| Youth Café / Services | | | | | | | | | | | | | | | | 41,745 | | 41,745 | 3.8% |
| Public Events & Activities (inc Xmas Lights, No 8 bus, | | | | | | | | | (7,400) | 26,200 | | | | | | | | 18,800 | 1.7% |
| Bat & Ball Station Building | | | | | | | | | | | | | | | | | | - | 0.0% |
| Grants | 150 | | | | | | | | 1,000 | | | | 57,000 | | 5,000 | (10,000) | | 53,150 | 4.8% |
| Democracy (inc Elections, Town Crier, paper adverts) | | | | | | | | | 20,470 | | | | | | | | | 20,470 | 1.9% |
| Professional Fees | 2,000 | | | | | | | | 18,460 | | | | | | | | | 20,460 | 1.9% |
| Neighbourhood Development Plan | | | | | | | | | | | | | | | | | | - | 0.0% |
| Vine Café | | | | | | (5) | | | | | | | | | | | | (5) | 0.0% |
| Vine Grounds | | | | | | | 21,953 | | | | | | | | | | | 21,953 | 2.0% |
| Bat & Ball Station Building | | | | | | | | 7,312 | | | | | | | | | | 7,312 | 0.7% |
| Insurance | | | | | | | | | 17,000 | | | | | | | | | 17,000 | 1.6% |
| Markets | | | | | | | | | | | | | | | | | | - | 0.0% |
| Development Costs | | | | | | | | | 108,330 | | | | | | | | | 108,330 | 9.9% |
| Administration (incl central employment costs) | | | | | | | | | 451,960 | | | | | 100 | | (18,085) | | 433,975 | 39.6% |
| IT | | | | | | | | | 23,660 | | | | | | | | | 23,660 | 2.2% |
| Planning | 32,730 | | | | | | | | | | | | | | | | | 32,730 | 3.0% |
| Interest | | | | | | | | | (6,000) | | | | | | | | | (6,000) | -0.5% |
| | 34,880 | 263,375 | 20,200 | 3,420 | 21,447 | (5) | 21,953 | 7,312 | 627,480 | 26,200 | 39,311 | (5,728) | 57,000 | (39,600) | 5,000 | 13,660 | - | 1,095,905 | 100.0% |
| Transfer from Reserves | | | | | | | | (7,312) | | | | | | | | | | (7,312) | |
| | | | | | | | | | | | | | | | | | | 1,088,593 | |

Youth Council

**MINUTES OF THE
SEVENOAKS YOUTH TOWN COUNCIL
HELD ON 31st JANUARY 2018
IN THE COUNCIL CHAMBER at 6pm**

**Youth Councillors Present:**
Elise Van den Hoek (Chairman), Phoebe Crichtlow (Vice Chairman), Katie Willis (Treasurer), James Armitage, Malcolm Briery, Tom Chapman, Sam Chard [arrived 6:15pm], Annabelle Durnford, Estella Durnford, Daniel Izu, Ana Lawther Katherine Magee and Zak Young [13].

**Youth Councillors Apologies:**
Charlotte Humm, Oliver Firth-Humm, Stefane Ellis and Samuel Panagrosso [4].

**In Attendance**
Cllr R Parry, Cllr S G Raikes and Cllr A Eyre *[arrived 6:25pm]*
Linda Larter MBE, Chief Executive/Town Clerk
Michèle MacDonald, Committee Clerk.

**Also In Attendance**
Cllr J M Canet

**10. Apologies for absence**
**RESOLVED:** to agree and accept apologies received as noted above.

**11. MINUTES**
**RESOLVED:** to note and adopt the minutes of the Annual General Meeting held on 12th December 2017.

**13. FINANCE REPORT**
The income and expenditure sheet was circulated at the meeting and is attached as Appendix One.
**RESOLVED:** to note that the balance stands at £969.64. It was noted that:

a) the Committee Clerk had successfully obtained two grants:
   i. Police Crime Commissioner for £1,575
   ii. Groundforce, One Stop Shop for £1,000

   for the Live on the Vine Event due to be held on Friday 20th July 2018.
   The committee congratulated the Committee Clerk.
b) Youth Cllrs Phoebe Crichtlow and Katie Willis had nominated HOUSE in the Basement to benefit from their Sevenoaks School's Michaelmas Term cakes sales.

The Committee Clerk and Manager of the Youth Café attended a recent school assembly with Youth Councillors Phoebe Chrichtlow and Katie Willis. The following evening three new people who were pupils visited the Youth Café. The Youth Council was also awarded £350 by Sevenoaks School, which will buy a new iPad for HOUSE in the Basement Youth Café.

**14. HOUSE IN THE BASEMENT YOUTH CAFE**

**RESOLVED:** to receive and note the reports as follows:

a) HOUSE in the Basement, Youth Café, for December 2017 with event planner for January and February 2018.

b) Geographical date for December 2017. No additional new members had joined.

c) General statistics and income for December 2017

d) Outcomes for December 2017

**15. PROJECTS**

**RESOLVED**: to receive and note

a) ASDAN – 60 hours: The Committee Clerk assisted with the short course book advising that Section "Anything Goes" be relevant to all only. The advice be to copy the yellow pages and complete the copy for the Manager of the Youth Café to review prior to submission. All books due in by 1st March 2018. The Committee Clerk is happy to discuss folders with anyone after work/school.

b) ASDAN –residential trip: funding has been secured by the Committee Clerk. The residential trip will be further discussed at a future meeting. Arrangements to be made upon submission of the folders to ASDAN for the initial 60 hours.

c) OPEN Mic Nights and Free Drop In Music Lessons: have been resumed in 2018. Funding from the One Stop Shop, Groundforce has enabled free music lessons [guitar and ukulele] to start up again from 5:30 to 6:30pm prior to the Open Mic nights:

   i. 23rd February 2018
   ii. 16th March 2018
   iii. 18th May 2018
   iv. 29th June 2018

   Wagamama continue to support this event with the free food samples on the night.

d) Live on the Vine: funding has been secured for the 2018 event on Friday 20th July, which includes payment of the musical equipment and technicians, advertising costs, PRS Licence and a Photo Booth. Stalls would attend including food and youth as in 2017 and would pay for attendance. Agreed Youth Councillors to think if anything else is required by the next meeting in order that the Committee Clerk try to seek additional funding.

e) Youth Council Calendar of Events: to note that the calendar be updated to include the Free Drop in Music lessons, and updated for February 2018 and is attached as Appendix Two hereto.

**16. INVITATION**

An invitation from the British Youth Council to members to attend three meetings during the year to share common issues and challenges as well as priorities and campaigns. The first meeting to be held on Saturday 5th February 2018 in London from 10am to 4pm.

**RESOLVED:** no one to attend. The Committee Clerk to contact the British Youth Council to advise that such meetings not be held during school holiday weekends.

**17. DATES OF THE NEXT MEETINGS WITH AGENDA POINTS**

All meetings start at 6.00pm:

a) 21st March 2018 in the HOUSE in the Basement, London Road TN13 1ZZ
- ASDAN FOLDERS to be signed off and submitted
- BAT & BALL STATION to fully discuss how the Sevenoaks Youth Council will take part in this historic refurbishment project.

b) 9th May 2018 in the Town Council Chamber

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

***Following the meeting:***

***BAT & BALL STATION***

*A general discussion took place noting that school projects include four main sections of the curriculum:*

*Geography*
*History - Interviewing public re their past use of the station, postcard wall of memories*
*Art – painting, murals, interior design*
*Science – steam projects*
*Economics*
*Performing arts – Victorian costumes, Royal Carriage*
*Photography*

*Youth Councillors were asked to think of research projects they would like to be involved in.. The refurbishment of the Bat & Ball Station is to enhance the users journeys direct to Kings Cross, Blackfriars and Cambridge. To note that school children regularly use the station and have expressed their concerns and fears of using this alone due to it currently being closed and dark and the current anti-social behavior issues and unpleasant environment.*

*Youth Councillors suggested letter themed days for tickets to include technology days, history days, steam days etc.*

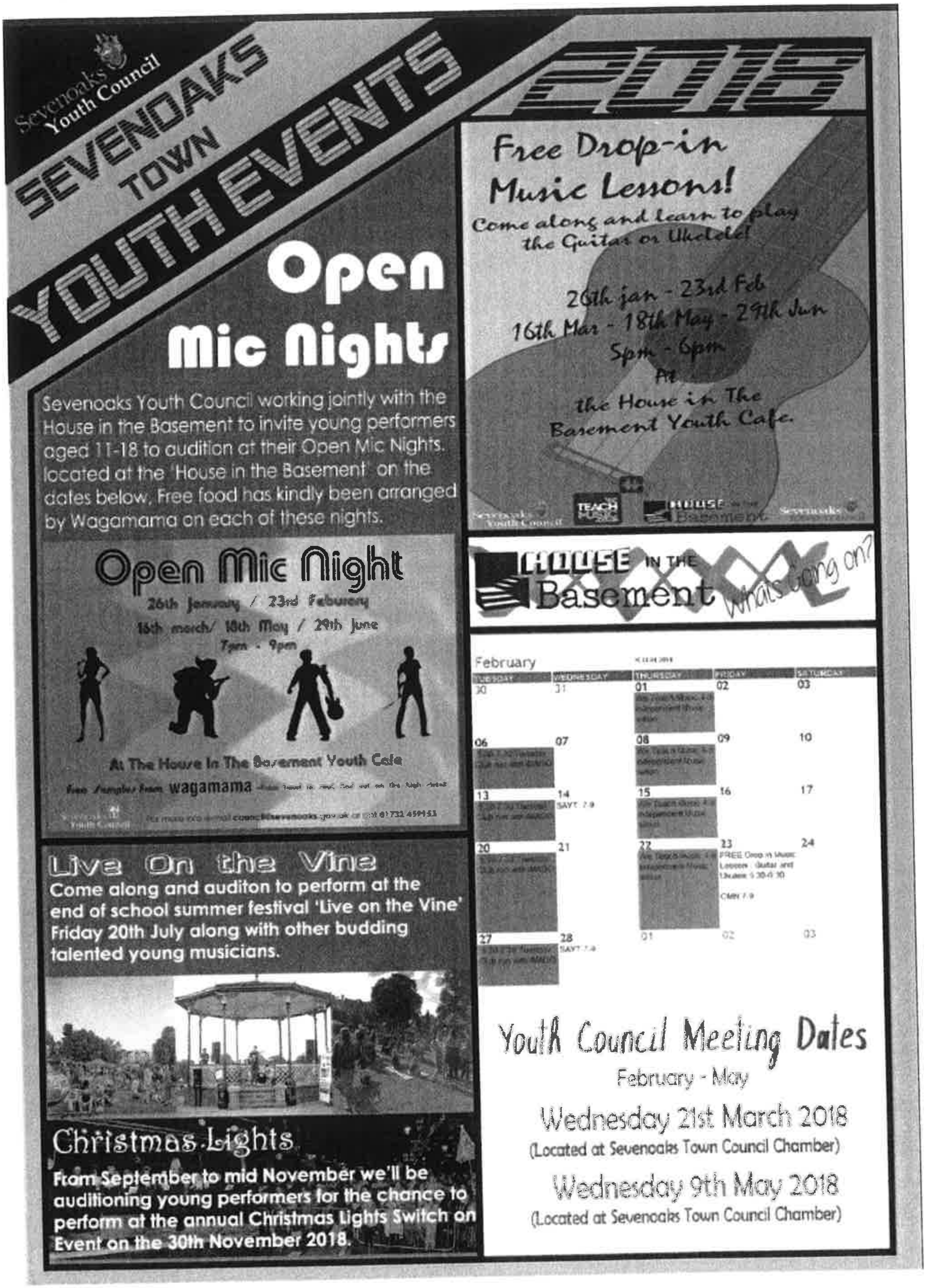
*The Town Clerk offered a visit to the Bat & Ball Station for the Youth Councillors if of interest.*

**Sevenoaks Common**

The amount of litter at the Common was discussed. It appears that young people are starting to collect there in the evening. Young people said that they spent some time with their parents collecting the litter at the weekend but wanted to bring it to our attention. The Town Clerk to refer to the Open Spaces Team to check.

**APPENDIX ONE**

| | | | | |
|---|---|---|---|---|
| **Sevenoaks Town Council** | | | | |
| Youth Council General Income and Expenditure: | | | 2017/18 | |
| 7555/38 | | | | |
| | **Purchase Order** | | **Expenditure** £ | **Income** £ |
| **Starting Balance:** | | 01/04/2017 | | 595.54 |
| **Budget allocated:** | | 500.00 | | 500.00 |
| Adjustment to Opening Balance | | F&GP Min No 88 e(1) | | 500.00 |
| **Live on the Vine funding** | | F&GP Min No 88 e() | | 1,000.00 |
| **t Art Posters - Live on the Vine** | | 03/04/2017 | 200.00 | |
| **Photobooth - Live on the Vine** | TC14079 | 21/06/2017 | 395.00 | |
| **Retweeting HOT UK FESTIVAL - Live on the Vine** | TC14084 | 28/06/2017 | 39.00 | |
| Open Mic Nights | | 24/03/2017 | 150.00 | |
| & Ukulele Work shop | | 24/03/2017 | 50.00 | |
| Open Mic Nights | | 28/04/2017 | 150.00 | |
| & Ukulele Work shop | | 28/04/2017 | 50.00 | |
| Open Mic Night & Ukulele - cancelled | | 26/05/2017 | 0.00 | |
| Open Mic Nights - Ukulele no longer | | 30/06/2017 | 150.00 | |
| Vine Café goods for LotV | | 31/07/2017 | 18.90 | |
| Refreshments re LotV | | 04/08/2017 | 10.20 | |
| Paint for Mural | | 28/07/2017 | 10.00 | |
| Donation from LotV | | 27/07/2017 | | 10.00 |
| Banners x 3 | TC13885 | | 49.50 | |
| Flyers x 400 | TC13965 | | 25.00 | |
| Flyers x 400 | TC14056 | | 25.00 | |
| Tall Pavilion banner | TC 14086 | | 20.50 | |
| Vine x 3 banners | TC14086 | | 88.50 | |
| PRS Licence | | | 29.30 | |
| We Teach Music for Live on Vine Event | | 25/07/2017 | 800.00 | |
| Raj Bari - Stall @ LotV | | 08/07/2017 | | 10.00 |
| RBLI - Stall @ LotV | | 08/07/2017 | | 10.00 |
| Snow White Catering - Truck @ LotV | | 08/07/2017 | | 10.00 |
| SDC Grant - Street Art Mural Competition | | 07/08/2017 | | 500.00 |
| SDC Grant - Photo Booth | | 13/07/2017 | | 395.00 |
| Open Mic Nights - Sept. & Oct. | | 16/10/2017 | 300.00 | |
| | | | 2,560.90 | 3,530.54 |
| | | **Available Funds** | **969.64** | |
| | | | **969.64** | |
| **Successful Grant applications (Income not yet received):** | | | | |
| £1,575 from the Police Crime Commissioner – towards Live on the Vine | | | | |
| £1,000 from the One Stop Shop, Groundforce – towards Live on the Vine | | | | |
| £350 from Sevenoaks School towards an ipad for HiTB | | | | |


Sevenoaks Youth Council
SEVENOAKS TOWN
YOUTH EVENTS
2018
Open Mic Nights
Sevenoaks Youth Council working jointly with the House in the Basement to invite young performers aged 11-18 to audition at their Open Mic Nights, located at the 'House in the Basement' on the dates below. Free food has kindly been arranged by Wagamama on each of these nights.
Open Mic Night
26th January / 23rd Feburary
16th march/ 18th May / 29th June
7pm - 9pm
At The House In The Basement Youth Cafe
wagamama
Free Drop-in Music Lessons!
Come along and learn to play the Guitar or Ukelele!
26th jan - 23rd Feb
16th Mar - 18th May - 29th Jun
5pm - 6pm
At
the House in The Basement Youth Cafe.
HOUSE IN THE Basement
What's Going on?
February
Live On the Vine
Come along and auditon to perform at the end of school summer festival 'Live on the Vine' Friday 20th July along with other budding talented young musicians.
Christmas Lights
From September to mid November we'll be auditioning young performers for the chance to perform at the annual Christmas Lights Switch on Event on the 30th November 2018.
Youth Council Meeting Dates
February - May
Wednesday 21st March 2018
(Located at Sevenoaks Town Council Chamber)
Wednesday 9th May 2018
(Located at Sevenoaks Town Council Chamber)

# MINUTES OF THE YOUTH SERVICES SUB COMMITTEE MEETING HELD AT SEVENOAKS TOWN COUNCIL OFFICES ON WEDNESDAY 31st JANUARY 2018 AT 7 P.M.

**Meeting Commenced:** 7:00 p.m. **Meeting Concluded:** 7:40pm

| | |
|---|---|
| Cllr J M Canet | Present |
| Cllr A Eyre | Present |
| Cllr Mrs R E Parry (Vice Chairman) | Present |
| Cllr R J Parry | Present |
| Cllr S G Raikes | Present |
| Cllr E Waite | Present *[arrived 7:34pm]* |
| Cllr Mrs Walshe | Present |

(7)

**ALSO IN ATTENDANCE:**
Mrs Caroline Berry, SAYT/Churches Together in Sevenoaks & District
Mrs Maxine Quinton, Community Safety Officer
Mrs Caroline Berry, SAYT/Churches Together in Sevenoaks & District
Mrs Linda Larter MBE, Chief Executive Officer/Town Clerk
Mrs Michèle MacDonald, Committee Clerk.

**PUBLIC QUESTION TIME**
No members of the public were present.

In the absence of Cllr N J L Busvine, Cllr Mrs R E Parry chaired the meeting.

**454 APOLOGIES FOR ABSENCE:**
**RESOLVED:** to agree and accept apologies for absence received from Cllr N J L Busvine OBE, Cllr E Parson, and Mrs Gail Grieves, Manager of HOUSE in the Basement.

**455 REQUESTS FOR DISPENSATION**
None received.

**456 DECLARATIONS OF INTEREST**
None Received.

**457 MINUTES**
**RESOLVED:** to receive

a) adopt and sign the minutes of the Youth Services Sub Committee meeting held on 12th December 2017 as a true record of events, subject to the following amendments:
   i. Cllr J M Canet was in attendance
   ii. Minutes 402 b) to read *"It was noted that the local Divisional Commissioner Chief Inspector, Tony Dyer...."*

b) and note the Minutes of the Annual General Youth Council Meeting held on 12th December 2017 as a true record of events. It was noted that the agenda for the next meeting would include opportunities for volunteering in Bat & Ball Station Piroject by Sevenoaks Youth Councillors.

**458 HOUSE IN THE BASEMENT [HiTB] YOUTH CAFÉ**

**RESOLVED:** to receive and note the following reports:

i. HiTB report for January 2018 It was noted that:
- many Christmas activities took place in the café in December 2017
- 2018 has seen the revival of FREE Drop in Music Lessons taking place 5:30 to 6:30pm prior to the Open Mic Nights taking place 7 to 9pm on:
  - 23rd February 2018
  - 16th March 2018
  - 18th May 2018
  - 29th June 2018
- Wagamama continue to support the Open Mic Night events by supplying free food
- The Committee Clerk and Manager of HOUSE in the Basement had recently attended an assembly at Sevenoaks School with Youth Councillors Phoebe Chrichtlow and Katie Willis following which three pupils visited the youth Café that evening. The Youth Council was awarded £350 by Sevenoaks School, from their Michaelmas Term cake sales which will buy a new iPad for HOUSE in the Basement Youth Café.
- an event planner is now available

ii. HiTB Geographical date for December 2017. It was noted there were no new members in December.

iii. General statistics, including income for December 2017. The Town Clerk advised that the Committee Clerk had raised £2,575 from two sources thus enabling the 2018 Live on the Vine to take place, which was applauded by the Committee who were very grateful for these funds.

iv. Outcomes for December 2017.

| Date December 2017 | Support Provided |
|---|---|
| 02/12/2017 | Assisted young person with going to Oxfam to collect volunteering forms and assisted with completion. |
| 06/12/2017 | How interrupting is seen as rude, and respecting personal space. |
| 08/12/2017 | When you think of a person what's the first 3 things you associate with that person. |
| 09/12/2017 | Had to speak to boys about noise and safe behaviour as they were bundling on each other |
| 15/12/2017 | Open Mic Night with Wagamamas |
| 20/12/2017 | Respecting peoples personal space |
| 22/12/2017 | Effects off over indulging at Christmas |
| 28/12/2017 | conversation around sexism and equality |
| 29/12/2017 | pros and cons of vegetarianism |

| | |
|---|---|
| 30/12/2017 | If you bring in games from home you cannot dictate who can and who cannot. |

**459 YOUTH EVENT PLANNER 2018**

**RESOLVED:** to receive and note the Sevenoaks Youth Council/HiTB event calendar for 2018.

**460 REPORTS FROM CO-OPTED MEMBERS**

**RESOLVED:** to receive and note the following:

a) SAYT - Mrs Caroline Berry confirmed that their Youth Worker is holding the fort very well.
A suggestion by SAYT and the Sevenoaks District Council's Community Safety Team was that instead of SAYT visiting Greatness weekly on Thursdays with their bus where the number of youths were dwindling, they visit the Bat & Ball Station.
It was agreed that this would not be suitable in view of the current ASBO issues and that if the bus there is as successful as it was at Greatness then the extra 50 to 70 youths could become dangerous being near the railway. The Town Council operates the building since August 2017 and had a duty of care to South Eastern Rail and had not been asked permission for this to go ahead.
It was established this idea had not been put into practice yet. The Town Clerk suggested that the bus rather best visit McDonalds where lots of young people gather and where there has been an increase in anti-social behaviour. Mrs Maxine Quinton advised they would contact and see permission to trial taking the bus to McDonalds.

b) Community Safety Team – Mrs Maxine Quinton advised that:
   i. the Family Fun Day dates would be finalised next week
   ii. the Development Day's new action plan would be available from April.
   Partnership meeting relating to gangs to be attended by the Town Clerk on Friday 2nd February 2018.
   It was noted that the Manager of the HOUSE in the Basement Youth Café and SAYT Youth Worker had been of assistance to the police in identifying young people causing recent anti-social behaviour.

c) Kent County Council – no one was present

d) West Kent Communities [WKC]– no one was in attendance
Further to Minute 402 d) a meeting took place with Mr Mark Morrison, Mrs Heather Brightwell, West Kent Communities and Linda Larter, Michèle MacDonald and Gail Grieves from Sevenoaks Town Council [STC] on 18th January 2018 on how to work together. Discussions were noted as follows:
   i. Apprentice Positions – both WKC and TC would pass on applicants to each other if more suitable for the other company than themselves
   ii. WKC Wheel - there is minimal money to run activities thus partnerships are formed. Sevenoaks Town will imminently be revisited in the February to April term 2018.
   iii. HOUSE in the Basement – is available to hire for WKC. The Committee agreed that this facility should be supported especially as no funds currently are available to set up additional youth facilities.

iv. Live on the Vine – WKC had taken a stall for £10 in 2017, which successfully helped increase their target numbers of young people. The Town Clerk invited WKC to work together with their element to integrate into the STC's event arranged for Friday 20th July 2018.

v. Fairground at Sevenoaks Community Centre – The Town Clerk stated there were plans for this happening in May 2018. WKC had been invited to attend to increase their numbers of young people attending events and offered space within the centre for them to hire. The Committee Clerk would be in touch with the District's Community Safety Team, should this occur.

*Youth workers would be welcomed to assist at such events from WKC, SDC and partners.*

vi. Skateboard Park – The Town Clerk had suggested that WKC might also like to link in with the STC should an event be booked for the summer holidays.

**461 PRESS RELEASES**

No item be worthy of a press release

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

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

Chairman

**Sevenoaks Town Council**

**Finance Officer's Report**

# Management accounts for the period ended 31 December 2017

Attached to this report are the following:

- Income & Expenditure Account for year to 31 December 2017;
- Variance analysis for the year to 31 December 2017;
- Statement of Fund balances;
- Working Capital summary;

## 1 Income and Expenditure

The year to date net income is £144,630 against a budget of £17,136.

The net income excludes precept received in advance of £257,406. Precept in advance being the proportion of precept received which relates to future periods (January to March 2018).

Net Capital Expenditure in the year to date is £598,319. These are detailed in cost centre 91 "Capital Infrastructure Budget" and spent per approval from the Community Infrastructure Committee

Net expenditure after accounting for rolling capital items is £453,690 refer working capital summary as at 31 December 2017)

Movement is analysed as follows:

| | |
|---|---|
| Net Income over Expenditure: | £ 402,036 |
| Less precept in advance | (£ 257,406) |
| Net income before Capital expenditure | £ 144,630 |
| L..ss capital expenditure | (£ 598,320) |
| Net Expenditure (outflow) | (£ 453,690) |

## 2 Variance Analysis

There is a year to date positive variance of £127,494 after excluding capital items. (refer December 2017 Year to date variance analysis).

## 3 Fund balances

The statement of fund balances as at 31 December 2017 total £2,480,238 (*31 December 2017 £692,618*).

£2,180,440 is available for instant access pending reinvestment of recently matured fixed deposits.

Deposits have been invested for varying maturities with HSBC, Handelsbanken and Nationwide attracting interest rates of 0.04%, 0.15%, 0.25% and 0.45%respectively.

S&P ratings are as of 31 December 2017.

## 4 Working capital summary

The net current assets have reduced by £434,357 since the beginning of the financial year to a balance of £2,109,427. This equates to a year to date outflow from revenue reserves of £453,690 (as analysed under income and expenditure) and an increase in Earmarked Reserves of £19,333.

Earmarked Reserves includes:

Net CIL receipts £103,695

Year to date inflow of £12,900 to the Capital Receipts Reserve

Year to date net inflow of £3,910 to the 'Rolling Capital Programme Revenue Reserve' and no movement since the November update

Year to date outflow of £69,866 from Pension deficit reserve to make additional contributions as previously approved by Council.

Year to date net outflow of £27,042 from the No.8 bus reserve (monthly transfer of £3,004 from the earmarked reserves to cover monthly operational costs).

Quakers Hall Allotments Key Reserve has a current balance of £2,050

## December 2017 Year to Date Variance analysis

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

| Cost Centre | Net YTD expenditure: Actual costs (Income) £ | Budget costs (Income) £ | Variance Fav/(adv) £ | Annual budget costs (Income) £ | Explanation of YTD variances |
|---|---|---|---|---|---|
| **Planning Committee** | | | | | |
| General | 23,946 | 26,221 | 2,275 | 34,113 | Positive variance is due to timing differences mainly in respect of professional (planning) fees |
| **Open Spaces & Leisure Committee** | | | | | |
| General | 137,901 | 180,680 | 42,779 | 244,143 | Positive variance is largely explained by positive timing differences in lettings income (£8,644), Gross Pay (£11,103), The overspend in 'Miscellaneous Open Spaces' and 'Seats And Litter Bins' will be offset by grants. Income not budgeted includes grant of £20,310 to offset youth shelter expenditure, greatness fencing expenditure and insurance income of £3011. |
| Cemetery | 2,668 | 14,270 | 11,602 | 18,912 | Positive variance due to higher than budgeted Cemetery income (£10,147 above budget). Higher than budgeted 'Gross pay' and 'Employers Pension Contribution' reflect staff overtime re:out of hours burials. |
| Allotments | (358) | 262 | 620 | 2,035 | Lower than budgeted occupancy at both the Bradbourne Vale Rd and Quakers Hall allotment sites; timing differences in expenditure (Water Rates) |
| Raleys Gym | - | - | - | - | |
| Street lighting/ general | 12,731 | 18,695 | 5,964 | 14,679 | Streetlighting invoices to be issued in 2018. Timing difference in street lighting electricity billing. |
| Vine Café | 12,800 | (4,507) | (17,307) | (5) | Adverse variance due to lower than budgeted income. Expenditure has remained below budget year to date. . The Café now operates reduced hours over the winter months to further reduce operating costs. |
| Vine Grounds | 8,272 | 17,802 | 9,530 | 23,410 | Positive variance is mainly due managing public conveniences as it has been difficult to secure reliable contractors. |

**December 2017 Year to Date Variance analysis**

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

| | Net YTD expenditure | | | | |
|---|---|---|---|---|---|
| Cost Centre | Actual costs (Income) | Budget costs (Income) | Variance Fav/(adv) | Annual budget costs (Income) | Explanation of YTD variances |
| | £ | £ | £ | £ | |
| **Finance & General Purposes Committee** | | | | | |
| Establishments | 405,168 | 452,237 | 47,069 | 613,823 | Net positive variance mainly due to timing difference in contingency budget. year to date above budget expenditure in postage and courier (-£1,848), recruitment costs (-£1,137), legal expenses (-£3,263) offset by lower than budget year to date spend from contingency provision. |
| General | 5,233 | ( 4,149) | ( 9,382) | 1,641 | Adverse variance due to lower than expected income received towards the CLSO event. |
| Council Offices | 20,194 | 20,474 | 280 | 26,968 | Broadly tracking budget |
| Community Centre | ( 19,580) | ( 3,897) | 15,683 | ( 4,181) | Favourable variance mainly due to higher than budget income (£14,402) from lettings and hire; lower than budget net expenditure |
| Grants | 31,911 | 44,994 | 13,083 | 57,000 | Positive variance due to timing differences between budget and grant applications received. |
| Property | ( 9,548) | ( 6,572) | 2,976 | ( 7,916) | Favourable variance mainly due to Network Rail payment for use of common land. |
| Sevenoaks Town Partnership | 152 | 2,982 | 2,831 | 5,000 | Negative variance due to less than expected sponsorship income for events. |
| Youth Cafe | ( 1,693) | ( 259) | 1,434 | - | Slightly higher than expected expenditure due to furniture replacement requirements (£3,752) and lower than expected Fundraising income (£9,220) offset by higher than expected Grant Income (£12,936). |
| Markets | ( 2,208) | ( 4,149) | ( 1,941) | - | Lower than expected income from the markets, especially the Wednesday Market. |
| Precept | ( 1,029,625) | ( 1,029,625) | - | ( 1,029,625) | The final half of the annual precept was received on 29 September. |
| Rolling Cap Budget | 598,319 | 935,714 | 337,395 | | Capital expenditure will be offset by income from Capital Receipts earmarked reserves |
| | | | | | |
| **Total (exc. capital items)** | ( 402,036) | ( 274,541) | 127,495 | | |

## December 2017 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) | |
| | £ | £ | £ | £ | |
| **Summary by Committee:** | | | | | |
| Planning | 23,946 | 26,221 | 2,275 | 34,113 | |
| Open spaces & Leisure | 161,214 | 231,709 | 70,495 | 303,179 | |
| Vine Café | 12,800 | ( 4,507) | ( 17,307) | ( 5) | |
| Finance & General Purpose | 429,629 | 501,661 | 72,032 | 692,335 | |
| Precept | ( 1,029,625) | ( 1,029,625) | - | ( 1,029,625) | |
| Rolling Capital Budget | 598,319 | 935,714 | 337,395 | 935,714 | |
| **Total (exc. Capital items)** | ( 402,036) | ( 274,541) | 127,495 | | |

**Sevenoaks Town Council**

**Statement of Fund Balances as at 31 December 2017**

| £ (2016) | | S&P Rating 31/12/17 Short term | S&P Rating 31/12/17 Long term | 31/12/2017 | £ | % | Maturity | Interest rate |
|---|---|---|---|---|---|---|---|---|
| | Bank of Scotland | A1 | A | | | | | |
| 0 | Deposit account | | | 0 | | | | |
| 0 | Treasury deposit | | | 0 | 0 | 0.00% | | 0.65% |
| | National Westminster Bank | A2 | BBB+ | | | | | |
| 10 | Business Reserve Account | | | 496 | | | | |
| 244,568 | Current Account | | | 1,262,742 | | | | 0.01% |
| 852 | Payroll Account | | | 725 | | | | |
| 1,000 | HITB Youth café | | | 1,000 | | | | |
| 5,753 | Sevenoaks Town Partnership | | | 7,253 | | | | |
| 6,328 | Mayors Charity Account | | | 20,889 | 1,293,105 | 52.14% | | |
| | HSBC | A1+ | AA- | | | | | |
| 50,154 | Business money manager | | | 50,169 | | | | 0.04% |
| 0 | Treasury deposit (3m) | | | 0 | 50,169 | 2.02% | | |
| | Handelsbanken | A1+ | AA- | | | | | |
| 0 | SRFC Escrow account | | | 0 | | | | |
| 61,866 | Deposit account (instant access) | | | 62,511 | | | | 0.15% |
| 60,005 | 35 day notice account | | | 260,005 | 322,516 | 13.00% | 35 days | 0.25% |
| | Nationwide | A1 | A | | | | | |
| 261,212 | Instant Saver | | | 803,797 | | | | 0.45% |
| | Sevenoaks Fund Instant Saver | | | 10,031 | 813,828 | 32.81% | | 0.45% |
| | Clydesdale | | | | | | | |
| 1 | Current account | | | 1 | 1 | | | |
| 868 | Petty Cash | | | | 619 | 0.02% | | |
| 692,618 | | | | | 2,480,238 | 100.00% | | |

Agenda Item

**Sevenoaks Town Council**

**Working Capital Summary as at 31 December 2017**

| | B/fwd 01-Apr-17 £ | Movement* £ | C/fwd 31-Dec-17 £ | | 31-Dec-16 £ |
|---|---|---|---|---|---|
| **Current Assets** | | | | | |
| Stock | 1,680 | 0 | 1,680 | | 1,515 |
| Trade debtors | 38,487 | ( 7,837) | 30,650 | | 23,201 |
| VAT | 39,296 | ( 18,544) | 20,752 | | 36,403 |
| Prepayments and other debtors | 54,630 | ( 40,270) | 14,360 | | 14,318 |
| Cash at bank and in hand | 2,653,903 | ( 173,665) | 2,480,238 | | 692,618 |
| | 2,787,996 | ( 240,317) | 2,547,679 | | 768,055 |
| **Current Liabilities** | | | | | |
| Trade creditors | 108,242 | ( 51,014) | 57,228 | | 85,121 |
| Accruals and other creditors | 106,901 | 9,511 | 116,412 | | 118,135 |
| Prior Mayors charity account | - | - | - | | - |
| Precept received in advance of budget | - | 257,406 | 257,406 | Note 1 | 225,102 |
| Receipts in advance (rent and hall hire) | 29,069 | ( 21,863) | 7,206 | | 7,123 |
| | 244,212 | 194,040 | 438,252 | | 435,480 |
| **Net Current Assets** | 2,543,784 | ( 434,357) | 2,109,427 | | 332,575 |
| **Represented by:** | | | | | |
| General Funds | | | | | |
| Revenue Reserves | 351,117 | ( 453,690) | ( 102,573) | Note 2 | 67,671 |
| Earmarked/Designated Funds | | | | | |
| Pension Reserve | 2,814 | 0 | 2,814 | | - |
| Rolling Capital Prog Revenue Reserve | 20,059 | 3,910 | 23,969 | | 19,165 |
| Street Lighting Reserve | 7,337 | ( 0) | 7,337 | | 4,781 |
| Community Centre Reserve | 13,398 | - | 13,398 | | 13,398 |
| Stag Winding Up Reserve | 5,000 | - | 5,000 | | 4,000 |
| Planning Fees Reserve | 12,500 | - | 12,500 | | 12,500 |
| Youth Activities Reserve | 15,963 | ( 15,963) | - | | 10,430 |
| Contingency Provision Reserve | 10,263 | - | 10,263 | | 10,263 |
| Pension Deficit Reserve | 69,866 | ( 69,866) | - | | 69,866 |
| Capital Receipts Reserve | 1,956,076 | 12,900 | 1,968,976 | | 35,661 |
| CIL Earmarked Reserve | 27,783 | 103,695 | 131,478 | | 27,783 |
| Capital Projects Reserve | | - | - | | - |
| No 8 bus Reserve | 43,096 | ( 27,042) | 16,054 | Note 3 | 52,110 |
| QH Allotments Key Reserve | - | 2,050 | 2,050 | | |
| Mayor's Charity Reserve | 8,512 | 9,648 | 18,160 | Note 4 | 4,946 |
| | 2,192,667 | 19,333 | 2,212,000 | | 264,904 |
| | 2,543,784 | ( 434,357) | 2,109,427 | | 332,575 |

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

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

The year to date outflow in revenue reserves of £453,690 reflects revenue income of £1,183,682 against revenue expenditure of £1,039,053 and net capital expenditure of £598,319. A transfer from Capital Receipts Reserve will be made to offset capital expenditure at the end of the financial year

Note 2

Note 3 The No 8 bus reserve includes the balance of the KCC grant which is released to match spend over the 3 years of operation to October 2018

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

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# Sevenoaks Town Council

## Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

## Cost Centre Report

**Month No : 9**

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 11 | Planning - General | | | | | | | | | |
| 4010 | Gross Pay | 2,608 | 2,608 | 0 | 23,476 | 23,472 | -4 | 31,301 | | 7,825 |
| 6240 | Computer/ Data Base/WP's | 0 | 0 | 0 | 0 | 500 | 500 | 500 | | 500 |
| 6630 | Professional Fees | 0 | 0 | 0 | 30 | 1,937 | 1,907 | 2,000 | | 1,970 |
| 6720 | Books and Periodicals | 0 | 156 | 156 | 290 | 156 | -134 | 156 | | -134 |
| 7500 | Local Organisations Grants | 0 | 0 | 0 | 150 | 156 | 6 | 156 | | 6 |
| | Planning - General :- Expenditure | **2,608** | **2,764** | **156** | **23,946** | **26,221** | **2,275** | **34,113** | **0** | **10,167** |
| | **Net Expenditure over Income** | **2,608** | **2,764** | **156** | **23,946** | **26,221** | **2,275** | **34,113** | | |

# Sevenoaks Town Council

## Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

**Month No : 9**

### Cost Centre Report

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 21 | O/ Spaces & Leisure - General | | | | | | | | | |
| 4010 | Gross Pay | 11,909 | 12,643 | 734 | 102,684 | 113,787 | 11,103 | 151,713 | | 49,029 |
| 4270 | Employers Pension Contribution | 671 | 714 | 43 | 5,759 | 6,426 | 667 | 8,563 | | 2,804 |
| 5013 | Graffiti Removal | 0 | 0 | 0 | 425 | 1,000 | 575 | 1,500 | | 1,075 |
| 5025 | Lower St Johns Toilets | 304 | 680 | 376 | 4,606 | 6,120 | 1,514 | 8,160 | | 3,554 |
| 5040 | Footpaths, Bridle Ways, ROW | 0 | 0 | 0 | 0 | 0 | 0 | 150 | | 150 |
| 5050 | Seats And Litter Bins | 0 | 1,400 | 1,400 | 1,372 | 2,500 | 1,128 | 2,500 | | 1,128 |
| 5060 | Trees Sevenoaks Common | 0 | 0 | 0 | 1,621 | 1,700 | 79 | 3,400 | | 1,779 |
| 5065 | Tree Safety Survey | 0 | 0 | 0 | 0 | 0 | 0 | 3,500 | | 3,500 |
| 5070 | Other Woodlands | 990 | 0 | -990 | 2,569 | 2,300 | -269 | 3,150 | | 581 |
| 5110 | Raleys/ K P Pavilion | 0 | 100 | 100 | 264 | 900 | 636 | 2,040 | | 1,776 |
| 5120 | Raleys/KP Pitch & Grnd Mtce. | 1,735 | 0 | -1,735 | 4,701 | 2,550 | -2,151 | 4,750 | | 49 |
| 5310 | Miscellaneous Open Spaces | 0 | 1,667 | 1,667 | 30,306 | 15,003 | -15,303 | 20,000 | | -10,306 |
| 5316 | Skatepark Maintenance | 0 | 0 | 0 | 34 | 2,500 | 2,466 | 2,500 | | 2,466 |
| 5317 | Raleys Car Park | 0 | 0 | 0 | 506 | 469 | -37 | 469 | | -37 |
| 5320 | Fertilizers | 0 | 0 | 0 | 889 | 900 | 11 | 1,448 | | 559 |
| 5330 | Grass Seed | 0 | 0 | 0 | 95 | 0 | -95 | 1,900 | | 1,805 |
| 5340 | Plants | 592 | 0 | -592 | 2,752 | 2,150 | -602 | 2,600 | | -152 |
| 5410 | Repairs & General Maintenance | 13 | 125 | 112 | 347 | 1,125 | 778 | 1,500 | | 1,153 |
| 5413 | Community Infrastucture (CIL) | 0 | 0 | 0 | 2,467 | 0 | -2,467 | 0 | | -2,467 |
| 5500 | Equipment Hired and New | 0 | 700 | 700 | 2,273 | 5,850 | 3,577 | 7,874 | | 5,601 |
| 5525 | Equipment Maintenance | 0 | 1,420 | 1,420 | 2,185 | 4,600 | 2,415 | 7,650 | | 5,465 |
| 5550 | Vehicle Expenses | 0 | 40 | 40 | 1,429 | 3,205 | 1,776 | 3,324 | | 1,895 |
| 5700 | Fuel | 134 | 260 | 126 | 4,064 | 4,190 | 126 | 7,000 | | 2,936 |

# Sevenoaks Town Council

## Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

## Cost Centre Report

**Month No : 9**

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 6000 | Rent, Rates & Water | 16 | 120 | 104 | 727 | 840 | 113 | 1,250 | | 523 |
| 6010 | Light Heat & Cleaning | 0 | 167 | 167 | 1,463 | 1,503 | 40 | 2,000 | | 537 |
| 6101 | Telephone | 0 | 17 | 17 | 107 | 153 | 46 | 200 | | 93 |
| 6104 | Mobile Telephone | 0 | 33 | 33 | 111 | 297 | 186 | 400 | | 289 |
| 6320 | Staff Training | 550 | 208 | -342 | 1,080 | 1,872 | 792 | 2,500 | | 1,420 |
| 6330 | Welfare/Hospitality | 9 | 17 | 8 | 67 | 153 | 86 | 200 | | 133 |
| 6730 | Subscriptions | 0 | 0 | 0 | 141 | 200 | 59 | 200 | | 59 |
| 6812 | Road Dues | 0 | 0 | 0 | 1,292 | 1,300 | 8 | 2,000 | | 708 |
| 6851 | Bus Shelter Maintenance | 0 | 14 | 14 | 96 | 126 | 30 | 168 | | 72 |
| 6900 | Sundry Expenses | 0 | 8 | 8 | 62 | 72 | 10 | 100 | | 38 |
| 6922 | Health&Safety/Risk Assessments | 0 | 250 | 250 | 803 | 700 | -103 | 750 | | -53 |
| 6930 | Alarm Maintenance | 0 | 0 | 0 | 0 | 200 | 200 | 700 | | 700 |
| 6931 | CCTV Maintenance | 0 | 0 | 0 | 0 | 1,100 | 1,100 | 1,100 | | 1,100 |
| 6934 | Waste Bin Collection-Dog Bins | 619 | 700 | 81 | 2,457 | 2,700 | 243 | 2,700 | | 243 |
| 6935 | Waste Bin Disposal-Waste Bins | 238 | 298 | 60 | 3,240 | 2,686 | -554 | 3,570 | | 330 |
| 6952 | Protective Clothing | 0 | 104 | 104 | 1,041 | 936 | -105 | 1,250 | | 209 |
| | **O/ Spaces & Leisure - General :- Expenditure** | **17,778** | **21,685** | **3,907** | **184,035** | **192,113** | **8,078** | **264,779** | **0** | **80,744** |
| 1022 | Letting & Hire of Facilities | 0 | 0 | 0 | 18,944 | 10,300 | 8,644 | 17,735 | | |
| 1316 | Raleys Car Park Permits | 0 | 800 | -800 | 73 | 952 | -879 | 1,000 | | |
| 1350 | Revenue Grant income | 14,710 | 0 | 14,710 | 20,310 | 0 | 20,310 | 0 | | |
| 1550 | Insurance Claims | 0 | 0 | 0 | 3,011 | 0 | 3,011 | 0 | | |
| 1850 | Log Sales | 0 | 0 | 0 | 734 | 1,200 | -466 | 1,200 | | |
| 1990 | Other Income | 0 | 50 | -50 | 595 | 500 | 95 | 700 | | |
| 2012 | CIL income allocation | 0 | 0 | 0 | 2,467 | -1,519 | 3,986 | 0 | | |
| | **O/ Spaces & Leisure - General :- Income** | **14,710** | **850** | **13,860** | **46,133** | **11,433** | **34,700** | **20,635** | | |
| | **Net Expenditure over Income** | **3,069** | **20,835** | **17,766** | **137,901** | **180,680** | **42,779** | **244,144** | | |

# Sevenoaks Town Council



## Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

## Cost Centre Report

**Month No : 9**

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 22 | O/ Spaces & Leisure - Cemetery | | | | | | | | | |
| 4010 | Gross Pay | 5,197 | 4,910 | -287 | 45,314 | 44,190 | -1,124 | 58,916 | | 13,602 |
| 4270 | Employers Pension Contribution | 450 | 320 | -130 | 3,886 | 2,880 | -1,006 | 3,835 | | -51 |
| 5210 | Cemetery Chapel & Office | 0 | 0 | 0 | 267 | 166 | -101 | 166 | | -101 |
| 5230 | Cemetery Wshop/Messroom Mtce | 0 | 0 | 0 | 39 | 80 | 41 | 166 | | 127 |
| 5410 | Repairs & General Maintenance | 6 | 217 | 211 | 896 | 1,953 | 1,057 | 2,600 | | 1,704 |
| 5500 | Equipment Hired and New | 22 | 0 | -22 | 1,584 | 1,362 | -222 | 2,102 | | 518 |
| 5525 | Equipment Maintenance | 0 | 95 | 95 | 1,448 | 1,470 | 22 | 2,356 | | 908 |
| 5700 | Fuel | 124 | 76 | -48 | 641 | 684 | 43 | 911 | | 270 |
| 6000 | Rent, Rates & Water | 969 | 500 | -469 | 3,367 | 4,050 | 683 | 5,610 | | 2,243 |
| 6010 | Light Heat & Cleaning | 115 | 100 | -15 | 498 | 900 | 402 | 1,200 | | 702 |
| 6101 | Telephone | 9 | 60 | 51 | 351 | 540 | 189 | 718 | | 367 |
| 6104 | Mobile Telephone | 0 | 3 | 3 | 66 | 27 | -39 | 31 | | -35 |
| 6200 | Printing & Stationery | 0 | 17 | 17 | 9 | 153 | 144 | 200 | | 191 |
| 6240 | Computer/ Data Base/WP's | 0 | 0 | 0 | 0 | 375 | 375 | 375 | | 375 |
| 6320 | Staff Training | 0 | 0 | 0 | 870 | 1,000 | 130 | 1,000 | | 130 |
| 6330 | Welfare/Hospitality | 24 | 8 | -16 | 145 | 72 | -73 | 100 | | -45 |
| 6500 | Goods for Resale | 0 | 0 | 0 | 129 | 0 | -129 | 0 | | -129 |
| 6630 | Professional Fees | 0 | 0 | 0 | 0 | 105 | 105 | 105 | | 105 |
| 6730 | Subscriptions | 0 | 0 | 0 | 68 | 90 | 22 | 90 | | 22 |
| 6802 | Trees Plants Turf & Fertilizer | -24 | 0 | 24 | 2,203 | 1,275 | -928 | 1,275 | | -928 |
| 6822 | Roads Path & Boundaries | 0 | 125 | 125 | 327 | 475 | 148 | 541 | | 214 |
| 6832 | Lawn/Wall of Remembrance | 0 | 0 | 0 | 0 | 0 | 0 | 300 | | 300 |
| 6900 | Sundry Expenses | 0 | 4 | 4 | 3 | 36 | 33 | 50 | | 47 |

## Sevenoaks Town Council

### Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

### Cost Centre Report

**Month No : 9**

| | | 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| 6922 | Health&Safety/Risk Assessments | 0 | 185 | 185 | 76 | 555 | 479 | 750 | | 674 |
| 6930 | Alarm Maintenance | 0 | 0 | 0 | 573 | 765 | 192 | 765 | | 192 |
| 6932 | Cemetery Security | 360 | 417 | 57 | 3,168 | 3,753 | 585 | 5,000 | | 1,832 |
| 6935 | Waste Bin Disposal-Waste Bins | 75 | 96 | 21 | 823 | 864 | 41 | 1,150 | | 327 |
| 6952 | Protective Clothing | 0 | 50 | 50 | 63 | 450 | 387 | 600 | | 537 |
| | **O/ Spaces & Leisure - Cemetery :- Expenditure** | **7,327** | **7,183** | **-144** | **66,815** | **68,270** | **1,455** | **90,912** | **0** | **24,097** |
| 1700 | Cemetery Income | 3,218 | 6,000 | -2,782 | 64,147 | 54,000 | 10,147 | 72,000 | | |
| | **O/ Spaces & Leisure - Cemetery :- Income** | **3,218** | **6,000** | **-2,782** | **64,147** | **54,000** | **10,147** | **72,000** | | |
| | **Net Expenditure over Income** | **4,109** | **1,183** | **-2,926** | **2,668** | **14,270** | **11,602** | **18,912** | | |

# Sevenoaks Town Council

## Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

### Cost Centre Report

**Month No : 9**

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 23 | O/ Spaces & Leisure- Allotment | | | | | | | | | |
| 4010 | Gross Pay | 288 | 208 | -80 | 1,731 | 1,808 | 77 | 2,500 | | 769 |
| 4270 | Employers Pension Contribution | 0 | 44 | 44 | 0 | 220 | 220 | 285 | | 285 |
| 5410 | Repairs & General Maintenance | 210 | 195 | -15 | 979 | 975 | -4 | 1,559 | | 580 |
| 6000 | Rent, Rates & Water | 255 | 432 | 177 | 738 | 1,296 | 558 | 1,728 | | 990 |
| 6330 | Welfare/Hospitality | -9 | 0 | 9 | 0 | 0 | 0 | 0 | | 0 |
| | O/ Spaces & Leisure- Allotment :- Expenditure | **744** | **879** | **135** | **3,447** | **4,299** | **852** | **6,072** | **0** | **2,625** |
| 1010 | Rental Income | -22 | 0 | -22 | 820 | 832 | -12 | 832 | | |
| 1047 | QH Allotments Income | 40 | 0 | 40 | 2,985 | 3,205 | -220 | 3,205 | | |
| | O/ Spaces & Leisure- Allotment :- Income | **18** | **0** | **18** | **3,805** | **4,037** | **-232** | **4,037** | | |
| | **Net Expenditure over Income** | **726** | **879** | **153** | **-358** | **262** | **620** | **2,035** | | |

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# Sevenoaks Town Council

## Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

### Cost Centre Report

**Month No : 9**

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 26 | Open Spaces-Street Lighting/Ge | | | | | | | | | |
| 6861 | Public Clock Maintenance | 49 | 0 | -49 | 272 | 199 | -73 | 563 | | 291 |
| 6862 | Street Lighting | 477 | 890 | 413 | 4,183 | 9,720 | 5,537 | 12,396 | | 8,213 |
| 6865 | In Bloom Costs | 0 | 0 | 0 | 13,505 | 10,000 | -3,505 | 10,000 | | -3,505 |
| | Open Spaces-Street Lighting/Ge :- Expenditure | **527** | **890** | **363** | **17,961** | **19,919** | **1,958** | **22,959** | **0** | **4,998** |
| 1263 | Cont'ns to street lighting | 0 | 0 | 0 | 1,400 | 0 | 1,400 | 7,056 | | |
| 1990 | Other Income | -3,780 | 0 | -3,780 | 0 | 0 | 0 | 0 | | |
| 1997 | In Bloom Income | 3,830 | 1,224 | 2,606 | 3,830 | 1,224 | 2,606 | 1,224 | | |
| | Open Spaces-Street Lighting/Ge :- Income | **50** | **1,224** | **-1,174** | **5,230** | **1,224** | **4,006** | **8,280** | | |
| | **Net Expenditure over Income** | **477** | **-334** | **-811** | **12,731** | **18,695** | **5,964** | **14,679** | | |

## Sevenoaks Town Council



### Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

### Cost Centre Report

**Month No : 9**

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 28 | O/ Spaces & Leisure-Vine Cafe | | | | | | | | | |
| 4010 | Gross Pay | 3,932 | 3,565 | -367 | 38,426 | 39,979 | 1,553 | 50,675 | | 12,249 |
| 4270 | Employers Pension Contribution | 38 | 133 | 95 | 845 | 1,501 | 656 | 1,899 | | 1,054 |
| 5410 | Repairs & General Maintenance | 0 | 58 | 58 | 149 | 522 | 373 | 700 | | 551 |
| 5500 | Equipment Hired and New | 28 | 149 | 121 | 1,774 | 1,341 | -433 | 1,785 | | 11 |
| 6000 | Rent, Rates & Water | 53 | 100 | 47 | 481 | 900 | 419 | 1,200 | | 719 |
| 6010 | Light Heat & Cleaning | 70 | 0 | -70 | -1,394 | 1,200 | 2,594 | 1,600 | | 2,994 |
| 6101 | Telephone | 0 | 21 | 21 | 200 | 189 | -11 | 250 | | 50 |
| 6210 | Postage & Courier | 0 | 0 | 0 | 0 | 154 | 154 | 154 | | 154 |
| 6240 | Computer/ Data Base/WP's | 0 | 3 | 3 | 104 | 27 | -77 | 33 | | -71 |
| 6320 | Staff Training | 0 | 0 | 0 | 0 | 250 | 250 | 250 | | 250 |
| 6460 | Publicity & Democratic notices | 0 | 21 | 21 | 130 | 189 | 59 | 250 | | 120 |
| 6500 | Goods for Resale | 827 | 1,265 | 438 | 15,349 | 26,725 | 11,376 | 30,524 | | 15,175 |
| 6533 | Copyright Fees/Royalties | 0 | 0 | 0 | 155 | 296 | 141 | 296 | | 141 |
| 6635 | Professional Fees Licensing | 0 | 0 | 0 | 323 | 100 | -223 | 100 | | -223 |
| 6900 | Sundry Expenses | 0 | 15 | 15 | 161 | 135 | -26 | 180 | | 19 |
| 6922 | Health&Safety/Risk Assessments | 0 | 0 | 0 | 14 | 0 | -14 | 0 | | -14 |
| 6930 | Alarm Maintenance | 0 | 0 | 0 | 0 | 500 | 500 | 500 | | 500 |
| 6935 | Waste Bin Disposal-Waste Bins | 61 | 333 | 272 | 693 | 1,665 | 972 | 2,000 | | 1,307 |
| 6976 | Credit card charges | 36 | 45 | 9 | 428 | 405 | -23 | 538 | | 110 |
| | O/ Spaces & Leisure-Vine Cafe :- Expenditure | **5,045** | **5,708** | **663** | **57,838** | **76,078** | **18,240** | **92,934** | **0** | **35,096** |
| 1211 | Sale of Goods | 1,980 | 4,117 | -2,137 | 43,183 | 80,585 | -37,402 | 92,939 | | |
| 1212 | Events Management | 0 | 0 | 0 | 805 | 0 | 805 | 0 | | |

# Sevenoaks Town Council

## Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

## Cost Centre Report

**Month No : 9**

| | | 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| 1470 | Income from Other Departments | 0 | 0 | 0 | 1,050 | 0 | 1,050 | 0 | | |
| | O/ Spaces & Leisure-Vine Cafe :- Income | **1,980** | **4,117** | **-2,137** | **45,038** | **80,585** | **-35,547** | **92,939** | | |
| | **Net Expenditure over Income** | **3,065** | **1,591** | **-1,474** | **12,800** | **-4,507** | **-17,307** | **-5** | | |

# Sevenoaks Town Council

## Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

### Cost Centre Report

**Month No : 9**

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 29 | O/Spaces & Leisure-Vine Ground | | | | | | | | | |
| 4010 | Gross Pay | 643 | 729 | 86 | 5,923 | 6,561 | 638 | 8,743 | | 2,820 |
| 4270 | Employers Pension Contribution | 39 | 38 | -1 | 357 | 342 | -15 | 459 | | 102 |
| 5010 | Vine Area General Maintenance | 153 | 277 | 124 | 2,100 | 2,493 | 393 | 3,329 | | 1,229 |
| 5020 | Vine Public Convenience | 0 | 1,020 | 1,020 | 941 | 9,180 | 8,239 | 12,242 | | 11,301 |
| 6000 | Rent, Rates & Water | 0 | 57 | 57 | 634 | 513 | -121 | 684 | | 50 |
| 6010 | Light Heat & Cleaning | 0 | 14 | 14 | 80 | 42 | -38 | 55 | | -25 |
| 6324 | Food Fair | 314 | 0 | -314 | 941 | 0 | -941 | 0 | | -941 |
| 6460 | Publicity & Democratic notices | -705 | 0 | 705 | 255 | 255 | 0 | 255 | | 0 |
| 6635 | Professional Fees Licensing | 0 | 0 | 0 | 0 | 102 | 102 | 102 | | 102 |
| 6868 | Summer Concerts | 0 | 0 | 0 | 3,651 | 4,500 | 849 | 4,500 | | 849 |
| 6931 | CCTV Maintenance | 0 | 0 | 0 | 556 | 612 | 56 | 612 | | 56 |
| | **O/Spaces & Leisure-Vine Ground :- Expenditure** | **443** | **2,135** | **1,692** | **15,439** | **24,600** | **9,161** | **30,981** | **0** | **15,542** |
| 1022 | Letting & Hire of Facilities | 0 | 0 | 0 | 2,400 | 102 | 2,298 | 102 | | |
| 1208 | Food Fair Income | 0 | 0 | 0 | 1,337 | 3,060 | -1,723 | 3,060 | | |
| 1805 | Tea Kiosk Rental & Pavilion | 773 | 772 | 1 | 3,090 | 2,317 | 773 | 3,090 | | |
| 1870 | Vine Club Insurance Contrib. | 0 | 0 | 0 | 340 | 1,319 | -979 | 1,319 | | |
| | **O/Spaces & Leisure-Vine Ground :- Income** | **773** | **772** | **1** | **7,167** | **6,798** | **369** | **7,571** | | |
| | **Net Expenditure over Income** | **-329** | **1,363** | **1,692** | **8,272** | **17,802** | **9,530** | **23,410** | | |

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# Sevenoaks Town Council

## Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

## Cost Centre Report

**Month No : 9**

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 31 | F & G P - Establishments | | | | | | | | | |
| 4010 | Gross Pay | 25,363 | 22,134 | -3,229 | 215,980 | 207,580 | -8,400 | 273,980 | | 58,000 |
| 4270 | Employers Pension Contribution | 2,264 | 2,568 | 304 | 21,203 | 23,112 | 1,909 | 30,810 | | 9,607 |
| 4271 | Pension Deficiency | 5,667 | 5,667 | 0 | 51,000 | 51,003 | 3 | 68,000 | | 17,000 |
| 5500 | Equipment Hired and New | 5 | 208 | 203 | 1,361 | 1,872 | 511 | 2,500 | | 1,139 |
| 6020 | Insurance Cost | 984 | 2,125 | 1,141 | 11,334 | 19,125 | 7,791 | 25,500 | | 14,166 |
| 6101 | Telephone | 496 | 132 | -364 | 3,967 | 1,188 | -2,779 | 1,581 | | -2,386 |
| 6103 | Fax | 0 | 10 | 10 | 0 | 90 | 90 | 114 | | 114 |
| 6200 | Printing & Stationery | 383 | 2,114 | 1,731 | 10,317 | 12,197 | 1,880 | 14,336 | | 4,019 |
| 6210 | Postage & Courier | 140 | 333 | 193 | 4,845 | 2,997 | -1,848 | 4,000 | | -845 |
| 6240 | Computer/ Data Base/WP's | 0 | 2,026 | 2,026 | 9,918 | 9,896 | -22 | 13,320 | | 3,402 |
| 6241 | Website Costs | 0 | 859 | 859 | 800 | 859 | 59 | 859 | | 59 |
| 6242 | I.T. Infrastructure | 0 | 0 | 0 | 0 | 0 | 0 | 5,100 | | 5,100 |
| 6281 | Furnishings,Furniture/Eqpt | 0 | 0 | 0 | 685 | 0 | -685 | 1,385 | | 700 |
| 6300 | Computers Accountancy | 0 | 0 | 0 | 2,506 | 2,780 | 274 | 3,780 | | 1,274 |
| 6315 | Recruitment Costs | 0 | 330 | 330 | 4,107 | 2,970 | -1,137 | 3,958 | | -149 |
| 6320 | Staff Training | 858 | 368 | -490 | 1,883 | 3,886 | 2,003 | 5,000 | | 3,117 |
| 6321 | Investors in People | 0 | 0 | 0 | 0 | 0 | 0 | 775 | | 775 |
| 6330 | Welfare/Hospitality | 669 | 161 | -508 | 2,852 | 1,449 | -1,403 | 1,927 | | -925 |
| 6340 | Staff Uniforms | 131 | 0 | -131 | 131 | 0 | -131 | 0 | | -131 |
| 6406 | Mayors Allowance 2016/17 | 0 | 0 | 0 | 400 | 0 | -400 | 0 | | -400 |
| 6407 | Mayors Car Allowance 2016/17 | 0 | 0 | 0 | -1,159 | 0 | 1,159 | 0 | | 1,159 |
| 6410 | Civic Exps/Annual Reception | 0 | 0 | 0 | 975 | 1,622 | 647 | 1,622 | | 647 |
| 6415 | Gifts/hospitality | 40 | 0 | -40 | 346 | 390 | 44 | 390 | | 44 |

## Sevenoaks Town Council

### Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

**Month No : 9**

### Cost Centre Report

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 6420 | Annual Parish Meeting | 0 | 0 | 0 | -100 | 0 | 100 | 100 | | 200 |
| 6421 | Honour Bd. Badges & Insignia | 0 | 15 | 15 | 250 | 205 | -45 | 250 | | 0 |
| 6433 | Mayors Allowance 2017/18 | 330 | 426 | 96 | 3,681 | 3,834 | 153 | 5,117 | | 1,436 |
| 6434 | Mayor's Car Allwnce 2017/18 | 0 | 0 | 0 | 0 | 0 | 0 | 2,300 | | 2,300 |
| 6435 | Members Expenses | 0 | 0 | 0 | 3,030 | 3,400 | 370 | 3,856 | | 826 |
| 6440 | Press Notices | 0 | 0 | 0 | 1,584 | 1,188 | -396 | 1,300 | | -284 |
| 6450 | Bye Laws | 0 | 0 | 0 | 0 | 0 | 0 | 100 | | 100 |
| 6460 | Publicity & Democratic notices | 0 | 410 | 410 | 1,671 | 1,360 | -311 | 2,400 | | 729 |
| 6461 | Banner Costs | 1,005 | 0 | -1,005 | 2,160 | 0 | -2,160 | 0 | | -2,160 |
| 6610 | Audit Fees | 0 | 745 | 745 | 2,838 | 5,100 | 2,263 | 5,100 | | 2,263 |
| 6619 | Irrecoverable VAT | 0 | 0 | 0 | 0 | 0 | 0 | 7,400 | | 7,400 |
| 6620 | Legal Expenses | 881 | 0 | -881 | 4,699 | 1,436 | -3,263 | 5,027 | | 328 |
| 6635 | Professional Fees Licensing | 0 | 0 | 0 | 765 | 1,950 | 1,185 | 1,950 | | 1,185 |
| 6710 | Conference Fees & Expenses | 0 | 210 | 210 | 1,578 | 1,920 | 342 | 2,310 | | 732 |
| 6720 | Books and Periodicals | 0 | 32 | 32 | 98 | 288 | 190 | 380 | | 282 |
| 6730 | Subscriptions | 431 | 0 | -431 | 3,235 | 3,500 | 265 | 3,500 | | 265 |
| 6868 | Summer Concerts | 0 | 0 | 0 | -15 | 0 | 15 | 0 | | 15 |
| 6889 | Waste Sacks | 0 | 0 | 0 | 1,402 | 0 | -1,402 | 0 | | -1,402 |
| 6900 | Sundry Expenses | 18 | 40 | 23 | 423 | 360 | -63 | 483 | | 60 |
| 6922 | Health&Safety/Risk Assessments | 0 | 550 | 550 | 2,566 | 2,800 | 234 | 2,800 | | 234 |
| 6975 | Bank Charges | 168 | 110 | -58 | 1,139 | 990 | -149 | 1,318 | | 179 |
| 6976 | Credit card charges | 54 | 40 | -14 | 503 | 360 | -143 | 485 | | -18 |
| 7010 | Election Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 3,000 | | 3,000 |
| 7611 | Contingency provision | 26,292 | 42,500 | 16,209 | 45,432 | 92,800 | 47,369 | 120,200 | | 74,769 |
| 7614 | Stag reserve | 0 | 0 | 0 | 0 | 0 | 0 | 1,000 | | 1,000 |
| | F & G P - Establishments :- Expenditure | **66,177** | **84,113** | **17,936** | **420,389** | **464,507** | **44,118** | **629,313** | **0** | **208,924** |

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## Sevenoaks Town Council

### Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

### Cost Centre Report

**Month No : 9**

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 1115 | Interest on Deposits | 4,299 | 4,200 | 99 | 7,057 | 7,512 | -455 | 8,750 | | |
| 1231 | Banner Income | 0 | 150 | -150 | 4,789 | 1,100 | 3,689 | 2,000 | | |
| 1350 | Revenue Grant income | 0 | 167 | -167 | 0 | 1,503 | -1,503 | 2,000 | | |
| 1889 | Waste Sacks Income | 106 | 0 | 106 | 983 | 0 | 983 | 0 | | |
| 1990 | Other Income | 139 | 195 | -56 | 2,392 | 2,155 | 237 | 2,738 | | |
| | F & G P - Establishments :- Income | **4,543** | **4,712** | **-169** | **15,221** | **12,270** | **2,951** | **15,488** | | |
| | **Net Expenditure over Income** | **61,634** | **79,401** | **17,767** | **405,168** | **452,237** | **47,069** | **613,825** | | |

# Sevenoaks Town Council

## Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

## Cost Centre Report

**Month No : 9**

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 32 | F & G P - General | | | | | | | | | |
| 6490 | Christmas Lights Switch On | 2,160 | 1,070 | -1,090 | 9,649 | 7,380 | -2,269 | 15,000 | | 5,351 |
| 6491 | Remembrance Day/Civic Serv. | 0 | 205 | 205 | 2,992 | 2,623 | -369 | 2,623 | | -369 |
| 6495 | Number 8 bus expenses | -995 | 3,005 | 4,000 | 23,042 | 27,041 | 3,999 | 36,056 | | 13,014 |
| 6869 | Special Events | 1,000 | 0 | -1,000 | 2,802 | 6,344 | 3,542 | 6,344 | | 3,542 |
| | F & G P - General :- Expenditure | **2,165** | **4,280** | **2,115** | **38,485** | **43,388** | **4,903** | **60,023** | **0** | **21,538** |
| 1490 | Christmas Lights Switch On | -40 | 0 | -40 | 7,205 | 17,000 | -9,795 | 17,000 | | |
| 1495 | Number 8 bus income | 2,010 | 3,005 | -995 | 26,047 | 27,041 | -994 | 36,056 | | |
| 1500 | Fundraising | 0 | 104 | -104 | 0 | 936 | -936 | 1,246 | | |
| 1990 | Other Income | 0 | 1,520 | -1,520 | 0 | 2,560 | -2,560 | 4,080 | | |
| | F & G P - General :- Income | **1,970** | **4,629** | **-2,659** | **33,252** | **47,537** | **-14,285** | **58,382** | | |
| | **Net Expenditure over Income** | **195** | **-349** | **-544** | **5,233** | **-4,149** | **-9,382** | **1,641** | | |

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## Sevenoaks Town Council

### Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

### Cost Centre Report

**Month No : 9**

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 33 | F & G P - Council Offices | | | | | | | | | |
| 4010 | Gross Pay | -85 | 581 | 666 | 3,408 | 5,229 | 1,821 | 6,969 | | 3,561 |
| 4270 | Employers Pension Contribution | 0 | 38 | 38 | 198 | 342 | 144 | 451 | | 253 |
| 5410 | Repairs & General Maintenance | 22 | 173 | 151 | 2,405 | 1,557 | -848 | 2,081 | | -324 |
| 6000 | Rent, Rates & Water | 3,083 | 1,979 | -1,104 | 18,089 | 17,811 | -278 | 23,747 | | 5,658 |
| 6010 | Light Heat & Cleaning | 164 | 726 | 562 | 6,806 | 4,426 | -2,380 | 5,826 | | -980 |
| 6104 | Mobile Telephone | 0 | 0 | 0 | 21 | 0 | -21 | 0 | | -21 |
| 6510 | Catering Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 114 | | 114 |
| 6900 | Sundry Expenses | 0 | 5 | 5 | 0 | 45 | 45 | 60 | | 60 |
| 6922 | Health&Safety/Risk Assessments | 0 | 0 | 0 | 148 | 150 | 2 | 279 | | 131 |
| 6930 | Alarm Maintenance | 0 | 745 | 745 | 1,151 | 1,345 | 194 | 1,345 | | 194 |
| 6935 | Waste Bin Disposal-Waste Bins | 61 | 0 | -61 | 141 | 0 | -141 | 0 | | -141 |
| | **F & G P - Council Offices :- Expenditure** | **3,244** | **4,247** | **1,003** | **32,367** | **30,905** | **-1,462** | **40,872** | **0** | **8,505** |
| 1022 | Letting & Hire of Facilities | 846 | 1,159 | -313 | 12,172 | 10,431 | 1,741 | 13,904 | | |
| | **F & G P - Council Offices :- Income** | **846** | **1,159** | **-313** | **12,172** | **10,431** | **1,741** | **13,904** | | |
| | **Net Expenditure over Income** | **2,399** | **3,088** | **689** | **20,194** | **20,474** | **280** | **26,968** | | |

# Sevenoaks Town Council

## Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

Month No : 9

## 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| 36 | F & G P - Community Centre | | | | | | | | | |
| 4010 | Gross Pay | 2,524 | 2,624 | 100 | 23,718 | 23,616 | -102 | 31,490 | | 7,772 |
| 4270 | Employers Pension Contribution | 81 | 79 | -2 | 764 | 711 | -53 | 950 | | 186 |
| 5410 | Repairs & General Maintenance | 17 | 235 | 218 | 1,023 | 2,115 | 1,092 | 2,825 | | 1,802 |
| 5500 | Equipment Hired and New | -922 | 0 | 922 | 0 | 0 | 0 | 0 | | 0 |
| 6000 | Rent, Rates & Water | 1,346 | 1,808 | 462 | 5,276 | 6,048 | 772 | 6,500 | | 1,224 |
| 6011 | Electricity-SCC | 253 | 191 | -62 | 1,741 | 1,719 | -22 | 2,289 | | 548 |
| 6012 | Gas-SCC | 0 | 0 | 0 | 589 | 0 | -589 | 1,895 | | 1,306 |
| 6013 | Cleaning-SCC | 0 | 69 | 69 | 0 | 621 | 621 | 832 | | 832 |
| 6101 | Telephone | 0 | 22 | 22 | 338 | 198 | -140 | 260 | | -78 |
| 6104 | Mobile Telephone | 0 | 5 | 5 | 17 | 45 | 28 | 63 | | 46 |
| 6200 | Printing & Stationery | 0 | 6 | 6 | 0 | 54 | 54 | 68 | | 68 |
| 6230 | Office Furniture/Machinery | 0 | 48 | 48 | 557 | 432 | -125 | 577 | | 20 |
| 6240 | Computer/ Data Base/WP's | 0 | 26 | 26 | 0 | 234 | 234 | 309 | | 309 |
| 6281 | Furnishings,Furniture/Eqpt | 922 | 0 | -922 | 947 | 220 | -727 | 312 | | -635 |
| 6320 | Staff Training | 150 | 14 | -136 | 150 | 126 | -24 | 173 | | 23 |
| 6460 | Publicity & Democratic notices | 0 | 44 | 44 | 0 | 396 | 396 | 530 | | 530 |
| 6500 | Goods for Resale | -1 | 0 | 1 | 0 | 0 | 0 | 0 | | 0 |
| 6520 | Refreshments for Resale | 1 | 64 | 63 | 432 | 576 | 144 | 765 | | 333 |
| 6533 | Copyright Fees/Royalties | 0 | 0 | 0 | 563 | 477 | -86 | 477 | | -86 |
| 6635 | Professional Fees Licensing | 0 | 0 | 0 | 180 | 212 | 32 | 212 | | 32 |
| 6842 | Grounds Maintenance | 0 | 42 | 42 | 12 | 378 | 366 | 500 | | 488 |
| 6900 | Sundry Expenses | 0 | 4 | 4 | 75 | 36 | -39 | 50 | | -25 |
| 6922 | Health&Safety/Risk Assessments | 0 | 0 | 0 | 343 | 300 | -43 | 300 | | -43 |

# Sevenoaks Town Council

## Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

### Cost Centre Report

**Month No : 9**

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 6930 | Alarm Maintenance | 210 | 0 | -210 | 535 | 675 | 140 | 2,040 | | 1,505 |
| 6931 | CCTV Maintenance | 961 | 0 | -961 | 1,254 | 340 | -914 | 340 | | -914 |
| 6935 | Waste Bin Disposal-Waste Bins | 99 | 152 | 53 | 1,201 | 1,368 | 167 | 1,829 | | 628 |
| 6939 | Healthcare Services | 47 | 130 | 83 | 995 | 1,170 | 175 | 1,561 | | 566 |
| | F & G P - Community Centre :- Expenditure | **5,687** | **5,563** | **-124** | **40,710** | **42,067** | **1,357** | **57,147** | **0** | **16,437** |
| 1022 | Letting & Hire of Facilities | 5,273 | 4,868 | 405 | 58,214 | 43,812 | 14,402 | 58,412 | | |
| 1445 | Outdoor Activities | 0 | 0 | 0 | 0 | 28 | -28 | 85 | | |
| 1457 | Indoor Activities | 178 | 236 | -58 | 2,076 | 2,124 | -48 | 2,831 | | |
| | F & G P - Community Centre :- Income | **5,451** | **5,104** | **347** | **60,290** | **45,964** | **14,326** | **61,328** | | |
| | **Net Expenditure over Income** | **237** | **459** | **222** | **-19,580** | **-3,897** | **15,683** | **-4,181** | | |

# Sevenoaks Town Council

## Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

## Cost Centre Report

**Month No : 9**

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 38 | F & G P - Grants | | | | | | | | | |
| 6937 | Annual Subsidy-Comm Centre | 0 | 83 | 83 | 450 | 747 | 297 | 1,000 | | 550 |
| 6938 | Annual Subsidy-Council Chamber | 71 | 83 | 12 | 988 | 747 | -241 | 1,000 | | 12 |
| 7500 | Local Organisations Grants | 0 | 0 | 0 | 3,231 | 8,500 | 5,269 | 16,500 | | 13,269 |
| 7502 | Sevenoaks Summer Festival | 0 | 5,000 | 5,000 | 0 | 5,000 | 5,000 | 5,000 | | 5,000 |
| 7520 | Twinning Support | 0 | 0 | 0 | 0 | 0 | 0 | 1,000 | | 1,000 |
| 7552 | Youth Outreach | 0 | 0 | 0 | 170 | 2,500 | 2,330 | 5,000 | | 4,830 |
| 7555 | Youth Council Support | -1,019 | 0 | 1,019 | 73 | 500 | 427 | 500 | | 427 |
| 7556 | Stag Community Arts Centre | 0 | 0 | 0 | 27,000 | 27,000 | 0 | 27,000 | | 0 |
| | F & G P - Grants :- Expenditure | **-948** | **5,166** | **6,114** | **31,911** | **44,994** | **13,083** | **57,000** | **0** | **25,089** |
| | **Net Expenditure over Income** | **-948** | **5,166** | **6,114** | **31,911** | **44,994** | **13,083** | **57,000** | | |

# Sevenoaks Town Council

## Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

### Cost Centre Report

**Month No : 9**

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 39 | F & G P - Property | | | | | | | | | |
| 5410 | Repairs & General Maintenance | 0 | 0 | 0 | 92 | 0 | -92 | 0 | | -92 |
| 6930 | Alarm Maintenance | 0 | 0 | 0 | 445 | 0 | -445 | 0 | | -445 |
| | F & G P - Property :- Expenditure | **0** | **0** | **0** | **537** | **0** | **-537** | **0** | **0** | **-537** |
| 1014 | Rental Income Red Cross | 0 | 50 | -50 | 50 | 150 | -100 | 200 | | |
| 1016 | Rental Income Raley's Centre | 1,350 | 0 | 1,350 | 1,350 | 0 | 1,350 | 0 | | |
| 1046 | SCC Ground Rents & Wayleaves | 375 | 375 | 0 | 1,500 | 2,422 | -922 | 2,797 | | |
| 1469 | O/S Ground Rents & Wayleaves | 998 | 1,000 | -2 | 7,185 | 4,000 | 3,185 | 4,919 | | |
| | F & G P - Property :- Income | **2,723** | **1,425** | **1,298** | **10,085** | **6,572** | **3,513** | **7,916** | | |
| | **Net Expenditure over Income** | **-2,723** | **-1,425** | **1,298** | **-9,548** | **-6,572** | **2,976** | **-7,916** | | |

# Sevenoaks Town Council

## Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

### Cost Centre Report

Month No : 9

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 40 | Sevenoaks Town Partnership | | | | | | | | | |
| 6101 | Telephone | 0 | 0 | 0 | 6 | 0 | -6 | 0 | | -6 |
| 6240 | Computer/ Data Base/WP's | 0 | 13 | 13 | 371 | 117 | -254 | 160 | | -211 |
| 6244 | Information Screens | 0 | 0 | 0 | 1,434 | 0 | -1,434 | 0 | | -1,434 |
| 6322 | Business Awards | 0 | 300 | 300 | 5,885 | 7,500 | 1,615 | 7,500 | | 1,615 |
| 6323 | Business Show | 0 | 0 | 0 | 1,945 | 2,438 | 493 | 2,438 | | 493 |
| 6710 | Conference Fees & Expenses | 0 | 58 | 58 | 0 | 522 | 522 | 700 | | 700 |
| 6900 | Sundry Expenses | 0 | 167 | 167 | 649 | 1,503 | 854 | 2,000 | | 1,351 |
| 7000 | Reinvestment | 0 | 0 | 0 | 1,000 | 2,042 | 1,042 | 2,042 | | 1,042 |
| 7607 | Christmas gift guide expenses | 0 | 0 | 0 | 0 | 0 | 0 | 1,500 | | 1,500 |
| 7608 | Friends of Bat & Ball | 0 | 0 | 0 | 113 | 1,018 | 906 | 1,018 | | 906 |
| 7609 | Vintage Bus Expenses | 0 | 0 | 0 | 9,865 | 11,200 | 1,335 | 12,000 | | 2,135 |
| 7615 | Park & Panto expenses | 0 | 0 | 0 | 0 | 900 | 900 | 900 | | 900 |
| 7616 | Wellbeing show | 0 | 0 | 0 | 1,389 | 2,242 | 853 | 2,242 | | 853 |
| | Sevenoaks Town Partnership :- Expenditure | **0** | **538** | **538** | **22,657** | **29,482** | **6,825** | **32,500** | **0** | **9,843** |
| 1206 | Business Awards | -50 | 0 | -50 | 6,445 | 7,000 | -555 | 7,000 | | |
| 1207 | Business Show | 0 | 0 | 0 | 4,120 | 2,000 | 2,120 | 2,000 | | |
| 1209 | Wellbeing show income | 0 | 0 | 0 | 1,830 | 3,500 | -1,670 | 3,500 | | |
| 1231 | Banner Income | -245 | 0 | -245 | 0 | 0 | 0 | 0 | | |
| 1350 | Revenue Grant income | 0 | 0 | 0 | 0 | 0 | 0 | 1,000 | | |
| 1435 | Vintage Bus income | -1,984 | 0 | -1,984 | 9,865 | 12,000 | -2,135 | 12,000 | | |
| 1436 | Christmas gift guide income | 0 | 0 | 0 | 0 | 2,000 | -2,000 | 2,000 | | |
| 1990 | Other Income | 245 | 0 | 245 | 245 | 0 | 245 | 0 | | |
| | Sevenoaks Town Partnership :- Income | **-2,034** | **0** | **-2,034** | **22,505** | **26,500** | **-3,995** | **27,500** | | |
| | **Net Expenditure over Income** | **2,034** | **538** | **-1,496** | **151** | **2,982** | **2,831** | **5,000** | | |

# Sevenoaks Town Council

## Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

## Cost Centre Report

Month No : 9

| Code | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 50 | Youth Cafe | | | | | | | | | |
| 4010 | Gross Pay | 3,725 | 3,620 | -105 | 30,078 | 32,580 | 2,502 | 43,436 | | 13,358 |
| 4270 | Employers Pension Contribution | 28 | 28 | 0 | 225 | 252 | 27 | 332 | | 107 |
| 5410 | Repairs & General Maintenance | 0 | 83 | 83 | 1,230 | 747 | -483 | 1,000 | | -230 |
| 6010 | Light Heat & Cleaning | 0 | 42 | 42 | 0 | 378 | 378 | 500 | | 500 |
| 6101 | Telephone | 0 | 25 | 25 | 362 | 225 | -137 | 300 | | -62 |
| 6200 | Printing & Stationery | 0 | 42 | 42 | 4 | 378 | 374 | 500 | | 496 |
| 6240 | Computer/ Data Base/WP's | 0 | 60 | 60 | 1,464 | 540 | -924 | 714 | | -750 |
| 6281 | Furnishings,Furniture/Eqpt | 149 | 0 | -149 | 3,977 | 225 | -3,752 | 500 | | -3,477 |
| 6320 | Staff Training | 0 | 0 | 0 | 0 | 370 | 370 | 370 | | 370 |
| 6340 | Staff Uniforms | 0 | 0 | 0 | 220 | 0 | -220 | 0 | | -220 |
| 6460 | Publicity & Democratic notices | 0 | 0 | 0 | 644 | 0 | -644 | 0 | | -644 |
| 6500 | Goods for Resale | 220 | 217 | -3 | 1,613 | 1,953 | 340 | 2,600 | | 987 |
| 6573 | Youth Magazine Expenditure | 0 | 8 | 8 | 0 | 72 | 72 | 100 | | 100 |
| 6635 | Professional Fees Licensing | 0 | 0 | 0 | 226 | 100 | -126 | 100 | | -126 |
| 6900 | Sundry Expenses | 0 | 12 | 12 | 10 | 108 | 98 | 140 | | 130 |
| 6922 | Health&Safety/Risk Assessments | 0 | 0 | 0 | 12 | 0 | -12 | 312 | | 300 |
| | **Youth Cafe :- Expenditure** | **4,121** | **4,137** | **16** | **40,065** | **37,928** | **-2,137** | **50,904** | **0** | **10,839** |
| 1022 | Letting & Hire of Facilities | 650 | 325 | 325 | 3,105 | 2,925 | 180 | 3,900 | | |
| 1211 | Sale of Goods | 209 | 271 | -62 | 2,114 | 2,439 | -325 | 3,250 | | |
| 1350 | Revenue Grant income | 10,000 | 2,167 | 7,833 | 32,439 | 19,503 | 12,936 | 26,000 | | |
| 1500 | Fundraising | 0 | 1,480 | -1,480 | 4,100 | 13,320 | -9,220 | 17,754 | | |
| | **Youth Cafe :- Income** | **10,859** | **4,243** | **6,616** | **41,758** | **38,187** | **3,571** | **50,904** | | |
| | **Net Expenditure over Income** | **-6,738** | **-106** | **6,632** | **-1,693** | **-259** | **1,434** | **0** | | |

# Sevenoaks Town Council

## Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

## Cost Centre Report

**Month No : 9**

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 60 | Markets | | | | | | | | | |
| 4010 | Gross Pay | 192 | 234 | 42 | 1,846 | 2,106 | 260 | 2,808 | | 962 |
| 5420 | Saturday market charges | 1,043 | 1,098 | 55 | 10,358 | 9,882 | -476 | 13,182 | | 2,824 |
| 5421 | Wednesday Market charges | 1,524 | 1,638 | 114 | 14,985 | 14,742 | -243 | 19,651 | | 4,666 |
| 6001 | Blighs Market Charges | -220 | 1,491 | 1,711 | 6,968 | 13,419 | 6,451 | 17,887 | | 10,919 |
| 6010 | Light Heat & Cleaning | 0 | 0 | 0 | -330 | 0 | 330 | 0 | | 330 |
| 6460 | Publicity & Democratic notices | 0 | 292 | 292 | 220 | 2,628 | 2,408 | 3,500 | | 3,280 |
| 7000 | Reinvestment | 0 | 0 | 0 | 8,402 | 0 | -8,402 | 5,536 | | -2,866 |
| | Markets :- Expenditure | **2,538** | **4,753** | **2,215** | **42,450** | **42,777** | **327** | **62,564** | **0** | **20,114** |
| 1017 | Rental Income Sat Market | 1,984 | 1,971 | 13 | 17,682 | 17,739 | -58 | 23,650 | | |
| 1018 | Rental Income Wed Market | 1,293 | 1,763 | -470 | 12,235 | 15,867 | -3,632 | 21,152 | | |
| 1019 | Rental Income Blighs Market | 2,262 | 1,480 | 782 | 14,575 | 13,320 | 1,255 | 17,762 | | |
| 1211 | Sale of Goods | -116 | 0 | -116 | 0 | 0 | 0 | 0 | | |
| 1990 | Other Income | -50 | 0 | -50 | 167 | 0 | 167 | 0 | | |
| | Markets :- Income | **5,372** | **5,214** | **158** | **44,658** | **46,926** | **-2,268** | **62,564** | | |
| | **Net Expenditure over Income** | **-2,834** | **-461** | **2,373** | **-2,208** | **-4,149** | **-1,941** | **0** | | |

## Sevenoaks Town Council

### Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

### Cost Centre Report

**Month No : 9**

| | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|
| 70 Precept | | | | | | | | | |
| 1995 Precept | 0 | 0 | 0 | 1,029,625 | 1,029,625 | 0 | 1,029,625 | | |
| Precept :- Income | **0** | **0** | **0** | **1,029,625** | **1,029,625** | **0** | **1,029,625** | | |
| **Net Expenditure over Income** | **0** | **0** | **0** | **-1,029,625** | **-1,029,625** | **0** | **-1,029,625** | | |
| Finance & General Purposes Expenditure | **117,457** | **154,041** | **36,584** | **1,039,053** | **1,147,548** | **108,495** | **1,533,073** | **0** | **494,020** |
| Income | **50,477** | **39,449** | **11,028** | **1,441,088** | **1,422,089** | **18,999** | **1,533,073** | | |
| **Net Expenditure over Income** | **66,980** | **114,592** | **47,612** | **-402,036** | **-274,541** | **127,494** | **0** | | |

# Sevenoaks Town Council

## Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2017

### Cost Centre Report

**Month No : 9**

| | | 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| 91 | Capital Infrastructure Budget | | | | | | | | | |
| 9000 | New Council Offices | 0 | 0 | 0 | 5,428 | 0 | -5,428 | 0 | | -5,428 |
| 9001 | Raleys Development Site | 0 | 0 | 0 | 2,653 | 0 | -2,653 | 0 | | -2,653 |
| 9012 | Cemetery Lodge Costs | 306 | 0 | -306 | 5,109 | 0 | -5,109 | 0 | | -5,109 |
| 9014 | Play Areas | 0 | 0 | 0 | 0 | 0 | 0 | 60,415 | | 60,415 |
| 9050 | Capital Costs-general | 0 | 0 | 0 | 295 | 0 | -295 | 0 | | -295 |
| 9062 | Bat & Ball Station | 1,588 | 11,532 | 9,945 | 90,121 | 103,791 | 13,670 | 138,385 | | 48,264 |
| 9063 | New Community Centre | 450 | 11,341 | 10,891 | 197,871 | 102,073 | -95,798 | 136,100 | | -61,771 |
| 9064 | Stag Capital upgrades | 0 | 150,000 | 150,000 | 69,939 | 150,000 | 80,061 | 150,000 | | 80,061 |
| 9065 | 3G Rugby Pitch | 0 | 247,900 | 247,900 | 0 | 247,900 | 247,900 | 247,900 | | 247,900 |
| 9066 | Northern Masterplan | 0 | 10,000 | 10,000 | 26,408 | 82,000 | 55,592 | 86,000 | | 59,592 |
| 9067 | Sevenoaks Funds | 0 | 0 | 0 | 2,427 | 0 | -2,427 | 0 | | -2,427 |
| 9068 | 3G Football Pitch | 0 | 0 | 0 | 412,243 | 412,045 | -198 | 412,045 | | -198 |
| 9069 | 3G Hockey Pitch | 0 | 50,000 | 50,000 | 0 | 50,000 | 50,000 | 50,000 | | 50,000 |
| | **Capital Infrastructure Budget :- Expenditure** | **2,344** | **480,773** | **478,429** | **812,493** | **1,147,809** | **335,316** | **1,280,845** | **0** | **468,352** |
| 1990 | Other Income | 0 | 0 | 0 | 1,588 | 0 | 1,588 | 0 | | |
| 1991 | STAG capital income | 0 | 0 | 0 | 120 | 0 | 120 | 0 | | |
| 1992 | 3G Rugby Pitch income | 0 | 0 | 0 | 120 | 0 | 120 | 0 | | |
| 1993 | Sevenoaks Day Nursery Income | 0 | 0 | 0 | 120 | 0 | 120 | 0 | | |
| 1994 | 3G Football Pitch Income | 0 | 0 | 0 | 212,225 | 212,095 | 130 | 212,095 | | |
| | **Capital Infrastructure Budget :- Income** | **0** | **0** | **0** | **214,173** | **212,095** | **2,078** | **212,095** | | |
| | **Net Expenditure over Income** | **2,344** | **480,773** | **478,429** | **598,319** | **935,714** | **337,395** | **1,068,750** | | |
| | **Rolling Capital Budget Expenditure** | **2,344** | **480,773** | **478,429** | **812,493** | **1,147,809** | **335,316** | **1,280,845** | **0** | **468,352** |
| | **Income** | **0** | **0** | **0** | **214,173** | **212,095** | **2,078** | **212,095** | | |
| | **Net Expenditure over Income** | **2,344** | **480,773** | **478,429** | **598,319** | **935,714** | **337,395** | **1,068,750** | | |

**Sevenoaks Town Council**

**Finance Officer's Report**

# Management accounts for the period ended 31 January 2018

Attached to this report are the following:

- Income & Expenditure Account for year to 31 January 2018;
- Variance analysis for the year to 31 January 2018;
- Statement of Fund balances;
- Working Capital summary;

## 1 Income and Expenditure

The year to date net income is £142,476 against a budget of £34,665.

The net income excludes precept received in advance of £171,604. Precept in advance being the proportion of precept received which relates to future periods (February and March 2018).

Net Capital Expenditure in the year to date is £633,313. These are detailed in cost centre 91 "Capital Infrastructure Budget" and spent per approval from the Community Infrastructure Committee

Net expenditure after accounting for rolling capital items is £490,837 ( refer working capital summary as at 31 January 2018)

Movement is analysed as follows:

| | |
|---|---|
| Net Income over Expenditure: | £ 314,080 |
| Less precept in advance | (£ 171,604 |
| Net income before Capital expenditure | £ 142,476 |
| Less capital expenditure | (£ 633,313) |
| Net Expenditure (outflow) | (£ 490,837) |

## 2 Variance Analysis

There is a year to date positive variance of £107,811 after excluding capital items. (refer January 2018 Year to date variance analysis).

## 3 Fund balances

The statement of fund balances as at 31 January 2018 total £2,349,273 (*31 January 2017 £540,529*).

£1,298,258 is available for instant access.

Deposits have been invested for varying maturities with HSBC, Handelsbanken and Nationwide attracting interest rates of 0.04%, 0.15%, 0.25% and 0.45%respectively.

S&P ratings are as of 31 December 2017.

## 4 Working capital summary

Net current assets of £2,085,969 represents a year to date outflow of reduction of £457,815. This equates to a year to date outflow from revenue reserves of £490,837 (as analysed under income and expenditure) and an increase in Earmarked Reserves of £33,022.

Earmarked Reserves as at 31 January 2018 includes:

CIL receipts £103,695

Rolling Capital Programme Revenue Reserve £13,910

Capital Receipts Reserve £12,900

Quakers Hall Allotments Key Reserve £4,050

Year to date outflow of £69,866 from Pension deficit reserve to make additional contributions as previously approved by Council.

No.8 bus reserve £27,161 (monthly transfer of £3,004 from the earmarked reserves to cover monthly operational costs)

**January 2018 Year to Date Variance analysis**

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

| | Net YTD expenditure | | | | |
|---|---|---|---|---|---|
| **Cost Centre** | **Actual costs** | **Budget costs** | **Variance** | **Annual budget costs** | **Explanation of YTD variances** |
| | (Income) | (Income) | Fav/(adv) | (Income) | |
| | £ | £ | £ | £ | |
| **Planning Committee** | | | | | |
| General | 26,555 | 28,829 | 2,274 | 34,113 | Positive variance is due to timing differences mainly in respect of professional (planning) fees |
| | | | | | |
| **Open Spaces & Leisure Committee** | | | | | |
| General | 149,639 | 193,469 | 43,830 | 244,143 | Positive variance is largely explained by positive timing differences in lettings income (£8,644), Gross Pay (£11,103), The **overspend** in 'Miscellaneous Open Spaces' and 'Seats And Litter Bins' will be offset by grants. Income not budgeted includes grant of £20,310 to offset youth shelter expenditure, greatness fencing expenditure and insurance income of £3011. |
| Cemetery | ( 4,787) | 15,548 | 20,335 | 18,912 | Positive variance due to higher than budgeted Cemetery income (£12,827 above budget). Higher than budgeted 'Gross pay' and 'Employers Pension Contribution' reflect staff overtime re:out of hours burials. |
| Allotments | 511 | 685 | 174 | 2,035 | Lower than budgeted occupancy at both the Bradbourne Vale Rd and Quakers Hall allotment sites; timing differences in expenditure (Water Rates) |
| Raleys Gym | - | - | - | - | |
| Street lighting/ general | 12,731 | 19,822 | 7,091 | 14,679 | Streetlighting invoices to be issued in 2018. Timing difference in street lighting electricity billing. |
| Vine Café | 15,981 | ( 3,249) | ( 19,230) | ( 5) | Adverse variance due to lower than budgeted income. Expenditure has remained below budget year to date. . The Café now operates reduced hours over the winter months to further reduce operating costs. |
| Vine Grounds | 9,324 | 19,923 | 10,599 | 23,410 | Positive variance is mainly due managing public conveniences as it has been difficult to secure reliable contractors. |

**January 2018 Year to Date Variance analysis**

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

| | Net YTD expenditure | | | | |
|---|---|---|---|---|---|
| Cost Centre | Actual costs (Income) | Budget costs (Income) | Variance Fav/(adv) | Annual budget costs (Income) | Explanation of YTD variances |
| | £ | £ | £ | £ | |
| **Finance & General Purposes Committee** | | | | | |
| Establishments | 462,185 | 490,352 | 28,167 | 613,823 | Net positive variance mainly due to timing difference in contingency budget. Lower than budgeted Gross Pay (£10,286) and Insurance (11,057) expenditure. |
| General | 22,291 | 1,847 | ( 20,444) | 1,641 | Adverse variance due to lower than expected income received towards the CLSO event and other fundraising income. |
| Council Offices | 20,043 | 22,291 | 2,248 | 26,968 | Broadly tracking expenditure budget. Higher than expected income from Chamber Hire. |
| Community Centre | ( 23,220) | ( 4,794) | 18,426 | ( 4,181) | Favourable variance mainly due to higher than budget income (£14,402) from lettings and hire; lower than budget net expenditure |
| Grants | 32,301 | 45,160 | 12,859 | 57,000 | Positive variance due to timing differences between budget and grant applications received. |
| Property | ( 10,603) | ( 6,572) | 4,031 | ( 7,916) | Favourable variance mainly due to Network Rail payment for use of common land. |
| Sevenoaks Town Partnership | 438 | 5,020 | 4,582 | 5,000 | Favourable variance mainly due to lower than expected expenditure across the board offsetting lower than expected sponsorship income from events. |
| Youth Cafe | 2,105 | ( 365) | ( 2,470) | - | Slightly higher than expected expenditure due to furniture replacement requirements (£3,752) and outstanding grant income. |
| Markets | 51 | ( 4,610) | ( 4,661) | - | Lower than expected income from the markets, especially the Wednesday Market. |
| Precept | ( 1,029,625) | ( 1,029,625) | - | ( 1,029,625) | The final half of the annual precept was received on 29 September. |
| Rolling Cap Budget | 637,309 | 985,461 | 348,152 | | Capital expenditure will be offset by income from Capital Receipts earmarked reserves |
| **Total (exc. capital items)** | ( 314,080) | ( 206,269) | 107,811 | | |

## January 2018 Year to Date Variance analysis

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

| | Net YTD expenditure | | | | |
|---|---|---|---|---|---|
| Cost Centre | Actual costs | Budget costs | Variance | Annual budget costs | Explanation of YTD variances |
| | (Income) | (Income) | Fav/(adv) | (Income) | |
| | £ | £ | £ | £ | |
| **Summary by Committee:** | | | | | |
| Planning | 26,555 | 28,829 | 2,274 | 34,113 | |
| Open spaces & Leisure | 167,418 | 249,447 | 82,029 | 303,179 | |
| Vine Café | 15,981 | ( 3,249) | ( 19,230) | ( 5) | |
| Finance & General Purpose | 505,591 | 548,329 | 42,738 | 692,335 | |
| Precept | ( 1,029,625) | ( 1,029,625) | - | ( 1,029,625) | |
| Rolling Capital Budget | 637,309 | 985,461 | 348,152 | 985,461 | |
| **Total (exc. Capital items)** | ( 314,080) | ( 206,269) | 107,811 | | |

**Sevenoaks Town Council**

**Statement of Fund Balances as at 31 January 2018**

| £ (2016) | | S&P Rating 31/12/17 Short term | Long term | 31/01/2018 | £ | % | Maturity | Interest rate |
|---|---|---|---|---|---|---|---|---|
| | Bank of Scotland | A1 | A | | | | | |
| 0 | Deposit account | | | 0 | | | | |
| 0 | Treasury deposit (3m) | | | 750,000 | 750,000 | 31.92% | | 0.65% |
| | National Westminster Bank | A2 | BBB+ | | | | | |
| 10 | Business Reserve Account | | | 496 | | | | 0.01% |
| 191,699 | Current Account | | | 379,190 | | | | |
| 1,000 | Payroll Account | | | 725 | | | | |
| 1,000 | HITB Youth café | | | 1,000 | | | | |
| 5,753 | Sevenoaks Town Partnership | | | 7,253 | | | | |
| 6,985 | Mayors Charity Account | | | 22,824 | 411,488 | 17.52% | | |
| | HSBC | A1+ | AA- | | | | | |
| 50,154 | Business money manager | | | 50,169 | | | | 0.04% |
| 0 | Treasury deposit (3m) | | | 0 | 50,169 | 2.14% | | |
| | Handelsbanken | A1+ | AA- | | | | | |
| 0 | SRFC Escrow account | | | 0 | | | | |
| 61,873 | Deposit account (instant access) | | | 62,574 | | | | 0.15% |
| 60,005 | 35 day notice account | | | 260,005 | 322,579 | 13.73% | 35 days | 0.25% |
| | Nationwide | A1 | A | | | | | |
| 161,282 | Instant Saver | | | 804,105 | | | | 0.45% |
| | Sevenoaks Fund Instant Saver | | | 10,035 | 814,140 | 34.65% | | 0.45% |
| | Clydesdale | | | | | | | |
| 1 | Current account | | | 1 | 1 | | | |
| 768 | Petty Cash | | | | 898 | 0.04% | | |
| 540,529 | | | | | 2,349,273 | 100.00% | | |

**Sevenoaks Town Council**

**Working Capital Summary as at 31 January 2018**

| | B/fwd 01-Apr-17 £ | Movement* £ | C/fwd 31-Jan-18 £ | | 31-Jan-17 £ |
|---|---|---|---|---|---|
| **Current Assets** | | | | | |
| Stock | 1,680 | 0 | 1,680 | | 1,515 |
| Trade debtors | 38,487 | 5,045 | 43,532 | | 28,061 |
| VAT | 39,296 | ( 27,816) | 11,480 | | 53,668 |
| Prepayments and other debtors | 54,630 | ( 41,450) | 13,180 | | 7,662 |
| Cash at bank and in hand | 2,653,903 | ( 304,630) | 2,349,273 | | 540,529 |
| | 2,787,996 | ( 368,851) | 2,419,145 | | 631,436 |
| **Current Liabilities** | | | | | |
| Trade creditors | 108,242 | ( 79,192) | 29,050 | | 104,552 |
| Accruals and other creditors | 106,901 | 14,918 | 121,819 | | 65,975 |
| Prior Mayors charity account | - | - | - | | - |
| Precept received in advance of budget | - | 171,604 | 171,604 | Note 1 | 162,270 |
| Receipts in advance (rent and hall hire) | 29,069 | ( 18,365) | 10,704 | | 7,123 |
| | 244,212 | 88,964 | 333,176 | | 339,919 |
| **Net Current Assets** | 2,543,784 | ( 457,815) | 2,085,969 | | 291,516 |
| **Represented by:** | | | | | |
| General Funds | | | | | |
| Revenue Reserves | 351,117 | ( 490,837) | ( 139,719) | Note 2 | 28,261 |
| Earmarked/Designated Funds | | | | | |
| Pension Reserve | 2,814 | 0 | 2,814 | | - |
| Rolling Capital Prog Revenue Reserve | 20,059 | 13,910 | 33,969 | | 19,165 |
| Street Lighting Reserve | 7,337 | ( 0) | 7,337 | | 4,781 |
| Community Centre Reserve | 13,398 | - | 13,398 | | 13,398 |
| Stag Winding Up Reserve | 5,000 | - | 5,000 | | 4,000 |
| Planning Fees Reserve | 12,500 | - | 12,500 | | 12,500 |
| Youth Activities Reserve | 15,963 | ( 15,963) | - | | 10,430 |
| Contingency Provision Reserve | 10,263 | - | 10,263 | | 10,263 |
| Pension Deficit Reserve | 69,866 | ( 69,866) | - | | 69,866 |
| Capital Receipts Reserve | 1,956,076 | 12,900 | 1,968,976 | | 27,783 |
| CIL Earmarked Reserve | 27,783 | 103,695 | 131,478 | | 36,361 |
| Capital Projects Reserve | | - | - | | - |
| No 8 bus Reserve | 43,096 | ( 27,161) | 15,935 | Note 3 | 49,106 |
| QH Allotments Key Reserve | - | 4,050 | 4,050 | | |
| Mayor's Charity Reserve | 8,512 | 11,455 | 19,967 | Note 4 | 5,603 |
| | 2,192,667 | 33,022 | 2,225,688 | | 263,256 |
| | 2,543,784 | ( 457,815) | 2,085,969 | | 291,516 |

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

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

The year to date outflow in revenue reserves of £490,837 reflects revenue income of £1,313,985 against revenue expenditure of £1,171,509 and net capital expenditure of £633,313. A transfer from Capital Receipts Reserve will be made to offset capital expenditure at the end of the financial year

Note 2

The No 8 bus reserve includes the balance of the KCC grant which is released to match spend over the 3 years of

Note 3 operation to October 2018

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

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6a ii

## Sevenoaks Town Council

### Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2018

### Cost Centre Report

**Month No : 10**

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 11 | Planning - General | | | | | | | | | |
| 4010 | Gross Pay | 2,608 | 2,608 | 0 | 26,084 | 26,080 | -4 | 31,301 | | 5,217 |
| 6240 | Computer/ Data Base/WP's | 0 | 0 | 0 | 0 | 500 | 500 | 500 | | 500 |
| 6630 | Professional Fees | 0 | 0 | 0 | 30 | 1,937 | 1,907 | 2,000 | | 1,970 |
| 6720 | Books and Periodicals | 0 | 0 | 0 | 290 | 156 | -134 | 156 | | -134 |
| 7500 | Local Organisations Grants | 0 | 0 | 0 | 150 | 156 | 6 | 156 | | 6 |
| | Planning - General :- Expenditure | **2,608** | **2,608** | **0** | **26,555** | **28,829** | **2,274** | **34,113** | 0 | **7,558** |
| | **Net Expenditure over Income** | **2,608** | **2,608** | **0** | **26,555** | **28,829** | **2,274** | **34,113** | | |

## Sevenoaks Town Council

### Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2018

**Month No : 10**

### Cost Centre Report

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 21 | O/ Spaces & Leisure - General | | | | | | | | | |
| 4010 | Gross Pay | 11,600 | 12,643 | 1,043 | 114,284 | 126,430 | 12,146 | 151,713 | | 37,429 |
| 4270 | Employers Pension Contribution | 645 | 714 | 69 | 6,404 | 7,140 | 736 | 8,563 | | 2,159 |
| 5013 | Graffiti Removal | 0 | 500 | 500 | 425 | 1,500 | 1,075 | 1,500 | | 1,075 |
| 5020 | Vine Public Convenience | 18 | 0 | -18 | 18 | 0 | -18 | 0 | | -18 |
| 5025 | Lower St Johns Toilets | 628 | 680 | 52 | 5,234 | 6,800 | 1,566 | 8,160 | | 2,926 |
| 5040 | Footpaths, Bridle Ways, ROW | 0 | 0 | 0 | 0 | 0 | 0 | 150 | | 150 |
| 5050 | Seats And Litter Bins | 0 | 0 | 0 | 1,372 | 2,500 | 1,128 | 2,500 | | 1,128 |
| 5060 | Trees Sevenoaks Common | 201 | 0 | -201 | 1,822 | 1,700 | -122 | 3,400 | | 1,578 |
| 5065 | Tree Safety Survey | 0 | 0 | 0 | 0 | 0 | 0 | 3,500 | | 3,500 |
| 5070 | Other Woodlands | 1,400 | 0 | -1,400 | 3,969 | 2,300 | -1,669 | 3,150 | | -819 |
| 5110 | Raleys/ K P Pavilion | 0 | 100 | 100 | 264 | 1,000 | 736 | 2,040 | | 1,776 |
| 5120 | Raleys/KP Pitch & Grnd Mtce. | 14 | 0 | -14 | 4,715 | 2,550 | -2,165 | 4,750 | | 35 |
| 5310 | Miscellaneous Open Spaces | 897 | 1,667 | 770 | 31,203 | 16,670 | -14,533 | 20,000 | | -11,203 |
| 5316 | Skatepark Maintenance | 0 | 0 | 0 | 34 | 2,500 | 2,466 | 2,500 | | 2,466 |
| 5317 | Raleys Car Park | 0 | 0 | 0 | 506 | 469 | -37 | 469 | | -37 |
| 5320 | Fertilizers | 0 | 450 | 450 | 889 | 1,350 | 461 | 1,448 | | 559 |
| 5330 | Grass Seed | 0 | 0 | 0 | 95 | 0 | -95 | 1,900 | | 1,805 |
| 5340 | Plants | 100 | 50 | -50 | 2,852 | 2,200 | -652 | 2,600 | | -252 |
| 5410 | Repairs & General Maintenance | 19 | 125 | 106 | 366 | 1,250 | 884 | 1,500 | | 1,134 |
| 5413 | Community Infrastucture (CIL) | 0 | 0 | 0 | 2,467 | 0 | -2,467 | 0 | | -2,467 |
| 5500 | Equipment Hired and New | 259 | 700 | 441 | 2,532 | 6,550 | 4,018 | 7,874 | | 5,342 |
| 5525 | Equipment Maintenance | 1,347 | 150 | -1,197 | 3,533 | 4,750 | 1,217 | 7,650 | | 4,117 |
| 5550 | Vehicle Expenses | 800 | 40 | -760 | 2,229 | 3,245 | 1,016 | 3,324 | | 1,095 |

# Sevenoaks Town Council

## Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2018

### Cost Centre Report

**Month No : 10**

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 5700 | Fuel | 466 | 0 | -466 | 4,529 | 4,190 | -339 | 7,000 | | 2,471 |
| 6000 | Rent, Rates & Water | 12 | 120 | 108 | 739 | 960 | 221 | 1,250 | | 511 |
| 6010 | Light Heat & Cleaning | -11 | 167 | 178 | 1,452 | 1,670 | 218 | 2,000 | | 548 |
| 6101 | Telephone | 18 | 17 | -1 | 124 | 170 | 46 | 200 | | 76 |
| 6104 | Mobile Telephone | 0 | 33 | 33 | 111 | 330 | 219 | 400 | | 289 |
| 6320 | Staff Training | 683 | 208 | -475 | 1,763 | 2,080 | 317 | 2,500 | | 737 |
| 6330 | Welfare/Hospitality | 0 | 17 | 17 | 67 | 170 | 103 | 200 | | 133 |
| 6500 | Goods for Resale | 13 | 0 | -13 | 13 | 0 | -13 | 0 | | -13 |
| 6730 | Subscriptions | 0 | 0 | 0 | 141 | 200 | 59 | 200 | | 59 |
| 6812 | Road Dues | 155 | 0 | -155 | 1,447 | 1,300 | -147 | 2,000 | | 553 |
| 6851 | Bus Shelter Maintenance | 101 | 14 | -87 | 197 | 140 | -57 | 168 | | -29 |
| 6900 | Sundry Expenses | 45 | 8 | -37 | 107 | 80 | -27 | 100 | | -7 |
| 6922 | Health&Safety/Risk Assessments | 0 | 50 | 50 | 803 | 750 | -53 | 750 | | -53 |
| 6930 | Alarm Maintenance | 0 | 0 | 0 | 0 | 200 | 200 | 700 | | 700 |
| 6931 | CCTV Maintenance | 520 | 0 | -520 | 520 | 1,100 | 580 | 1,100 | | 580 |
| 6934 | Waste Bin Collection-Dog Bins | 0 | 0 | 0 | 2,457 | 2,700 | 243 | 2,700 | | 243 |
| 6935 | Waste Bin Disposal-Waste Bins | 596 | 298 | -298 | 3,836 | 2,984 | -852 | 3,570 | | -266 |
| 6952 | Protective Clothing | 214 | 104 | -110 | 1,255 | 1,040 | -215 | 1,250 | | -5 |
| | O/ Spaces & Leisure - General :- Expenditure | **20,739** | **18,855** | **-1,884** | **204,774** | **210,968** | **6,194** | **264,779** | **0** | **60,005** |
| 1022 | Letting & Hire of Facilities | 3,918 | 6,000 | -2,082 | 22,862 | 16,300 | 6,562 | 17,735 | | |
| 1316 | Raleys Car Park Permits | 1,750 | 16 | 1,734 | 1,823 | 968 | 855 | 1,000 | | |
| 1350 | Revenue Grant income | 3,333 | 0 | 3,333 | 23,643 | 0 | 23,643 | 0 | | |
| 1550 | Insurance Claims | 0 | 0 | 0 | 3,011 | 0 | 3,011 | 0 | | |
| 1850 | Log Sales | 0 | 0 | 0 | 734 | 1,200 | -466 | 1,200 | | |

# Sevenoaks Town Council

## Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2018

**Month No : 10**

### Cost Centre Report

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 1990 | Other Income | 0 | 50 | -50 | 595 | 550 | 45 | 700 | | |
| 2012 | CIL income allocation | 0 | 0 | 0 | 2,467 | -1,519 | 3,986 | 0 | | |
| | O/ Spaces & Leisure - General :- Income | **9,001** | **6,066** | **2,935** | **55,134** | **17,499** | **37,635** | **20,635** | | |
| | **Net Expenditure over Income** | **11,738** | **12,789** | **1,051** | **149,639** | **193,469** | **43,829** | **244,144** | | |

## Sevenoaks Town Council

### Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2018

### Cost Centre Report

**Month No : 10**

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 22 | O/ Spaces & Leisure - Cemetery | | | | | | | | | |
| 4010 | Gross Pay | 5,001 | 4,910 | -91 | 50,316 | 49,100 | -1,216 | 58,916 | | 8,600 |
| 4270 | Employers Pension Contribution | 426 | 320 | -106 | 4,312 | 3,200 | -1,112 | 3,835 | | -477 |
| 5210 | Cemetery Chapel & Office | 25 | 0 | -25 | 292 | 166 | -126 | 166 | | -126 |
| 5230 | Cemetery Wshop/Messroom Mtce | 0 | 0 | 0 | 39 | 80 | 41 | 166 | | 127 |
| 5410 | Repairs & General Maintenance | 6 | 217 | 211 | 901 | 2,170 | 1,269 | 2,600 | | 1,699 |
| 5500 | Equipment Hired and New | 163 | 0 | -163 | 1,747 | 1,362 | -385 | 2,102 | | 355 |
| 5525 | Equipment Maintenance | 10 | 500 | 490 | 1,458 | 1,970 | 512 | 2,356 | | 898 |
| 5700 | Fuel | 29 | 76 | 47 | 670 | 760 | 90 | 911 | | 241 |
| 6000 | Rent, Rates & Water | 406 | 500 | 94 | 3,773 | 4,550 | 777 | 5,610 | | 1,837 |
| 6010 | Light Heat & Cleaning | 141 | 100 | -41 | 639 | 1,000 | 361 | 1,200 | | 561 |
| 6101 | Telephone | 60 | 60 | 0 | 411 | 600 | 189 | 718 | | 307 |
| 6104 | Mobile Telephone | 0 | 3 | 3 | 66 | 30 | -36 | 31 | | -35 |
| 6200 | Printing & Stationery | 0 | 17 | 17 | 9 | 170 | 161 | 200 | | 191 |
| 6240 | Computer/ Data Base/WP's | 0 | 0 | 0 | 0 | 375 | 375 | 375 | | 375 |
| 6320 | Staff Training | 0 | 0 | 0 | 870 | 1,000 | 130 | 1,000 | | 130 |
| 6330 | Welfare/Hospitality | 0 | 8 | 8 | 145 | 80 | -65 | 100 | | -45 |
| 6500 | Goods for Resale | 0 | 0 | 0 | 129 | 0 | -129 | 0 | | -129 |
| 6630 | Professional Fees | 0 | 0 | 0 | 0 | 105 | 105 | 105 | | 105 |
| 6730 | Subscriptions | 0 | 0 | 0 | 68 | 90 | 22 | 90 | | 22 |
| 6802 | Trees Plants Turf & Fertilizer | 0 | 0 | 0 | 2,203 | 1,275 | -928 | 1,275 | | -928 |
| 6822 | Roads Path & Boundaries | 0 | 0 | 0 | 372 | 475 | 103 | 541 | | 169 |
| 6832 | Lawn/Wall of Remembrance | 45 | 0 | -45 | 0 | 0 | 0 | 300 | | 300 |
| 6900 | Sundry Expenses | 200 | 4 | -196 | 203 | 40 | -163 | 50 | | -153 |

**Sevenoaks Town Council**

**Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2018**

**Month No : 10**

**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 |
|---|---|---|---|---|---|---|---|---|---|---|
| 6922 | Health&Safety/Risk Assessments | 0 | 0 | 0 | 76 | 555 | 479 | 750 | | 674 |
| 6930 | Alarm Maintenance | 0 | 0 | 0 | 573 | 765 | 192 | 765 | | 192 |
| 6932 | Cemetery Security | 381 | 417 | 36 | 3,549 | 4,170 | 621 | 5,000 | | 1,451 |
| 6935 | Waste Bin Disposal-Waste Bins | 112 | 96 | -16 | 935 | 960 | 25 | 1,150 | | 215 |
| 6952 | Protective Clothing | 145 | 50 | -95 | 208 | 500 | 293 | 600 | | 393 |
| | O/ Spaces & Leisure - Cemetery :- Expenditure | **7,150** | **7,278** | **128** | **73,965** | **75,548** | **1,583** | **90,912** | **0** | **16,947** |
| 1700 | Cemetery Income | 14,605 | 6,000 | 8,605 | 78,752 | 60,000 | 18,752 | 72,000 | | |
| | O/ Spaces & Leisure - Cemetery :- Income | **14,605** | **6,000** | **8,605** | **78,752** | **60,000** | **18,752** | **72,000** | | |
| | **Net Expenditure over Income** | **-7,455** | **1,278** | **8,733** | **-4,787** | **15,548** | **20,335** | **18,912** | | |

# Sevenoaks Town Council

## Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2018

## Cost Centre Report

**Month No : 10**

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 23 | O/ Spaces & Leisure- Allotment | | | | | | | | | |
| 4010 | Gross Pay | 507 | 208 | -299 | 2,238 | 2,016 | -222 | 2,500 | | 262 |
| 4270 | Employers Pension Contribution | 0 | 20 | 20 | 0 | 240 | 240 | 285 | | 285 |
| 5410 | Repairs & General Maintenance | 0 | 195 | 195 | 979 | 1,170 | 191 | 1,559 | | 580 |
| 6000 | Rent, Rates & Water | 174 | 0 | -174 | 911 | 1,296 | 385 | 1,728 | | 817 |
| 6002 | QH Allotments Costs | 378 | 0 | -378 | 378 | 0 | -378 | 0 | | -378 |
| | O/ Spaces & Leisure- Allotment :- Expenditure | **1,059** | **423** | **-636** | **4,506** | **4,722** | **216** | **6,072** | **0** | **1,566** |
| 1010 | Rental Income | 42 | 0 | 42 | 863 | 832 | 31 | 832 | | |
| 1047 | QH Allotments Income | 148 | 0 | 148 | 3,133 | 3,205 | -72 | 3,205 | | |
| | O/ Spaces & Leisure- Allotment :- Income | **190** | **0** | **190** | **3,996** | **4,037** | **-41** | **4,037** | | |
| | **Net Expenditure over Income** | **869** | **423** | **-446** | **511** | **685** | **174** | **2,035** | | |

# Sevenoaks Town Council

## Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2018

**Month No : 10**

## 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| 26 | Open Spaces-Street Lighting/Ge | | | | | | | | | |
| 6861 | Public Clock Maintenance | 0 | 237 | 237 | 272 | 436 | 164 | 563 | | 291 |
| 6862 | Street Lighting | 0 | 890 | 890 | 4,183 | 10,610 | 6,427 | 12,396 | | 8,213 |
| 6865 | In Bloom Costs | 0 | 0 | 0 | 13,505 | 10,000 | -3,505 | 10,000 | | -3,505 |
| | Open Spaces-Street Lighting/Ge :- Expenditure | **0** | **1,127** | **1,127** | **17,961** | **21,046** | **3,085** | **22,959** | **0** | **4,998** |
| 1263 | Cont'ns to street lighting | 0 | 0 | 0 | 1,400 | 0 | 1,400 | 7,056 | | |
| 1997 | In Bloom Income | 0 | 0 | 0 | 3,830 | 1,224 | 2,606 | 1,224 | | |
| | Open Spaces-Street Lighting/Ge :- Income | **0** | **0** | **0** | **5,230** | **1,224** | **4,006** | **8,280** | | |
| | **Net Expenditure over Income** | **0** | **1,127** | **1,127** | **12,731** | **19,822** | **7,091** | **14,679** | | |

# Sevenoaks Town Council

## Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2018

### Cost Centre Report

**Month No : 10**

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 28 | O/ Spaces & Leisure-Vine Cafe | | | | | | | | | |
| 4010 | Gross Pay | 2,770 | 3,565 | 795 | 41,195 | 43,544 | 2,349 | 50,675 | | 9,480 |
| 4270 | Employers Pension Contribution | 16 | 133 | 117 | 861 | 1,634 | 773 | 1,899 | | 1,038 |
| 5410 | Repairs & General Maintenance | 288 | 58 | -230 | 437 | 580 | 143 | 700 | | 263 |
| 5500 | Equipment Hired and New | 253 | 149 | -104 | 2,027 | 1,490 | -537 | 1,785 | | -242 |
| 6000 | Rent, Rates & Water | 53 | 100 | 47 | 534 | 1,000 | 466 | 1,200 | | 666 |
| 6010 | Light Heat & Cleaning | -56 | 0 | 56 | -1,449 | 1,200 | 2,649 | 1,600 | | 3,049 |
| 6101 | Telephone | 30 | 21 | -9 | 230 | 210 | -20 | 250 | | 20 |
| 6210 | Postage & Courier | 0 | 0 | 0 | 0 | 154 | 154 | 154 | | 154 |
| 6240 | Computer/ Data Base/WP's | 0 | 3 | 3 | 104 | 30 | -74 | 33 | | -71 |
| 6320 | Staff Training | 143 | 0 | -143 | 143 | 250 | 108 | 250 | | 108 |
| 6340 | Staff Uniforms | 61 | 0 | -61 | 61 | 0 | -61 | 0 | | -61 |
| 6460 | Publicity & Democratic notices | 0 | 21 | 21 | 130 | 210 | 80 | 250 | | 120 |
| 6500 | Goods for Resale | 838 | 1,265 | 427 | 16,188 | 27,990 | 11,802 | 30,524 | | 14,336 |
| 6533 | Copyright Fees/Royalties | 0 | 0 | 0 | 155 | 296 | 141 | 296 | | 141 |
| 6635 | Professional Fees Licensing | 0 | 0 | 0 | 323 | 100 | -223 | 100 | | -223 |
| 6900 | Sundry Expenses | 0 | 15 | 15 | 161 | 150 | -11 | 180 | | 19 |
| 6922 | Health&Safety/Risk Assessments | 0 | 0 | 0 | 14 | 0 | -14 | 0 | | -14 |
| 6930 | Alarm Maintenance | 0 | 0 | 0 | 0 | 500 | 500 | 500 | | 500 |
| 6935 | Waste Bin Disposal-Waste Bins | 91 | 0 | -91 | 784 | 1,665 | 881 | 2,000 | | 1,216 |
| 6976 | Credit card charges | 33 | 45 | 12 | 461 | 450 | -11 | 538 | | 77 |
| | O/ Spaces & Leisure-Vine Cafe :- Expenditure | **4,520** | **5,375** | **855** | **62,358** | **81,453** | **19,095** | **92,934** | **0** | **30,576** |
| 1211 | Sale of Goods | 1,340 | 4,117 | -2,777 | 44,522 | 84,702 | -40,180 | 92,939 | | |

# Sevenoaks Town Council

## Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2018

**Month No : 10**

### 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| 1212 | Events Management | 0 | 0 | 0 | 805 | 0 | 805 | 0 | | |
| 1470 | Income from Other Departments | 0 | 0 | 0 | 1,050 | 0 | 1,050 | 0 | | |
| | O/ Spaces & Leisure-Vine Cafe :- Income | **1,340** | **4,117** | **-2,777** | **46,377** | **84,702** | **-38,325** | **92,939** | | |
| | **Net Expenditure over Income** | **3,181** | **1,258** | **-1,923** | **15,981** | **-3,249** | **-19,230** | **-5** | | |

# Sevenoaks Town Council

## Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2018

**Month No : 10**

## Cost Centre Report

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 29 | O/Spaces & Leisure-Vine Ground | | | | | | | | | |
| 4010 | Gross Pay | 708 | 729 | 21 | 6,630 | 7,290 | 660 | 8,743 | | 2,113 |
| 4270 | Employers Pension Contribution | 42 | 38 | -4 | 400 | 380 | -20 | 459 | | 59 |
| 5010 | Vine Area General Maintenance | 263 | 277 | 14 | 2,363 | 2,770 | 407 | 3,329 | | 966 |
| 5020 | Vine Public Convenience | 40 | 1,020 | 980 | 981 | 10,200 | 9,219 | 12,242 | | 11,261 |
| 6000 | Rent, Rates & Water | 0 | 57 | 57 | 634 | 570 | -64 | 684 | | 50 |
| 6010 | Light Heat & Cleaning | 0 | 0 | 0 | 80 | 42 | -38 | 55 | | -25 |
| 6324 | Food Fair | 0 | 0 | 0 | 941 | 0 | -941 | 0 | | -941 |
| 6460 | Publicity & Democratic notices | 0 | 0 | 0 | 255 | 255 | 0 | 255 | | 0 |
| 6635 | Professional Fees Licensing | 0 | 0 | 0 | 0 | 102 | 102 | 102 | | 102 |
| 6868 | Summer Concerts | 0 | 0 | 0 | 3,651 | 4,500 | 849 | 4,500 | | 849 |
| 6931 | CCTV Maintenance | 0 | 0 | 0 | 556 | 612 | 56 | 612 | | 56 |
| | O/Spaces & Leisure-Vine Ground :- Expenditure | **1,052** | **2,121** | **1,069** | **16,492** | **26,721** | **10,229** | **30,981** | **0** | **14,489** |
| 1022 | Letting & Hire of Facilities | 0 | 0 | 0 | 2,400 | 102 | 2,298 | 102 | | |
| 1208 | Food Fair Income | 0 | 0 | 0 | 1,337 | 3,060 | -1,723 | 3,060 | | |
| 1805 | Tea Kiosk Rental & Pavilion | 0 | 0 | 0 | 3,090 | 2,317 | 773 | 3,090 | | |
| 1870 | Vine Club Insurance Contrib. | 0 | 0 | 0 | 340 | 1,319 | -979 | 1,319 | | |
| | O/Spaces & Leisure-Vine Ground :- Income | **0** | **0** | **0** | **7,167** | **6,798** | **369** | **7,571** | | |
| | **Net Expenditure over Income** | **1,052** | **2,121** | **1,069** | **9,324** | **19,923** | **10,599** | **23,410** | | |

## Sevenoaks Town Council

### Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2018

**Month No : 10**

### Cost Centre Report

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 31 | F & G P - Establishments | | | | | | | | | |
| 4010 | Gross Pay | 23,683 | 22,134 | -1,549 | 239,662 | 229,714 | -9,948 | 273,980 | | 34,318 |
| 4270 | Employers Pension Contribution | 2,328 | 2,568 | 240 | 23,532 | 25,680 | 2,148 | 30,810 | | 7,278 |
| 4271 | Pension Deficiency | 5,667 | 5,667 | 0 | 56,667 | 56,670 | 3 | 68,000 | | 11,333 |
| 5500 | Equipment Hired and New | 562 | 208 | -354 | 1,923 | 2,080 | 157 | 2,500 | | 577 |
| 6020 | Insurance Cost | 984 | 2,125 | 1,141 | 12,318 | 21,250 | 8,932 | 25,500 | | 13,182 |
| 6101 | Telephone | 354 | 132 | -222 | 4,321 | 1,320 | -3,001 | 1,581 | | -2,740 |
| 6103 | Fax | 0 | 10 | 10 | 0 | 100 | 100 | 114 | | 114 |
| 6200 | Printing & Stationery | 3,034 | 212 | -2,822 | 13,351 | 12,409 | -942 | 14,336 | | 985 |
| 6210 | Postage & Courier | 338 | 333 | -5 | 5,183 | 3,330 | -1,853 | 4,000 | | -1,183 |
| 6240 | Computer/ Data Base/WP's | 6,456 | 0 | -6,456 | 16,374 | 9,896 | -6,478 | 13,320 | | -3,054 |
| 6241 | Website Costs | 0 | 0 | 0 | 800 | 859 | 59 | 859 | | 59 |
| 6242 | I.T. Infrastructure | 0 | 0 | 0 | 0 | 0 | 0 | 5,100 | | 5,100 |
| 6281 | Furnishings,Furniture/Eqpt | 54 | 0 | -54 | 739 | 0 | -739 | 1,385 | | 646 |
| 6300 | Computers Accountancy | 504 | 0 | -504 | 3,010 | 2,780 | -230 | 3,780 | | 770 |
| 6315 | Recruitment Costs | 0 | 330 | 330 | 4,107 | 3,300 | -807 | 3,958 | | -149 |
| 6320 | Staff Training | 405 | 368 | -37 | 2,288 | 4,254 | 1,966 | 5,000 | | 2,712 |
| 6321 | Investors in People | 0 | 0 | 0 | 0 | 0 | 0 | 775 | | 775 |
| 6330 | Welfare/Hospitality | -176 | 161 | 337 | 2,676 | 1,610 | -1,066 | 1,927 | | -749 |
| 6340 | Staff Uniforms | 0 | 0 | 0 | 131 | 0 | -131 | 0 | | -131 |
| 6406 | Mayors Allowance 2016/17 | -400 | 0 | 400 | 0 | 0 | 0 | 0 | | 0 |
| 6407 | Mayors Car Allowance 2016/17 | 0 | 0 | 0 | -1,159 | 0 | 1,159 | 0 | | 1,159 |
| 6410 | Civic Exps/Annual Reception | 555 | 0 | -555 | 1,530 | 1,622 | 92 | 1,622 | | 92 |
| 6415 | Gifts/hospitality | 36 | 0 | -36 | 381 | 390 | 9 | 390 | | 9 |

## Sevenoaks Town Council

### Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2018

### Cost Centre Report

**Month No : 10**

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 6420 | Annual Parish Meeting | 0 | 0 | 0 | -100 | 0 | 100 | 100 | | 200 |
| 6421 | Honour Bd. Badges & Insignia | 0 | 15 | 15 | 250 | 220 | -30 | 250 | | 0 |
| 6433 | Mayors Allowance 2017/18 | 367 | 426 | 59 | 4,048 | 4,260 | 212 | 5,117 | | 1,069 |
| 6434 | Mayor's Car Allwnce 2017/18 | 0 | 0 | 0 | 0 | 0 | 0 | 2,300 | | 2,300 |
| 6435 | Members Expenses | 0 | 0 | 0 | 3,030 | 3,400 | 370 | 3,856 | | 826 |
| 6440 | Press Notices | 98 | 0 | -98 | 1,682 | 1,188 | -494 | 1,300 | | -382 |
| 6450 | Bye Laws | 0 | 0 | 0 | 0 | 0 | 0 | 100 | | 100 |
| 6460 | Publicity & Democratic notices | 0 | 0 | 0 | 1,671 | 1,360 | -311 | 2,400 | | 729 |
| 6461 | Banner Costs | 0 | 0 | 0 | 2,160 | 0 | -2,160 | 0 | | -2,160 |
| 6610 | Audit Fees | 480 | 0 | -480 | 3,318 | 5,100 | 1,783 | 5,100 | | 1,783 |
| 6619 | Irrecoverable VAT | 0 | 0 | 0 | 0 | 0 | 0 | 7,400 | | 7,400 |
| 6620 | Legal Expenses | 0 | 0 | 0 | 4,699 | 1,436 | -3,263 | 5,027 | | 328 |
| 6635 | Professional Fees Licensing | 570 | 0 | -570 | 1,335 | 1,950 | 615 | 1,950 | | 615 |
| 6710 | Conference Fees & Expenses | 266 | 130 | -136 | 1,843 | 2,050 | 207 | 2,310 | | 467 |
| 6720 | Books and Periodicals | 26 | 32 | 6 | 124 | 320 | 196 | 380 | | 256 |
| 6730 | Subscriptions | 338 | 0 | -338 | 3,573 | 3,500 | -73 | 3,500 | | -73 |
| 6868 | Summer Concerts | 0 | 0 | 0 | -15 | 0 | 15 | 0 | | 15 |
| 6889 | Waste Sacks | 0 | 0 | 0 | 1,402 | 0 | -1,402 | 0 | | -1,402 |
| 6900 | Sundry Expenses | 167 | 40 | -127 | 590 | 400 | -190 | 483 | | -107 |
| 6922 | Health&Safety/Risk Assessments | 155 | 0 | -155 | 2,721 | 2,800 | 79 | 2,800 | | 79 |
| 6935 | Waste Bin Disposal-Waste Bins | 165 | 0 | -165 | 165 | 0 | -165 | 0 | | -165 |
| 6975 | Bank Charges | 117 | 110 | -7 | 1,256 | 1,100 | -156 | 1,318 | | 62 |
| 6976 | Credit card charges | 79 | 40 | -39 | 582 | 400 | -182 | 485 | | -97 |
| 7010 | Election Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 3,000 | | 3,000 |
| 7611 | Contingency provision | 10,300 | 4,000 | -6,300 | 55,732 | 96,800 | 41,069 | 120,200 | | 64,469 |

# Sevenoaks Town Council

## Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2018

**Month No : 10**

## 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| 7614 | Stag reserve | 0 | 0 | 0 | 0 | 0 | 0 | 1,000 | | 1,000 |
| | **F & G P - Establishments :- Expenditure** | **57,508** | **39,041** | **-18,467** | **477,897** | **503,548** | **25,651** | **629,313** | **0** | **151,416** |
| 1115 | Interest on Deposits | 480 | 414 | 66 | 7,537 | 7,926 | -389 | 8,750 | | |
| 1231 | Banner Income | -49 | 150 | -199 | 4,740 | 1,250 | 3,490 | 2,000 | | |
| 1350 | Revenue Grant income | 0 | 167 | -167 | 0 | 1,670 | -1,670 | 2,000 | | |
| 1889 | Waste Sacks Income | 1 | 0 | 1 | 983 | 0 | 983 | 0 | | |
| 1990 | Other Income | 60 | 195 | -135 | 2,452 | 2,350 | 102 | 2,738 | | |
| | **F & G P - Establishments :- Income** | **491** | **926** | **-435** | **15,712** | **13,196** | **2,516** | **15,488** | | |
| | **Net Expenditure over Income** | **57,017** | **38,115** | **-18,902** | **462,185** | **490,352** | **28,167** | **613,825** | | |

# Sevenoaks Town Council

## Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2018

### Cost Centre Report

**Month No : 10**

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 32 | F & G P - General | | | | | | | | | |
| 6490 | Christmas Lights Switch On | 14,155 | 7,620 | -6,535 | 23,804 | 15,000 | -8,804 | 15,000 | | -8,804 |
| 6491 | Remembrance Day/Civic Serv. | 228 | 0 | -228 | 3,220 | 2,623 | -597 | 2,623 | | -597 |
| 6495 | Number 8 bus expenses | 7,004 | 3,005 | -3,999 | 30,047 | 30,046 | -1 | 36,056 | | 6,009 |
| 6869 | Special Events | 0 | 0 | 0 | 2,802 | 6,344 | 3,542 | 6,344 | | 3,542 |
| | **F & G P - General :- Expenditure** | **21,387** | **10,625** | **-10,762** | **59,873** | **54,013** | **-5,860** | **60,023** | **0** | **150** |
| 1490 | Christmas Lights Switch On | 330 | 0 | 330 | 7,535 | 17,000 | -9,465 | 17,000 | | |
| 1495 | Number 8 bus income | 4,000 | 3,005 | 995 | 30,047 | 30,046 | 1 | 36,056 | | |
| 1500 | Fundraising | 0 | 104 | -104 | 0 | 1,040 | -1,040 | 1,246 | | |
| 1990 | Other Income | 0 | 1,520 | -1,520 | 0 | 4,080 | -4,080 | 4,080 | | |
| | **F & G P - General :- Income** | **4,330** | **4,629** | **-299** | **37,582** | **52,166** | **-14,584** | **58,382** | | |
| | **Net Expenditure over Income** | **17,058** | **5,996** | **-11,062** | **22,291** | **1,847** | **-20,444** | **1,641** | | |

# Sevenoaks Town Council

## Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2018

**Month No : 10**

## Cost Centre Report

| Code | Description | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 33 | F & G P - Council Offices | | | | | | | | | |
| 4010 | Gross Pay | 0 | 581 | 581 | 3,408 | 5,810 | 2,402 | 6,969 | | 3,561 |
| 4270 | Employers Pension Contribution | 0 | 38 | 38 | 198 | 380 | 182 | 451 | | 253 |
| 5410 | Repairs & General Maintenance | 121 | 173 | 52 | 2,526 | 1,730 | -796 | 2,081 | | -445 |
| 6000 | Rent, Rates & Water | 1,806 | 1,979 | 173 | 19,895 | 19,790 | -105 | 23,747 | | 3,852 |
| 6010 | Light Heat & Cleaning | 480 | 200 | -280 | 7,286 | 4,626 | -2,660 | 5,826 | | -1,460 |
| 6104 | Mobile Telephone | 0 | 0 | 0 | 21 | 0 | -21 | 0 | | -21 |
| 6320 | Staff Training | 83 | 0 | -83 | 83 | 0 | -83 | 0 | | -83 |
| 6510 | Catering Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 114 | | 114 |
| 6900 | Sundry Expenses | 0 | 5 | 5 | 0 | 50 | 50 | 60 | | 60 |
| 6922 | Health&Safety/Risk Assessments | 0 | 0 | 0 | 148 | 150 | 2 | 279 | | 131 |
| 6930 | Alarm Maintenance | 0 | 0 | 0 | 1,151 | 1,345 | 194 | 1,345 | | 194 |
| 6935 | Waste Bin Disposal-Waste Bins | 0 | 0 | 0 | 141 | 0 | -141 | 0 | | -141 |
| | F & G P - Council Offices :- Expenditure | **2,489** | **2,976** | **487** | **34,856** | **33,881** | **-975** | **40,872** | **0** | **6,016** |
| 1022 | Letting & Hire of Facilities | 2,641 | 1,159 | 1,482 | 14,813 | 11,590 | 3,223 | 13,904 | | |
| | F & G P - Council Offices :- Income | **2,641** | **1,159** | **1,482** | **14,813** | **11,590** | **3,223** | **13,904** | | |
| | **Net Expenditure over Income** | **-152** | **1,817** | **1,969** | **20,043** | **22,291** | **2,248** | **26,968** | | |

# Sevenoaks Town Council

## Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2018

## Cost Centre Report

**Month No : 10**

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 36 | F & G P - Community Centre | | | | | | | | | |
| 4010 | Gross Pay | 2,642 | 2,624 | -18 | 26,360 | 26,240 | -120 | 31,490 | | 5,130 |
| 4270 | Employers Pension Contribution | 89 | 79 | -10 | 853 | 790 | -63 | 950 | | 97 |
| 5410 | Repairs & General Maintenance | 569 | 235 | -334 | 1,592 | 2,350 | 758 | 2,825 | | 1,233 |
| 6000 | Rent, Rates & Water | 357 | 452 | 95 | 5,634 | 6,500 | 866 | 6,500 | | 866 |
| 6011 | Electricity-SCC | 188 | 191 | 3 | 1,929 | 1,910 | -19 | 2,289 | | 360 |
| 6012 | Gas-SCC | 0 | 0 | 0 | 589 | 0 | -589 | 1,895 | | 1,306 |
| 6013 | Cleaning-SCC | 0 | 69 | 69 | 0 | 690 | 690 | 832 | | 832 |
| 6101 | Telephone | 47 | 22 | -25 | 385 | 220 | -165 | 260 | | -125 |
| 6104 | Mobile Telephone | 0 | 5 | 5 | 17 | 50 | 33 | 63 | | 46 |
| 6200 | Printing & Stationery | 42 | 6 | -36 | 42 | 60 | 18 | 68 | | 26 |
| 6230 | Office Furniture/Machinery | 0 | 48 | 48 | 557 | 480 | -77 | 577 | | 20 |
| 6240 | Computer/ Data Base/WP's | 0 | 26 | 26 | 0 | 260 | 260 | 309 | | 309 |
| 6281 | Furnishings,Furniture/Eqpt | 193 | 0 | -193 | 1,139 | 220 | -919 | 312 | | -827 |
| 6320 | Staff Training | 41 | 14 | -27 | 191 | 140 | -51 | 173 | | -18 |
| 6460 | Publicity & Democratic notices | 0 | 44 | 44 | 0 | 440 | 440 | 530 | | 530 |
| 6520 | Refreshments for Resale | 114 | 64 | -50 | 547 | 640 | 93 | 765 | | 218 |
| 6533 | Copyright Fees/Royalties | 0 | 0 | 0 | 563 | 477 | -86 | 477 | | -86 |
| 6635 | Professional Fees Licensing | 0 | 0 | 0 | 180 | 212 | 32 | 212 | | 32 |
| 6842 | Grounds Maintenance | 0 | 42 | 42 | 12 | 420 | 408 | 500 | | 488 |
| 6900 | Sundry Expenses | 0 | 4 | 4 | 75 | 40 | -35 | 50 | | -25 |
| 6922 | Health&Safety/Risk Assessments | 0 | 0 | 0 | 343 | 300 | -43 | 300 | | -43 |
| 6930 | Alarm Maintenance | 0 | 0 | 0 | 535 | 675 | 140 | 2,040 | | 1,505 |
| 6931 | CCTV Maintenance | 0 | 0 | 0 | 1,254 | 340 | -914 | 340 | | -914 |

# Sevenoaks Town Council

## Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2018

**Month No : 10**

## Cost Centre Report

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 6935 | Waste Bin Disposal-Waste Bins | 136 | 152 | 16 | 1,337 | 1,520 | 183 | 1,829 | | 492 |
| 6939 | Healthcare Services | 0 | 130 | 130 | 995 | 1,300 | 305 | 1,561 | | 566 |
| | F & G P - Community Centre :- Expenditure | **4,418** | **4,207** | **-211** | **45,128** | **46,274** | **1,146** | **57,147** | **0** | **12,019** |
| 1022 | Letting & Hire of Facilities | 7,751 | 4,868 | 2,883 | 65,966 | 48,680 | 17,286 | 58,412 | | |
| 1445 | Outdoor Activities | 0 | 0 | 0 | 0 | 28 | -28 | 85 | | |
| 1457 | Indoor Activities | 306 | 236 | 70 | 2,382 | 2,360 | 22 | 2,831 | | |
| | F & G P - Community Centre :- Income | **8,058** | **5,104** | **2,954** | **68,348** | **51,068** | **17,280** | **61,328** | | |
| | **Net Expenditure over Income** | **-3,640** | **-897** | **2,743** | **-23,220** | **-4,794** | **18,426** | **-4,181** | | |

# Sevenoaks Town Council

## Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2018

## Cost Centre Report

**Month No : 10**

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 38 | F & G P - Grants | | | | | | | | | |
| 6937 | Annual Subsidy-Comm Centre | 290 | 83 | -207 | 740 | 830 | 90 | 1,000 | | 260 |
| 6938 | Annual Subsidy-Council Chamber | 100 | 83 | -17 | 1,088 | 830 | -258 | 1,000 | | -88 |
| 7500 | Local Organisations Grants | 0 | 0 | 0 | 3,231 | 8,500 | 5,269 | 16,500 | | 13,269 |
| 7502 | Sevenoaks Summer Festival | 0 | 0 | 0 | 0 | 5,000 | 5,000 | 5,000 | | 5,000 |
| 7520 | Twinning Support | 0 | 0 | 0 | 0 | 0 | 0 | 1,000 | | 1,000 |
| 7552 | Youth Outreach | 0 | 0 | 0 | 170 | 2,500 | 2,330 | 5,000 | | 4,830 |
| 7555 | Youth Council Support | 0 | 0 | 0 | 73 | 500 | 427 | 500 | | 427 |
| 7556 | Stag Community Arts Centre | 0 | 0 | 0 | 27,000 | 27,000 | 0 | 27,000 | | 0 |
| | F & G P - Grants :- Expenditure | **390** | **166** | **-224** | **32,301** | **45,160** | **12,859** | **57,000** | **0** | **24,699** |
| | **Net Expenditure over Income** | **390** | **166** | **-224** | **32,301** | **45,160** | **12,859** | **57,000** | | |

## Sevenoaks Town Council

### Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2018

**Month No : 10**

### Cost Centre Report

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 39 | F & G P - Property | | | | | | | | | |
| 5410 | Repairs & General Maintenance | 0 | 0 | 0 | 92 | 0 | -92 | 0 | | -92 |
| 6930 | Alarm Maintenance | 0 | 0 | 0 | 445 | 0 | -445 | 0 | | -445 |
| | F & G P - Property :- Expenditure | **0** | **0** | **0** | **537** | **0** | **-537** | **0** | **0** | **-537** |
| 1010 | Rental Income | 2,405 | 0 | 2,405 | 2,405 | 0 | 2,405 | 0 | | |
| 1014 | Rental Income Red Cross | 0 | 0 | 0 | 50 | 150 | -100 | 200 | | |
| 1016 | Rental Income Raley's Centre | -1,350 | 0 | -1,350 | 0 | 0 | 0 | 0 | | |
| 1046 | SCC Ground Rents & Wayleaves | 0 | 0 | 0 | 1,500 | 2,422 | -922 | 2,797 | | |
| 1469 | O/S Ground Rents & Wayleaves | 0 | 0 | 0 | 7,185 | 4,000 | 3,185 | 4,919 | | |
| | F & G P - Property :- Income | **1,055** | **0** | **1,055** | **11,140** | **6,572** | **4,568** | **7,916** | | |
| | **Net Expenditure over Income** | **-1,055** | **0** | **1,055** | **-10,603** | **-6,572** | **4,031** | **-7,916** | | |

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## Sevenoaks Town Council



### Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2018

### Cost Centre Report

**Month No : 10**

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 40 | Sevenoaks Town Partnership | | | | | | | | | |
| 6101 | Telephone | 0 | 0 | 0 | 6 | 0 | -6 | 0 | | -6 |
| 6240 | Computer/ Data Base/WP's | 42 | 13 | -29 | 412 | 130 | -282 | 160 | | -252 |
| 6244 | Information Screens | 0 | 0 | 0 | 1,434 | 0 | -1,434 | 0 | | -1,434 |
| 6322 | Business Awards | 0 | 0 | 0 | 5,885 | 7,500 | 1,615 | 7,500 | | 1,615 |
| 6323 | Business Show | 0 | 0 | 0 | 1,945 | 2,438 | 493 | 2,438 | | 493 |
| 6710 | Conference Fees & Expenses | 0 | 58 | 58 | 0 | 580 | 580 | 700 | | 700 |
| 6900 | Sundry Expenses | 0 | 167 | 167 | 649 | 1,670 | 1,021 | 2,000 | | 1,351 |
| 7000 | Reinvestment | 0 | 0 | 0 | 1,000 | 2,042 | 1,042 | 2,042 | | 1,042 |
| 7607 | Christmas gift guide expenses | 0 | 1,500 | 1,500 | 0 | 1,500 | 1,500 | 1,500 | | 1,500 |
| 7608 | Friends of Bat & Ball | 0 | 0 | 0 | 113 | 1,018 | 906 | 1,018 | | 906 |
| 7609 | Vintage Bus Expenses | 0 | 300 | 300 | 9,865 | 11,500 | 1,635 | 12,000 | | 2,135 |
| 7615 | Park & Panto expenses | 0 | 0 | 0 | 0 | 900 | 900 | 900 | | 900 |
| 7616 | Wellbeing show | 0 | 0 | 0 | 1,389 | 2,242 | 853 | 2,242 | | 853 |
| | Sevenoaks Town Partnership :- Expenditure | **42** | **2,038** | **1,996** | **22,699** | **31,520** | **8,821** | **32,500** | **0** | **9,801** |
| 1206 | Business Awards | 0 | 0 | 0 | 6,445 | 7,000 | -555 | 7,000 | | |
| 1207 | Business Show | 0 | 0 | 0 | 4,120 | 2,000 | 2,120 | 2,000 | | |
| 1209 | Wellbeing show income | 0 | 0 | 0 | 1,830 | 3,500 | -1,670 | 3,500 | | |
| 1350 | Revenue Grant income | 0 | 0 | 0 | 0 | 0 | 0 | 1,000 | | |
| 1435 | Vintage Bus income | 0 | 0 | 0 | 9,865 | 12,000 | -2,135 | 12,000 | | |
| 1436 | Christmas gift guide income | 0 | 0 | 0 | 0 | 2,000 | -2,000 | 2,000 | | |
| 1990 | Other Income | -245 | 0 | -245 | 0 | 0 | 0 | 0 | | |
| | Sevenoaks Town Partnership :- Income | **-245** | **0** | **-245** | **22,260** | **26,500** | **-4,240** | **27,500** | | |
| | **Net Expenditure over Income** | **287** | **2,038** | **1,751** | **438** | **5,020** | **4,582** | **5,000** | | |

# Sevenoaks Town Council

## Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2018

**Month No : 10**

## Cost Centre Report

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 50 | Youth Cafe | | | | | | | | | |
| 4010 | Gross Pay | 3,872 | 3,620 | -252 | 33,951 | 36,200 | 2,249 | 43,436 | | 9,485 |
| 4270 | Employers Pension Contribution | 26 | 28 | 2 | 251 | 280 | 30 | 332 | | 82 |
| 5410 | Repairs & General Maintenance | 0 | 83 | 83 | 1,230 | 830 | -400 | 1,000 | | -230 |
| 6010 | Light Heat & Cleaning | 0 | 42 | 42 | 0 | 420 | 420 | 500 | | 500 |
| 6101 | Telephone | 53 | 25 | -28 | 414 | 250 | -164 | 300 | | -114 |
| 6200 | Printing & Stationery | 0 | 42 | 42 | 4 | 420 | 416 | 500 | | 496 |
| 6240 | Computer/ Data Base/WP's | 0 | 60 | 60 | 1,464 | 600 | -864 | 714 | | -750 |
| 6281 | Furnishings,Furniture/Eqpt | 11 | 0 | -11 | 3,988 | 225 | -3,763 | 500 | | -3,488 |
| 6320 | Staff Training | 0 | 0 | 0 | 0 | 370 | 370 | 370 | | 370 |
| 6330 | Welfare/Hospitality | 23 | 0 | -23 | 23 | 0 | -23 | 0 | | -23 |
| 6340 | Staff Uniforms | 0 | 0 | 0 | 220 | 0 | -220 | 0 | | -220 |
| 6415 | Gifts/hospitality | 72 | 0 | -72 | 72 | 0 | -72 | 0 | | -72 |
| 6460 | Publicity & Democratic notices | 0 | 0 | 0 | 644 | 0 | -644 | 0 | | -644 |
| 6500 | Goods for Resale | 46 | 217 | 171 | 1,659 | 2,170 | 511 | 2,600 | | 941 |
| 6573 | Youth Magazine Expenditure | 0 | 8 | 8 | 0 | 80 | 80 | 100 | | 100 |
| 6635 | Professional Fees Licensing | 0 | 0 | 0 | 226 | 100 | -126 | 100 | | -126 |
| 6900 | Sundry Expenses | 0 | 12 | 12 | 10 | 120 | 110 | 140 | | 130 |
| 6922 | Health&Safety/Risk Assessments | 0 | 0 | 0 | 12 | 0 | -12 | 312 | | 300 |
| | Youth Cafe :- Expenditure | **4,103** | **4,137** | **34** | **44,168** | **42,065** | **-2,103** | **50,904** | **0** | **6,736** |
| 1022 | Letting & Hire of Facilities | 0 | 325 | -325 | 3,105 | 3,250 | -145 | 3,900 | | |
| 1211 | Sale of Goods | 305 | 271 | 34 | 2,419 | 2,710 | -291 | 3,250 | | |
| 1350 | Revenue Grant income | 0 | 2,167 | -2,167 | 32,439 | 21,670 | 10,769 | 26,000 | | |

**Sevenoaks Town Council**

**Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2018**

**Cost Centre Report**

**Month No : 10**

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 1500 | Fundraising | 0 | 1,480 | -1,480 | 4,100 | 14,800 | -10,700 | 17,754 | | |
| | Youth Cafe :- Income | **305** | **4,243** | **-3,938** | **42,063** | **42,430** | **-367** | **50,904** | | |
| | **Net Expenditure over Income** | **3,798** | **-106** | **-3,904** | **2,105** | **-365** | **-2,470** | **0** | | |

## Sevenoaks Town Council



### Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2018

**Month No : 10**

### Cost Centre Report

| | | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|---|
| 60 | Markets | | | | | | | | | |
| 4010 | Gross Pay | 176 | 234 | 58 | 2,022 | 2,340 | 318 | 2,808 | | 786 |
| 5420 | Saturday market charges | 1,303 | 1,098 | -205 | 11,662 | 10,980 | -682 | 13,182 | | 1,520 |
| 5421 | Wednesday Market charges | 1,905 | 1,638 | -267 | 16,890 | 16,380 | -510 | 19,651 | | 2,761 |
| 6001 | Blighs Market Charges | 1,605 | 1,491 | -114 | 8,573 | 14,910 | 6,337 | 17,887 | | 9,314 |
| 6010 | Light Heat & Cleaning | 0 | 0 | 0 | -330 | 0 | 330 | 0 | | 330 |
| 6460 | Publicity & Democratic notices | 0 | 292 | 292 | 220 | 2,920 | 2,700 | 3,500 | | 3,280 |
| 7000 | Reinvestment | 0 | 0 | 0 | 8,402 | 0 | -8,402 | 5,536 | | -2,866 |
| | Markets :- Expenditure | **4,989** | **4,753** | **-236** | **47,439** | **47,530** | **91** | **62,564** | **0** | **15,125** |
| 1017 | Rental Income Sat Market | 2,071 | 1,971 | 100 | 19,753 | 19,710 | 43 | 23,650 | | |
| 1018 | Rental Income Wed Market | 659 | 1,763 | -1,104 | 12,894 | 17,630 | -4,736 | 21,152 | | |
| 1019 | Rental Income Blighs Market | 0 | 1,480 | -1,480 | 14,575 | 14,800 | -225 | 17,762 | | |
| 1990 | Other Income | 0 | 0 | 0 | 167 | 0 | 167 | 0 | | |
| | Markets :- Income | **2,730** | **5,214** | **-2,484** | **47,388** | **52,140** | **-4,752** | **62,564** | | |
| | **Net Expenditure over Income** | **2,259** | **-461** | **-2,720** | **51** | **-4,610** | **-4,661** | **0** | | |

# Sevenoaks Town Council

## Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2018

### Cost Centre Report

**Month No : 10**

| | Current Mth Actual | Current Mnth Budget | Current Mnth Variance | Year to Date Actual | Year to Date Budget | Year to Date Variance | Total Annual Budget | Committed Expenditure | Funds Available |
|---|---|---|---|---|---|---|---|---|---|
| 70 Precept | | | | | | | | | |
| 1995 Precept | 0 | 0 | 0 | 1,029,625 | 1,029,625 | 0 | 1,029,625 | | |
| Precept :- Income | **0** | **0** | **0** | **1,029,625** | **1,029,625** | **0** | **1,029,625** | | |
| **Net Expenditure over Income** | **0** | **0** | **0** | **-1,029,625** | **-1,029,625** | **0** | **-1,029,625** | | |
| Finance & General Purposes Expenditure | **132,455** | **105,730** | **-26,725** | **1,171,508** | **1,253,278** | **81,770** | **1,533,073** | **0** | **361,565** |
| Income | **44,500** | **37,458** | **7,042** | **1,485,588** | **1,459,547** | **26,041** | **1,533,073** | | |
| **Net Expenditure over Income** | **87,955** | **68,272** | **-19,683** | **-314,080** | **-206,269** | **107,811** | **0** | | |

# Sevenoaks Town Council

## Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2017

## Cost Centre Report

**Month No : 10**

| | | 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| 91 | Capital Infrastructure Budget | | | | | | | | | |
| 9000 | New Council Offices | 300 | 0 | -300 | 5,728 | 0 | -5,728 | 0 | | -5,728 |
| 9001 | Raleys Development Site | 0 | 0 | 0 | 2,653 | 0 | -2,653 | 0 | | -2,653 |
| 9012 | Cemetery Lodge Costs | 273 | 0 | -273 | 5,382 | 0 | -5,382 | 0 | | -5,382 |
| 9014 | Play Areas | 0 | 0 | 0 | 0 | 0 | 0 | 60,415 | | 60,415 |
| 9050 | Capital Costs-general | 0 | 0 | 0 | 295 | 0 | -295 | 0 | | -295 |
| 9062 | Bat & Ball Station | 19,285 | 11,532 | -7,753 | 109,406 | 115,323 | 5,917 | 138,385 | | 28,979 |
| 9063 | New Community Centre | 15,135 | 11,342 | -3,793 | 213,006 | 113,415 | -99,591 | 136,100 | | -76,906 |
| 9064 | Stag Capital upgrades | 0 | 0 | 0 | 69,939 | 150,000 | 80,061 | 150,000 | | 80,061 |
| 9065 | 3G Rugby Pitch | 0 | 0 | 0 | 0 | 247,900 | 247,900 | 247,900 | | 247,900 |
| 9066 | Northern Masterplan | 0 | 4,000 | 4,000 | 26,408 | 86,000 | 59,592 | 86,000 | | 59,592 |
| 9067 | Sevenoaks Funds | 0 | 0 | 0 | 2,427 | 0 | -2,427 | 0 | | -2,427 |
| 9068 | 3G Football Pitch | 0 | 0 | 0 | 412,243 | 412,045 | -198 | 412,045 | | -198 |
| 9069 | 3G Hockey Pitch | 0 | 0 | 0 | 0 | 50,000 | 50,000 | 50,000 | | 50,000 |
| | Capital Infrastructure Budget :- Expenditure | **34,993** | **26,874** | **-8,119** | **847,486** | **1,174,683** | **327,197** | **1,280,845** | **0** | **433,359** |
| 1990 | Other Income | 0 | 0 | 0 | 1,588 | 0 | 1,588 | 0 | | |
| 1991 | STAG capital income | 0 | 0 | 0 | 120 | 0 | 120 | 0 | | |
| 1992 | 3G Rugby Pitch income | 0 | 0 | 0 | 120 | 0 | 120 | 0 | | |
| 1993 | Sevenoaks Day Nursery Income | 0 | 0 | 0 | 120 | 0 | 120 | 0 | | |
| 1994 | 3G Football Pitch Income | 0 | 0 | 0 | 212,225 | 212,095 | 130 | 212,095 | | |
| | Capital Infrastructure Budget :- Income | **0** | **0** | **0** | **214,173** | **212,095** | **2,078** | **212,095** | | |
| | **Net Expenditure over Income** | **34,993** | **26,874** | **-8,119** | **633,313** | **962,588** | **329,275** | **1,068,750** | | |
| | Rolling Capital Budget Expenditure | **34,993** | **26,874** | **-8,119** | **847,486** | **1,174,683** | **327,197** | **1,280,845** | **0** | **433,359** |
| | Income | **0** | **0** | **0** | **214,173** | **212,095** | **2,078** | **212,095** | | |
| | **Net Expenditure over Income** | **34,993** | **26,874** | **-8,119** | **633,313** | **962,588** | **329,275** | **1,068,750** | | |

Date :- 12/01/2018

Time :- 12:23

**Sevenoaks Town Council**

**PURCHASE LEDGER INVOICE LISTING FOR MONTH No 9**

F+GP 5-3-18
6 b (i)



USER : MB

**Ledger No 1 for Month No 9**

Items marked with a * are disputed invoices.

**Supplier A/c Order**

| Date | Invoice No | Own Ref No | Supplier Account Name | Supplier A/c Code | Net Value | VAT | Invoice | A/C | Centre | Amount | Analysis Detail |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Nominal Ledger Analysis | | | |
| 27/11/2017 | 97422805 | 22526 | AA MEDIA LTD | AA002 | 306.00 | 61.20 | 367.20 | 6490 | 32 | 306.00 | 22526/CLSO AA signs |
| 11/12/2017 | 1/IH7562 | 22528 | ALTOOFFICE | ALTO001 | 110.25 | 22.05 | 132.30 | 6200 | 31 | 110.25 | 22528/Ink cartridges |
| 05/12/2017 | 10752 | 22527 | ARK TRADING | ARK001 | 131.30 | 26.26 | 157.56 | 6340 | 31 | 131.30 | 22527/Services PPE |
| 15/12/2017 | 15122017 | 22569 | BANKLINE | BANKL01 | 92.60 | 0.00 | 92.60 | 6975 | 31 | 92.60 | 22569/Monthly Bankline Dec |
| 14/12/2017 | 3522714 | 22529 | BOOKER | BOOK001 | 109.32 | 4.77 | 114.09 | 6010 | 28 | 12.37 | 22529/Cleaning supplies |
| | | | | | | | | 6500 | 28 | 96.95 | 22529/Food supplies |
| 28/12/2017 | 3523256 | 22586 | BOOKER | BOOK001 | 99.47 | 4.13 | 103.60 | 6500 | 28 | 99.47 | 22586/food supplies |
| 20/12/2017 | 3523062 | 22570 | BOOKER | BOOK002 | 140.66 | 15.72 | 156.38 | 6500 | 50 | 140.66 | 22570/food supplies |
| 30/12/2017 | 100203254 | 22571 | BRACHERS | BRA001 | 606.00 | 120.00 | 726.00 | 6620 | 31 | 606.00 | 22571/Lease of Football Pitch |
| 30/11/2017 | SVO/340879 | 22530 | BREWERS | BREW001 | 19.77 | 3.95 | 23.72 | 5010 | 21 | 19.77 | 22530/Vine maintenance |
| 20/12/2017 | 41714570 | 22572 | BT | BRIT002 | 8.56 | 1.71 | 10.27 | 6101 | 22 | 8.56 | 22572/VP41714570 |
| 13/12/2017 | 131217 | 22531 | BRITISH GAS - CL | BRIT005 | 130.61 | 6.52 | 137.13 | 9012 | 91 | 130.61 | 22531/Cemetery Lodge Gas |
| 07/12/2017 | 91868 | 22494 | CURD & CURE | CHS001 | 45.58 | 0.00 | 45.58 | 6500 | 28 | 45.58 | 22494/Kentish Oils |
| 12/12/2017 | 146685 | 22532 | CONNECTAPHONE | CON001 | 323.30 | 64.66 | 387.96 | 6101 | 31 | 323.30 | 22532/Call Charges |
| 18/12/2017 | C-5124 | 22533 | DE JAGER &SONS | DEJAG001 | -23.80 | -4.76 | -28.56 | 6802 | 22 | -23.80 | 22533/Credit for Spring 2016 |
| 08/12/2017 | 9278 | 22589 | STREETLIGHTS | DIR001 | 210.75 | 42.15 | 252.90 | 6862 | 26 | 210.75 | 22589/Lighting repairs |
| 08/12/2017 | 9279 | 22590 | STREETLIGHTS | DIR001 | 266.50 | 53.30 | 319.80 | 6862 | 26 | 266.50 | 22590/Lighting Repairs |
| 20/12/2017 | S084550250 | 22574 | EDF ENERGY | EDFNEW001 | 49.31 | 0.00 | 49.31 | 6861 | 26 | 49.31 | 22574/energy bill |
| 06/12/2017 | 10568 | 22535 | EDWARD TYRRELL | EDW002 | 44.39 | 8.88 | 53.27 | 5410 | 23 | 44.39 | 22535/BVR Allois |
| 06/12/2017 | 10574 | 22534 | EDWARD TYRRELL | EDW002 | 66.08 | 13.22 | 79.30 | 5410 | 23 | 66.08 | 22534/BVR Allois |
| 01/12/2017 | 0002444590 | 22496 | ELITE | EFS001 | 76.33 | 0.00 | 76.33 | 6500 | 28 | 76.33 | 22496/food supplies |
| 07/12/2017 | 0002449352 | 22498 | ELITE | EFS001 | 45.84 | 1.99 | 47.83 | 6500 | 28 | 45.84 | 22498/food supplies |
| 08/12/2017 | 0002450423 | 22495 | ELITE | EFS001 | 41.50 | 0.00 | 41.50 | 6500 | 28 | 41.50 | 22495/Food supplies |
| 09/12/2017 | 0002451376 | 22497 | ELITE | EFS001 | 51.55 | 0.00 | 51.55 | 6500 | 28 | 51.55 | 22497/food supplies |
| 14/12/2017 | 0002455176 | 22537 | ELITE | EFS001 | 47.20 | 5.97 | 53.17 | 6500 | 28 | 47.20 | 22537/Food supplies |
| 21/12/2017 | 2461170 | 22573 | ELITE | EFS001 | 75.72 | 0.00 | 75.72 | 6500 | 28 | 75.72 | 22573/food supplies |
| 30/12/2017 | 2466593 | 22587 | ELITE | EFS001 | 45.00 | 0.00 | 45.00 | 6500 | 28 | 45.00 | 22587/food supplies |
| 08/12/2017 | 36806 | 22536 | EJPFIREPROTECT | EJPFIRE001 | 90.00 | 18.00 | 108.00 | 6930 | 36 | 90.00 | 22536/Maintenance FAL Lights |

**Ledger No 1 for Month No 9**

Items marked with a * are disputed invoices.

**Supplier A/c Order**

| Date | Invoice No | Own Ref No | Supplier Account Name | Supplier A/c Code | Net Value | VAT | Invoice | Nominal Ledger Analysis A/C | Centre | Amount | Analysis Detail |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 08/12/2017 | 36805 | 22560 | EJPFIREPROTECT | EJPFIRE001 | 120.00 | 24.00 | 144.00 | 6930 | 36 | 120.00 | 22560/Maintence of Fire alarms |
| 30/11/2017 | 2075 | 22538 | EMPRISE SERVICES | EMP001 | 359.81 | 71.97 | 431.78 | 6932 | 22 | 359.81 | 22538/Cemetry lock up |
| 07/12/2017 | 706614 | 22539 | EXPRESS FACTORS | EXPR001 | 22.00 | 4.40 | 26.40 | 5500 | 22 | 22.00 | 22539/Battery charger |
| 05/12/2017 | 12605 | 22499 | FIRST INTUITION | FIM001 | 950.00 | 190.00 | 1,140.00 | 4010 | 31 | 950.00 | 22499/AAT L2 Course |
| 07/12/2017 | 2084 | 22540 | K M FINCH | FINC001 | 100.00 | 20.00 | 120.00 | 6002 | 23 | 100.00 | 22540/Allotment gate in Kenne |
| 01/12/2017 | SI180104 | 22541 | FLEET LINE | FLEE001 | 1,734.72 | 346.94 | 2,081.66 | 5120 | 21 | 1,734.72 | 22541/Supplies |
| 27/12/2017 | N17-091 | 22575 | H2 PRODUCTIONS | H2P001 | 1,075.00 | 215.00 | 1,290.00 | 6490 | 32 | 1,075.00 | 22575/CLSO |
| 12/12/2017 | 68261 | 22543 | HERBERT & WARD | HAW001 | 132.50 | 0.00 | 132.50 | 6500 | 28 | 132.50 | 22543/Food supplies |
| 14/12/2017 | 68284 | 22542 | HERBERT & WARD | HAW001 | 17.00 | 0.00 | 17.00 | 6500 | 28 | 17.00 | 22542/Food supplies |
| 20/12/2017 | 6038 | 22576 | KALC | KALC | 60.00 | 12.00 | 72.00 | 6320 | 31 | 60.00 | 22576/Crime prevention confer |
| 01/12/2017 | I3033286 | 22500 | KCC KCS | KCC003 | 74.55 | 14.91 | 89.46 | 6200 | 31 | 29.60 | 22500/Stationery |
| | | | | | | | | 6010 | 31 | 44.95 | 22500/Cleaning supplies |
| 05/12/2017 | I3035946 | 22501 | KCC KCS | KCC003 | 97.60 | 19.52 | 117.12 | 6010 | 33 | 97.60 | 22501/Cleaning supplies |
| 13/12/2017 | I3042482 | 22578 | KCC KCS | KCC003 | 29.10 | 5.82 | 34.92 | 6200 | 31 | 24.70 | 22578/stationery |
| | | | | | | | | 6010 | 33 | 4.40 | 22578/batteries |
| 17/12/2017 | I3046021 | 22577 | KCC KCS | KCC003 | 19.60 | 3.92 | 23.52 | 6200 | 31 | 19.60 | 22577/stationery |
| 29/12/2017 | 1262/17/001 | 22588 | MOULTON TAGGART | MOUL001 | 450.00 | 90.00 | 540.00 | 9063 | 91 | 450.00 | 22588/Bat and Ball Centre |
| 18/12/2017 | 1882 | 22544 | NATIONAL ASSOCIATION | NACO | 125.00 | 0.00 | 125.00 | 6320 | 31 | 125.00 | 22544/training event |
| 16/11/2017 | 15774014 | 22546 | NISBETS | NIS001 | 23.89 | 4.77 | 28.66 | 5500 | 31 | 23.89 | 22546/Arc Fleur Jug |
| 27/11/2017 | CR1085714 | 22547 | NISBETS | NIS001 | -18.89 | -3.78 | -22.67 | 5500 | 31 | -18.89 | 22547/Arc Fleur Jug |
| 28/11/2017 | 15849087 | 22545 | NISBETS | NIS001 | 68.37 | 13.67 | 82.04 | 6500 | 28 | 40.49 | 22545/Hot cups |
| | | | | | | | | 5500 | 28 | 27.88 | 22545/Dispenser and Cutter |
| 30/11/2017 | 103961 | 22548 | PALMSTEAD | PALM002 | 448.35 | 76.08 | 524.43 | 5340 | 21 | 448.35 | 22548/flowers |
| 03/12/2017 | 94024335 | 22566 | PLUSNET | PLUS01 | 18.50 | 3.70 | 22.20 | 6101 | 31 | 18.50 | 22566/Call charges |
| 04/12/2017 | 94063742 | 22564 | PLUSNET | PLUS01 | 25.42 | 5.09 | 30.51 | 6101 | 31 | 25.42 | 22564/Call charges |
| 04/12/2017 | 94064487 | 22565 | PLUSNET | PLUS01 | 45.19 | 9.04 | 54.23 | 6101 | 31 | 45.19 | 22565/Call charges |
| 09/12/2017 | 94258428 | 22563 | PLUSNET | PLUS01 | 26.34 | 5.27 | 31.61 | 6101 | 31 | 26.34 | 22563/Call charges |
| 08/12/2017 | 94217900 | 22595 | PLUSNET | PLUS01 | 57.00 | 0.00 | 57.00 | 6101 | 31 | 57.00 | 22595/Call charges |
| 22/12/2017 | 4002993 | 22579 | PRICE AND MYERS | [illegible]RM | 912.50 | 182.50 | 1,095.0[illegible] | 9062 | 91 | 912.50 | 22579/B&B station |

**Supplier A/c Order**

**Ledger No 1 for Month No 9**

Items marked with a * are disputed invoices.

| Date | Invoice No | Own Ref No | Supplier Account Name | Supplier A/c Code | Net Value | VAT | Invoice | A/C | Centre | Amount | Analysis Detail |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Nominal Ledger Analysis | | | |
| 20/12/2017 | 434141713 | 22580 | REXEL | REX001 | 17.06 | 3.41 | 20.47 | 5410 | 36 | 17.06 | 22580/Newlec 2W LED |
| 01/12/2017 | 1507249 | 22510 | SAFEGUARD PEST | SAFE001 | 47.00 | 9.40 | 56.40 | 6939 | 36 | 47.00 | 22510/Hire and maintence contr |
| 11/12/2017 | AH00593 | 22549 | SOMERSET BUSINESS | SBA001 | 523.00 | 104.60 | 627.60 | 6320 | 31 | 523.00 | 22549/Data protection session |
| 01/12/2017 | 2048636 | 22502 | SDC | SDC001 | 2,566.47 | 0.00 | 2,566.47 | 5421 | 60 | 1,283.24 | 22502/Wednesday rent |
| | | | | | | | | 5420 | 60 | 1,283.23 | 22502/Saturday rent |
| 04/12/2017 | 2048642 | 22503 | SDC | SDC001 | 258.75 | 39.75 | 298.50 | 6490 | 32 | 60.00 | 22503/Song sheets |
| | | | | | | | | 6200 | 31 | 198.75 | 22503/Compliment slips |
| 27/12/2017 | 145980 | 22581 | SDC | SDC001 | 618.80 | 123.76 | 742.56 | 6934 | 21 | 618.80 | 22581/Dog waste bin removal |
| 05/12/2017 | 145580 | 22509 | SDC DIRECT SERVICES | SDC002 | 270.80 | 0.00 | 270.80 | 6935 | 21 | 270.80 | 22509/Knole Paddock Collection |
| 05/12/2017 | 145651 | 22506 | SDC DIRECT SERVICES | SDC002 | 74.60 | 0.00 | 74.60 | 6935 | 22 | 74.60 | 22506/Greatness cemetery colle |
| 05/12/2017 | 145654 | 22505 | SDC DIRECT SERVICES | SDC002 | 74.60 | 0.00 | 74.60 | 6935 | 36 | 74.60 | 22505/Collection charges |
| 05/12/2017 | 145754 | 22507 | SDC DIRECT SERVICES | SDC002 | 60.80 | 0.00 | 60.80 | 6935 | 28 | 60.80 | 22507/Cafe on the Vine collect |
| 05/12/2017 | 145815 | 22508 | SDC DIRECT SERVICES | SDC002 | 60.80 | 0.00 | 60.80 | 6935 | 31 | 60.80 | 22508/Collection charges |
| 07/12/2017 | 145869 | 22504 | SDC DIRECT SERVICES | SDC002 | 140.00 | 28.00 | 168.00 | 6490 | 32 | 140.00 | 22504/CLSO toilets |
| 15/12/2017 | 145986 | 22550 | SDC DIRECT SERVICES | SDC002 | 313.84 | 0.00 | 313.84 | 6324 | 29 | 313.84 | 22550/Collection of bins |
| 18/12/2017 | INV-0995 | 22556 | SEV CHAMBER | SEV038 | 195.00 | 0.00 | 195.00 | 6730 | 31 | 195.00 | 22556/Annual membership |
| 29/11/2017 | 84 | 22517 | SOUTH EAST WATER | SEWAT001 | 15.56 | 0.00 | 15.56 | 6000 | 21 | 15.56 | 22517/Knole Paddock Water Sup |
| 13/12/2017 | 131217 | 22552 | SOUTH EAST WATER | SEWAT001 | 988.83 | 0.00 | 988.83 | 6000 | 36 | 988.83 | 22552/Community Centre water b |
| 18/12/2017 | 181217 | 22551 | SOUTH EAST WATER | SEWAT001 | 154.58 | 0.00 | 154.58 | 5025 | 21 | 154.58 | 22551/St Johns Hill water bill |
| 14/12/2017 | 14122017 | 22583 | SOUTH EAST WATER | SEWAT001 | 563.23 | 0.00 | 563.23 | 6000 | 22 | 563.23 | 22583/Seal Road |
| 18/12/2017 | 18122017 | 22582 | SOUTH EAST WATER | SEWAT001 | 1,277.37 | 0.00 | 1,277.37 | 6000 | 33 | 1,277.37 | 22582/Bradbourne Vale Road |
| 27/12/2017 | 2712 | 22592 | SOUTH EAST WATER | SEWAT001 | 132.89 | 0.00 | 132.89 | 5010 | 29 | 132.89 | 22592/water bill |
| 27/12/2017 | 271217 | 22591 | SOUTH EAST WATER | SEWAT001 | 57.81 | 0.00 | 57.81 | 6010 | 28 | 57.81 | 22591/water bill |
| 27/12/2017 | 27122017 | 22593 | SOUTH EAST WATER | SEWAT001 | 254.69 | 0.00 | 254.69 | 6000 | 23 | 254.69 | 22593/allotments water bill |
| 03/12/2017 | 089403 | 22553 | SHELL | SHEL001 | 173.93 | 34.78 | 208.71 | 5700 | 22 | 40.16 | 22553/49984 |
| | | | | | | | | 5700 | 21 | 133.77 | 22553/82847-51405 |
| 10/12/2017 | 089467 | 22554 | SHELL | SHEL001 | 83.46 | 16.69 | 100.15 | 5700 | 22 | 18.45 | 22554/Fuel |
| | | | | | | | | 5700 | 22 | 65.01 | 22554/Fuel |
| 04/12/2017 | 108559 | 22561 | SPY ALARMS | SPY001 | 576.60 | 0.00 | 576.60 | 6931 | 36 | 576.60 | 22561/Deposit for CCTV cameras |

Date :- 12/01/2018 | Sevenoaks Town Council | 
120
Time :- 12:23

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 9

USER : MB

**Ledger No 1 for Month No 9**

**Supplier A/c Order**

Items marked with a * are disputed invoices.

| Date | Invoice No | Own Ref No | Supplier Account Name | Supplier A/c Code | Net Value | VAT | Invoice | A/C | Centre | Amount | Analysis Detail |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Nominal Ledger Analysis | | | |
| 08/12/2017 | 469557 | 22562 | SPY ALARMS | SPY001 | 384.40 | 192.20 | 576.60 | 6931 | 36 | 384.40 | 22562/CCTV alarm |
| 06/12/2017 | 00041 | 22513 | SSE | SSE001 | 122.10 | 6.10 | 128.20 | 6010 | 22 | 122.10 | 22513/Seal Road Elec |
| 06/12/2017 | 0042E | 22515 | SSE | SSE001 | 275.07 | 55.01 | 330.08 | 6011 | 36 | 275.07 | 22515/Otford Road Elec |
| 07/12/2017 | 0042 | 22514 | SSE | SSE001 | -122.10 | -6.10 | -128.20 | 6010 | 22 | -122.10 | 22514/CR for Seal Road Elec |
| 07/12/2017 | 0043 | 22512 | SSE | SSE001 | 114.76 | 5.73 | 120.49 | 6010 | 22 | 114.76 | 22512/Seal Road Elec |
| 07/12/2017 | 0044 | 22511 | SSE | SSE001 | 252.56 | 50.51 | 303.07 | 6011 | 36 | 252.56 | 22511/Otford Road Elec |
| 07/12/2017 | 0043CR | 22516 | SSE | SSE001 | -275.07 | -55.01 | -330.08 | 6011 | 36 | -275.07 | 22516/CR for Community Centre |
| 08/12/2017 | 1057 | 22518 | STEPHANIE'S | STEP001 | 555.00 | 0.00 | 555.00 | 6330 | 31 | 555.00 | 22518/Reception refreshments |
| 29/11/2017 | 4810 | 22555 | STREETMASTER | STREE001 | 653.00 | 130.60 | 783.60 | 5050 | 21 | 653.00 | /22555/Work supplies |
| 04/12/2017 | 000911 | 22519 | TAMILLEK TREE CARE | TAM001 | 990.00 | 0.00 | 990.00 | 5070 | 21 | 990.00 | 22519/Treework at Mill Pond |
| 12/12/2017 | 211217 | 22567 | THERAPIA | THER001 | 120.00 | 0.00 | 120.00 | 506 | 0 | 120.00 | 22567/Breast Cancer Support |
| 19/12/2017 | 9163 | 22559 | SECURITY LIMITED | TSL001 | 300.00 | 60.00 | 360.00 | 6320 | 36 | 150.00 | 22559/Training |
| | | | | | | | | 6320 | 31 | 150.00 | 22559/Training |
| 05/12/2017 | 40492 | 22557 | TOMS TREE TIES | TTT001 | 143.70 | 28.74 | 172.44 | 5340 | 21 | 143.70 | 22557/Rheinback + Other sides |
| 29/11/2017 | 66000 | 22558 | TUTOR CARE | TUT001 | 550.00 | 110.00 | 660.00 | 6320 | 21 | 550.00 | 22558/Working at Height event |
| 11/12/2017 | 1878 | 22520 | ULTRALITE | ULTRA001 | 1,005.00 | 201.00 | 1,206.00 | 6461 | 31 | 1,005.00 | 22520/Sevenoaks Banners |
| 24/11/2017 | OP/I514417 | 22521 | VEOLIA | VEOL001 | 23,962.50 | 4,792.50 | 28,755.00 | 7611 | 31 | 23,962.50 | 22521/Industrial Clean |
| 31/12/2017 | LAO112233 | 22594 | VEOLIA | VEOL001 | 24.20 | 4.84 | 29.04 | 6935 | 36 | 24.20 | 22594/Crampton Road |
| 05/12/2017 | 714117 | 22584 | VIKING | VICK001 | 149.00 | 29.80 | 178.80 | 6281 | 50 | 149.00 | 22584/exec chr bk rome2 lthr |
| 18/12/2017 | 155723 | 22585 | WARNERS SOLICITORS | WARN001 | 275.00 | 55.00 | 330.00 | 6620 | 31 | 275.00 | 22585/Stagecoach agreement |
| 07/12/2017 | 304014S | 22522 | WICKSTEEDS | WICK002 | 675.00 | 135.00 | 810.00 | 9062 | 91 | 675.00 | 22522/Bat&Ball Quantity Surver |
| 01/12/2017 | K0211129 | 22524 | WORLDPAY | WOR001 | 82.40 | 10.20 | 92.60 | 6976 | 28 | 35.57 | 22524/Vine Cafe |
| | | | | | | | | 6976 | 31 | 35.03 | 22524/Mobile |
| | | | | | | | | 6976 | 31 | 11.80 | 22524/Online |
| 03/12/2017 | WM1008236 | 22523 | WORLDPAY | WOR001 | 7.50 | 1.50 | 9.00 | 6976 | 31 | 7.50 | 22523/Monthly Service Fee |
| 13/11/2017 | 387 | 22525 | YELLOW DUCK | YELL002 | 1,624.00 | 324.80 | 1,948.80 | 7611 | 31 | 1,624.00 | 22525/Designs |
| | | | | **TOTAL INVOICES** | **51,551.83** | **8,277.35** | **59,829.18** | | | **51,551.83** | |

Date :- 15/02/2018

Time :- 11:42

Sevenoaks Town Council

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 10

Page : 1

USER : MB

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5-3-18

6b (ii)

**Ledger No 1 for Month No 10**

Items marked with a * are disputed invoices.

**Supplier A/c Order**

| Date | Invoice No | Own Ref No | Supplier Account Name | Supplier A/c Code | Net Value | VAT | Invoice | A/C | Centre | Amount | Analysis Detail |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Nominal Ledger Analysis | | | |
| 12/01/2018 | 1296316 | 22687 | 4 IMPRINT | 4IM001 | 347.95 | 69.59 | 417.54 | 110 | 0 | 173.97 | 22687/ Business Awards 6322 |
| | | | | | | | | 110 | 0 | 173.98 | 22687/ Wellbeing Show 7616 |
| 15/11/2017 | 97396503 | 22645 | AA MEDIA LTD | AA002 | 228.00 | 45.60 | 273.60 | 6491 | 32 | 228.00 | 22645/Rememberance Day Vine Wa |
| 15/01/2018 | 1/IH8880 | 22718 | ALTOOFFICE | ALTO001 | 32.00 | 6.40 | 38.40 | 6200 | 31 | 32.00 | 22718/Avery Laser Lab Lever |
| 18/01/2018 | 58308 | 22719 | APPOINTMENT BUS | APP001 | 169.17 | 33.83 | 203.00 | 6200 | 31 | 169.17 | 22719/Front office mono copies |
| 05/12/2018 | 10751 | 22596 | ARK TRADING | ARK001 | 24.95 | 4.99 | 29.94 | 6952 | 21 | 24.95 | 22596/XL Hi Vis bomber jacket |
| 05/12/2018 | RE22596 | 22638 | ARK TRADING | ARK001 | -24.95 | -4.99 | -29.94 | 6952 | 21 | -24.95 | 22638/Credit note inv10751 |
| 05/12/2017 | 10751* | 22639 | ARK TRADING | ARK001 | 24.95 | 4.99 | 29.94 | 6952 | 21 | 24.95 | 22639/Hi Vis Bomber Jacket LHB |
| 11/01/2018 | 10831 | 22721 | ARK TRADING | ARK001 | 81.20 | 16.24 | 97.44 | 6952 | 21 | 81.20 | 22721/Medium Navy fleece |
| 11/01/2018 | 10832 | 22720 | ARK TRADING | ARK001 | 60.84 | 12.17 | 73.01 | 6340 | 28 | 60.84 | 22720/Black penthouse polo CV |
| 22/01/2018 | 10855 | 22762 | ARK TRADING | ARK001 | 88.95 | 17.79 | 106.74 | 6952 | 21 | 48.90 | 22762/Med Navy Sealtex OS |
| | | | | | | | | 6952 | 22 | 40.05 | 22762/Med Navy Sealtex OS |
| 15/01/2018 | 01/18 | 22810 | BANKLINE | BANKL01 | 93.90 | 0.00 | 93.90 | 6975 | 31 | 93.90 | 22810/Jan monthly bill |
| 05/01/2018 | 2891 | 22763 | BAYLY | BAY001 | 155.00 | 31.00 | 186.00 | 6922 | 31 | 155.00 | 22763/Legionella Therm Kit |
| 03/01/2018 | 3523586 | 22600 | BOOKER | BOOK001 | 77.50 | 1.80 | 79.30 | 6500 | 28 | 77.50 | 22600/Cafe on the Vine supply |
| 04/01/2018 | 3523650 | 22713 | BOOKER | BOOK002 | 112.08 | 10.72 | 122.80 | 6500 | 28 | 112.08 | 22713/Youth cafe food supplies |
| 13/12/2018 | SVO/340967 | 22597 | BREWERS | BREW001 | 15.73 | 3.15 | 18.88 | 6822 | 22 | 15.73 | 22597/Paint kettle without lid |
| 31/12/2018 | SVO/341289 | 22598 | BREWERS | BREW001 | 12.98 | 2.60 | 15.58 | 5410 | 28 | 12.98 | 22598/Albany brush standard |
| 08/01/2017 | SVO340967 | 22657 | BREWERS | BREW001 | 12.98 | 2.60 | 15.58 | 5410 | 28 | 12.98 | 22657/Brewers Albany Brush Sta |
| 18/12/2017 | SVO341289 | 22658 | BREWERS | BREW001 | 15.73 | 3.15 | 18.88 | 6822 | 22 | 15.73 | 22658/brewers plastic kettle |
| 12/01/2019 | RE340967 | 22649 | BREWERS | BREW001 | -15.73 | -3.15 | -18.88 | 6822 | 22 | -15.73 | 22649/Matching off inv340967 |
| 30/01/2019 | RE341289 | 22650 | BREWERS | BREW001 | -12.98 | -2.60 | -15.58 | 5410 | 28 | -12.98 | 22650/Matching up inv341289 |
| 08/01/2017 | SO340967 | 22665 | BREWERS | BREW001 | -12.98 | -2.60 | -15.58 | 5410 | 28 | -12.98 | 22665/Matching 22657 |
| 13/12/2017 | VO340967 | 22671 | BREWERS | BREW001 | 15.73 | 3.15 | 18.88 | 6822 | 22 | 15.73 | 22671/Brewers paint kettle |
| 18/12/2017 | SO341289 | 22666 | BREWERS | BREW001 | -15.73 | -3.15 | -18.88 | 6822 | 22 | -15.73 | 22666/Matching 22658 |
| 31/12/2017 | VO341289 | 22672 | BREWERS | BREW001 | 12.98 | 2.60 | 15.58 | 5410 | 28 | 12.98 | 22672/Albany Brush Standard |
| 13/12/2018 | SV340967 | 22667 | BREWERS | BREW001 | -15.73 | -3.15 | -18.88 | 6822 | 22 | -15.73 | 22667/Matching 22597 |
| 31/12/2018 | SV341289 | 22668 | BREWERS | BREW001 | -12.98 | -2.60 | -15.58 | 5410 | 28 | -12.98 | 22668/Matching up 22598 |

**Ledger No 1 for Month No 10**

**Supplier A/c Order**

Items marked with a * are disputed invoices.

| Date | Invoice No | Own Ref No | Supplier Account Name | Supplier A/c Code | Net Value | VAT | Invoice | A/C | Centre | Amount | Analysis Detail |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Nominal Ledger Analysis | | | |
| 12/01/2019 | RRE340967 | 22669 | BREWERS | BREW001 | 15.73 | 3.15 | 18.88 | 6822 | 22 | 15.73 | 22669/Matching up 22649 |
| 30/01/2019 | RRE341289 | 22670 | BREWERS | BREW001 | 12.98 | 2.60 | 15.58 | 5410 | 28 | 12.98 | 22670/Matching up 22650 |
| 18/01/2018 | SVO/341345 | 22767 | BREWERS | BREW001 | 52.16 | 10.43 | 62.59 | 6851 | 21 | 52.16 | 22767/Sadolin Extra Jaco OS |
| 18/01/2018 | SVO/341346 | 22766 | BREWERS | BREW001 | 48.81 | 9.76 | 58.57 | 6851 | 21 | 48.81 | 22766/Sadolin Extra Jaco OS |
| 25/01/2018 | SVO/341381 | 22765 | BREWERS | BREW001 | 97.62 | 19.52 | 117.14 | 6281 | 36 | 97.62 | 22765/Sadolin Extra Jacobean |
| 25/01/2018 | SVO/341382 | 22764 | BREWERS | BREW001 | 26.98 | 5.40 | 32.38 | 5410 | 28 | 26.98 | 22764/Albany Roller Refill |
| 17/01/2018 | 41714570M | 22722 | BT | BRIT002 | 8.56 | 1.71 | 10.27 | 6101 | 22 | 8.56 | 22722/Jan 18 charges |
| 21/12/2018 | N1167775 | 22599 | BRITISH RED CROSS | BRIT004 | 189.00 | 37.80 | 226.80 | 6320 | 21 | 189.00 | 22599/First aid requalificatin |
| 02/01/2018 | 1167775 | 22659 | BRITISH RED CROSS | BRIT004 | 189.00 | 37.80 | 226.80 | 6320 | 21 | 189.00 | 22659/First aid at work qualif |
| 04/01/2019 | RE1167775 | 22651 | BRITISH RED CROSS | BRIT004 | -189.00 | -37.80 | -226.80 | 6320 | 21 | -189.00 | 22651/Matching up inv1167775 |
| 21/12/2017 | NN116775 | 22676 | BRITISH RED CROSS | BRIT004 | 189.00 | 37.80 | 226.80 | 6320 | 21 | 189.00 | 22676/First aid qualification |
| 02/01/2018 | NCR116775 | 22675 | BRITISH RED CROSS | BRIT004 | -189.00 | -37.80 | -226.80 | 6320 | 21 | -189.00 | 22675/Matching 116775 |
| 21/12/2018 | NC1167775 | 22674 | BRITISH RED CROSS | BRIT004 | -189.00 | -37.80 | -226.80 | 6320 | 21 | -189.00 | 22674/Matching invN116775 |
| 04/01/2019 | I1167775 | 22673 | BRITISH RED CROSS | BRIT004 | 189.00 | 37.80 | 226.80 | 6320 | 21 | 189.00 | 22673/Matching CR22651 |
| 15/12/2018 | 31549 | 22601 | BSP LIMITED | BSP001 | 190.00 | 38.00 | 228.00 | 6935 | 21 | 190.00 | 22601/Skip hire |
| 19/12/2017 | C31549 | 22660 | BSP LIMITED | BSP001 | 190.00 | 38.00 | 228.00 | 6935 | 21 | 190.00 | 22660/Skip Hire |
| 14/01/2019 | RE31549 | 22652 | BSP LIMITED | BSP001 | -190.00 | -38.00 | -228.00 | 6935 | 21 | -190.00 | 22652/Matching up inv31549 |
| 15/12/2017 | INV31549 | 22680 | BSP LIMITED | BSP001 | 190.00 | 38.00 | 228.00 | 6935 | 21 | 190.00 | 22680/Skip Hire plymouth drive |
| 19/12/2017 | CC31549 | 22679 | BSP LIMITED | BSP001 | -190.00 | -38.00 | -228.00 | 6935 | 21 | -190.00 | 22679/Matching C31549 |
| 15/12/2018 | CR31549 | 22678 | BSP LIMITED | BSP001 | -190.00 | -38.00 | -228.00 | 6935 | 21 | -190.00 | 22678/Matching 31549 |
| 14/01/2019 | I31549 | 22677 | BSP LIMITED | BSP001 | 190.00 | 38.00 | 228.00 | 6935 | 21 | 190.00 | 22677/Matching RE31549 |
| 11/01/2018 | 401955717 | 22723 | CANON UK | CAN001 | 2,534.38 | 506.88 | 3,041.26 | 6200 | 31 | 2,534.38 | 22723/Ink catridges corridor |
| 17/01/2018 | 250 | 22769 | CHANNEL RADIO | CHR001 | 100.00 | 0.00 | 100.00 | 110 | 0 | 100.00 | 22769/Bunker Radio Show March |
| 04/01/2018 | 94116 | 22602 | CURD & CURE | CHS001 | 35.83 | 0.00 | 35.83 | 6500 | 28 | 35.83 | 22602/Curd & Cure food supply |
| 04/01/2018 | 94117 | 22604 | CURD & CURE | CHS001 | 21.95 | 0.00 | 21.95 | 6500 | 28 | 21.95 | 22604/Curd & Cure food supply |
| 04/01/2018 | 94119 | 22603 | CURD & CURE | CHS001 | 9.00 | 1.80 | 10.80 | 6500 | 28 | 9.00 | 22603/Curd & Cure food supply |
| 25/01/2018 | 95303 | 22771 | CURD & CURE | CHS001 | 35.83 | 0.00 | 35.83 | 6500 | 28 | 35.83 | 22771/Bacon x1 Case |
| 30/01/2018 | 3132781 | 22768 | CIPFA | CIPFA001 | 195.00 | 39.00 | 234.00 | 6730 | 31 | 195.00 | 22768/CA Online Stream |
| 31/12/2018 | 23288 | 22605 | COLIN TOMS & PRTRS | `OL001 | 1,950.00 | 390.00 | 2,340 [illegible] | 9062 | 91 | 1,950.00 | 22605/Bat & Ball Centre |

Date :- 15/02/2018

Time :- 11:42

Sevenoaks Town Council

USER : MB

**PURCHASE LEDGER INVOICE LISTING FOR MONTH No 10**

**Ledger No 1 for Month No 10**

**Supplier A/c Order**

Items marked with a * are disputed invoices.

| Date | Invoice No | Own Ref No | Supplier Account Name | Supplier A/c Code | Net Value | VAT | Invoice | Nominal Ledger Analysis A/C | Centre | Amount | Analysis Detail |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 31/12/2017 | C23288 | 22661 | COLIN TOMS & PRTRS | COL001 | 1,950.00 | 390.00 | 2,340.00 | 9062 | 91 | 1,950.00 | 22661/Bat&Ball Centre service |
| 30/01/2019 | RE23288 | 22653 | COLIN TOMS & PRTRS | COL001 | -1,950.00 | -390.00 | -2,340.00 | 9062 | 91 | -1,950.00 | 22653/Matching up inv23288 |
| 31/12/2018 | CR23288 | 22682 | COLIN TOMS & PRTRS | COL001 | -1,950.00 | -390.00 | -2,340.00 | 9062 | 91 | -1,950.00 | 22682/Matching 23288 |
| 30/01/2019 | I23288 | 22681 | COLIN TOMS & PRTRS | COL001 | 1,950.00 | 390.00 | 2,340.00 | 9062 | 91 | 1,950.00 | 22681/Matching RE23288 |
| 16/01/2018 | 146837 | 22724 | CONNECTAPHONE | CON001 | 320.02 | 64.00 | 384.02 | 6101 | 21 | 11.57 | 22724/Knole Paddock call charg |
| | | | | | | | | 6101 | 22 | 12.88 | 22724/Greatness Park Cemetery |
| | | | | | | | | 6101 | 36 | 11.49 | 22724/Community centre charges |
| | | | | | | | | 6101 | 31 | 284.08 | 22724/Call charges |
| 07/01/2018 | 61746057 | 22606 | LOCAL WORLD | COUR001 | 97.50 | 19.50 | 117.00 | 6440 | 31 | 97.50 | 22606/kentlive.news |
| 30/11/2017 | 2630 | 22801 | CREATIVE PRODUCTIONS | CPR001 | 95.00 | 19.00 | 114.00 | 6490 | 32 | 95.00 | 22801/A4x2 CL brochures |
| 17/01/2018 | 79380 | 22725 | CPRE | CPRE001 | 36.00 | 0.00 | 36.00 | 6730 | 31 | 36.00 | 22725/Eng's membership cs |
| 28/12/2018 | 281217 | 22607 | CTHRU | CTHR001 | 30.00 | 0.00 | 30.00 | 5410 | 28 | 30.00 | 22607/Cafe Vine window clean |
| 28/12/2017 | C281217 | 22662 | CTHRU | CTHR001 | 30.00 | 0.00 | 30.00 | 5410 | 28 | 30.00 | 22662/Windows cleaned at VineC |
| 28/12/2018 | RE281217 | 22654 | CTHRU | CTHR001 | -30.00 | 0.00 | -30.00 | 5410 | 28 | -30.00 | 22654/Matching up inv281217 |
| 29/11/2017 | 1 | 22726 | DAVID CHAWNER | DAVI001 | 250.00 | 0.00 | 250.00 | 6490 | 32 | 250.00 | 22726/Christmas Lights Hosting |
| 12/12/2017 | 1004789 | 22816 | DIGITAL BARRIERS | DIG002 | 520.00 | 104.00 | 624.00 | 6931 | 21 | 520.00 | 22816/Airtime Renewal 1GB |
| 18/01/2018 | PK0117880 | 22727 | DODS GROUP | DOD001 | 265.50 | 53.10 | 318.60 | 6710 | 31 | 265.50 | 22727/Delegate event booking |
| 19/12/2017 | 973393 | 22730 | ERNEST DOE | DOE001 | 95.83 | 19.17 | 115.00 | 5525 | 21 | 95.83 | 22730/Honda servicing |
| 21/12/2017 | 973520 | 22728 | ERNEST DOE | DOE001 | 158.74 | 31.75 | 190.49 | 5525 | 21 | 158.74 | 22728/Check and replace machin |
| 22/12/2017 | 973603 | 22729 | ERNEST DOE | DOE001 | 172.71 | 34.54 | 207.25 | 5525 | 21 | 172.71 | 22729/Replace and fix machiner |
| 18/12/2018 | 2228 | 22608 | EASY-GATE LTD | EASY001 | 880.50 | 176.10 | 1,056.60 | 5310 | 21 | 880.50 | 22608/Greatness cemetery |
| 18/12/2017 | CHQ2228 | 22664 | EASY-GATE LTD | EASY001 | 880.50 | 176.10 | 1,056.60 | 5310 | 21 | 880.50 | 22664/Easy-gate unit panel, pi |
| 17/01/2019 | RE2228 | 22655 | EASY-GATE LTD | EASY001 | -1,056.00 | 0.00 | -1,056.00 | 5310 | 21 | -1,056.00 | 22655/Matching off inv2228 |
| 18/12/2018 | CR2228 | 22686 | EASY-GATE LTD | EASY001 | -880.50 | -176.10 | -1,056.60 | 5310 | 21 | -880.50 | 22686/Matching 2228 |
| 17/01/2019 | I2228 | 22685 | EASY-GATE LTD | EASY001 | 880.00 | 176.00 | 1,056.00 | 5310 | 21 | 880.00 | 22685/Matching RE2228 |
| 23/01/2018 | 10629 | 22770 | EDWARD TYRRELL | EDW002 | 14.24 | 2.85 | 17.09 | 5310 | 21 | 14.24 | 22770/Fence post x1 |
| 12/01/2018 | 2474423 | 22712 | ELITE | EFS001 | 58.70 | 0.00 | 58.70 | 6500 | 28 | 58.70 | 22712/Food supplies |
| 19/01/2018 | 9485 | 22731 | ELITE | EFS001 | 90.65 | 4.20 | 94.85 | 6500 | 28 | 90.65 | 22731/food supplies |
| 26/01/2018 | 2485093 | 22772 | ELITE | EFS001 | 69.86 | 0.00 | 69.86 | 6500 | 28 | 69.86 | 22772/Food supplies as require |

**Ledger No 1 for Month No 10** **Supplier A/c Order**

Items marked with a * are disputed invoices.

| Date | Invoice No | Own Ref No | Supplier Account Name | Supplier A/c Code | Net Value | VAT | Invoice | A/C | Centre | Amount | Analysis Detail |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Nominal Ledger Analysis | | | |
| 31/01/2018 | 1193 | 22804 | ELITE | EFS001 | 11.93 | 0.00 | 11.93 | 6500 | 28 | 11.93 | 22804/Dr to adj jan 17 |
| 31/01/2018 | 176507 | 22802 | ELITE | EFS001 | 8.56 | 0.00 | 8.56 | 6500 | 28 | 8.56 | 22802/Contra |
| 31/01/2018 | 2173531 | 22803 | ELITE | EFS001 | 84.47 | 3.98 | 88.45 | 6500 | 28 | 84.47 | 22803/vine cafe food supplies |
| 31/01/2018 | RE1193 | 22805 | ELITE | EFS001 | -23.86 | 0.00 | -23.86 | 6500 | 28 | -23.86 | 22805/Correct adj re jan 17 |
| 31/12/2017 | 2629 | 22702 | EMPRISE SERVICES | EMP001 | 380.51 | 76.11 | 456.62 | 6932 | 22 | 380.51 | 22702/Greatness Park lock up |
| 06/12/2018 | 706292 | 22609 | EXPRESS FACTORS | EXPR001 | 11.25 | 2.25 | 13.50 | 5500 | 21 | 11.25 | 22609/Pro key set 6 pc |
| 06/12/2017 | C706292 | 22663 | EXPRESS FACTORS | EXPR001 | 11.25 | 2.25 | 13.50 | 5500 | 21 | 11.25 | 22663/Pro key set 6 pc |
| 05/01/2019 | RE706292 | 22656 | EXPRESS FACTORS | EXPR001 | -11.25 | -2.25 | -13.50 | 5500 | 21 | -11.25 | 22656/Matching up inv706292 |
| 06/12/2018 | CR706292 | 22684 | EXPRESS FACTORS | EXPR001 | -11.25 | -2.25 | -13.50 | 5500 | 21 | -11.25 | 22684/Matching 706292 |
| 05/01/2019 | I706292 | 22683 | EXPRESS FACTORS | EXPR001 | 11.25 | 2.25 | 13.50 | 5500 | 21 | 11.25 | 22683/Matching RE706292 |
| 30/01/2018 | 714934 | 22773 | EXPRESS FACTORS | EXPR001 | 50.69 | 10.14 | 60.83 | 5550 | 21 | 50.69 | 22773/Equipment for Yuasa S |
| 29/01/2018 | 19705 | 22760 | FAGIN'S ANTIQUES | FAGI001 | 440.00 | 0.00 | 440.00 | 9062 | 91 | 440.00 | 22760/Railway room bench |
| 04/12/2017 | 04028463 | 22696 | FAIRALLS | FAIR001 | 7.97 | 1.59 | 9.56 | 5310 | 21 | 7.97 | 22696/Bolt down post BritainsC |
| 06/12/2017 | 04028506 | 22697 | FAIRALLS | FAIR001 | 26.90 | 5.38 | 32.28 | 5310 | 21 | 26.90 | 22697/Finish paving around gat |
| 06/12/2017 | 04028526 | 22694 | FAIRALLS | FAIR001 | 40.94 | 8.19 | 49.13 | 5310 | 21 | 40.94 | 22694/Playground gate Greatnes |
| 07/12/2017 | 04028555 | 22695 | FAIRALLS | FAIR001 | 0.84 | 0.17 | 1.01 | 5310 | 21 | 0.84 | 22695/Playground gate Greatnes |
| 25/01/2018 | 250118 | 22774 | FIRSTRESCUE | FIRSTRES00 | 315.00 | 0.00 | 315.00 | 6320 | 31 | 315.00 | 22774/Emergency First Aid Cour |
| 10/01/2018 | SI180625 | 22703 | FLEET LINE | FLEE001 | 86.42 | 17.28 | 103.70 | 5525 | 21 | 86.42 | 22703/SLA Battery |
| 19/01/2018 | SI180896 | 22732 | FLEET LINE | FLEE001 | 13.60 | 2.72 | 16.32 | 5120 | 21 | 13.60 | 22732/Tube coupling 8x6mm |
| 15/12/2017 | I018464 | 22610 | FORGE GARAGE | FORG001 | 195.76 | 31.15 | 226.91 | 5550 | 21 | 195.76 | 22610/MOT and Service |
| 15/12/2017 | I018464* | 22637 | FORGE GARAGE | FORG001 | 195.76 | 31.16 | 226.92 | 5550 | 21 | 195.76 | 22637/MOT and Service |
| 15/12/2017 | RE22610 | 22636 | FORGE GARAGE | FORG001 | -195.76 | -31.15 | -226.91 | 5550 | 21 | -195.76 | 22636/Contra 22610 |
| 09/01/2018 | I018542 | 22699 | FORGE GARAGE | FORG001 | 250.44 | 42.09 | 292.53 | 5550 | 21 | 250.44 | 22699/MOT & Parts |
| 15/01/2018 | I018568 | 22692 | FORGE GARAGE | FORG001 | 192.77 | 38.56 | 231.33 | 5550 | 21 | 192.77 | 22692/Starter motor replacemen |
| 19/01/2018 | INV422265 | 22775 | GAZA TIMBER | GAZA001 | 26.93 | 5.39 | 32.32 | 5010 | 29 | 26.93 | 22775/Vine Bench repair |
| 19/01/2018 | 22841 | 22733 | GEER | GEER001 | 180.00 | 36.00 | 216.00 | 5410 | 36 | 180.00 | 22733/Community centre pump |
| 31/12/2017 | 1552 | 22689 | GO COACH | GO001 | 3,004.69 | 0.00 | 3,004.69 | 6495 | 32 | 3,999.79 | 22689/Kemsing Dec 2017 service |
| | | | | | | | | 1495 | 32 | -995.10 | 22689/Kemsing Dec 2017 service |
| 22/12/2017 | 134550 | 22698 | GODFREYS | ~OD001 | 67.87 | 13.58 | 81.4~ | 5525 | 21 | 67.87 | 22698/Tree marking spray ora |

**Supplier A/c Order**

**Ledger No 1 for Month No 10**

Items marked with a * are disputed invoices.

| Date | Invoice No | Own Ref No | Supplier Account Name | Supplier A/c Code | Net Value | VAT | Invoice | A/C | Centre | Amount | Analysis Detail |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Nominal Ledger Analysis | | | |
| 12/01/2018 | 135782 | 22693 | GODFREYS | GOD001 | 25.00 | 5.00 | 30.00 | 5500 | 21 | 25.00 | 22693/Trans fuel can 5L |
| 05/12/2017 | 05/774620 | 22612 | GREENHAM | GREE001 | 39.57 | 7.91 | 47.48 | 5020 | 29 | 39.57 | 22612/Hand sanitiser foam |
| 12/12/2017 | 05/774934 | 22611 | GREENHAM | GREE001 | 137.71 | 27.54 | 165.25 | 6952 | 22 | 23.37 | 22611/Wellington boot |
| | | | | | | | | 6952 | 21 | 50.09 | 22611/Safety ankle black s3 |
| | | | | | | | | 5500 | 22 | 64.25 | 22611/Spill kit maintenance |
| 18/12/2017 | 05/775596 | 22613 | GREENHAM | GREE001 | 81.10 | 16.22 | 97.32 | 6952 | 22 | 81.10 | 22613/Cleaning supplies |
| 13/12/2017 | 12456 | 22701 | GREENHAM | GREE001 | 103.80 | 20.76 | 124.56 | 5500 | 21 | 51.90 | 22701/Spill kit chemical vinyl |
| | | | | | | | | 5500 | 22 | 51.90 | 22701/Spill kit chemical vinyl |
| 04/01/2018 | DF02501L20 | 22688 | HILL ASSOCIATES | HA001 | 960.00 | 192.00 | 1,152.00 | 5500 | 28 | 360.00 | 22688/vat schedule |
| | | | | | | | | 110 | 0 | 600.00 | 22688/vat schedule |
| 30/11/2017 | 9153 | 22614 | HARDWARE CENTRE | HARD001 | 52.16 | 10.43 | 62.59 | 5410 | 21 | 19.09 | 22614/Open spaces supplies |
| | | | | | | | | 5410 | 22 | 5.65 | 22614/Open spaces supplies |
| | | | | | | | | 5500 | 21 | 27.42 | 22614/Open spaces supplies |
| 31/12/2017 | 9193 | 22734 | HARDWARE CENTRE | HARD001 | 57.16 | 11.43 | 68.59 | 6952 | 21 | 9.16 | 22734/cleaning supplies |
| | | | | | | | | 5500 | 21 | 26.58 | 22734/cleaning supplies |
| | | | | | | | | 5525 | 21 | 21.42 | 22734/cleaning supplies |
| 26/01/2018 | 10290 | 22776 | HELIOCENTRIX | HELI001 | 6,455.61 | 1,291.12 | 7,746.73 | 6240 | 31 | 6,455.61 | 22776/Mircosoft programmes |
| 07/12/2017 | 32568929 | 22777 | INITIAL WASHROOMS | INIT001 | 12.48 | 2.50 | 14.98 | 6010 | 33 | 12.48 | 22777/Premises Contract |
| 20/10/2017 | 5372775 | 22646 | JCB GREENSHIELDS | JCB001 | 10.30 | 2.06 | 12.36 | 5525 | 22 | 10.30 | 22646/JCB Starter Switch Key |
| 31/01/2018 | 1809 | 22817 | JJ BROOKS | JJB001 | 300.00 | 60.00 | 360.00 | 7611 | 31 | 300.00 | 22817/Red Cross Roof |
| 17/12/2017 | I3046022 | 22616 | KCC KCS | KCC003 | 145.55 | 29.11 | 174.66 | 5410 | 33 | 14.56 | 22616/Brown rock salt 40 bags |
| | | | | | | | | 6822 | 22 | 29.01 | 22616/Brown rock salt 40 bags |
| | | | | | | | | 5310 | 21 | 101.98 | 22616/Brown rock salt 40 bags |
| 03/01/2018 | I3049953 | 22615 | KCC KCS | KCC003 | 35.90 | 7.18 | 43.08 | 6200 | 31 | 5.70 | 22615/Stationery |
| | | | | | | | | 6010 | 31 | 30.20 | 22615/Cleaning supplies |
| 05/01/2018 | I3051223 | 22618 | KCC KCS | KCC003 | 115.00 | 23.00 | 138.00 | 6010 | 31 | 115.00 | 22618/Cleaning supplies |
| 09/01/2018 | I3053209 | 22617 | KCC KCS | KCC003 | 78.80 | 15.76 | 94.56 | 6200 | 31 | 78.80 | 22617/Stationery supplies |
| 09/01/2018 | 900057314 | 22709 | KCC KCS | KCC003 | 480.00 | 96.00 | 576.00 | 6610 | 31 | 480.00 | 22709/Audit plan visit 2nd |
| 11/01/2018 | I3055651 | 22710 | KCC KCS | KCC003 | 26.50 | 5.30 | 31.80 | 6200 | 31 | 26.50 | 22710/Stationary supplies |

**Ledger No 1 for Month No 10**

**Supplier A/c Order**

Items marked with a * are disputed invoices.

| Date | Invoice No | Own Ref No | Supplier Account Name | Supplier A/c Code | Net Value | VAT | Invoice | A/C | Centre | Amount | Analysis Detail |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Nominal Ledger Analysis | | | |
| 11/01/2018 | I3055652 | 22711 | KCC KCS | KCC003 | 68.80 | 13.76 | 82.56 | 6010 | 33 | 68.80 | 22711/Cleaning supplies |
| 16/01/2018 | I3059483 | 22690 | KCC KCS | KCC003 | 52.45 | 10.49 | 62.94 | 6010 | 33 | 52.45 | 22690/Cleaning supplies |
| 29/10/2017 | I3004249 | 22737 | KCC KCS | KCC003 | 35.90 | 7.18 | 43.08 | 6010 | 33 | 35.90 | 22737/cleaning supplies |
| 03/11/2017 | I3008680 | 22738 | KCC KCS | KCC003 | 74.95 | 14.99 | 89.94 | 6010 | 33 | 17.30 | 22738/cleaning supplies |
| | | | | | | | | 6200 | 31 | 57.65 | 22738/stationery supplies |
| 19/11/2017 | I3021807 | 22739 | KCC KCS | KCC003 | 142.80 | 28.56 | 171.36 | 6200 | 31 | 142.80 | 22739/Stationery supplies |
| 19/01/2018 | I3063581 | 22736 | KCC KCS | KCC003 | 2.60 | 0.52 | 3.12 | 6200 | 31 | 2.60 | 22736/stationery supplies |
| 21/01/2018 | I3064981 | 22735 | KCC KCS | KCC003 | 148.80 | 29.76 | 178.56 | 6200 | 31 | 0.90 | 22735/Stationery supplies |
| | | | | | | | | 6010 | 33 | 147.90 | 22735/Cleaning supplies |
| 12/10/2017 | I2993369 | 22779 | KCC KCS | KCC003 | 47.85 | 9.57 | 57.42 | 6010 | 22 | 12.50 | 22779/KCC stationery |
| | | | | | | | | 5020 | 21 | 17.67 | 22779/KCC stationery |
| | | | | | | | | 5025 | 21 | 17.68 | 22779/KCC stationery |
| 01/11/2017 | I3006496 | 22780 | KCC KCS | KCC003 | 40.25 | 8.05 | 48.30 | 6900 | 21 | 40.25 | 22780/Cleaning supplies KCC |
| 27/01/2018 | I3071446 | 22778 | KCC KCS | KCC003 | 25.10 | 5.02 | 30.12 | 6200 | 31 | 25.10 | 22778/Stationery supplies |
| 25/01/2018 | 6525575 | 22781 | KFF | KFF001 | 194.21 | 2.24 | 196.45 | 6500 | 28 | 194.21 | 22781/Food supply for meetign |
| 26/01/2018 | 73892 | 22782 | LANDSCAPE SUPPLY CO | LAND001 | 116.63 | 23.33 | 139.96 | 5500 | 21 | 116.63 | 22782/Padlocks, Saw, Blade |
| 24/01/2018 | 717728 | 22740 | LISTER WILDER | LIST002 | -5.99 | -1.20 | -7.19 | 5525 | 21 | -5.99 | 22740/Parts van delivery |
| 28/12/2017 | 717209 | 22783 | LISTER WILDER | LIST002 | 606.99 | 121.40 | 728.39 | 5525 | 21 | 606.99 | 22783/blades for shockwave |
| 22/01/2018 | 01350GR | 22784 | LOCUM LOCKS | LOC003 | 128.72 | 25.74 | 154.46 | 5025 | 21 | 128.72 | 22784/Adjust and repair toilet |
| 31/01/2018 | 0871 | 22785 | MAYORS 17/18 | MAYOR18 | 25.00 | 0.00 | 25.00 | 6433 | 31 | 25.00 | 22785/Mayor of Medway TheatreN |
| 31/01/2018 | 2026 | 22786 | MAYORS 17/18 | MAYOR18 | 30.00 | 0.00 | 30.00 | 6433 | 31 | 30.00 | 22786/SDC chairmans Charity |
| 29/01/2018 | 69593 | 22761 | MARTIN BROS | MBR001 | 120.00 | 24.00 | 144.00 | 9062 | 91 | 120.00 | 22761/Railway room bench |
| 21/12/2017 | 49633/SB12 | 22620 | MEDWAY INSULATIONS | MED001 | 627.00 | 125.40 | 752.40 | 5025 | 21 | 313.50 | 22620/St John public toilets |
| | | | | | | | | 6002 | 23 | 313.50 | 22620/St John public toilets |
| 08/01/2018 | 21628 | 22621 | MIDLAND FINE ARTS | MIDLAND001 | 20.00 | 4.00 | 24.00 | 5410 | 33 | 20.00 | 22621/G Brewster re-framed |
| 31/01/2018 | 126217002 | 22818 | MOULTON TAGGART | MOUL001 | 560.00 | 112.00 | 672.00 | 9063 | 91 | 560.00 | 22818/Bat & Ball Cost Plan |
| 22/01/2018 | 16148184 | 22787 | NISBETS | NIS001 | 94.99 | 18.99 | 113.98 | 6281 | 36 | 94.99 | 22787/Buffalo capacity Boiler |
| 26/01/2018 | 2601 | 22788 | OAKHILL ROAD | OAK001 | 1,827.00 | 0.00 | 1,827.00 | 6812 | 21 | 1,827.00 | 22788/Annual Road Due 2018 |
| 09/01/2018 | 016912 | 22789 | OAKOVER NURSERIES | ʼAK004 | 84.75 | 16.95 | 101.7ʼ | 5060 | 21 | 84.75 | 22789/Flowers |

Date :- 15/02/2018

Time :- 11:42

**Sevenoaks Town Council**

**PURCHASE LEDGER INVOICE LISTING FOR MONTH No 10**

USER : MB

**Supplier A/c Order**

**Ledger No 1 for Month No 10**

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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 31/12/2017 | 4982/RR | 22619 | OFFSET ARCHITECTS | OFA001 | 300.00 | 60.00 | 360.00 | 9000 | 91 | 300.00 | 22619/Principal Designer - STC |
| 11/01/2018 | 104470 | 22741 | PALMSTEAD | PALM002 | 100.46 | 17.16 | 117.62 | 5340 | 21 | 100.46 | 22741/Flowers |
| 23/01/2018 | 5918028515 | 22742 | TIM CLEAVER | PEA001 | 8.20 | 1.64 | 9.84 | 6330 | 31 | 8.20 | 22742/milk&more milk |
| 30/12/2017 | REDEC17 | 22819 | TIM CLEAVER | PEA001 | 11.48 | 0.00 | 11.48 | 6330 | 31 | 11.48 | 22819/milk match |
| 03/01/2018 | 95223548 | 22811 | PLUSNET | PLUS01 | 22.20 | 0.00 | 22.20 | 6101 | 22 | 22.20 | 22811/Cemetery Jan |
| 04/01/2018 | 95264578 | 22814 | PLUSNET | PLUS01 | 30.17 | 0.00 | 30.17 | 6101 | 28 | 30.17 | 22814/Vine Cafe Jan |
| 04/01/2018 | 95265310 | 22812 | PLUSNET | PLUS01 | 52.50 | 0.00 | 52.50 | 6101 | 50 | 52.50 | 22812/HIB Jan |
| 08/01/2018 | 95423029 | 22815 | PLUSNET | PLUS01 | 57.00 | 0.00 | 57.00 | 6101 | 31 | 57.00 | 22815/STC Jan bill |
| 09/01/2018 | 95465413 | 22813 | PLUSNET | PLUS01 | 29.05 | 0.00 | 29.05 | 6101 | 36 | 29.05 | 22813/Community Centre Jan |
| 31/12/2017 | 12963 | 22714 | PRESTIGE | PREST001 | 945.00 | 189.00 | 1,134.00 | 6001 | 60 | 945.00 | 22714/Christmas market guardin |
| 24/01/2018 | S53193 | 22790 | RAWSTONE HIRE | RAW001 | 46.70 | 9.34 | 56.04 | 5500 | 22 | 46.70 | 22790/Install gate posts cem |
| 13/12/2017 | 131217 | 22716 | REFLECTIONS | REFL001 | 45.00 | 0.00 | 45.00 | 5410 | 36 | 45.00 | 22716/window cleaning CC |
| 31/12/2017 | 2017/215 | 22622 | REINDEER CENTRE | REIN001 | 1,000.00 | 200.00 | 1,200.00 | 6490 | 32 | 1,000.00 | 22622/Reindeer Hire |
| 18/01/2018 | 434401955 | 22743 | REXEL | REX001 | 25.37 | 5.08 | 30.45 | 5210 | 22 | 25.37 | 22743/Newlec 470LM 4W Lightbul |
| 30/11/2017 | 17-108 | 22744 | RUSSELL HARPER | RUS001 | 150.00 | 0.00 | 150.00 | 6490 | 32 | 150.00 | 22744/Photography at CLSO |
| 12/01/2018 | I009400274 | 22745 | SAGE | SAGE001 | 504.00 | 100.80 | 604.80 | 6300 | 31 | 504.00 | 22745/Pay pensions plus module |
| 01/01/2018 | 2049225 | 22623 | SDC | SDC001 | 3,208.09 | 0.00 | 3,208.09 | 5421 | 60 | 1,604.05 | 22623/Wed Market Rent |
| | | | | | | | | 5420 | 60 | 1,604.04 | 22623/Sat Market Rent |
| 15/01/2018 | 2049284 | 22746 | SDC | SDC001 | 570.00 | 0.00 | 570.00 | 6635 | 31 | 570.00 | 22746/License recharges |
| 31/01/2018 | 14805 | 22795 | SDC | SDC001 | 74.00 | 0.00 | 74.00 | 6935 | 31 | 74.00 | 22795/bundles of recyc sack x2 |
| 16/01/2018 | 146200 | 22747 | SDC DIRECT SERVICES | SDC002 | 406.20 | 0.00 | 406.20 | 6935 | 21 | 406.20 | 22747/Knole Paddock car park |
| 16/01/2018 | 146271 | 22750 | SDC DIRECT SERVICES | SDC002 | 111.90 | 0.00 | 111.90 | 6935 | 22 | 111.90 | 22750/Greatness Cemetery Colle |
| 16/01/2018 | 146274 | 22748 | SDC DIRECT SERVICES | SDC002 | 111.90 | 0.00 | 111.90 | 6935 | 36 | 111.90 | 22748/Community Centre collect |
| 16/01/2018 | 146373 | 22749 | SDC DIRECT SERVICES | SDC002 | 91.20 | 0.00 | 91.20 | 6935 | 28 | 91.20 | 22749/Cafe on the Vine collect |
| 16/01/2018 | 146434 | 22751 | SDC DIRECT SERVICES | SDC002 | 91.20 | 0.00 | 91.20 | 6935 | 31 | 91.20 | 22751/Collection charges |
| 08/12/2017 | GAC15812 | 22700 | SETYRES | SETY001 | 110.00 | 22.00 | 132.00 | 5550 | 21 | 110.00 | 22700/Environmental Waste |
| 11/01/2018 | 20491 | 22715 | SEV GLAZING | SEV001 | 145.00 | 29.00 | 174.00 | 9012 | 91 | 145.00 | 22715/Lodge fit and replace3mm |
| 14/11/2017 | 7302S | 22753 | SEV MOWERS | SEV006 | 14.02 | 2.80 | 16.82 | 5525 | 21 | 14.02 | 22753/Husqvarna Drive Belt |
| 16/01/2018 | 7497 | 22752 | SEV MOWERS | SEV006 | 96.58 | 19.31 | 115.89 | 5525 | 21 | 96.58 | 22752/Replace fuel tank |

**Ledger No 1 for Month No 10**

**Supplier A/c Order**

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| Date | Invoice No | Own Ref No | Supplier Account Name | Supplier A/c Code | Net Value | VAT | Invoice | A/C | Centre | Amount | Analysis Detail |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 28/12/2017 | 2812 | 22624 | SOUTH EAST WATER | SEWAT001 | 12.24 | 0.00 | 12.24 | 6000 | 21 | 12.24 | 22624/Cricket Ground, Knole P |
| 22/01/2018 | RE20137 | CONTRA | ) SOUTH EAST WATER | SEWAT001 | -25.68 | 0.00 | -25.68 | 6010 | 21 | -25.68 | RE20137/ contra 20137 see19867 |
| 22/01/2018 | RE20484 | | SOUTH EAST WATER | SEWAT001 | -55.71 | 0.00 | -55.71 | 6010 | 28 | -55.71 | RE20484/CONTRA SEE 20434 |
| 22/01/2018 | RE20862 | CONTR2086 | SOUTH EAST WATER | SEWAT001 | -50.22 | 0.00 | -50.22 | 9012 | 91 | -50.22 | RE20862/CONTRA20862 |
| 24/01/2018 | 71 | 22717 | SOUTH EAST WATER | SEWAT001 | 14.56 | 0.00 | 14.56 | 6010 | 21 | 14.56 | 22717/Sth East Water a/c adjus |
| 22/01/2018 | 220118 | 22793 | SOUTH EAST WATER | SEWAT001 | 324.30 | 0.00 | 324.30 | 9062 | 91 | 324.30 | 22793/survey fee charge |
| 29/01/2018 | 290118 | 22791 | SOUTH EAST WATER | SEWAT001 | 28.56 | 0.00 | 28.56 | 6000 | 23 | 28.56 | 22791/Allotments water bill |
| 29/11/2017 | 63890 | 22707 | SGE | SGE001 | 32.51 | 6.50 | 39.01 | 5525 | 21 | 32.51 | 22707/Repair to trailer |
| 19/12/2017 | 64196 | 22708 | SGE | SGE001 | 17.55 | 0.88 | 18.43 | 5700 | 22 | 17.55 | 22708/Gas Oil |
| 19/12/2017 | 64215 | 22706 | SGE | SGE001 | 67.48 | 13.50 | 80.98 | 5010 | 21 | 67.48 | 22706/Repair to piece fence |
| 19/12/2017 | 64209 | 22754 | SGE | SGE001 | 11.70 | 0.59 | 12.29 | 5700 | 22 | 11.70 | 22754/Gas Oil |
| 17/12/2017 | 089529 | 22627 | SHELL | SHEL001 | 108.37 | 21.68 | 130.05 | 5700 | 21 | 108.37 | 22627/Shell Account |
| 24/12/2017 | 089592 | 22626 | SHELL | SHEL001 | 41.77 | 8.35 | 50.12 | 5700 | 21 | 41.77 | 22626/Shell Account |
| 31/12/2017 | 089652 | 22625 | SHELL | SHEL001 | 64.25 | 12.85 | 77.10 | 5700 | 21 | 64.25 | 22625/Shell costs |
| 07/01/2018 | 089726 | 22704 | SHELL | SHEL001 | 114.68 | 22.93 | 137.61 | 5700 | 21 | 114.68 | 22704/Derv Shell Fuel |
| 14/01/2018 | 089779 | 22755 | SHELL | SHEL001 | 136.82 | 27.36 | 164.18 | 5700 | 21 | 136.82 | 22755/Shell garage oil |
| 21/01/2018 | 089843 | 22792 | SHELL | SHEL001 | 41.88 | 8.38 | 50.26 | 5010 | 21 | 41.88 | 22792/fuel |
| 30/01/2018 | 92950 | 22794 | SOVEREIGN | SOV001 | 320.24 | 64.05 | 384.29 | 5500 | 31 | 320.24 | 22794/Kippington Meadon Equip |
| 05/01/2018 | 0045 | 22628 | SSE | SSE001 | 187.99 | 37.60 | 225.59 | 6011 | 36 | 187.99 | 22628/Otford Road Elec |
| 05/01/2018 | 0044E | 22629 | SSE | SSE001 | 128.92 | 6.44 | 135.36 | 6010 | 22 | 128.92 | 22629/Greatness Cemetery Seal |
| 05/01/2018 | 0045/CORR | 22807 | SSE | SSE001 | 187.99 | 37.59 | 225.58 | 6011 | 36 | 187.99 | 22807/Corrected SSE inv |
| 05/01/2018 | 0045/REV | 22806 | SSE | SSE001 | -187.99 | -37.59 | -225.58 | 6011 | 36 | -187.99 | 22806/Rev incorrect INV |
| 05/01/2018 | 0045/CORR2 | 22809 | SSE | SSE001 | 187.99 | 37.59 | 225.58 | 6011 | 36 | 187.99 | 22809/Correct Electric inv. |
| 05/01/2018 | 0045/REV2 | 22808 | SSE | SSE001 | -187.99 | -37.60 | -225.59 | 6011 | 36 | -187.99 | 22808/Inv correction 2 |
| 15/07/2017 | 19A | 22640 | S WILLIAMS | SWA001 | 4,512.42 | 902.48 | 5,414.90 | 9063 | 91 | 4,512.42 | 22640/Bat & Ball Centre projec |
| 15/12/2017 | 0000413474 | 22756 | TATE FENCING | TATE001 | 126.30 | 25.26 | 151.56 | 5010 | 21 | 126.30 | 22756/Cleft Chestnut Post |
| 02/12/2017 | 1283 | 22630 | JS TAYLOR | TAYL001 | 60.00 | 0.00 | 60.00 | 5410 | 33 | 60.00 | 22630/Electrical works at STC |
| 26/01/2018 | 1325 | 22796 | JS TAYLOR | TAYL001 | 344.00 | 0.00 | 344.00 | 5410 | 36 | 344.00 | 22796/CC Cramptons Rd |
| 25/01/2018 | 1085 | 22797 | THEIS KHAN | HEI001 | 4,548.50 | 900.00 | 5,448.5[illegible] | 9062 | 91 | 4,548.50 | 22797/B&B Architectural fees |

**Ledger No 1 for Month No 10**

**Supplier A/c Order**

Items marked with a * are disputed invoices.

| Date | Invoice No | Own Ref No | Supplier Account Name | Supplier A/c Code | Net Value | VAT | Invoice | A/C | Centre | Amount | Analysis Detail |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Nominal Ledger Analysis | | | |
| 27/01/2018 | 270118 | 22798 | THERAPIA | THER001 | 90.00 | 0.00 | 90.00 | 506 | 0 | 90.00 | 22798/Breast Cancer Support Gr |
| 29/12/2017 | TCPA17/157 | 22631 | TOWN & COUNTRY | TOWN002 | 91.67 | 18.33 | 110.00 | 6730 | 31 | 91.67 | 22631/Parish Council Membershi |
| 11/01/2018 | 2043 | 22705 | TREE ABILITY | TREE001 | 280.00 | 56.00 | 336.00 | 5070 | 21 | 280.00 | 22705/Tree and shrub work Seal |
| 29/01/2018 | 2032 | 22799 | TREE ABILITY | TREE001 | 1,120.00 | 224.00 | 1,344.00 | 5070 | 21 | 1,120.00 | 22799/Vine Church tree work |
| 12/01/2018 | 40600 | 22800 | TOMS TREE TIES | TTT001 | 116.00 | 23.20 | 139.20 | 5060 | 21 | 116.00 | 22800/Tree Shelters and Stakes |
| 29/11/2017 | 76091 | 22632 | TUTOR CARE | TUT001 | 550.00 | 110.00 | 660.00 | 6320 | 36 | 41.25 | 22632/COSHH & Height Awareness |
| | | | | | | | | 6320 | 33 | 82.50 | 22632/COSHH & Height Awareness |
| | | | | | | | | 6320 | 21 | 343.75 | 22632/COSHH & Height Awareness |
| | | | | | | | | 6320 | 28 | 82.50 | 22632/COSHH & Height Awareness |
| 18/01/2018 | 7679050 | 22757 | TUTOR CARE | TUT001 | 300.00 | 60.00 | 360.00 | 6320 | 21 | 150.00 | 22757/Manual handling of objec |
| | | | | | | | | 6320 | 28 | 60.00 | 22757/Manual handling of objec |
| | | | | | | | | 6320 | 31 | 90.00 | 22757/Manual handling of objec |
| 30/12/2017 | 1899 | 22641 | ULTRALITE | ULTRA001 | 12,660.00 | 2,532.00 | 15,192.00 | 6490 | 32 | 12,660.00 | 22641/CLSO scheme 2017 |
| 31/12/2017 | 311217 | 22691 | V.C HANDYMAN | VCH001 | 660.00 | 0.00 | 660.00 | 6001 | 60 | 660.00 | 22691/Christmas markets |
| 31/01/2018 | LAO112819 | 22820 | VEOLIA | VEOL001 | 24.20 | 4.84 | 29.04 | 6935 | 36 | 24.20 | 22820/Crampton Rd Lift |
| 17/01/2018 | 909534 | 22758 | VIKING | VICK001 | 99.99 | 20.00 | 119.99 | 5500 | 31 | 99.99 | 22758/Exec Chr bk Rome Lthr |
| 22/12/2017 | 155775 | 22642 | WARNERS SOLICITORS | WARN001 | 8,007.00 | 1,600.00 | 9,607.00 | 9062 | 91 | 8,007.00 | 22642/Lease of Bat & Ball Stat |
| 31/10/2017 | 304014C | 22644 | WICKSTEEDS | WICK002 | 4,725.00 | 945.00 | 5,670.00 | 9063 | 91 | 4,725.00 | 22644/Quantity surveying B&B |
| 24/11/2017 | 304015C | 22643 | WICKSTEEDS | WICK002 | 5,338.00 | 1,067.60 | 6,405.60 | 9063 | 91 | 5,338.00 | 22643/Quantity Surveying B&B |
| 31/01/2018 | 304015S | 22821 | WICKSTEEDS | WICK002 | 3,868.75 | 773.75 | 4,642.50 | 9062 | 91 | 3,868.75 | 22821/Bat & Ball Quantity Surv |
| 01/12/2017 | 01122017 | 22647 | WOODSIDE ROAD | WOOD001 | 145.00 | 0.00 | 145.00 | 6812 | 21 | 145.00 | 01122017/22647/Woodside Privat |
| 13/01/2018 | 13012018 | 22648 | WOODSIDE ROAD | WOOD001 | 10.00 | 0.00 | 10.00 | 6812 | 21 | 10.00 | 13012018/22648/Woodside Privat |
| 13/01/2018 | 130118 | 22759 | WOODSIDE ROAD | WOOD001 | 155.00 | 0.00 | 155.00 | 6812 | 21 | 155.00 | 22759/Woodside Private Road Lt |
| 13/01/2018 | REV22759 | 22822 | WOODSIDE ROAD | WOOD001 | 155.00 | 0.00 | 155.00 | 6812 | 21 | 155.00 | 22822/Reverse Duplicate Inv |
| 13/01/2018 | REV22759/2 | 22824 | WOODSIDE ROAD | WOOD001 | -155.00 | 0.00 | -155.00 | 6812 | 21 | -155.00 | 22824/Correct Rev of 22759 |
| 13/01/2018 | REV22822 | 22823 | WOODSIDE ROAD | WOOD001 | -155.00 | 0.00 | -155.00 | 6812 | 21 | -155.00 | 22823/Reverse 22822 |
| 01/01/2018 | K0434915 | 22634 | WORLDPAY | WOR001 | 59.62 | 9.86 | 69.48 | 6976 | 28 | 32.88 | 22634/Sevenoaks charges |
| | | | | | | | | 6976 | 31 | 26.74 | 22634/Mobile & Online charges |
| 02/01/2018 | WM1012515 | 22633 | WORLDPAY | WOR001 | 7.50 | 1.50 | 9.00 | 6976 | 31 | 7.50 | 22633/Monthly sub fee Jan 18 |

**Sevenoaks Town Council**

**PURCHASE LEDGER INVOICE LISTING FOR MONTH No 10**

**Ledger No 1 for Month No 10**

**Supplier A/c Order**

Items marked with a * are disputed invoices.

| Date | Invoice No | Own Ref No | Supplier Account Name | Supplier A/c Code | Net Value | VAT | Invoice | Nominal Ledger Analysis A/C | Centre | Amount | Analysis Detail |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 07/11/2017 | 382 | 22635 | YELLOW DUCK | YELL002 | 45.00 | 9.00 | 54.00 | 6002 | 23 | 45.00 | 22635/Quaker Hall Allotments |
| | | | | **TOTAL INVOICES** | **87,202.12** | **14,909.10** | **102,111.22** | | | **87,202.12** | |

Date: 09/01/2018 | Sevenoaks Town Council | F+GP | Page No: 1

5/3/18 6C (i) | User : MB

Time: 16:09

**Bank Reconciliation Statement as at: 31/12/2017 for Cash Book 5 Payroll A/c**

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Payroll A/C | 02/12/2013 | 520 | 0.00 |
| NatWest payroll A/C | 31/12/2017 | 180 | 1,000.00 |
| | | | 1,000.00 |

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

**Receipts not Banked/Cleared (Plus)**

| | |
|---|---|
| | 0.00 |
| | 724.57 |
| **Balance per Cash Book is :-** | **724.57** |
| **Difference is :-** | **0.00** |

**Receipts for Month 9** | **Nominal Ledger Analysis**

| Receipt Ref | Name of Payer | | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---|---|---|---|---|---|---|---|---|---|
| | **Balance Brought Fwd :** | **724.57** | | | | | | **724.57** | |
| | Banked on : **13/12/2017** | **27.56** | | | | | | | |
| 042883608 | Legal & General | | 27.56 | | | 516 | | 27.56 | L&G Contribution Refund |
| | Banked on : **15/12/2017** | **42,265.42** | | | | | | | |
| | Nat West - Current Account | | 42,265.42 | | | 205 | | 42,265.42 | December Salaries Tfr |
| | Banked on : **18/12/2017** | **20,707.93** | | | | | | | |
| | Nat West - Current Account | | 20,707.93 | | | 205 | | 20,707.93 | December HMRC/Pensions Tfr |
| | Banked on : **20/12/2017** | **2,358.51** | | | | | | | |
| | Nat West - Current Account | | 2,358.51 | | | 205 | | 2,358.51 | L&G December Tfr |
| | **Total Receipts for Month** | 65,359.42 | | 0.00 | 0.00 | | | 65,359.42 | |
| | **Cash Book Totals** | 66,083.99 | | 0.00 | 0.00 | | | 66,083.99 | |

Continued on Page 334

**Sevenoaks Town Council**

**Cash Book 5**

**Payroll A/c**



**Payments for Month 9**

| Date | Payee Name | Cheque | £ Total Amnt | £ Creditors | £ V A T | A/c | Centre | £ Amount | Transaction Detail |
|---|---|---|---|---|---|---|---|---|---|
| 13/12/2017 | Nat West - Current Account | REFUND | 27.56 | | | 205 | | 27.56 | L&G Refund of contributions |
| 15/12/2017 | Natwest Bank | BACS15/12 | 135.00 | | | 520 | | 135.00 | December Mayor's Allowance |
| 15/12/2017 | NatWest Bank | BACS15-2 | 42,130.42 | | | 520 | | 42,130.42 | December Salaries |
| 18/12/2017 | NatWest Bank | BACS18/12 | 20,707.93 | | | 516 | | 9,059.67 | December Pensions |
| | | | | | | 515 | | 11,648.26 | December HMRC |
| 20/12/2017 | NatWest Bank | DD20/12 | 2,358.51 | | | 516 | | 2,358.51 | December L&G Pensions |
| | **Total Payments for Month** | | 65,359.42 | 0.00 | 0.00 | | | 65,359.42 | |
| | **Balance Carried Fwd** | | 724.57 | | | | | | |
| | **Cash Book Totals** | | 66,083.99 | 0.00 | 0.00 | | | 66,083.99 | |

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**Bank Reconciliation Statement as at: 31/01/2018 for Cash Book 5 Payroll A/c**

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Payroll A/C | 02/12/2013 | 520 | 0.00 |
| NatWest payroll A/C | 31/01/2018 | 182 | 1,000.00 |
| | | | 1,000.00 |

| Unpresented Cheques (Minus) | Amount | |
|---|---|---|
| 18/07/2017 000316 | 275.43 | |
| | | 275.43 |
| | | 724.57 |

| Receipts not Banked/Cleared (Plus) | |
|---|---|
| | 0.00 |
| | 724.57 |

| | |
|---|---|
| **Balance per Cash Book is :-** | **724.57** |
| **Difference is :-** | **0.00** |

**Receipts for Month 10** | **Nominal Ledger Analysis**

| Receipt Ref | Name of Payer | | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---|---|---|---|---|---|---|---|---|---|
| | **Balance Brought Fwd :** | **724.57** | | | | | | **724.57** | |
| | Banked on : **25/01/2018** | **40,246.10** | | | | | | | |
| | Nat West - Current Account | | 40,246.10 | | | 205 | | 40,246.10 | Monthly Salaries Tfr |
| | Banked on : **26/01/2018** | **20,575.32** | | | | | | | |
| | Nat West - Current Account | | 20,575.32 | | | 205 | | 20,575.32 | Monthly HMRC/Pensions Tfr |
| | Banked on : **29/01/2018** | **75.00** | | | | | | | |
| | Nat West - Current Account | | 75.00 | | | 205 | | 75.00 | Scottish Widows Tfr |
| | **Total Receipts for Month** | 60,896.42 | | 0.00 | 0.00 | | | 60,896.42 | |
| | **Cash Book Totals** | 61,620.99 | | 0.00 | 0.00 | | | 61,620.99 | |

**Continued on Page 336**

**Payments for Month 10**

| Date | Payee Name | Cheque | £ Total Amnt | £ Creditors | £ V A T | Nominal Ledger A/c | Centre | £ Amount | Transaction Detail |
|---|---|---|---|---|---|---|---|---|---|
| 25/01/2018 | NatWest Bank | BACS25/1 | 40,246.10 | | | 520 | | 95.00 | Monthly Mayor Jan '18 |
| | | | | | | 520 | | 40,151.10 | Monthly Salaries Jan '18 |
| 26/01/2018 | NatWest Bank | BACS26/1 | 20,575.32 | | | 516 | | 9,029.13 | Monthly Pensions Jan '18 |
| | | | | | | 515 | | 11,546.19 | Monthly HMRC Jan '18 |
| 29/01/2018 | NatWest Bank | DD29/1 | 75.00 | | | 516 | | 75.00 | Scottish Widows Jan '18 |
| | **Total Payments for Month** | | 60,896.42 | 0.00 | 0.00 | | | 60,896.42 | |
| | **Balance Carried Fwd** | | 724.57 | | | | | | |
| | **Cash Book Totals** | | 61,620.99 | 0.00 | 0.00 | | | 61,620.99 | |

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|---|---|---|---|
| Date: 09/01/2018 | Sevenoaks Town Council | F+GP 5/3/18 | Page No: 1 |
| Time: 16:09 | | | User : MB |

**Bank Reconciliation Statement as at: 31/12/2017 for Cash Book 6 Petty Cash** 6d

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Petty Cash | 31/12/2017 | | 618.98 |
| | | | 618.98 |

| Unpresented Cheques (Minus) | Amount | |
|---|---|---|
| | | 0.00 |
| | | 618.98 |

**Receipts not Banked/Cleared (Plus)**

| | |
|---|---|
| | 0.00 |
| | 618.98 |
| **Balance per Cash Book is :-** | **618.98** |
| **Difference is :-** | **0.00** |

**Receipts for Month 9** — **Nominal Ledger Analysis**

| Receipt Ref | Name of Payer | | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---|---|---|---|---|---|---|---|---|---|
| | **Balance Brought Fwd :** | **619.95** | | | | | | **619.95** | |
| | Banked on : **06/12/2017** | **368.01** | | | | | | | |
| | Nat West - Current Account | | 368.01 | | | 210 | | 368.01 | Petty Cash Top-up |
| | Banked on : **06/12/2017** | **100.00** | | | | | | | |
| | Nat West - Current Account | | 100.00 | | | 210 | | 100.00 | Petty Cash for HitB Xmas Party |
| | **Total Receipts for Month** | 468.01 | | 0.00 | 0.00 | | | 468.01 | |
| | **Cash Book Totals** | 1,087.96 | | 0.00 | 0.00 | | | 1,087.96 | |

Continued on Page 395

## Payments for Month 9

| Date | Payee Name | Cheque | £ Total Amnt | £ Creditors | £ V A T | A/c | Centre | £ Amount | Transaction Detail |
|---|---|---|---|---|---|---|---|---|---|
| 01/12/2017 | Vine Cafe 1 | PETTY | 4.36 | | | 6500 | 28 | 4.36 | Vine Cafe Food supplies 1 |
| 04/12/2017 | Christmas Tree for Chamber 2 | PETTY | 44.00 | | | 6330 | 31 | 44.00 | Christmas Tree for Chamber |
| 05/12/2017 | Sainsburys Cleaning Supplies 3 | PETTY | 6.00 | | 1.00 | 6330 | 31 | 5.00 | Sainsburys Cleaning Supplies 3 |
| 05/12/2017 | Sainsburys Food Supplies 3a | PETTY | 11.00 | | | 6330 | 31 | 11.00 | Sainsburys Food Supplies 3a |
| 05/12/2017 | Parking 3b | PETTY | 2.00 | | | 6900 | 31 | 2.00 | Parking |
| 05/12/2017 | Parking 4 | PETTY | 5.00 | | | 6900 | 31 | 5.00 | Parking |
| 05/12/2017 | Parking 5 | PETTY | 1.00 | | | 6900 | 31 | 1.00 | Parking 5 |
| 05/1[illegible]7 | Festive refreshments for STP 6 | PETTY | 9.60 | | | 6330 | 31 | 9.60 | Festive refreshments for STP 6 |
| 05/12/2017 | QH Allotment | PETTY | 15.00 | | | 6002 | 23 | 15.00 | QH Allotment |
| 05/12/2017 | Parking 8 | PETTY | 0.50 | | | 6900 | 31 | 0.50 | Parking 8 |
| 05/12/2017 | Festive | PETTY | 7.00 | | | 6330 | 31 | 7.00 | Festive refreshmentsTownF |
| 08/12/2017 | Postage 10 | PETTY | 2.00 | | | 6210 | 31 | 2.00 | Postage |
| 08/12/2017 | HIB Petty cash claim 1a | PETTY | 5.40 | | | 6500 | 50 | 5.40 | Tesco supplies |
| 08/12/2017 | HIB Claim 11b | PETTY | 17.08 | | 0.31 | 6500 | 50 | 16.77 | Lidl Supplies |
| 08/12/2017 | HIB claim 11c | PETTY | 4.20 | | | 6500 | 50 | 4.20 | Tesco supplies |
| 08/12/2017 | HIB Claim 11d | PETTY | 14.00 | | 0.15 | 6500 | 50 | 13.85 | Lidl supplies |
| 11/12/2017 | Homebase supplies 12a | PETTY | 21.97 | | | 7555 | 38 | 21.97 | Homebase supplies 12a |
| 11/12/2017 | Superdrug supplies 12b | PETTY | 3.40 | | 0.68 | 6330 | 31 | 2.72 | Superdrug supplies |
| 11/12/2017 | Postage to HMRC 13 | PETTY | 2.08 | | | 6210 | 31 | 2.08 | Postage to HMRC |
| 12/12/2017 | Tesco food supplies 14 | PETTY | 2.00 | | | 6500 | 28 | 2.00 | Tesco food supplies 14 |
| 14/[illegible]017 | Parking 15 | PETTY | 1.00 | | | 6900 | 31 | 1.00 | Parking 15 |
| 14[illegible]2017 | Refreshments for B&B meet 16 | PETTY | 9.60 | | | 6330 | 31 | 9.60 | Refreshments for B&B meet 16 |
| 18/12/2017 | Waitrose supplies 17 | PETTY | 40.08 | | | 6415 | 31 | 40.08 | Waitrose supplies 17 |
| 18/12/2017 | Refreshments for PC 18 | PETTY | 12.80 | | | 6330 | 31 | 12.80 | Refreshments for PC 18 |
| 18/12/2017 | Parking 19 | PETTY | 3.00 | | | 6900 | 31 | 3.00 | Parking 19 |
| 18/12/2017 | Sainsburys food supplies 20a | PETTY | 8.70 | | | 6330 | 22 | 8.70 | Sainsburys food supplies 20a |
| 18/12/2017 | Screwfix supplies 20b | PETTY | 12.59 | | | 6330 | 22 | 12.59 | Screwfix supplies |
| 18/12/2017 | Sainsburys food supplies 21a | PETTY | 7.95 | | | 6330 | 22 | 7.95 | Sainsburys food supplies 21a |
| 18/12/2017 | Tesco supplies 21b | PETTY | 16.52 | | | 6330 | 22 | 16.52 | Tesco supplies 21b |
| 18/12/2017 | Wickes supplies 21c | PETTY | 6.49 | | | 6330 | 22 | 6.49 | Wickes supplies 21c |
| 19/12/2017 | Sainsburys cleaning supply 22 | PETTY | 9.10 | | | 6330 | 31 | 9.10 | Sainsburys cleaning supply 22 |
| 20/12/2017 | Stamps 23 | PETTY | 3.40 | | | 6210 | 31 | 3.40 | Stamps 23 |
| 21/12/2017 | Parking 24 | PETTY | 4.00 | | | 6900 | 31 | 4.00 | Parking 24 |
| 21/12/2017 | Refreshments support group 25 | PETTY | 10.80 | | | 6330 | 31 | 10.80 | Refreshments support group 25 |
| 21/12/2017 | Vine cafe food supplies 26 | PETTY | 5.66 | | | 6500 | 28 | 5.66 | Vine cafe food |

Continued on Page 396

**Payments for Month 9** — **Nominal Ledger**

| Date | Payee Name | Cheque | £ Total Amnt | £ Creditors | £ V A T | A/c | Centre | £ Amount | Transaction Detail |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | supplies 26 |
| 22/12/2017 | HiTB claim 27 | PETTY | 38.70 | | | 6500 | 50 | 9.95 | Lidl |
| | | | | | | 6500 | 50 | 2.98 | Post office |
| | | | | | | 6500 | 50 | 6.51 | Tesco |
| | | | | | | 6500 | 50 | 19.26 | Waitrose |
| 22/12/2017 | Parking 28 | PETTY | 1.00 | | | 6900 | 31 | 1.00 | Parking 28 |
| 22/12/2017 | House in the Basement | P/CASH | 100.00 | | | 299 | | 100.00 | Money for HitB Xmas event |
| | **Total Payments for Month** | | 468.98 | 0.00 | 2.14 | | | 466.84 | |
| | **Balance Carried Fwd** | | 618.98 | | | | | | |
| | **Cash Book Totals** | | 1,087.96 | 0.00 | 2.14 | | | 1,085.82 | |

**Bank Reconciliation Statement as at: 31/01/2018 for Cash Book 6 Petty Cash** 6 dii

| Bank Statement Account Name (s) | Statement Date | Page No | Balances |
|---|---|---|---|
| Petty Cash | 31/01/2018 | | 897.56 |
| | | | 897.56 |

| Unpresented Cheques (Minus) | Amount | |
|---|---|---|
| | | 0.00 |
| | | 897.56 |

| Receipts not Banked/Cleared (Plus) | |
|---|---|
| | 0.00 |
| | 897.56 |

**Balance per Cash Book is :-** **897.56**

**Difference is :-** **0.00**

**Receipts for Month 10**

**Nominal Ledger Analysis**

| Receipt Ref | Name of Payer | | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---|---|---|---|---|---|---|---|---|---|
| | **Balance Brought Fwd :** | **618.98** | | | | | | **618.98** | |
| | Banked on : **03/01/2018** | **100.00** | | | | | | | |
| FLOAT | HIB | | 100.00 | | | 299 | | 100.00 | Float returned for Party |
| | Banked on : **25/01/2018** | **318.49** | | | | | | | |
| | Nat West - Current Account | | 318.49 | | | 210 | | 318.49 | Petty Cash Top-up 25/01/18 |
| | Banked on : **25/01/2018** | **5.00** | | | | | | | |
| RETURN | Council Offices | | 5.00 | | | 6101 | 31 | 5.00 | Parking Money Returned |
| | Banked on : **31/01/2018** | **389.77** | | | | | | | |
| | Nat West - Current Account | | 389.77 | | | 210 | | 389.77 | Petty Cash Top-up 10/1/18 |
| | **Total Receipts for Month** | 813.26 | | 0.00 | 0.00 | | | 813.26 | |
| | **Cash Book Totals** | 1,432.24 | | 0.00 | 0.00 | | | 1,432.24 | |

**Continued on Page 398**

**Payments for Month 10**

**Nominal Ledger**

| Date | Payee Name | Cheque | £ Total Amnt | £ Creditors | £ V A T | A/c | Centre | £ Amount | Transaction Detail |
|---|---|---|---|---|---|---|---|---|---|
| 02/01/2018 | Open Spaces | 1 | 4.75 | | | 6900 | 21 | 4.75 | Dry Powder Graphite |
| 03/01/2018 | Vine Cafe | 2 | 3.88 | | | 6500 | 28 | 3.88 | Vine Cafe |
| 03/01/2018 | House in Basement | 3 | 71.99 | | | 6415 | 50 | 71.99 | Christmas party |
| 03/01/2018 | HIB | 3A | 27.00 | | 4.50 | 6330 | 50 | 22.50 | HIB |
| 04/01/2018 | Council offices | 4 | 2.90 | | | 6210 | 31 | 2.90 | Postage |
| 04/01/2018 | Council offices | 5 | 1.00 | | | 6900 | 31 | 1.00 | Parking |
| 04/01/2018 | Council offices | 6 | 1.00 | | 0.17 | 6330 | 31 | 0.83 | Poundland stationery supplies |
| 04/01/2018 | Council offices | 7 | 8.00 | | | 5410 | 33 | 8.00 | Timpson Keys |
| 10/0[illegible]18 | Community Centre/Open Spaces | 8 | 19.39 | | | 6520 | 36 | 19.39 | Food and cleaning supplies |
| 10/[illegible].2018 | Community Centre | 9 | 46.25 | | | 6520 | 36 | 46.25 | Food supplies |
| 10/01/2018 | community centre | 9A | 1.00 | | 0.17 | 6520 | 36 | 0.83 | Stationery supplies |
| 10/01/2018 | Vine cafe | 10 | 30.71 | | | 6500 | 28 | 30.71 | Food supplies |
| 10/01/2018 | Vine Cafe | 10A | 0.50 | | | 6900 | 31 | 0.50 | Parking |
| 10/01/2018 | Vine Cafe | 10B | 0.88 | | 0.15 | 6500 | 28 | 0.73 | Lidl food supplies |
| 10/01/2018 | HIB | 12 | 14.57 | | 2.43 | 6500 | 50 | 12.14 | Food supplies |
| 10/01/2018 | HIB | 12B | 13.89 | | | 6500 | 50 | 13.89 | food supplies |
| 10/01/2018 | HIB | 12C | 20.33 | | | 6500 | 50 | 20.33 | Food Supplies |
| 12/01/2018 | Vine Cafe | 13 | 3.12 | | | 6500 | 28 | 3.12 | Ingredients |
| 12/01/2018 | Open Spaces | 14 | 35.30 | | | 520 | | 35.30 | Salary Advance |
| 15/01/2018 | Council Offices | 15 | 2.00 | | | 6101 | 31 | 2.00 | Car Parking |
| 16/01/2018 | Cemetery Lodge | 16 | 2.99 | | | 9012 | 91 | 2.99 | Lightbulb Homebase |
| 17/01/2018 | Council offices | 17 | 5.00 | | | 6101 | 31 | 5.00 | Car parking |
| 18/01/2018 | Council Offices | 19 | 3.40 | | | 6900 | 31 | 3.40 | Parking fees |
| 18/01/2018 | Vine cafe | 20 | 4.99 | | | 5410 | 28 | 4.99 | Safety Edging |
| 18/01/2018 | Central Services | 19A | 0.90 | | | 6900 | 31 | 0.90 | Additional Parking Correction |
| 19/[illegible]18 | Vine Cafe | 21 | 15.27 | | 2.55 | 5410 | 28 | 12.72 | Door lock and handle |
| 19/01/2018 | Council Offices | 22 | 1.00 | | | 6101 | 31 | 1.00 | Parking fees |
| 19/01/2018 | Vine Cafe | 28 | 6.83 | | | 6500 | 28 | 6.83 | Int. Womans Day Event |
| 23/01/2018 | Council offices | 23 | 38.90 | | | 6330 | 31 | 38.90 | food supplies |
| 23/01/2018 | Council offices | 24 | 19.98 | | 3.34 | 5020 | 31 | 16.64 | Wickes toilet seats |
| 23/01/2018 | Council offices | 25 | 9.65 | | | 6520 | 31 | 9.65 | Sainsburys food supplies |
| 24/01/2018 | Cemetery Lodge | 26 | 12.93 | | | 6500 | 21 | 12.93 | food supplies |
| 24/01/2018 | Cemetery Lodge | 26A | 21.94 | | 3.66 | 5025 | 21 | 18.28 | Shelf brackets label luggage |
| 25/01/2018 | HIB | 27 | 49.89 | | 1.89 | 6520 | 36 | 48.00 | food supplies |
| 25/01/2018 | Council offices | 28A | 5.00 | | | 6101 | 31 | 5.00 | parking fees |
| 25/01/2018 | Vine cafe | 29 | 6.37 | | | 6500 | 28 | 6.37 | lidl food supplies |
| 25/01/2018 | Council offices | 30 | 0.50 | | | 6101 | 31 | 0.50 | Parking |
| 25/01/2018 | Council offices | 30A | 2.08 | | | 6210 | 31 | 2.08 | Postage |
| 29/01/2018 | Council offices | 31 | 1.49 | | | 5020 | 31 | 1.49 | Kettle descaler |
| 29/01/2018 | Cemetery Lodge | 31A | 6.00 | | 1.20 | 5410 | 22 | 4.80 | Key for QH Allotment Centre |

**Continued on Page 399**

**Payments for Month 10** — **Nominal Ledger**

| Date | Payee Name | Cheque | £ Total Amnt | £ Creditors | £ V A T | A/c | Centre | £ Amount | Transaction Detail |
|---|---|---|---|---|---|---|---|---|---|
| 30/01/2018 | Council offices | 32 | 6.00 | | | 6101 | 31 | 6.00 | Sevenoaks Station Taxi |
| 31/01/2018 | Council offices | 33 | 5.00 | | | 6101 | 31 | 5.00 | Sevenoaks station taxi |
| 31/01/2018 | STC | CORRECTI | 0.11 | | | 299 | | 0.11 | Correction for diff @ month en |
| | **Total Payments for Month** | | 534.68 | 0.00 | 20.06 | | | 514.62 | |
| | **Balance Carried Fwd** | | 897.56 | | | | | | |
| | **Cash Book Totals** | | 1,432.24 | 0.00 | 20.06 | | | 1,412.18 | |

**Sevenoaks Town Council**
**Risk Assessment 2017/18**

Dear Councillors,

The Council is expected to carry out an annual risk assessment of financial risks it is exposed to and identify any actions it considers necessary to minimise those risks.

A risk is the threat that an event or action will adversely affect the Council's ability to achieve its objectives and/or to successfully execute its strategies.

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks.

This document has been produced to enable Sevenoaks Town Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise or eliminate them insofar as is possible.

The risk management register assesses the risk factors that have been identified for Sevenoaks Town Council under the following headings:

Governance

Operations

Financial

Environment or external factors

Compliance (law and regulation)

The assessment considers the key triggers and causes, evaluates the risk as detailed below to determine the severity or level of risk, determines the likelihood of it occurring, likely consequences and impact and assigns a risk rating. It is not an exact science and the below serves as a guide based on common practice.

Management/Control on steps taken or to be taken to control the risk appropriately are also inserted for each identified risk.

| | Level of risk | Likelihood | Likelihood Indicators | Impact on service and reputation | Risk Rating |
|---|---|---|---|---|---|
| 1 | Insignificant | Very Unlikely | May only occur in exceptional circumstances | • No impact on the service<br>• No impact on reputation<br>• Complaint unlikely<br>• Litigation risk remote | • Low (L) |
| 2 | Minor | Unlikely | Expected to occur in a few circumstances | • Slight impact on service<br>• Slight impact on reputation<br>• Complaint possible<br>• Litigation possible | • Low (L) |
| 3 | Moderate | Possible | Expected to occur in some circumstances | • Some service disruption<br>• Potential for adverse publicity- avoidable with careful handling<br>• Complaint probable<br>• Litigation probable | • Medium (M) |
| 4 | Major | Likely | Expected to occur in many circumstances | • Service disrupted<br>• Adverse publicity in local media not avoidable<br>• Complaint probable<br>• Litigation probable | • High (H) |
| 5 | Extreme/Catastrophic | Very Likely | Expected to occur frequently and in most circumstances | • Service interrupted for significant time<br>• Major adverse publicity in regional / national press not avoidable<br>• Major litigation expected<br>• Resignation of senior management and board<br>• Loss of public confidence | • High (H) |

There are 3 levels of risk:

| LOW | MEDIUM | HIGH |
|---|---|---|
| 1 – 6 | 7 – 15 | 16 - 25 |

For example: A risk that is judged to be 'likely' (4) and have an 'insignificant' impact (1) would equate to a 'Low' risk level of 4 (4 x 1). A risk with a 'possible' likelihood (3) and 'extreme/catastrophic' impact (5) would equate to a 'Medium' risk level of 15 (3 x 5).

This document was approved by Council at the meeting held on ........................(Minute........)

**Sevenoaks Town Council**
**Risk Management Register**

## Governance risks

| | Risk Factor | Impact | Likelihood | Risk Rating | Management/Control | Owner | status |
|---|---|---|---|---|---|---|---|
| 1 | **Ineffective Organisational Structure**<br>Lack of communication, uncertainty as to roles and duties. | 4 | 1 | 4(L) | Organisational chart is in operation providing a clear understanding of roles and duties.<br>Each member of staff has a contract of employment clearly specifying what their role and duties are.<br>Staff appraisals are undertaken at least annually where any uncertainties can be discussed and rectified. Future aims and objectives are also discussed.<br>Regular staff and manager meetings are held throughout the year to update staff on events happening within the organisation.<br>Sevenoaks Town Council holds Investor in People status. | Town Clerk | Existing procedure adequate |
| 2 | **Loss of Key staff**<br>Operational impact on key projects and priorities.<br>Loss of contact base and knowledge.<br>Loss of experience/skills | 4 | 3 | 12 (M) | Systems, plans and projects are documented where feasible.<br>Training is given to all members of staff with consideration given to ensuring more than one member of staff is trained in a particular area to provide cover during staff sickness or holiday.<br>Formal notice periods are written into employee contracts to ensure a smooth handover when/if a member of staff is in the process of leaving the council. | Town Clerk | Existing procedure adequate |
| 3 | **Councillors lack relevant skills or commitment**<br>The Council is unable to achieve its purpose.<br>Poor decision making. | 4 | 1 | 4 (L) | Councillors' skills are reviewed upon election.<br>Appointments within the Council are made drawing upon Councillor's individual strengths | 1. Town Clerk<br>2. Members | Existing procedure adequate |

| | Risk Factor | Impact | Likelihood | Risk Rating | Management/Control | Owner | status |
|---|---|---|---|---|---|---|---|
| 4 | **Conflicts of interest**<br>Decisions may not be based upon relevant considerations.<br>Pursuit of personal agenda.<br>Impact on reputation | 4 | 2 | 8 (M) | The Standing Orders provide for instances when there is a conflict of interest.<br>Councillors are asked to declare any conflict or interests relevant to Agenda items at the beginning of each meeting. Such councillors do not partake in the ultimate decision.<br>Records of members' interests are kept and are publicly available. | 1. Town Clerk<br>2. Members | Existing procedure adequate<br>Reviewed annually |
| 5 | **Lack of direction, strategy and forward planning**<br>The Council drifts with no clear objectives, priorities or plans. | 5 | 2 | 10 (M) | The Council has a strategy which sets out the key aims, objectives and policies. A list of current matters and priorities are considered at each Finance & General Purposes Committee meeting. These are also reviewed following the election of a new council.<br>Financial and operational performance is monitored by the Officers and reported at relevant Committee or Sub Committee meetings which are then subsequently reviewed at Council meetings held on a regular basis throughout the year.<br>Relevant qualified staff are in post.<br>A Blue Skies Day (review of plans) is normally held at a minimum of two yearly intervals<br>. | 1. Town Clerk<br>2. RFO | Existing procedure adequate<br><br>Reviewed annually |

## Operational risks

| | Risk Factor | Impact | Likelihood | Risk Rating | Management/Control | Owner | status |
|---|---|---|---|---|---|---|---|
| 6 | **Disaster Recovery and planning**<br>Computer system failures or loss of electronic data<br><br>Loss of paper documents.<br><br>Destruction of property, equipment, records through fire, flood or similar damage | 4 | 3 | 12 (M) | All data on the servers are backed up on a cloud base on a daily basis.<br>Two servers are maintained, so that if one fails the Council can continue to function using the operational server during repair.<br>A disaster recovery plan is in place for such an eventuality.<br><br>Ongoing review of electronic archiving options for paper<br><br>Adequate insurance cover is in place. | Town Clerk | Existing procedure adequate<br><br>Ongoing review |
| 7 | **Best Value Accountability**<br>Dependency on key suppliers<br>Lack of competitive pricing/quotes<br>Work awarded incorrectly | 3 | 2 | 6 (L) | STC operates under Financial Regulations relevant for its sector and set down by statute.<br>Competitive tendering is used for all large contracts.<br>At least 3 independent quotations are sought for all contracts undertaken.<br>Alternative suppliers are regularly reviewed to ensure goods and services supplied are competitively priced. | Managers | Existing procedure adequate |
| 8 | **Health and Safety**<br>Risk of staff injury<br>Risk of injury to the public | 3 | 2 | 6 (L) | Annual Health and Safety inspections are carried out by qualified inspectors who provide written reports with prioritised action plans. Any recommendations are discussed and implemented where appropriate. The recommendations include advice relating to appropriate training for Council staff.<br>An external Health and Safety advisory service is employed on all matters, this includes an indemnity. | 1. Town Clerk<br>2. Managers | Existing procedure adequate |

| | Risk Factor | Impact | Likelihood | Risk Rating | Management/Control | Owner | status |
|---|---|---|---|---|---|---|---|
| | | | | | Risk assessment of events is undertaken as per policy. Parks and play area equipment are inspected as part of an annual maintenance programme and remedial work is budgeted for within the precept. | | |
| 9 | **Employment issues** Employment disputes. Claims for unfair dismissal. Inadequate staff training. Child protection issues. | 3 | 1 | 3 (L) | An external employer advisory service is used to advise on all employer related matters, this also provides an indemnity.<br>All staff are offered training specific to their needs and this is also assessed annually at staff appraisals.<br>All staff have been made aware of the Council's Child Protection Policy, and the contents of the Employee Handbook and Health and Safety Policy. | 1. Town Clerk<br>2. Deputy Town Clerk | Existing procedure adequate |
| 10 | **Information Technology** Systems fail to meet operational need. Failure to innovate or update systems. | 3 | 1 | 3 (L) | General IT support is contracted out to a third party, who advise with respect to server capacity and necessary upgrades.<br>Licences are renewed annually and kept up to date.<br>Computers are updated and replaced as required.<br>All data protection laws are complied with. | 1. Town Clerk<br>2. Assistant Town Clerk | Existing procedure adequate |
| 11 | **Security of assets** Loss or damage/theft of assets. | 3 | 3 | 9 (M) | A central fixed asset register is maintained. Suitable security arrangements are in place for the Council's assets<br><br>Safe custody arrangements for title documents and land registration are in place, normally at the bank or lawyers.<br>.<br>Adequate insurance cover is in place and annually reviewed. | RFO<br><br>Town Clerk | Existing procedure adequate<br>Annually reviewed |
| 12 | **Lack of Service provision -** Customer satisfaction Loss of fee income. Negligence claims. Reputational risks. | 2 | 3 | 6 (L) | Council operates a complaints procedure that is followed should a complaint be received.<br>All complaints are taken seriously, fully investigated and attempts made to bring about a satisfactory resolution | Town Clerk | Existing procedure adequate |

| | Risk Factor | Impact | Likelihood | Risk Rating | Management/Control | Owner | status |
|---|---|---|---|---|---|---|---|
| 13 | **Procedural and systems documentation**<br>Lack of awareness of procedures and policies.<br>Actions taken without proper authority | 2 | 2 | 4 (L) | All policies and procedures are adequately documented and staff are made aware of them. Policies and procedures are reviewed and presented to Finance & General Purposes Committee.<br>The Council uses the services of an independent internal auditor to review the systems and procedures in place to ensure they are fit for purpose. | Town Clerk | Existing procedure adequate |
| 14 | **Project development**<br>Not compatible with original object or plan.<br>Funding and financial viability in question.<br>Financial and time over-runs | 2 | 2 | 4 (L) | Projects are continually appraised to ensure compliance with original objective and plan.<br>Actual costs are compared to budget and reported to Council at regular meetings.<br>Funding is constantly under review. External grants/funding are sought to cover any budgeted shortfalls to ensure the continued viability of a project.<br>Where a risk of funding shortfalls for a capital project is identified, cashflow projections are made and alternative solutions considered, including the potential for back-up borrowing arrangements investigated if considered appropriate. | Town Clerk | Existing procedure adequate |
| 15 | **Capacity and use of resources including fixed assets**<br>Under-utilised or lack of building/office space.<br>Obsolete plant and equipment being used impacting operational performance.<br>Spare capacity not being utilised. | 2 | 2 | 4 (L) | A rolling capital and maintenance work programme is in operation to ensure that assets are replaced or repaired as required.<br>Managers review their department's fixed assets at least annually and any unutilised fixed assets are transferred to other departments as appropriate<br>The future of the Council's assets and operational facilities are normally discussed at biennial Blue Skies Days | RFO | Existing procedure adequate |

## Financial risks

| | Risk Factor | Impact | Likelihood | Risk Rating | Management/Control | Owner | status |
|---|---|---|---|---|---|---|---|
| 16 | **Precept**<br>Inadequacy<br>Requirements not submitted to District Council<br>Amount received late | 4 | 1 | 4 (L) | Precept setting is an annual agenda item. RFO examines the actual financial accounts along with the projected year end accounts.<br>The Council considers expenditure requirements for the following financial year along with expected income.<br>The RFO recommends a draft precept amount which is reviewed and approved by Council only after it is deemed fit for the objectives and responsibilities for the financial year ahead.<br>The precept is advertised on the agenda and members of the public are invited to attend the meeting.<br>Town clerk submits the approved precept figure to the District Council in writing immediately after it is agreed by Council. Precept request dates are also communicated at the same time.<br>Precept is confirmed by minute when received | RFO | Existing procedure adequate |
| 17 | **Financial Reporting**<br>Insufficient | 4 | 1 | 4 (L) | Management accounts are submitted at each committee meeting with details of receipts and payment | RFO | Existing procedure adequate |
| 18 | **Budgetary control**<br>Budgets are not realistic<br>Spending exceeds budgets<br>Slack built into budget<br>Lack of substantial review | 3 | 2 | 6 (L) | Annual budgets are usually prepared in discussion with departmental managers and approved at Finance and General Purposes Committee in January from which the following year's precept is agreed.<br>The Council operates an accounting software package that produces monthly management accounts with comparison of actual to budget.<br>These are presented to the Finance and General Purposes Committee regularly throughout the year. All significant variances are investigated and reported.<br>The management accounts are distributed to departmental managers each month for comment. | RFO | Existing procedure adequate |

| | Risk Factor | Impact | Likelihood | Risk Rating | Management/Control | Owner | status |
|---|---|---|---|---|---|---|---|
| 19 | **Pension Commitments**<br>The Council's duty to fund any shortfall in the Local Government Pension Scheme cannot be met. | 3 | 3 | 9 (M) | The Council's exposure to any shortfall in the Local Government Pension Scheme has been limited by the withdrawal from the Scheme for any new employees. Precept includes additional contributions required in line with actuarial valuation.<br><br>Funding shortfall continues to be monitored.<br>The Council meets its statutory requirements for auto enrolment. | RFO | Existing procedure adequate |
| 20 | **Dependency on income sources**<br>Impact on finances if Council Band D tax base is reduced. | 3 | 1 | 3 (L) | Changes in legislation can have an impact on the Council's finances.<br>The Council's policy of maintaining reserves at a level of the equivalent of 6 months of the precept means that a cushion of funds is available to allow time to investigate other possible funding streams if necessary and be able to act in an agile manner should opportunities arise for the local community..<br>External grants/funding are sought wherever possible and the Council has a good track record of success in its grant applications. | RFO | Existing procedure adequate |
| 21 | **Bank accounts and Banking**<br>Inadequate checks<br>Banking errors<br>Loss<br>Charges | 3 | 1 | 3 (L) | Financial Regulations set out requirements for bank accounts and banking.<br>All bank accounts are reconciled on a monthly basis by the finance department. The reconciliations are reviewed by both the Responsible Finance Officer and the Town Clerk.<br>The bank account balances are submitted to the Finance and General Purposes Committee on a regular basis for approval.<br>The opening of any new bank account requires the approval of the Finance and General Purposes Committee.<br>Account balances and transactions are reviewed by internal and external auditors. | RFO | Existing procedure adequate |

| | Risk Factor | Impact | Likelihood | Risk Rating | Management/Control | Owner | status |
|---|---|---|---|---|---|---|---|
| 22 | **Payroll**<br>Staff are paid at incorrect rates.<br>Fictitious employees are added to the payroll | 2 | 2 | 4 (L) | Policy laid out in staff handbook as approved by the Personnel Committee.<br>All payroll payments are handled by the finance department.<br>Sage payroll software is used to process the payroll.<br>Timesheets are completed by all part time staff and are authorised by the departmental manager before onward submission to the finance department. All timesheets are approved by either the Town Clerk or Deputy Town Clerk.<br>Sage payroll produces a number of reports, these and copy payslips are reviewed by the Responsible Finance Officer each month on a random basis.<br>The Council maintains a separate payroll bank account through which all payments are processed. All payments are authorised by two Councillors sitting on the Personnel Committee.<br>Payroll processes are also reviewed periodically by the internal auditor. | RFO | Existing procedure adequate |
| 23 | **Ordering procedures**<br>Payment made for goods not ordered.<br>Goods or services ordered which are not authorised. | 4 | 1 | 4 (L) | The Financial Regulations deal with the ordering processes and set the limits for when the Council is required to obtain competitive bids.<br>Managers of departments are authorised to order goods and services within the limits of departmental or capital budgets. Some members of staff have delegated authority to place orders for specific supplies (e.g. stationery). Each departmental manager has a sequentially numbered purchase order book.<br>All delivered goods are checked and signed against delivery note.<br>All invoices are signed by the departmental manager and two officers including the RFO before the payment is processed.<br>Delivery notes are matched and attached to the purchase order and invoice.<br>Invoices over £5,000 are approved by two Councillors prior to processing for payment. | RFO | Existing procedure adequate |

| | Risk Factor | Impact | Likelihood | Risk Rating | Management/Control | Owner | status |
|---|---|---|---|---|---|---|---|
| 24 | **Fraud and misrepresentation**<br>Understating income<br>Inflating expenditure<br>Inadequate internal financial controls and procedures | 4 | 1 | 4 (L) | All known income are captured on the accounting package and accounting records as communicated to Finance.<br>Expected income is noted in minutes and communicated to the<br>Finance and General Purposes Committee.<br><br>A grant register is maintained which details grant applications, payment date and other relevant information.<br><br>Internal Control procedures are covered within the Financial Regulations which are reviewed and updated on an annual basis.<br>The Responsible Finance Officer oversees the financial systems and procedures.<br>An independent internal auditor reviews transactions and the Council's internal procedures at least 4 times per year.<br>There is a defined system of budgetary control, regular management reporting including variance analysis. | RFO | Existing procedure adequate |
| 25 | **Compliance with donor imposed restrictions**<br>Grants or donation funds received are applied outside the restrictions.<br>Non-compliance resulting in repayment of the funds.<br>Future relationship with donor damaged<br>Potential regulatory action against the Council. | 2 | 2 | 4 (L) | Controls are in place to ensure that any restricted funds received are identified upon receipt and separately accounted for.<br>Controls are also in place to ensure the funds are only used for their intended purpose.<br>Regular contact with the donor is maintained to update them on how the grant or donation is spent.<br>The Town Clerk and the Responsible Finance Officer ensure all the terms and conditions of the funding are met. | 1. RFO<br>2. Town Clerk | Existing procedure adequate |

| | Risk Factor | Impact | Likelihood | Risk Rating | Management/Control | Owner | status |
|---|---|---|---|---|---|---|---|
| 26 | **Cash handling** Sales income in the form of cash and cheques received direct to the department either misappropriated or not recorded properly | 2 | 2 | 4 (L) | Financial Regulations set out requirements and adequate cash handling procedures are in place specific to the relevant department.<br>Daily takings are banked on a regular basis into the Town Council's general bank account by a member of staff from the department or brought to the finance department to bank on their behalf. All cash banking are reconciled by the finance department to the bank statements in accordance with the Financial Regulations. | RFO | Existing procedure adequate |
| 27 | **Petty Cash** Money is stolen or cash receipts not recorded properly | 3 | 2 | 6 (L) | Petty cash and expenses claims are only given against specific agreed receipts. All cash is held in a locked container in a locked cupboard/safe under the supervision of the departmental manager.<br>Petty Cash is reconciled against the float by the departmental manager. Reimbursement of the petty cash is undertaken by the finance department upon receipt of satisfactory reconciliation and supporting receipts which in turn is authorised per financial regulations. A summary of petty cash expenditure is reconciled monthly and submitted to the Finance and General Purposes Committee on a regular basis for approval | RFO | Existing procedure adequate |
| 28 | **Stock losses** Protection of physical stocks and stock losses | 2 | 2 | 4 (L) | A stock rotation policy is in place under the responsibility of the relevant manager.<br>Levels of stock held are minimal.<br>Stocks of consumables (stationery, cleaning materials etc.) are kept in designated areas under the responsibility of the relevant manager. Stock expenditure and income are included in monthly management accounts and unusual fluctuations in profit margins would be identified in finance reports reviewed at Finance & General Purposes Committee Meetings. | RFO | Existing procedure adequate |

| | Risk Factor | Impact | Likelihood | Risk Rating | Management/Control | Owner | status |
|---|---|---|---|---|---|---|---|
| 29 | **Credit Control**<br>Credit is given to customers whose credit rating has not been checked.<br><br>Too much credit is given to a customer.<br><br>Customers who have not complied with the Council's payment terms are allowed to continue incurring more debt. | 2 | 2 | 4 (L) | For regular users of the Council's facilities a 30 day payment term is in force. If problems arise, the customer is contacted by the departmental manager in the first instance and then the finance department, and an attempt made to resolve the problem by mutual agreement. In extreme circumstances, credit terms are suspended and customers are then required to pay in advance.<br>Exceptions to the above relate to tenants of the Council's residential properties, where any new lettings are undertaken by a local letting agency who vet potential tenants on the Council's behalf. Rental income is usually paid for in advance.<br>For all new hirers of the community centre, payment in advance is required and a refundable damage deposit is taken when deemed necessary<br>Sports and leisure course fees for regular bookings are invoiced termly in advance.<br>Any bad debts are reported to the Finance and General Purposes Committee promptly in accordance with the Financial Regulations. | RFO | Existing procedure adequate |
| 30 | **Investment of Surplus funds**<br>Investment in areas of unacceptably high level of risk.<br><br>Investing in areas not permitted by statute.<br><br>Commercial failure of deposit taking institution resulting in loss of deposited funds. | 2 | 1 | 2 (L) | The investment strategy is reviewed on an annual basis by the Finance and General Purposes Committee to limit the Council's exposure to any high level risk.<br><br>The Council uses Credit Ratings and other market intelligence to access the credit quality of any potential counterparty.<br>The cCouncil sets limits as tot the minimum level of credit rating that will be acceptable as part of the Investment Strategy.<br><br>Liquidity is managed such that investment durations are set in accord with cash flow needs<br><br>All investment deposits are undertaken for a fixed-term which determines interest rate and duration at the time the transaction is being considered | RFO | Existing procedure adequate |

| | Risk Factor | Impact | Likelihood | Risk Rating | Management/Control | Owner | status |
|---|---|---|---|---|---|---|---|
| 31 | **Reserves policies**<br>Lack of funds to respond to new needs or requirements.<br>Inability to meet commitments or planned objectives. | 4 | 1 | 4 (L) | A general contingency fund forms part of the annual budget to cope with any unexpected costs arising.<br>Earmarked reserves are being maintained and added to on an annual basis where future known expenditure is expected.<br>General reserves are being maintained in accordance with External Auditors recommendations. | RFO | Existing procedure adequate |
| 32 | **Borrowing**<br>Inability to meet repayment schedule.<br>Breaching regulatory requirements. | 1 | 1 | 1 (L) | The Council currently has no borrowings.<br>Any future requirement to borrow funds must be carried out in accordance with the Finance Regulations and be approved by the Finance & General Purposes Committee in advance.<br>DCLG approval is also required prior to proceeding. | RFO | Existing procedure adequate |
| 33 | **Asset management**<br>Misappropriation of Council assets. | 1 | 2 | 2 (L) | The Council maintains a fixed asset register held centrally.<br>The departmental managers are provided with an asset schedule annually for review and updating.<br>All capital items purchased are only purchased in accordance with the Financial Regulations.<br>All assets are insured under the Council's general insurance policy. | RFO | Existing procedure adequate |
| 34 | **Insurance**<br>Inadequate cover<br>Excessive cost<br>Compliance | 3 | 1 | 3 (L) | Annual review of all insurance requirements prior to renewing the policy. This ensures adequacy.<br><br>Property asset values are updated every 5 years via a valuation and maintenance review carried out by a qualified surveyor. Changes are communicated to the Insurers as required.<br>Quotations are sought tri-annually from other insurer providers to ensure competitiveness.<br>Public and Employer liability and Fidelity Guarantee cover are all reviewed and deemed appropriate for the Council's needs. | RFO | Existing procedure adequate |

## Environmental or external factors

| | Risk Factor | Impact | Likelihood | Risk Rating | Management/Control | Owner | status |
|---|---|---|---|---|---|---|---|
| 35 | **Government Policy** Any changes in legislation on local authority activities could adversely impact the Council. | 4 | 4 | 16 (H) | All proposed legal and regulatory changes affecting local authorities are monitored and reviewed by the Council. Membership to NALC and KALC ensures the Council is fully informed of any proposed future regulatory changes. | RFO | Existing procedure adequate |
| 36 | **Public Perception** Adverse publicity and the impact on the services and facilities offered to the public. | 3 | 2 | 6 (L) | The Council has a good working relationship with the local media to ensure that the public are informed of any future projects or events.<br>All agendas and minutes to Council meetings are available to the public to review.<br>The Council promotes full disclosure and transparency.<br>All meetings of the Council and its sub-committees are recorded and the Council supports the rights of the public and press to attend and record such meetings subject to the Council's protocol being followed.<br>Written records of decisions delegated to an officer relating to the granting of a permission or license, affecting the rights of an individual or awarding a contract or incurring material expenditure are made available for viewing by the public and retained by the Council for 6 years | RFO | Existing procedure adequate |

## Compliance risk (law and regulation)

| | Risk Factor | Impact | Likelihood | Risk Rating | Management/Control | Owner | status |
|---|---|---|---|---|---|---|---|
| 37 | **Compliance with legislation and regulations**<br>Loss of licence to undertake particular activity.<br>Loss of reputation through qualified audit reports<br>Penalties or fines from regulators or HMRC due to non-compliance.<br>Employee or consumer action for negligence. | 4 | 1 | 4 (L) | All key legal and regulatory requirements are identified. Responsibility for ensuring key compliance procedures are followed are allocated to relevant members of staff.<br>Any compliance reports from regulators are obtained and reviewed and any recommendations for improvement discussed and implemented.<br>Internal and external auditors review the Council's compliance with financial and governance regulatory requirements.<br>External/professional advice always sought where deemed appropriate. Expert VAT advice is sought from SLCC where appropriate.<br>STC employs the services of Ellis Whittam as both HR and Health & Safety consultants to assist with mitigating risks. | 1. Town Clerk<br>2. RFO | Existing procedure adequate |
| 38 | **Freedom of Information Act**<br>Policy<br>Provision of information | 3 | 3 | 9 (L) | Council adheres to model publication scheme for Local Authorities.<br>The Town Clerk is made aware of requests for information and manages the process of responding including making the decision about payment of a fee. | Town Clerk | Existing procedure adequate |
| 39 | **Data Protection** | 4 | 3 | 12 (M) | The Council is registered with the Data Protection Agency | Town Clerk | Existing procedure adequate |
| 40 | **Annual Return**<br>Failure to submit within time limits | 4 | 1 | 4 (L) | Set as an annual meeting item.<br>Processes are aligned to ensure compliance including applying for extensions as required.<br>Internal Audit visit is scheduled annually in April/May ready for a Finance and General Purposes committee meeting and Council meeting to sign off the annual return. | RFO | |

## FINANCE AND GENERAL PURPOSES COMMITTEE

## INVESTMENT STRATEGY, POLICY AND RISK MANAGEMENT (for the financial year 2017/18)

**Introduction:**

Sevenoaks Town Council (the Council) acknowledges the importance of prudently investing surplus funds held on behalf of the community.

The Council's strategy complies with the revised requirements set out by the Secretary of State for Communities and Local Government under section 15(1)(a) of the Local Government Act 2003, which came into effect on the 1st of April 2010.

These requirements provide a basis to create clear treasury management objectives and to structure sound treasury management policies and practices. The Council's treasury management activities are "The management of the Council's cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."

**Investment Objectives**

The Council's investment priorities are the security of reserves and the liquidity of its investments. The Council will aim to achieve the optimum return on its investment commensurate with proper levels of security and liquidity.

All investments will be made in sterling.

**Policy:**

(i) To retain not less than three months' estimated working capital and capital requirements in current and deposit accounts giving immediate access;

(ii) Amounts representing the balance on Revenue Reserves at the beginning of the financial year to be placed on deposit of up to one year's duration, depending on the prevailing interest rates;

(iii) Other funds to be placed on deposit of up to one year's duration, depending on the prevailing interest rates and forecast cash flow requirements.

**Risk Management:**

As a general rule not more than 40% of the funds are to be placed with any one institution, however authorised officers may use their discretion to increase this to 50%. Funds only to be deposited or invested in the following categories of specified investments (as defined by the 2003 Act)[1]:

a) UK clearing banks or their subsidiaries, together with those former major building societies now banks;

[1] "Specified investments" are defined as (i) denominated in sterling; (ii) of not more than 12 months duration; (iii) not defined as "capital expenditure" in the Local Authorities (Capital Finance and Accounting) Regulations 2003; and (iv) made in a body or investment scheme that has been awarded a high credit rating by one of the leading credit reference agencies.

b) The Treasury Departments of building societies which are members of BSA with assets over £2bn;

c) Non-UK financial institutions approved by the Finance and General Purposes Committee;

d) UK Government stocks;

e) UK local authority stocks or bonds;

f) The money-market management operations of a UK public body or authority[2], where the council's funds are pooled and invested on the money markets under the name of such UK public body or authority.

In the case of (a) and (b) above, for investments with maturity of 6 months or less the receiving body of investment scheme should generally have a short term credit rating of not less than A2 or equivalent as indicated by Standard and Poors, Moody's Investors Services or Fitch Ratings. For investments with maturities over 6 months, the long-term credit rating should be A- or equivalent. The Committee may take other information into account in assessing the creditworthiness (e.g sovereign support). In the case of (c) and (f) above, where ratings are available, such credit ratings should be equivalent to A or above, and subject to prior approval by the Finance and General Purposes Committee.

Ratings are to be monitored not less than quarterly and if the rating of any Council investment has fallen below the appropriate rating, the Council will take the earliest opportunity to withdraw the investment and re-invest the proceeds appropriately depending on the best rates of return on offer at the time.

Category (f) should include any investment via Sevenoaks District Council of deferred payment of the half-yearly precept.

**Liquidity**

The responsible Finance Officer will recommend to Council the amount and the maximum periods for which funds may be prudently committed so as not to compromise liquidity and in line with the Council's policy.

**Reporting, Review and Amendment of the Policy**

Fund balances and Investment activity is to be reported at every Finance and General Purposes Committee.

The policy in line with CLG Guidance Note, will be reviewed by the Responsible Finance Officer for consideration and approval annually.

[2] For example the Public Works Loans Board, or the treasury departments of a county or district local authority.

## Investment strategy review

Guidance on local government investments issued by the Department for Communities and Local Government (CLG) in April 2010 suggests that investment strategy should have regard to the informal policy:
**S**ecurity – **L**iquidity – **Y**ield – in that order.

These are considered below.

### Security

The Council currently has 5 approved institutions, which should be sufficient for it to keep within the 40-50% maximum investment limit for any one institution. Funds are currently deposited with Bank of Scotland, HSBC, NatWest, Handelsbanken and Nationwide. All STC's investments currently fall within the 'specified investments' category.
*The Council's strategy requires that ratings of UK clearing banks and building societies should be at least A- or equivalent.*
e Council's strategy currently makes no distinction between long-term and short-term ratings in assessing the risk of investments, and makes no reference to considerations other than credit ratings as a means to establishing creditworthiness. Credit ratings are assessed at least on a quarterly basis.

### Liquidity

The Council's policy is to retain not less than 3 months estimated working capital and capital requirements in current and deposit accounts giving immediate access. Funds may be placed on deposit of up to one year's duration, depending on the prevailing interest rates and forecast cash flow requirements.

Funds are currently deposited with Bank of Scotland and HSBC are invested on a rolling 3 month cycle; funds deposited with NatWest, Nationwide and Handelsbanken are in instant access /35 day notice accounts with varying rates of interest.

Owing to the uncertainty over timing of capital spending, it is anticipated that the current course of investment will continue in the short term, with funds being invested at maturities of no more than one year but predominantly three months. Quarterly cashflow predictions will be used to ensure that funds required for projects anticipated to occur in the next quarter are held at appropriate maturities.
Proceeds from property disposals have been received and based on cashflow requirements and proposed yields, deposits of up to 9 months have been made. This will be reviewed on an ongoing basis and maturities of a longer duration may be considered, if beneficial.

### Yield

The CLG guidance suggests that yield should only be considered once proper levels of security and liquidity have been determined.

The Council policy is to invest for the best income return having regard to the 2003 Act (under which the CLG guidance is issued) and the *absolute requirement to avoid a capital loss.*

## Consideration of alternative investments

As funds are gathered to invest according to the Community Investment Plan, the Council may wish to introduce additional investments so that funds can be spread more widely in order to minimise financial risk. It should be borne in mind, however, that the wider the spread of Council funds, the more work is involved in managing them, and it would not be appropriate to continue to increase the number of approved funds indefinitely.
Consideration is given to the top 5 UK Building Societies, alternative banks, CCLA funds and investing through a broker.

**Building Societies**
The Council's current investment with Nationwide offers by far the best interest rate, at 0.40%.

**Banks**
Current number of bank accounts meet the needs of the Council.

The Council has an existing account with Clydesdale (rating BBB+), which remains open with a £1 balanc in case Councillors should choose to invest here again.

**CCLA Funds**
**Public Sector Deposit Fund**
The CCLA public sector deposit fund was previously considered by the F&GP Committee but rejected. It is an FCA regulated qualified money market fund with an AAA Fitch rating. The fund is instant access (although access does involve the selling of shares) with interest paid at the end of each month. It invests in deposits with a range of highly rated UK and non-UK financial institutions, thereby spreading the investment risk. However, institutions in which the fund invests may not comply with the Council's own investment strategy.

**Local Authorities Property Fund**
This property fund has outperformed its peers recently, offering attractive rates of return of over 3%. The fund invests in properties which generate rental income which is distributed, net of costs (such as stamp duty which are variable), as dividend income. Capital growth is achieved while property prices continue to increase – but fund values would decrease in the event that property prices fall (e.g. in the event of a significant rise in interest rates). There is a significant bid price/offer price spread, and it could take up to 18 months to recover this difference. Units can only be sold on a monthly basis.

For these reasons the investment is regarded as for the long term. KALC, who have invested in the fund, determined that they would invest funds for at least 5 years. Councillors could consider investing £50,000 - £100,000 of funds regarded as long-term reserves which are not envisaged to be required in the next 5 years. However, Councillors must have regard to the Council's current investment strategy which has an absolute requirement to avoid capital loss.

**Investments through a broker**

Investing through a broker would allow access to building society and money market funds which may not be accessible directly. Brokers furnish an introduction to available funds, and provide information and facilitate the administration of opening accounts. No funds are provided to them, and there are no charges associated with their services – they charge the borrower.

Brokers used by Sevenoaks District Council could be contacted to explore options that may be appropriate for the Council. They could provide an introduction to a range of AAA-rated money market funds or building society accounts (including Coventry) providing rates of 0.4-0.5% for instant access or 3m maturity funds, increasing to 0.8-1.0% for 1 year maturity funds.

Minimum investments are generally £1m for money market funds, but building societies will accept investments down to £500,000. While this would not be appropriate in normal circumstances for STC, information will be sought to ascertain whether additional funds from property disposals could be invested which meet the Council's requirement for security and yield during the implementation of the Community Investment Plan.

## Recommendations

1. That councillors adopt the tabled Investment Strategy which meets the current needs and priorities of the Council.

# Review of Current Reserves 2017/18

## Background

Sevenoaks Town Council (STC) is required, under statute, to maintain adequate financial reserves in order to meet the needs of the organisation. Section 50 of the Local Government Finance Act 1992 requires local precepting authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However there is no specified minimum or maximum level of reserves that an authority should hold.

In an Audit Commission document 'Interpreting the accounts' published in September 2014, the Audit Commission defined the useable reserves of a council as 'the money it is retaining to fund future spending commitments and to meet unpredictable variations in spending'.

The Commission defined useable reserves as including:

- the balance of the council's general fund;
- earmarked general fund reserves; and
- useable capital receipts.

With regard to the levels of reserves which a council decides to hold, the Commission states that the following issues should be considered:

*Elected members are responsible for ensuring that their council's reserves are appropriate for local circumstances, and are accountable to taxpayers for the decisions they make.'*

*'Councils face ongoing financial challenges as they adapt to deliver services at lower cost in response to rising demand, in some cases, and reductions in funding. As we have reported previously), the cost and risks associated with service transformation, and uncertainty about future funding, have resulted in some councils increasing reserves, while others have been using reserves to make up shortfalls between their funding and spending plans.*

*Our analysis of the ratio of useable reserves to gross revenue expenditure shows both a rising trend for many councils and wide variation between councils in 2012/13. In that year, more than half of unitary authorities had useable reserves that were below 10 per cent of their gross revenue expenditure while 32 councils (mostly districts) had useable reserves that were greater than 40 per cent of their spending.*

*All councils should continue to ensure that their reserves remain adequate for planned future needs and contingencies without placing undue constraints on current expenditure. Councils with very high levels of reserves relative to their spending should review the purposes for which these are held to ensure they are still required. The purposes for holding reserves, particularly where these are increasing, should be clearly communicated through the annual accounts.'*

**Sevenoaks Town Council Policy**

### *Introduction*

The current policy of Sevenoaks Town Council is to work towards a general reserves fund equal to at least 6 months of the current precept.

At 31 March 2017, the general reserves fund was £351,117 (34% of the 2017/18 precept) compared with £209,312 the previous year (21% of the 2016/17 precept). Total useable reserves, excluding the mayor's charity reserve, no. 8 Bus reserve and streetlighting fund totalled £2,484,839 (241% of the 2017/18 precept). This includes receipts from the sale of assets which will be re-invested in the Community Investment Plan capital projects.

### *General reserves fund*

The general reserves are funds which do not have any restrictions as to their use. These reserves cushion the impact of uneven cashflows, offset budget requirements (if necessary), fund short-term financial risks (see below), and unexpected or exceptional events. The reserve also enables the Town Council to act in an agile manner as opportunities occur.

*Considerations of Short-term Financial Risks*

In order to assess the adequacy of the general reserve, the Council must take account of the strategic, operational and financial risks faced. The level of the reserve for the forthcoming year must be based upon a risk assessment of the Council's income and expenditure and take into account any contingencies that may be required.

The short-term risks that the Town Council faces, with particular reference to its current plans include:

Lower than expected income

- Grant income - In previous years the net expenditure of the Town Council has been slightly lower than the precept, with the result that the Council has been able to boost the level of the general reserve fund. Since net expenditure is stated after deducting revenue grants received from third parties, the savings partly reflect unbudgeted grant income
- Other income - the revenue estimates forming the basis of the precept includes predicted income from a range of sources, such as cemetery income and letting and hiring income, which is difficult to predict with accuracy (particularly, going forward for new venues such as the new conference centre). If income received were to fall below the budgeted level, then the balance could be funded from general reserves.

Higher than expected costs

Due to:

- Inflation increases;
- uninsured events which are not adequately provided for such as major streetlighting repairs, conversion, replacement and removal on certain streets;
- unexpected professional fees (although these will be mainly charged against the capital receipts fund);
- increased costs of running properties and facilities. For example, under the Council's capital plans for 2015-18, any excess running costs for the new, significantly larger, office building

and the new sports equipment and facilities that cannot be funded out of the precept will be charged against revenue reserves;

- shortage of staff resources. The costs of additional staff recruited to cope with increased workload could be treated as capital transaction costs insofar as they are deemed to relate to additional work created by significant capital plans such as those of 2015/16, otherwise additional costs not covered by the precept would be charged against revenue reserves as was done in 2015/16;
- capital overspend. The general reserves fund can be used to fund capital costs as well as to cover short term revenue funding requirements. It would therefore cover any unexpected costs associated with the Council's 2015-17 capital plans in the unlikely event that these should exceed the contingency of £500k or the timing of receipts do not match expenditure as currently being experienced.

***Earmarked reserves***

Earmarked reserves are created and held for specific ring-fenced purposes or to help smooth out medium and long term financial risks and spending plans.

They can also be held as carry forward of underspend. As is the case where the Council commits expenditure to specific projects but may sometimes be unable to spend the budget in the year. Reserves in this instance are used as a mechanism to carry forward budgeted resources e.g Youth activities reserves.

*Considerations of Long-term Financial Risks*

Longer-term risks faced by the Council include:

Funding the Council's capital projects and the uncertainties therein;

Funding the deficit in the Local Government Pension Scheme;

Funding for expenditure that arises once every 2-5 years e.g elections

Funding the repairs or replacement of assets;

Changes to legislation eg uncertainties created by the income to be generated from the new CIL

Earmarked reserves will be established on a 'needs' basis in line with anticipated requirements. A capital projects reserve fund has been set up in 2016/17 as per F&GP minutes 18 April 2016.

**Recommendations:**

1. to consider and re-adopt the existing reserve policy. The council continues to aim to hold a responsible level of general and earmarked reserves balanced against planned expenditure.

# Sevenoaks Town Council

## Appointment of internal auditors

The proposed internal audit programme for 2018/19 and associated fees was issued by the internal auditors on 9 January 2018, and is attached for consideration and approval by the Finance and General Purposes Committee.

**Recommendation:**

The Committee formally reappoints KCC internal audit for the financial years 2018/19 and agrees the proposed fees of £480 per visit.

The Committee agrees the scope of internal audit for 2018/19

Kent County Council
kent.gov.uk

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BY:..................

**Kent Audit**
Fourth Floor
B Block
Sessions House
County Hall
Maidstone
Kent ME14 1XQ

Mrs L Larter
Clerk to the Council
Sevenoaks Town Council
Council Offices
Bradbourne Vale Road,
Sevenoaks,
TN13 3QG

Direct Dial: 03000 416541
Ask for: Amanda Palmer
Date: 9th Januray 2018

Dear Mrs Larter,

**Audit of Parish Accounts 2018/19**

I write to advise you of our proposed audit programme for 2018/19 for you to share with your Councillors. A copy of the programme is enclosed with this letter. If you require us to review any other areas not included in the programme, please contact us to discuss your needs.

I would also like to take the opportunity to advise you of our fees for auditing Council accounts. We have reviewed our fees and there will be no increase in our rate for the programme of audits for 2018/19 of £320 per day or £160 per half day. Additionally, we also offer an hourly rate for any adhoc or extra work that your council may wish us to undertake on site. Our rates do include adhoc advice and information on financial controls, provided via email or telephone when needed throughout the year.

As previously mentioned the time taken to carry out an audit visit is in excess of 1 day therefore the cost for each visit for your parish council will be £480.00 + VAT.

If you have any concerns or queries regarding the 2018/19 audit plan, please contact Amanda Palmer via email, amanda.palmer@kent.gov.uk. Please could you confirm that you wish to continue for us to provide your audit service.

Yours sincerely

A Palmer

Amanda Palmer
Principal Auditor
Internal Audit

## Proposed Internal Audit Plan for 2018/19

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

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

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

If there are any matters that the Council would like to be included in the audit programme, or greater emphasis given to an item, then the proposed internal audit plan set out above can be amended.

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# Sevenoaks Town Council

# Reserves Policy 2018/19

**Background**

Sevenoaks Town Council (STC) is required, under statute, to maintain adequate financial reserves in order to meet the needs of the organisation. Section 50 of the Local Government Finance Act 1992 requires local precepting authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum or maximum level of reserves that an authority should hold.

In an Audit Commission document 'Interpreting the accounts' published in September 2014, the Audit Commission defined the useable reserves of a council as 'the money it is retaining to fund future spending commitments and to meet unpredictable variations in spending'.

[illegible] Commission defined useable reserves as including:

- the balance of the council's general fund;
- earmarked general fund reserves; and
- useable capital receipts.

With regard to the levels of reserves which a council decides to hold, the Commission states that the following issues should be considered:

*Elected members are responsible for ensuring that their council's reserves are appropriate for local circumstances, and are accountable to taxpayers for the decisions they make.'*

*'Councils face ongoing financial challenges as they adapt to deliver services at lower cost in response to rising demand, in some cases, and reductions in funding. As we have reported previously), the cost and risks associated with service transformation, and uncertainty about future funding, have resulted in some councils [illegible]reasing reserves, while others have been using reserves to make up shortfalls between their funding and spending plans.*

*All councils should continue to ensure that their reserves remain adequate for planned future needs and contingencies without placing undue constraints on current expenditure. Councils with very high levels of reserves relative to their spending should review the purposes for which these are held to ensure they are still required. The purposes for holding reserves, particularly where these are increasing, should be clearly communicated through the annual accounts.'*

# Sevenoaks Town Council

# Reserves Policy 2018/19

**Sevenoaks Town Council Policy**

The current policy of Sevenoaks Town Council is to work towards a general reserves fund equal to at least 6 months of the current precept.

Any decision to set up reserves or spend from reserves must be made by Council

Reserves must not be held for on-going expenditure because this would be unsustainable.

To the extent that reserves are used to meet short term funding gaps, the aim should be to replenish in the following year or as soon as possible thereafter

Earmarked reserves that have been used to need specific liability would not need to be replenished having served the purpose for which they were established.

Reviewing the Council's Financial Risk Assessment forms part of the budgeting and year end accounting procedures and identifies planned expenditure (and an allocation for contingency towards unplanned expenditure) thereby indicating the appropriate level of Reserves required for the coming financial year.

**General reserves fund**

The general reserves are funds which do not have any restrictions as to their use. These reserves cushion the impact of uneven cashflows, offset budget requirements (if necessary), fund short-term financial risks (see below), and unexpected or exceptional events. The reserve also enables the Town Council to act in an agile manner as opportunities occur.

The primary means of building general reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been used up in the previous year.

**Earmarked reserves**

Earmarked reserves are created and held for specific ring-fenced purposes or to help smooth out medium and long term financial risks and spending plans.

They can also be held as carry forward of underspend. As is the case where the Council commits expenditure to specific projects but may sometimes be unable to spend the budget in the year. Reserves in this instance are used as a mechanism to carry forward budgeted resources e.g. Youth activities reserves, Markets, STP.

**Considerations of Short-term Financial Risks**

In order to assess the adequacy of the general reserve, the Council must take account of the strategic, operational and financial risks faced. The level of the reserve for the forthcoming year must be based upon a risk assessment of the Council's income and expenditure and take into account any contingencies that may be required.

The short-term risks that the Town Council faces, with particular reference to its current plans include:

Lower than expected income

- Grant income - In previous years the net expenditure of the Town Council has been slightly lower than the precept, with the result that the Council has been able to boost the level of the general reserve fund. Since net expenditure is stated after deducting revenue grants received from third parties, the savings partly reflect unbudgeted grant income – for example the £6.8k Heritage Fund grant received in 2014/15. However, conversely if budgeted grant income were not received for any reason then a surplus of net expenditure over precept could result, with the balance being funded by the general reserves fund.

- Other income - the revenue estimates forming the basis of the precept includes predicted income from a range of sources, such as cemetery income and letting and hiring income, which is difficult to predict with accuracy (particularly, going forward for new venues such as the new conference centre). If income received were to fall below the budgeted level, then the balance could be funded from general reserves.

Higher than expected costs

e to:

- Inflation increases;
- capital overspend. The general reserves fund can be used to fund capital costs as well as to cover short term revenue funding requirements. It would therefore cover any unexpected costs associated with the Council's Community Investment Plan in the unlikely event that alternative sources of funding do not meet requirements or that the timing of receipts do not match expenditure.
- uninsured events which are not adequately provided for such as major streetlighting repairs, conversion, replacement and removal on certain streets;
- unexpected professional fees (although these will be mainly charged against the capital receipts fund);
- increased costs of running properties and facilities. For example, under the Council's capital plans for 2015-17, any excess running costs for new facilities that cannot be funded out of the precept will be charged against revenue reserves;
- shortage of staff resources. The costs of additional staff recruited to cope with increased workload could be treated as capital transaction costs insofar as they are deemed to relate to additional work created by significant capital plans, otherwise additional costs not covered by the precept would be charged against revenue reserves;

**Consideration of Longer-term Financial Risks**

Longer term financial risks faced by the Council include:

- Funding the Council's capital projects and the uncertainties therein;
- Funding the deficit in the Local Government Pension Scheme;
- Funding for expenditure that arises once every 2-5 years e.g elections
- Funding the repairs or replacement of assets;
- Changes to legislation e.g. uncertainties created by the income to be generated from CIL

# Sevenoaks Town Council

# Reserves Policy 2018/19

**Current Level of Financial Reserves**

Council should consider the opportunity cost of holding reserves which enables it to manage unforeseen pressures against current strategic plans. Whilst the policy remains unchanged, it is noted that holding the required six months of the precept in general reserves is not possible for the current year. The council through careful planning seeks alternative sources of funding for projects and allocates a level of general and earmarked reserves which is balanced against planned expenditure.

Maintaining the current level of general reserves is considered adequate when balanced against the medium term strategic plans.

**Recommendations:**

1. To consider and adopt the Reserves Policy 2018/19
2. To consider and note that although the current general reserves level will not cover the required six months precept expenditure, it is considered adequate within the council's medium term strategic plans.

**Sevenoaks Town Council**

## FINANCE AND GENERAL PURPOSES COMMITTEE

## INVESTMENT STRATEGY, POLICY AND RISK MANAGEMENT for the 2018/19 financial year

### 1. Introduction:

- Sevenoaks Town Council (the Council) acknowledges the importance of prudently investing surplus funds held on behalf of the community.
- Statutory Powers: The Council's Investment Strategy complies with the revisions set out in:
  - the Statutory Guidance on Local Government Investments (3rd Edition) for financial years commencing 1 April 2018.
  - The Chartered Institute of Public Finance and Accountancy's (CIPFA) Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes

The current statutory Community and Local Government (CLG) Investments Guidance Note which came into force on 2 February 2018 is appended to this document.

### 2. Reporting, Approval, Review and Amendment

2.1. The Council is required to approve an annual Investment Strategy and Prudential Indicators so that borrowing and investments remain prudent, affordable and sustainable. The policy in line with CLG Guidance Note, will be reviewed by the Responsible Finance Officer for consideration and approval annually

2.2. The Annual Strategy for the coming financial year will be prepared by the RFO and presented for approval to the Finance and General Purposes Committee before the start of the financial year

2.3. The Council reserves the right to make variation to the Strategy at any time subject to the approval of Full Council. Any variations will be made available to the public.

2.4. Fund balances and Investment activity is to be reported at every Finance and General Purposes Committee.

### 3. Investment Objectives

3.1. Guidance on local government investments issued by the Department for Communities and Local Government (CLG) currently suggests that investment strategy should have regard to the informal policy: **S**ecurity – **L**iquidity – **Y**ield – in that order.

The Council's investment priorities are as follows:

- Security of reserves i.e. protecting the capital sums invested from loss,
- Liquidity of its investments i.e. ensuring that funds invested are available for expenditure when needed. Cash available from the current account should be judged as adequate to cover the Council's commitments during the period of the investment(s).
- Yield i.e. the return on investment is considered once the first two objectives are satisfied.
- All investments will be made in sterling.
- The Council will carry out quarterly cash flow forecasts to ascertain expenditure commitments for the coming financial year.

6.2. The Guidance Note makes a distinction between investments that are:
- high security and high liquidity (specified investments); and,
- those with potentially greater risks and lower liquidity (non-specified investments)

The strategy should determine which categories of investment may be prudently used during the financial year and state the upper limits for the amounts which, at any time during the financial year, may be held in each category.

A 'Specified Investment' is one which is made in sterling, is not long term (less than 12 months) not defined as capital expenditure and is

I. placed with a body which has a high credit rating or made with the UK Government,
II. a UK Local Authority or a parish or community council.

Any other type of investment is considered 'Non Specified Investment' to which there can be greater risk and where professional investment advice might be required.

## 4. Policy

4.1. The Council's strategy requires investment in Bodies with high credit ratings i.e. ratings of UK clearing banks and building societies should be at least A- or equivalent.
4.2. The Council will only invest in 'Specified' investments as per the criteria defined above.
4.3. The Council's policy is to retain not less than 3 months estimated working capital and capital requirements in current and deposit accounts giving immediate access.
4.4. Amounts representing the balance on Revenue Reserves at the beginning of the financial year to be placed on deposit of up to one year's duration, depending on the prevailing interest rates and forecast cash flow requirements;
4.5. Other funds to be placed on deposit of up to one year's duration, depending on the prevailing interest rates and forecast cash flow requirements.
4.6. The Council policy is to invest for the best income return having regard to the Statutory Guidance and the absolute requirement to avoid a capital loss.

## 5. Investment Risk

### 5.1. Risk Management:

**Limits**
As a rule, not more than 40% of the funds are to be placed with any one institution, however authorised officers may use their discretion to increase this to 50%.

**Categories**
Funds only to be deposited or invested in the following categories of specified investments (as defined by the 2003 Act)[1]:

a) UK clearing banks or their subsidiaries, together with those former major building societies now banks;

b) The Treasury Departments of building societies which are members of BSA with assets over £2bn;

c) Non-UK financial institutions approved by the Finance and General Purposes Committee;

d) UK Government stocks;

e) UK local authority stocks or bonds;

f) The money-market management operations of a UK public body or authority[2], where the council's funds are pooled and invested on the money markets under the name of such UK public body or authority.

**Monitoring of Investment Counterparties**
In the case of (a) and (b) above, for investments with maturity of 6 months or less the receiving body of investment scheme should generally have a short term credit rating of not less than A2 or equivalent as indicated by Standard and Poors, Moody's Investors Services or Fitch Ratings.

For investments with maturities over 6 months, the long-term credit rating should be A- or equivalent. The Committee may take other information into account in assessing the creditworthiness (e.g. sovereign support).

In the case of (c) and (f) above, where ratings are available, such credit ratings should be equivalent to A or above, and subject to prior approval by the Finance and General Purposes Committee.

Ratings are to be monitored not less than quarterly and if the rating of any Council investment has fallen below the appropriate rating, the Council will take the earliest opportunity to withdraw the investment and re-invest the proceeds appropriately depending on the best rates of return on offer at the time.

Category (f) should include any investment via Sevenoaks District Council of deferred payment of the half-yearly precept.

### 5.2. Treasury Management Advice

Within the limited range of potential investments identified it is not considered necessary to engage the services of a treasury management adviser. Independent research including internet research has been considered adequate.

### 5.3. Investment Training

The Guidance recommends that the Strategy should state the process adopted for reviewing and addressing the needs of the authority's treasury management staff for training in investment management.



[2] For example the Public Works Loans Board, or the treasury departments of a county or district local authority.

### 5.4. Investment of money borrowed in advance of need

- The Guidance maintains that authorities must not borrow more than or in advance of their needs purely in order to profit from the investment of the extra sums borrows.

## 6. Investment strategy review

### 6.1. Specified Investments

The Council currently has 5 approved institutions, which are sufficient for it to keep within the 40-50% maximum investment limit for any one institution. Short term investments will be with any of the following, depending on the interest yield at the time of the investment.
All STC's investments currently fall within the 'specified investments' category.

Credit ratings are from all three rating agencies but Standard and Poor ratings are listed. Ratings are assessed at least on a quarterly basis. The last review listed was as at 9th of January 2018.

| Name of Institution | Investment Period | Short Term Credit Rating | Long Term Credit Rating | Yield |
|---|---|---|---|---|
| Bank of Scotland | 3 months | A1 | A | 0.65% |
| Handelsbanken | 35 Day notice | A1+ | AA- | 0.25% |
| Nationwide | Instant access | A1 | A | 0.45% |
| HSBC Business Money Manager | Instant access | A1+ | AA- | 0.04% |

As at 1st April 2018, the Council will continue to hold its money in a current account with the NatWest bank and receive interest at the current applicable rate.

The Council has an existing account with Clydesdale (rating BBB+), which remains open with a £1 balance in case Councillors should choose to invest here again.

Owing to current projects and capital spending, it is anticipated that the current course of investment will continue in the short term, with funds being invested at maturities of no more than one year but predominantly three months. Quarterly cashflow predictions will be used to ensure that funds required for projects anticipated to occur in the next quarter are held at appropriate maturities.
This will be reviewed on an ongoing basis and maturities of a longer duration may be considered, if beneficial.

### 6.2. Consideration of alternative investments

The Council may wish to introduce additional investments as requirements change so that funds can be spread more widely in order to minimise financial risk. It should be borne in mind, however, that the wider the spread of Council funds, the more work is involved in managing them, and it would not be appropriate to continue to increase the number of approved funds indefinitely.
Consideration may be given to unspecified investments, CCLA funds and investing through a broker.

**CCLA Funds**

**Public Sector Deposit Fund**

It is an FCA regulated qualified money market fund with an AAA Fitch rating. The fund is instant access (although access does involve the selling of shares) with interest paid at the end of each month. It invests in deposits with a range of highly rated UK and non-UK financial institutions, thereby spreading the investment risk. However, institutions in which the fund invests may not comply with the Council's own investment strategy.

It offered a dividend yield of 0.4105% at the end of January 2018.

The value of units and the income from them can fall as well as rise and an investor may not get back the full amount invested. Given the unpredictability and uncertainties surrounding the underlying shares, the Council has historically chosen not to use this type of investment. The CCLA public sector deposit fund was previously considered by the F&GP Committee but rejected. This is in line with the policy regarding the security of investments.

**Local Authorities Property Fund**

Fund invests in properties which generate rental income which is distributed, net of costs (such as stamp duty which are variable), as dividend income. Capital growth is achieved while property prices continue to increase – but fund values would decrease in the event that property prices fall (e.g. in the event of a significant rise in interest rates). There is a significant bid price/offer price spread, and it could take up to 18 months to recover this difference. Units can only be sold on a monthly basis.

It offered a dividend yield of 4.58% at the end of January 2018.

For these reasons the investment is regarded as for the long term. Councillors should bear in mind the Council's current investment strategy which has an absolute requirement to avoid capital loss. The value of units and the income from them can fall as well as rise and an investor may not get back the full amount invested.

**Investments through a broker**

Investing through a broker would allow access to building society and money market funds which may not be accessible directly. Brokers furnish an introduction to available funds, and provide information and facilitate the administration of opening accounts. No funds are provided to them, and there are no charges associated with their services – they charge the borrower.

Minimum investments are generally £1m for money market funds, but building societies will accept investments down to £500,000. While this would not be appropriate in normal circumstances for STC, information may be sought should the opportunity arise.

**Recommendations**

Having carefully considered the current guidance and the council's cash flow and investment requirements, it is recommended that:

1. The Finance & General Purposes Committee adopt the revised strategy document which meets the additional requirements for published information stipulated in the updated Guidance. The existing policy remains unchanged.
2. That Council accepts the F&GP Committees recommendation to adopt the Investment Strategy for 2018/19

APPENDIX

## STATUTORY GUIDANCE ON LOCAL GOVERNMENT INVESTMENTS

## (3rd Edition)

**Issued under section 15(1)(a) of the *Local Government Act 2003* and effective for financial years commencing on or after 1 April 2018**

### POWER UNDER WHICH THE GUIDANCE IS ISSUED

1. The following Guidance is issued by the Secretary of State under section 15(1)(a) of the *Local Government Act 2003.* Under that section local authorities are required to "have regard" to "such guidance as the Secretary of State may issue".

### DEFINITION OF TERMS

2. In this guidance the ***2003 Act*** means the *Local Government Act 2003.*

3. **Local authority** has the meaning given in section 23 of the *2003 Act.* To the extent that this guidance applies to parish councils and charter trustees (see paragraph 11) a reference to a local authority includes those councils and trustees.

4. The definition of an **investment** covers all of the financial assets of a local authority as well as other non-financial assets that the organisation holds primarily or partially to generate a profit; for example, investment property portfolios. This may therefore include investments that are not managed as part of normal treasury management processes or under treasury management delegations.

5. For the avoidance of doubt, the definition of an investment also covers loans made by a local authority to one of its wholly-owned companies or associates, to a joint venture, or to a third party. The term does not include *pension funds* or *trust fund investments,* which are subject to separate regulatory regimes and therefore are not covered by this guidance.

6. A **credit rating agency** is one of the following three companies:
   - Standard and Poor's;
   - Moody's Investors Service Ltd; and
   - Fitch Ratings Ltd.

7. For the purposes of this guidance a **loan** is a written or oral agreement where a local authority temporarily transfers cash to a third party, joint venture, subsidiary or associate who promises to return it according to the terms of the agreement, normally with interest. This definition does not include a loan to another local authority, which is classified as a specified investment.

8. The **Treasury Management Code** means the statutory code of practice issued by CIPFA: *"Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes, 2017 Edition".*

9. The **Prudential Code** means the statutory code of practice, issued by CIPFA: *"The Prudential Code for Capital Finance in Local Authorities, 2017 Edition".*

10. The **Capital Strategy** is the strategy required by the updates to the Prudential Code and Treasury Management Code.

**APPLICATION**

**Effective date**

11. This guidance applies for financial years commencing on or after 1 April 2018. It supersedes all previous editions of the Statutory Guidance on Local Authority Investments.

12. Strategies presented to Council or equivalent before 1 April 2018 but relating to 2018-19 and future financial years do not need to include all of the additional disclosures required by this edition of the guidance should it not prove practical or cost effective to do so. If a local authority chooses not to include the new disclosures in its 2018-19 Strategy, it must include the disclosures in full in the first Strategy presented to full Council or equivalent after 1 April 2018.

**Local authorities**

13. This guidance applies to all local authorities in England.

14. This guidance applies to parish councils and charter trustees, providing their total investments exceed or are expected to exceed £100,000 at any time during the financial year. Where a parish council or charter trustee expects its total investments to be between £10,000 and £100,000, it is encouraged to adopt the principles in this guidance.

**KEY PRINCIPLES**

**Transparency and democratic accountability**

15. For each financial year, a local authority should prepare at least one Investment Strategy ("the Strategy"). The Strategy should contain the disclosures and reporting requirements specified in this guidance.

16. The Strategy should be approved by the full council. For authorities without a full Council, the Strategy should be approved at the closest equivalent level. The

Secretary of State recommends that the Strategy should be presented for approval prior to the start of the financial year.

17. Where a local authority proposes to make a material change to its Strategy during the year a revised Strategy should be presented to full council or equivalent for approval before the change is implemented.

18. The Strategy should be publicly available on a local authority's website. Where a parish council or charter trustee does not maintain its own website, they should post a public notice detailing how local residents can obtain a copy of the Strategy, free of charge.

19. Where a local authority prepares a Capital Strategy in line with the requirements of the Prudential Code, a Treasury Management Strategy in line with the requirements of the Treasury Management Code, or any other publicly available document, the disclosures required to be included in the Strategy can be published in those documents instead of in the Strategy.

**Contribution**

20. Investments made by local authorities can be classified into one of two main categories:
    - Investments held for treasury management purposes; and
    - Other investments.

21. Where local authorities hold treasury management investments, they should apply the principles set out in the Treasury Management Code. They should disclose that the contribution that these investments make to the objectives of the local authority is to support effective treasury management activities. The only other element of this Guidance that applies to treasury management investments is the requirement to prioritise Security, Liquidity and Yield in that order of importance.

22. Local authorities should disclose the contribution that all other investments make towards the service delivery objectives and/or place making role of that local authority. It is for each local authority to define the types of contribution that investments can make and a single investment can make more than one type of contribution.

**Use of indicators**

23. The Strategy should include quantitative indicators that allow Councillors and the public to assess a local authority's total risk exposure as a result of its investment decisions. This should include how investments are funded and the rate of return

received. Where investment decisions are funded by borrowing the indicators used should reflect the additional debt servicing costs taken on.

24. Local authorities should consider the most appropriate indicators to use, given their risk appetite and capital and investment strategies. Whilst this guidance does not prescribe specific indicators or thresholds, the indicators used should be consistent from year to year and should be presented in a way that allows elected members and the general public to understand a local authorities' total risk exposure from treasury management and other types of investment.

25. Where a local authority has entered into a long term investment or has taken out long term debt to finance an investment the indicators used should allow Councillors and the general public to assess the risks and opportunities of the investment over both its payback period and over the repayment period of any debt taken out.

**Security, Liquidity and Yield**

26. A prudent investment policy will have two underlying objectives:
- **Security** – protecting the capital sum invested from loss; and
- **Liquidity** – ensuring the funds invested are available for expenditure when needed.

27. The generation of **yield** is distinct from these prudential objectives. However, this does not mean that local authorities are recommended to ignore potential revenues. Once proper levels of security and liquidity are determined, it will then be reasonable to consider what yield can be obtained consistent with these priorities.

28. When entering into treasury management investments, local authorities should consider security, liquidity and yield in that order of importance.

29. When entering into other types of investments local authorities should consider the balance between security, liquidity and yield based on their risk appetite and the contribution(s) of that investment activity.

**Security**

<u>Financial Investments</u>

30. Financial investments can fall into one of three categories:
- **Specified investments**;
- **Loans**; and
- Other **Non-specified investments**.

<u>Specified Investments</u>

31. An investment is a specified investment if all of the following apply:

- The investment is denominated in sterling and any payments or repayments in the respect of the investment are payable only in sterling.
- The investment is not a long term investment. This means that the local authority has contractual right to repayment within 12 months, either because that is the expiry term of the investment or through a non-conditional option.
- The making of the investment is not defined as capital expenditure by virtue of Regulation 25(1)(d) of the *Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 [as amended].*
- The investment is made with a body or in an investment scheme described as high quality (see paragraph 33 or with one of the following bodies:
    1. The United Kingdom Government;
    2. A local authority in England or Wales (as defined in section 23 of *the 2003 Act*) or a similar body in Scotland or Northern Ireland; or
    3. A parish council or community council.

32. For the purposes of paragraph 32 the Strategy should define high credit quality. Where this definition incorporates ratings provided by credit rating agencies paragraph 42 is relevant.

<u>Loans</u>

33. A local authority may choose to make loans to local enterprises, local charities, wholly owned companies and joint ventures as part of a wider strategy for local economic growth even though those loans may not all be seen as prudent if adopting a narrow definition of prioritising security and liquidity.

34. Local authorities can make such loans whilst continuing to have regard to this guidance if they can demonstrate in their Strategy that:

- Total financial exposure to these type of loans is proportionate;
- They have used an allowed "expected credit loss" model for loans and receivables as set out in International Financial Reporting Standard (IFRS) 9 *Financial Instruments* as adopted by proper practices to measure the credit risk of their loan portfolio;
- They have appropriate credit control arrangements to recover overdue repayments in place; and
- The local authority has formally agreed the total level of loans by type that it is willing to make and their total loan book is within their self-assessed limit.

<u>Non-specified investments</u>

35. A non-specified investment is any financial investment that is not a loan and does not meet the criteria to be treated as a specified investment.

36. For non-specified investments (i.e. those not meeting the criteria in paragraph 31), the Strategy should:
   - Set out procedures for determining which categories of investments may be prudently used (and where these procedures involve the use of credit ratings, paragraph 32 is relevant).
   - Identify which categories of investments have been defined as suitable for use.
   - State the upper limits for the maximum amounts both individually and cumulatively that may be held in each identified category and for the overall amount held in non-specified investments and confirm that investments made have remained within those limits.

<u>Non-financial investments</u>

37. As defined in paragraph 4 of this guidance non-financial investments are non-financial assets that the organisation holds primarily or partially to generate a profit. Where a local authority holds a non-financial investment, it will normally have a physical asset that can be realised to recoup the capital invested. Local authorities should consider whether the asset retains sufficient value to provide security of investment using the fair value model in *International Accounting Standard 40: Investment Property* as adapted by proper practices.

38. Where the fair value of non-financial investments is sufficient to provide security against loss, the Strategy should include a statement that a fair value assessment has been made within the past twelve months, and that the underlying assets provide security for capital investment.

39. Where the fair value of non-financial investments is no longer sufficient to provide security against loss, the Strategy should provide detail of the mitigating actions that the local authority is taking or proposes to take to protect the capital invested.

40. Where a local authority recognises a loss in the fair value of a non-financial investment as part of the year end accounts preparation and audit process, an updated Strategy should be presented to full council detailing the impact of the loss on the security of investments and any revenue consequences arising therefrom.

<u>Risk Assessment</u>

41. The Strategy should state the local authority's approach to assessing risk of loss before entering into and whilst holding an investment, making clear in particular:

- How it has assessed the market that it is/will be competing in, the nature and level of competition, how it thinks that the market/customer needs will evolve over time, barriers to entry and exit and any ongoing investment requirements.
- Whether and, if so how, a local authority uses external advisors be they treasury management advisors, property investment advisors or any other relevant persons.
- How the local authority monitors and maintains the quality of advice provided by external advisors.
- To what extent, if at all, any risk assessment is based on credit ratings issued by credit ratings agencies.
- Where credit ratings are used, how frequently they are monitored and the procedures for taking action if credit ratings change.
- What other sources of information are used to assess and monitor risk.

**Liquidity**

42. For financial investments that are not treasury management investments or loans the Strategy should set out the procedures for determining the maximum periods for which funds may prudently be committed and state what those maximum periods are and how the local authority will stay within its stated investment limits.

43. For non-financial investments the Strategy should set out the procedures for ensuring that the funds can be accessed when they are needed, for example to repay capital borrowed. It should also state the local authority's view of the liquidity of the investments that it holds, recognising that assets can take a considerable period to sell in certain market conditions. Where local authorities hold non-financial investment portfolios they can choose to assess liquidity by class of asset or at a portfolio level if appropriate.

**Proportionality**

44. Where a local authority is or plans to become dependent on profit generating investment activity to achieve a balanced revenue budget, the Strategy should detail the extent to which funding expenditure to meet the service delivery objectives and/or place making role of that local authority is dependent on achieving the expected net profit. In addition, the Strategy should detail the local authority's contingency plans should it fail to achieve the expected net profit.

**45.** The assessment of dependence on profit generating investments and borrowing capacity allocated to funding these should be disclosed as a minimum over the life-cycle of the Medium Term Financial Plan. However, an assessment of longer term risks and opportunities is recommended.

**Borrowing in advance of need**

46. Authorities must not borrow more than or in advance of their needs purely in order to profit from the investment of the extra sums borrowed.

47. Where a local authority chooses to disregard the Prudential Code and this Guidance and borrows or has borrowed purely to profit from the investment of the extra sums borrowed the Strategy should explain:
    - Why the local authority has decided not to have regard to this Guidance or to the Prudential Code in this instance; and
    - The local authority's policies in investing the money borrowed, including management of the risks, for example, of not achieving the desired profit or borrowing costs increasing.

**Capacity, skills and culture**

48. The Strategy should disclose the steps taken to ensure that those elected members and statutory officers involved in the investments decision making process have appropriate capacity, skills and information to enable them to take informed decisions as to whether to enter into a specific investment, to assess individual assessments in the context of the strategic objectives and risk profile of the local authority and to enable them to understand how the quantum of these decisions have changed the overall risk exposure of the local authority.

49. The Strategy should disclose the steps taken to ensure that those negotiating commercial deals are aware of the core principles of the prudential framework and of the regulatory regime within which local authorities operate.

50. Where appropriate the Strategy should comment on the corporate governance arrangements that have been put in place to ensure accountability, responsibility and authority for decision making on investment activities within the context of the local authority's corporate values.

**Sevenoaks Town Council**
**Risk Assessment 2018/19**

Dear Councillors,

The Council is expected to carry out an annual risk assessment of financial risks it is exposed to and identify any actions it considers necessary to minimise those risks.

A risk is the threat that an event or action will adversely affect the Council's ability to achieve its objectives and/or to successfully execute its strategies.

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks.

This document has been produced to enable Sevenoaks Town Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise or eliminate them insofar as is possible.

The risk management register assesses the risk factors that have been identified for Sevenoaks Town Council under the following headings:

Governance

Operations

Financial

Environment or external factors

Compliance (law and regulation)

The assessment considers the key triggers and causes, evaluates the risk as detailed below to determine the severity or level of risk, determines the likelihood of it occurring, likely consequences and impact and assigns a risk rating. It is not an exact science and the below serves as a guide based on common practice.

Management/Control on steps taken or to be taken to control the risk appropriately are also inserted for each identified risk.

| | Level of risk | Likelihood | Likelihood Indicators | Impact on service and reputation | Risk Rating |
|---|---|---|---|---|---|
| 1 | Insignificant | Very Unlikely | May only occur in exceptional circumstances | • No impact on the service<br>• No impact on reputation<br>• Complaint unlikely<br>• Litigation risk remote | • Low (L) |
| 2 | Minor | Unlikely | Expected to occur in a few circumstances | • Slight impact on service<br>• Slight impact on reputation<br>• Complaint possible<br>• Litigation possible | • Low (L) |
| 3 | Moderate | Possible | Expected to occur in some circumstances | • Some service disruption<br>• Potential for adverse publicity- avoidable with careful handling<br>• Complaint probable<br>• Litigation probable | • Medium (M) |
| 4 | Major | Likely | Expected to occur in many circumstances | • Service disrupted<br>• Adverse publicity in local media not avoidable<br>• Complaint probable<br>• Litigation probable | • High (H) |
| 5 | Extreme/Catastrophic | Very Likely | Expected to occur frequently and in most circumstances | • Service interrupted for significant time<br>• Major adverse publicity in regional / national press not avoidable<br>• Major litigation expected<br>• Resignation of senior management and board<br>• Loss of public confidence | • High (H) |

There are 3 levels of risk:

| LOW | MEDIUM | HIGH |
|---|---|---|
| 1 – 6 | 7 – 15 | 16 - 25 |

For example: A risk that is judged to be 'likely' (4) and have an 'insignificant' impact (1) would equate to a 'Low' risk level of 4 (4 x 1). A risk with a 'possible' likelihood (3) and 'extreme/catastrophic' impact (5) would equate to a 'Medium' risk level of 15 (3 x 5).

This document was approved by Council at the meeting held on ........................(Minute........)

**Sevenoaks Town Council**
**Risk Management Register**

## Governance risks

| | Risk Factor | Impact | Likelihood | Risk Rating | Management/Control | Owner | status |
|---|---|---|---|---|---|---|---|
| 1 | **Ineffective Organisational Structure**<br>Lack of communication, uncertainty as to roles and duties. | 4 | 1 | 4(L) | Organisational chart is in operation providing a clear understanding of roles and duties.<br>Each member of staff has a contract of employment clearly specifying what their role and duties are.<br>Staff appraisals are undertaken at least annually where any uncertainties can be discussed and rectified. Future aims and objectives are also discussed.<br>Regular staff and manager meetings are held throughout the year to update staff on events happening within the organisation.<br>Sevenoaks Town Council holds Investor in People status. | Town Clerk | Existing procedure adequate |
| 2 | **Loss of Key staff**<br>Operational impact on key projects and priorities.<br>Loss of contact base and knowledge.<br>Loss of experience/skills | 4 | 3 | 12 (M) | Systems, plans and projects are documented where feasible.<br>Training is given to all members of staff with consideration given to ensuring more than one member of staff is trained in a particular area to provide cover during staff sickness or holiday.<br>Formal notice periods are written into employee contracts to ensure a smooth handover when/if a member of staff is in the process of leaving the council. | Town Clerk | Existing procedure adequate |
| 3 | **Councillors lack relevant skills or commitment**<br>The Council is unable to achieve its purpose.<br>Poor decision making. | 4 | 1 | 4 (L) | Councillors' skills are reviewed upon election.<br>Appointments within the Council are made drawing upon Councillor's individual strengths | 1. Town Clerk<br>2. Members | Existing procedure adequate |

| | Risk Factor | Impact | Likelihood | Risk Rating | Management/Control | Owner | status |
|---|---|---|---|---|---|---|---|
| 4 | **Conflicts of interest**<br>Decisions may not be based upon relevant considerations.<br>Pursuit of personal agenda.<br>Impact on reputation | 4 | 2 | 8 (M) | The Standing Orders provide for instances when there is a conflict of interest.<br>Councillors are asked to declare any conflict or interests relevant to Agenda items at the beginning of each meeting. Such councillors do not partake in the ultimate decision.<br>Records of members' interests are kept and are publicly available. | 1. Town Clerk<br>2. Members | Existing procedure adequate<br>Reviewed annually |
| 5 | **Lack of direction, strategy and forward planning**<br>The Council drifts with no clear objectives, priorities or plans. | 5 | 2 | 10 (M) | The Council has a strategy which sets out the key aims, objectives and policies. A list of current matters and priorities are considered at each Finance & General Purposes Committee meeting. These are also reviewed following the election of a new council.<br>Financial and operational performance is monitored by the Officers and reported at relevant Committee or Sub Committee meetings which are then subsequently reviewed at Council meetings held on a regular basis throughout the year.<br>Relevant qualified staff are in post.<br>A Blue Skies Day (review of plans) is normally held at a minimum of two yearly intervals<br>. | 1. Town Clerk<br>2. RFO | Existing procedure adequate<br><br>Reviewed annually |

## Operational risks

| | Risk Factor | Impact | Likelihood | Risk Rating | Management/Control | Owner | status |
|---|---|---|---|---|---|---|---|
| 6 | **Disaster Recovery and planning**<br>Computer system failures or loss of electronic data<br><br>Loss of paper documents.<br><br>Destruction of property, equipment, records through fire, flood or similar damage | 4 | 3 | 12 (M) | All data on the servers are backed up on a cloud base on a daily basis.<br>Two servers are maintained, so that if one fails the Council can continue to function using the operational server during repair.<br>A disaster recovery plan is in place for such an eventuality.<br><br>Ongoing review of electronic archiving options for paper<br><br>Adequate insurance cover is in place. | Town Clerk | Existing procedure adequate<br><br>Ongoing review |
| 7 | **Best Value Accountability**<br>Dependency on key suppliers<br>Lack of competitive pricing/quotes<br>Work awarded incorrectly | 3 | 2 | 6 (L) | STC operates under Financial Regulations relevant for its sector and set down by statute.<br>Competitive tendering is used for all large contracts.<br>At least 3 independent quotations are sought for all contracts undertaken.<br>Alternative suppliers are regularly reviewed to ensure goods and services supplied are competitively priced. | Managers | Existing procedure adequate |
| 8 | **Health and Safety**<br>Risk of staff injury<br>Risk of injury to the public | 3 | 2 | 6 (L) | Annual Health and Safety inspections are carried out by qualified inspectors who provide written reports with prioritised action plans. Any recommendations are discussed and implemented where appropriate. The recommendations include advice relating to appropriate training for Council staff.<br>An external Health and Safety advisory service is employed on all matters, this includes an indemnity. | 1. Town Clerk<br>2. Managers | Existing procedure adequate |

| | Risk Factor | Impact | Likelihood | Risk Rating | Management/Control | Owner | status |
|---|---|---|---|---|---|---|---|
| | | | | | Risk assessment of events is undertaken as per policy.<br>Parks and play area equipment are inspected as part of an annual maintenance programme and remedial work is budgeted for within the precept. | | |
| 9 | **Employment issues**<br>Employment disputes.<br>Claims for unfair dismissal.<br>Inadequate staff training.<br>Child protection issues. | 3 | 1 | 3 (L) | An external employer advisory service is used to advise on all employer related matters, this also provides an indemnity.<br>All staff are offered training specific to their needs and this is also assessed annually at staff appraisals.<br>All staff have been made aware of the Council's Child Protection Policy, and the contents of the Employee Handbook and Health and Safety Policy. | 1. Town Clerk<br>2. Deputy Town Clerk | Existing procedure adequate |
| 10 | **Information Technology**<br>Systems fail to meet operational need.<br>Failure to innovate or update systems. | 3 | 1 | 3 (L) | General IT support is contracted out to a third party, who advise with respect to server capacity and necessary upgrades.<br>Licences are renewed annually and kept up to date.<br>Computers are updated and replaced as required.<br>All data protection laws are complied with. | 1. Town Clerk<br>2. Assistant Town Clerk | Existing procedure adequate |
| 11 | **Security of assets**<br>Loss or damage/theft of assets. | 3 | 3 | 9 (M) | A central fixed asset register is maintained. Suitable security arrangements are in place for the Council's assets<br><br>Safe custody arrangements for title documents and land registration are in place, normally at the bank or lawyers.<br>.<br>Adequate insurance cover is in place and annually reviewed. | RFO<br><br><br>Town Clerk | Existing procedure adequate<br>Annually reviewed |
| 12 | **Lack of Service provision -**<br>Customer satisfaction<br>Loss of fee income.<br>Negligence claims.<br>Reputational risks. | 2 | 3 | 6 (L) | Council operates a complaints procedure that is followed should a complaint be received.<br>All complaints are taken seriously, fully investigated and attempts made to bring about a satisfactory resolution | Town Clerk | Existing procedure adequate |

| | Risk Factor | Impact | Likelihood | Risk Rating | Management/Control | Owner | status |
|---|---|---|---|---|---|---|---|
| 13 | **Procedural and systems documentation**<br>Lack of awareness of procedures and policies.<br>Actions taken without proper authority | 2 | 2 | 4 (L) | All policies and procedures are adequately documented and staff are made aware of them. Policies and procedures are reviewed and presented to Finance & General Purposes Committee.<br>The Council uses the services of an independent internal auditor to review the systems and procedures in place to ensure they are fit for purpose. | Town Clerk | Existing procedure adequate |
| 14 | **Project development**<br>Not compatible with original object or plan.<br>Funding and financial viability in question.<br>Financial and time over-runs | 2 | 2 | 4 (L) | Projects are continually appraised to ensure compliance with original objective and plan.<br>Actual costs are compared to budget and reported to Council at regular meetings.<br>Funding is constantly under review. External grants/funding are sought to cover any budgeted shortfalls to ensure the continued viability of a project.<br>Where a risk of funding shortfalls for a capital project is identified, cashflow projections are made and alternative solutions considered, including the potential for back-up borrowing arrangements investigated if considered appropriate. | Town Clerk | Existing procedure adequate |
| 15 | **Capacity and use of resources including fixed assets**<br>Under-utilised or lack of building/office space.<br>Obsolete plant and equipment being used impacting operational performance.<br>Spare capacity not being utilised. | 2 | 2 | 4 (L) | A rolling capital and maintenance work programme is in operation to ensure that assets are replaced or repaired as required.<br>Managers review their department's fixed assets at least annually and any unutilised fixed assets are transferred to other departments as appropriate<br>The future of the Council's assets and operational facilities are normally discussed at biennial Blue Skies Days | RFO | Existing procedure adequate |

## Financial risks

| | Risk Factor | Impact | Likelihood | Risk Rating | Management/Control | Owner | status |
|---|---|---|---|---|---|---|---|
| 16 | **Precept**<br>Inadequacy<br>Requirements not submitted to District Council<br>Amount received late | 4 | 1 | 4 (L) | Precept setting is an annual agenda item. RFO examines the actual financial accounts along with the projected year end accounts.<br>The Council considers expenditure requirements for the following financial year along with expected income.<br>The RFO recommends a draft precept amount which is reviewed and approved by Council only after it is deemed fit for the objectives and responsibilities for the financial year ahead.<br>The precept is advertised on the agenda and members of the public are invited to attend the meeting.<br>Town clerk submits the approved precept figure to the District Council in writing immediately after it is agreed by Council. Precept request dates are also communicated at the same time.<br>Precept is confirmed by minute when received | RFO | Existing procedure adequate |
| 17 | **Financial Reporting**<br>Insufficient | 4 | 1 | 4 (L) | Management accounts are submitted at each committee meeting with details of receipts and payment | RFO | Existing procedure adequate |
| 18 | **Budgetary control**<br>Budgets are not realistic<br>Spending exceeds budgets<br>Slack built into budget<br>Lack of substantial review | 3 | 2 | 6 (L) | Annual budgets are usually prepared in discussion with departmental managers and approved at Finance and General Purposes Committee in January from which the following year's precept is agreed.<br>The Council operates an accounting software package that produces monthly management accounts with comparison of actual to budget.<br>These are presented to the Finance and General Purposes Committee regularly throughout the year. All significant variances are investigated and reported.<br>The management accounts are distributed to departmental managers each month for comment. | RFO | Existing procedure adequate |

| | Risk Factor | Impact | Likelihood | Risk Rating | Management/Control | Owner | status |
|---|---|---|---|---|---|---|---|
| 19 | **Pension Commitments**<br>The Council's duty to fund any shortfall in the Local Government Pension Scheme cannot be met. | 3 | 3 | 9 (M) | The Council's exposure to any shortfall in the Local Government Pension Scheme has been limited by the withdrawal from the Scheme for any new employees. Precept includes additional contributions required in line with actuarial valuation.<br><br>Funding shortfall continues to be monitored.<br>The Council meets its statutory requirements for auto enrolment. | RFO | Existing procedure adequate |
| 20 | **Dependency on income sources**<br>Impact on finances if Council Band D tax base is reduced. | 3 | 1 | 3 (L) | Changes in legislation can have an impact on the Council's finances.<br>The Council's policy of maintaining reserves at a level of the equivalent of 6 months of the precept means that a cushion of funds is available to allow time to investigate other possible funding streams if necessary and be able to act in an agile manner should opportunities arise for the local community..<br>External grants/funding are sought wherever possible and the Council has a good track record of success in its grant applications. | RFO | Existing procedure adequate |
| 21 | **Bank accounts and Banking**<br>Inadequate checks<br>Banking errors<br>Loss<br>Charges | 3 | 1 | 3 (L) | Financial Regulations set out requirements for bank accounts and banking.<br>All bank accounts are reconciled on a monthly basis by the finance department. The reconciliations are reviewed by both the Responsible Finance Officer and the Town Clerk.<br>The bank account balances are submitted to the Finance and General Purposes Committee on a regular basis for approval.<br>The opening of any new bank account requires the approval of the Finance and General Purposes Committee.<br>Account balances and transactions are reviewed by internal and external auditors. | RFO | Existing procedure adequate |

| | Risk Factor | Impact | Likelihood | Risk Rating | Management/Control | Owner | status |
|---|---|---|---|---|---|---|---|
| 22 | **Payroll**<br>Staff are paid at incorrect rates.<br>Fictitious employees are added to the payroll | 2 | 2 | 4 (L) | Policy laid out in staff handbook as approved by the Personnel Committee.<br>All payroll payments are handled by the finance department.<br>Sage payroll software is used to process the payroll.<br>Timesheets are completed by all part time staff and are authorised by the departmental manager before onward submission to the finance department. All timesheets are approved by either the Town Clerk or Deputy Town Clerk.<br>Sage payroll produces a number of reports, these and copy payslips are reviewed by the Responsible Finance Officer each month on a random basis.<br>The Council maintains a separate payroll bank account through which all payments are processed. All payments are authorised by two Councillors sitting on the Personnel Committee.<br>Payroll processes are also reviewed periodically by the internal auditor. | RFO | Existing procedure adequate |
| 23 | **Ordering procedures**<br>Payment made for goods not ordered.<br>Goods or services ordered which are not authorised. | 4 | 1 | 4 (L) | The Financial Regulations deal with the ordering processes and set the limits for when the Council is required to obtain competitive bids.<br>Managers of departments are authorised to order goods and services within the limits of departmental or capital budgets. Some members of staff have delegated authority to place orders for specific supplies (e.g. stationery). Each departmental manager has a sequentially numbered purchase order book.<br>All delivered goods are checked and signed against delivery note.<br>All invoices are signed by the departmental manager and two officers including the RFO before the payment is processed.<br>Delivery notes are matched and attached to the purchase order and invoice.<br>Invoices over £5,000 are approved by two Councillors prior to processing for payment. | RFO | Existing procedure adequate |

| | Risk Factor | Impact | Likelihood | Risk Rating | Management/Control | Owner | status |
|---|---|---|---|---|---|---|---|
| 24 | **Fraud and misrepresentation**<br>Understating income<br>Inflating expenditure<br>Inadequate internal financial controls and procedures | 4 | 1 | 4 (L) | All known income are captured on the accounting package and accounting records as communicated to Finance.<br>Expected income is noted in minutes and communicated to the<br>Finance and General Purposes Committee.<br><br>A grant register is maintained which details grant applications, payment date and other relevant information.<br><br>Internal Control procedures are covered within the Financial Regulations which are reviewed and updated on an annual basis.<br>The Responsible Finance Officer oversees the financial systems and procedures.<br>An independent internal auditor reviews transactions and the Council's internal procedures at least 4 times per year.<br>There is a defined system of budgetary control, regular management reporting including variance analysis. | RFO | Existing procedure adequate |
| 25 | **Compliance with donor imposed restrictions**<br>Grants or donation funds received are applied outside the restrictions.<br>Non-compliance resulting in repayment of the funds.<br>Future relationship with donor damaged<br>Potential regulatory action against the Council. | 2 | 2 | 4 (L) | Controls are in place to ensure that any restricted funds received are identified upon receipt and separately accounted for.<br>Controls are also in place to ensure the funds are only used for their intended purpose.<br>Regular contact with the donor is maintained to update them on how the grant or donation is spent.<br>The Town Clerk and the Responsible Finance Officer ensure all the terms and conditions of the funding are met. | 1. RFO<br>2. Town Clerk | Existing procedure adequate |

| | Risk Factor | Impact | Likelihood | Risk Rating | Management/Control | Owner | status |
|---|---|---|---|---|---|---|---|
| 26 | **Cash handling**<br>Sales income in the form of cash and cheques received direct to the department either misappropriated or not recorded properly | 2 | 2 | 4 (L) | Financial Regulations set out requirements and adequate cash handling procedures are in place specific to the relevant department.<br>Daily takings are banked on a regular basis into the Town Council's general bank account by a member of staff from the department or brought to the finance department to bank on their behalf. All cash banking are reconciled by the finance department to the bank statements in accordance with the Financial Regulations. | RFO | Existing procedure adequate |
| 27 | **Petty Cash**<br>Money is stolen or cash receipts not recorded properly | 3 | 2 | 6 (L) | Petty cash and expenses claims are only given against specific agreed receipts. All cash is held in a locked container in a locked cupboard/safe under the supervision of the departmental manager.<br>Petty Cash is reconciled against the float by the departmental manager. Reimbursement of the petty cash is undertaken by the finance department upon receipt of satisfactory reconciliation and supporting receipts which in turn is authorised per financial regulations. A summary of petty cash expenditure is reconciled monthly and submitted to the Finance and General Purposes Committee on a regular basis for approval | RFO | Existing procedure adequate |
| 28 | **Stock losses**<br>Protection of physical stocks and stock losses | 2 | 2 | 4 (L) | A stock rotation policy is in place under the responsibility of the relevant manager.<br>Levels of stock held are minimal.<br>Stocks of consumables (stationery, cleaning materials etc.) are kept in designated areas under the responsibility of the relevant manager. Stock expenditure and income are included in monthly management accounts and unusual fluctuations in profit margins would be identified in finance reports reviewed at Finance & General Purposes Committee Meetings. | RFO | Existing procedure adequate |

| | Risk Factor | Impact | Likelihood | Risk Rating | Management/Control | Owner | status |
|---|---|---|---|---|---|---|---|
| 29 | **Credit Control**<br>Credit is given to customers whose credit rating has not been checked.<br><br>Too much credit is given to a customer.<br><br>Customers who have not complied with the Council's payment terms are allowed to continue incurring more debt. | 2 | 2 | 4 (L) | For regular users of the Council's facilities a 30 day payment term is in force. If problems arise, the customer is contacted by the departmental manager in the first instance and then the finance department, and an attempt made to resolve the problem by mutual agreement. In extreme circumstances, credit terms are suspended and customers are then required to pay in advance.<br>Exceptions to the above relate to tenants of the Council's residential properties, where any new lettings are undertaken by a local letting agency who vet potential tenants on the Council's behalf. Rental income is usually paid for in advance.<br>For all new hirers of the community centre, payment in advance is required and a refundable damage deposit is taken when deemed necessary<br>Sports and leisure course fees for regular bookings are invoiced termly in advance.<br>Any bad debts are reported to the Finance and General Purposes Committee promptly in accordance with the Financial Regulations. | RFO | Existing procedure adequate |
| 30 | **Investment of Surplus funds**<br>Investment in areas of unacceptably high level of risk.<br><br>Investing in areas not permitted by statute.<br><br>Commercial failure of deposit taking institution resulting in loss of deposited funds. | 2 | 1 | 2 (L) | The investment strategy is reviewed on an annual basis by the Finance and General Purposes Committee to limit the Council's exposure to any high level risk.<br><br>The Council uses Credit Ratings and other market intelligence to access the credit quality of any potential counterparty.<br>The cCouncil sets limits as tot the minimum level of credit rating that will be acceptable as part of the Investment Strategy.<br><br>Liquidity is managed such that investment durations are set in accord with cash flow needs<br><br>All investment deposits are undertaken for a fixed-term which determines interest rate and duration at the time the transaction is being considered | RFO | Existing procedure adequate |

| | Risk Factor | Impact | Likelihood | Risk Rating | Management/Control | Owner | status |
|---|---|---|---|---|---|---|---|
| 31 | **Reserves policies**<br>Lack of funds to respond to new needs or requirements.<br>Inability to meet commitments or planned objectives. | 4 | 1 | 4 (L) | A general contingency fund forms part of the annual budget to cope with any unexpected costs arising.<br>Earmarked reserves are being maintained and added to on an annual basis where future known expenditure is expected.<br>General reserves are being maintained in accordance with External Auditors recommendations. | RFO | Existing procedure adequate |
| 32 | **Borrowing**<br>Inability to meet repayment schedule.<br>Breaching regulatory requirements. | 1 | 1 | 1 (L) | The Council currently has no borrowings.<br>Any future requirement to borrow funds must be carried out in accordance with the Finance Regulations and be approved by the Finance & General Purposes Committee in advance.<br>DCLG approval is also required prior to proceeding. | RFO | Existing procedure adequate |
| 33 | **Asset management**<br>Misappropriation of Council assets. | 1 | 2 | 2 (L) | The Council maintains a fixed asset register held centrally.<br>The departmental managers are provided with an asset schedule annually for review and updating.<br>All capital items purchased are only purchased in accordance with the Financial Regulations.<br>All assets are insured under the Council's general insurance policy. | RFO | Existing procedure adequate |
| 34 | **Insurance**<br>Inadequate cover<br>Excessive cost<br>Compliance | 3 | 1 | 3 (L) | Annual review of all insurance requirements prior to renewing the policy. This ensures adequacy.<br><br>Property asset values are updated every 5 years via a valuation and maintenance review carried out by a qualified surveyor. Changes are communicated to the Insurers as required.<br>Quotations are sought tri-annually from other insurer providers to ensure competitiveness.<br>Public and Employer liability and Fidelity Guarantee cover are all reviewed and deemed appropriate for the Council's needs. | RFO | Existing procedure adequate |

## Environmental or external factors

| | Risk Factor | Impact | Likelihood | Risk Rating | Management/Control | Owner | status |
|---|---|---|---|---|---|---|---|
| 35 | **Government Policy** Any changes in legislation on local authority activities could adversely impact the Council. | 4 | 4 | 16 (H) | All proposed legal and regulatory changes affecting local authorities are monitored and reviewed by the Council. Membership to NALC and KALC ensures the Council is fully informed of any proposed future regulatory changes. | RFO | Existing procedure adequate |
| 36 | **Public Perception** Adverse publicity and the impact on the services and facilities offered to the public. | 3 | 2 | 6 (L) | The Council has a good working relationship with the local media to ensure that the public are informed of any future projects or events.<br>All agendas and minutes to Council meetings are available to the public to review.<br>The Council promotes full disclosure and transparency.<br>All meetings of the Council and its sub-committees are recorded and the Council supports the rights of the public and press to attend and record such meetings subject to the Council's protocol being followed.<br>Written records of decisions delegated to an officer relating to the granting of a permission or license, affecting the rights of an individual or awarding a contract or incurring material expenditure are made available for viewing by the public and retained by the Council for 6 years | RFO | Existing procedure adequate |

## Compliance risk (law and regulation)

| | Risk Factor | Impact | Likelihood | Risk Rating | Management/Control | Owner | status |
|---|---|---|---|---|---|---|---|
| 37 | **Compliance with legislation and regulations**<br>Loss of licence to undertake particular activity.<br>Loss of reputation through qualified audit reports<br>Penalties or fines from regulators or HMRC due to non-compliance.<br>Employee or consumer action for negligence. | 4 | 1 | 4 (L) | All key legal and regulatory requirements are identified.<br>Responsibility for ensuring key compliance procedures are followed are allocated to relevant members of staff.<br>Any compliance reports from regulators are obtained and reviewed and any recommendations for improvement discussed and implemented.<br>Internal and external auditors review the Council's compliance with financial and governance regulatory requirements.<br>External/professional advice always sought where deemed appropriate. Expert VAT advice is sought from SLCC where appropriate.<br>STC employs the services of Ellis Whittam as both HR and Health & Safety consultants to assist with mitigating risks. | 1. Town Clerk<br>2. RFO | Existing procedure adequate |
| 38 | **Freedom of Information Act**<br>Policy<br>Provision of information | 3 | 3 | 9 (L) | Council adheres to model publication scheme for Local Authorities.<br>The Town Clerk is made aware of requests for information and manages the process of responding including making the decision about payment of a fee. | Town Clerk | Existing procedure adequate |
| 39 | **Data Protection** | 4 | 3 | 12 (M) | The Council is registered with the Data Protection Agency | Town Clerk | Existing procedure adequate |
| 40 | **Annual Return**<br>Failure to submit within time limits | 4 | 1 | 4 (L) | Set as an annual meeting item.<br>Processes are aligned to ensure compliance including applying for extensions as required.<br>Internal Audit visit is scheduled annually in April/May ready for a Finance and General Purposes committee meeting and Council meeting to sign off the annual return. | RFO | |

**Balance**

| Budget | 2017/2018 budget | 2017/2018 Balance 31.07.2017 |
|---|---|---|
| Budget Local Organisations F & GP & Youth Support Services | £16,500 | £16,500 |
| Twinning Support | £1,000 | £1,000 |
| Grant Subsidies Chamber | £1,000 | £632.25 |
| Sevenoaks Summer Festival | £5,000 | |
| Grant Subsidies Sevenoaks Community Centre | £1,000 | £956.87 |
| Annual Donation to Sevenoaks Conservation Council | 150 | 0 |
| Youth Outreach | £5,000 | £4,907.54 |
| Youth Council Support | £500 | £1,279.84 |
| Stag | £27,000 | £0 |

| Grant Ref No | Organisation Name & Charity Reg No If Applicable | Purpose Of award | 2015 2016 | 2016 2017 | 2017/2018 Grant Application £ | Grant Approved | Reason for Refusal | Notes |
|---|---|---|---|---|---|---|---|---|
| 02 | Sevenoaks Volunteer Transport Group – Charity 276663 | To build a website - £1000 | F&GP 22.02.2016 £500 | F&GP date 20.02.2017 £500 | **£500** | | | |
| 03 | Sevenoaks Literary Festival | Hire a speaker for free event for local primary schools | F&GP 22.02.2016 £200 | F&GP 20.02.2017 £250 | **£350** | | | |

| Grant Ref No | Organisation Name & Charity Reg No If Applicable | Purpose Of award | 2015 2016 | 2016 2017 | 2017/2018 Grant Application £ | Grant Approved | Reason for Refusal | Notes |
|---|---|---|---|---|---|---|---|---|
| 05 | Friends of Pontoise | Towards the £3000 cost of the Grand Gala Dinner at West Heath School on 12.05.2018 | F&GP 22.02.2016 £250 | F&GP 20.02.2017 £250 | *Also receives Free bookings of the Council Chamber 2017/18 totalling £258.71 [to 5.3.2018]* **£600** | | | |
| 06 | Sevenoaks Three Arts Festival | Hiring of pianos and performing space for competitive classes and prize winners concert. | F&GP 07.09.2015 £600 | F&GP 22.02.2016 £600 05.09.2016 £600 20.02.2017 £600 | **£600** | | | |
| 09 | Friends of Rheinbach | Funds for Tax Year 2018/2019 Production and distribution of hard copy and internet publicity materials. Hire of premises and related expenses incurred within the town council area for promotional and recruitment purposes. | F&GP 22.02.2016 £250 | F&GP 20.02.2017 £250 | *Also receives Free bookings of the Council Chamber totalling £206.42 [to 5.3.2018]* **£250** | | | |
| 13 | Sevenoaks Art Club | Towards the £300 cost of 5000 glossy flyers-/brochures. | F&GP 18.04.2016 £200 | F&GP 22.02.2016 £200 | **£200** | | | |

| Grant Ref No | Organisation Name & Charity Reg No If Applicable | Purpose Of award | 2015 2016 | 2016 2017 | 2017/2018 Grant Application £ | Grant Approved | Reason for Refusal | Notes |
|---|---|---|---|---|---|---|---|---|
| 23 | Kent Youth Jazz Orchestra [KYJO] | Towards £730 cost of Annual Youth Jazz workshop on 26.06.2018at a local school. Free to musicians to participate in the workshop. | F&GP 22.02.2016 £500 | F&GP 28.11.2016 £500 | *Also requested to perform on Vine Bandstand in summer for a fee of £200/£250.* **£730** | | | |
| 43 | D'Vine Singers | Grant to enable a hardship fund or no subs at all, to benefit with their mental health issues 0 | F&GP 22.02.2016 £500 | F&GP 20.02.2017 £500 KCC Grant £500 SDC Grant £350 | **£1,000** | | | |
| 49 | Kent Painters Group | Towards new lighting system for the screens on which artists exhibit their work. | F&GP 18.04.2016 £200 | F&GP 22.02.2016 £200 | **£500** | | | |
| 52 | Sevenoaks Air Cadets | Towards the cost of training weekends in the UK ready to send 8 cadets & 3 staff to the Italian Dolomites to attend Exercise Partisan Show. | NEW 3/2018 | NEW 3/2018 | **£1,100** | | | |
| 54 | A member of 2158 (Sevenoaks) Squadron ACO | YSSC form used. Town Clerk advised to go to F&GP as limit is £250. Towards the cost of £1,065 for ex Mayor's Cadet to attend Exercise Partisan Show in the Italian Dolomites. | | F&GP 05.09.2016 £3,000 | **£350** | | | |

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**Finance and General Purposes Committee – 5th March 2018** **Agenda Item 7 (b)**

**Grant Reports**

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

| Grant Ref No | Organisation | Sum Awarded & date | Report attached |
|---|---|---|---|
| 04 | CAB - To purchase 12 vinyl chairs with arms for waiting and appointments rooms in Sevenoaks. | £556.20 18.09.2017 | 19.10.2017 letter thanks received. |
| 06 | Sevenoaks Three Arts Festival [Musician of the Year Award – 4.3.2018] | £600 18.09.2017 | 19.10.2017 letter thanks received. |
| 11 | Sevenoaks Counselling - To supplement bursary fund to assist Sevenoaks Town parishioners. | £1,200 18.09.2017 | 08.01.2018 email thanks received. |
| 17 | West Kent Mediation -2nd part of grant - To offer parent teenager mediation service to help families living within the wards of Sevenoaks Town Council. | £375 18.09.2017 | 31.10.2017 letter thanks received. |
| 34 | Sevenoaks Society - For printing costs to cover printing costs of the book "Sevenoaks Forgotten Past: Lodges and Coach Houses". | £500 18.09.2017 | 12.10.2017 letter thanks received. |

To receive and note grant reports to be returned in accordance with our terms and conditions:

| Grant Ref No | Organisation | Sum Awarded & date | Status |
|---|---|---|---|
| 03 | Sevenoaks Literary Festival | £250 20.02.2017 | Received 07.02.2018 |

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citizens advice North & West Kent

Citizens Advice in North & West Kent
Tonbridge Castle
Castle Street
Tonbridge
Kent TN9 1BG

Advice Line: 0300 330 9001

Grant Report
Code 04

Michèle MacDonald
Committee Clerk/Secretary to Linda Larter
Sevenoaks Town Council, Town Council Offices
Bradbourne Vale Road
Sevenoaks, TN13 3QG

RECEIVED
11 DEC 2017
BY:

7 December 2017

Dear Ms MacDonald

**Grant Reference Code 04 – Grant application to purchase 12 chairs with arms for the Sevenoaks Waiting and appointment rooms**

Please accept this letter to evidence how we spent the grant of £556.20 from Sevenoaks Town Council. I have enclosed a copy of the invoice for the chairs which shows that the 12 stacking chairs in black vinyl came to exactly £556.20.

The photographs overleaf show the new chairs in situ in the waiting room and in the interview rooms at Citizens Advice Sevenoaks' premises. The new chairs are a very welcome addition to the client spaces of Citizens Advice Sevenoaks as they have refreshed the appearance of the area, making it a more welcoming environment for our clients. Our previous chairs were very old and shabby and also did not have arms to them which made them more difficult to rise from for those with mobility difficulties. The new chairs, with arms, are much easier for people to use, especially for our older clients.

We are very grateful for the continued support from Sevenoaks Town Council and we can inform the Council that our services remain in high demand from people in the town as can be seen from the table below. In the past full year, 491 people in the Sevenoaks Town wards used our services. They had over 1,500 different problems showing that most people come to us with 3 different types of issue on average.

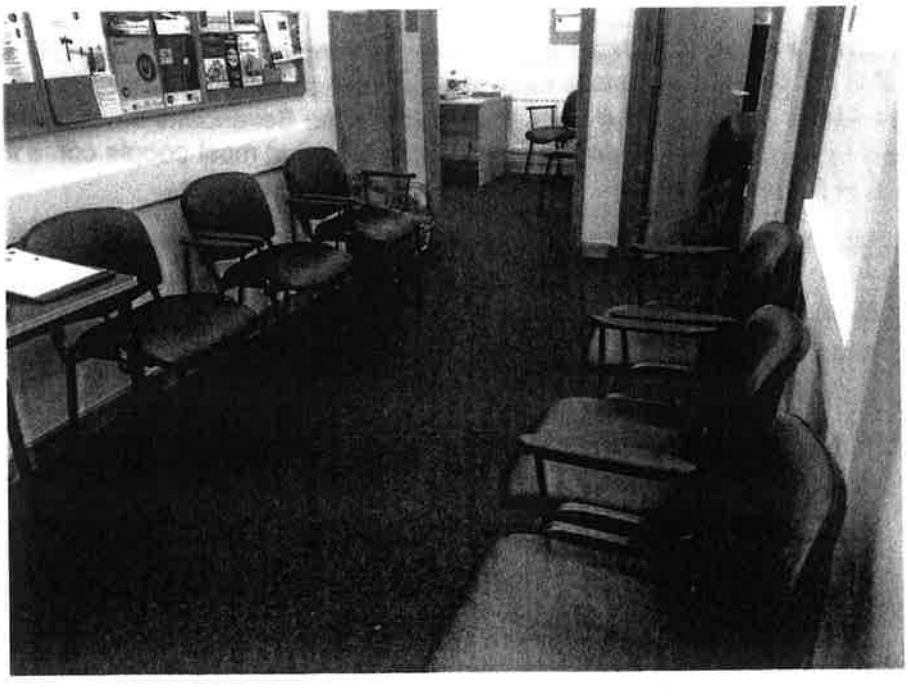
| Ward | Issues | Clients |
|---|---|---|
| Sevenoaks Eastern | 412 | 124 |
| Sevenoaks Kippington | 293 | 97 |
| Sevenoaks Northern | 420 | 128 |
| Sevenoaks Town and St John's | 390 | 142 |
| | **1,515** | **491** |

We do appreciate the support that the Town Council gives to us in other ways, including the provision of space for our training meetings. Our recent Mental Health awareness training day was very well attended by our volunteers reflecting the numbers of our clients presenting to us with mental health issues.

We look forward to attending the Annual Town meeting on 19 March 2018 when we can express our thanks publicly at that occasion.

Yours sincerely,

Caroline Farquhar
Funding and Development Manager
Caroline.farquhar@nwkent.cab.org.uk



Sev. Town Council.

SevCAB (STC)

Rec'd 23/10/17

Grant Report code 04

**CK Office Furniture**
Unit 10
Eldon Way Industrial Estate
Paddock Wood
Kent
TN12 6BE
*Tel: 01892 832880*
*Fax: 01892 835380*
*Email : info@ckofficefurniture.co.uk*

**Invoice To:**
Citizen Advice Tonbridge
Tonbridge Castle
Castle Street
TN9 1BG

| | |
|---|---|
| **Invoice No** | 4812 |
| **Invoice Date** | 19/10/2017 |
| **Order No** | po5083 -ai |
| **Account Ref** | CIT009 |
| **Cust PO No.** | |

**INVOICE** **Page** 1

| Qty | Code | Description | Unit | Disc | Net Amt | VAT % | VAT |
|---|---|---|---|---|---|---|---|
| 12.00 | EF2144 | F1BARMS Black Frame Stacking Chair<br>Black Vinyl | 46.35 | 0.00 | 556.20 | 20.00 | 111.24 |
| 0.00 | M | Around 2-3 weeks made to order | | 0.00 | | | |

**Deliver To :**
Buckhurst Lane
Sevenoaks
TN13 1HW
not open on a Wednesday
01732 454443
Jane or Sian

| | | |
|---|---|---|
| **Total Discount** | £ | 0.00 |
| **Total Net Amount** | £ | 556.20 |
| **Carriage Net** | £ | 0.00 |
| **Total Tax Amount** | £ | 111.24 |
| **Invoice Total** | £ | 667.44 |

Bank Details:
CK Office Services Ltd, Sort Code: 40-44-37, Account: 81757954
Email: accounts@ckofficefurniture.co.uk



VAT Registration No: 870157721

Grant Report Code 04

citizens advice North & West Kent

Citizens Advice in North & West Kent
Tonbridge Castle
Castle Street
Tonbridge
Kent TN9 1BG

Advice Line: 0300 330 9001

Grant Code 04

Michèle MacDonald
Committee Clerk/Secretary
Sevenoaks Town Council
Council Office
Bradbourne Vale Road
Sevenoaks, Kent, TN13 3QG

RECEIVED

**19 October 2017**

Dear Michèle

**Grant Code O4 – Towards the purchase of 12 chairs for the Sevenoaks waiting and appointment rooms**

This is to acknowledge the generous award of a grant to Citizens Advice Sevenoaks for the purchase of chairs for our Sevenoaks advice centre. We confirm that we will be attending the Annual Town Meeting on 19 March 2018 as well as showcasing and reporting back to the community how the money has been spent (with photos) by 5 Jan 2018.

We also acknowledge that we will record the grant award within the annual accounts as you specify.

We are very grateful to Sevenoaks Town Council for their continued support of our advice centre in Sevenoaks. Our work assists the most vulnerable in the Sevenoaks community who face unemployment, bereavement, relationship breakdown, disability, or other life-changing circumstances. Provision of new chairs will give a fresh and welcoming feel to our advice centre.

Yours sincerely

Caroline Farquhar
Strategy Manager
07468 474985

# SEVENOAKS YOUNG MUSICIAN OF THE YEAR COMPETITION 2017

Grant Code 06 Report

The 2017 Sevenoaks Young Musician of the Year Competition took place at Sevenoaks' Stag Theatre on Sunday 5 March. Thirteen instrumentalists between the ages of twelve and twenty-one - seven violinists, four pianists, a cellist and a guitarist - each gave a 15-minute recital before an audience of music lovers and the two adjudicators, Ruth Gerald and William Bruce.

At the adjudication at the end of the day both judges commented that the standard seems to get higher each year, and thanked the organisers of the event for providing a valuable platform for encouraging and nurturing the talents of young musicians. They went on to read their comments about each performance and finished by announcing the winner, pianist Peter Xie - originally from China and now studying at the Royal College of Music in London. He was presented with the Sevenoaks Town Council Prize of £500, kindly donated by STC, and will play a concerto with the Lydian Orchestra later this year.

The second prize of £250, donated by Sevenoaks School, was presented to cellist Henry Hargreaves who studies at the Royal Academy of Music, and the Reid Sohn Prize of £100 was won by violinist Jessica Meakin who has been awarded a place at the Guildhall School of Music and Drama in September.

All three prizes were presented by Sevenoaks' Town Mayor, Councillor Andrew Eyre who, in his other ~pacity as General Manager of Stag Theatre, had a dual interest in the proceedings.

**ıdges Ruth Gerald (left) and William Bruce (far right) with the three prize winners, Peter Xie, Jessica Meakin and Henry Hargreaves, Councillor Andrew Eyre and YMY Competition Secretary Tim Daniell**

**Town Mayor Andrew Eyre presenting the Sevenoaks Town Council Prize of £500 to Peter Xie, Sevenoaks Young Musician of the Year 2017.**

# Sevenoaks Three Arts Festival

Registered Charity No 1031815

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

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


17 October 2017

RECEIVED
[illegible] 2017
BY: ------------------

Grant code
06

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

Dear Michèle

On behalf of our Executive Committee, may I record our grateful thanks to the Town Council for their generosity in awarding a grant of £600 being the first prize ("The Sevenoaks Town Council Prize") for the 2018 Sevenoaks Young Musician of the Year Competition, plus £100 towards expenses – thank you..

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

I confirm that I or another representative of the Three Arts Festival/Young Musician Competition will be present at the Annual Town Meeting on Monday 19 March 2018.

With many thanks again,

Yours sincerely

Margaret Holgate

Festival Secretary


Email [illegible]
Website [illegible]

Grant
Cell
11
Report

Sevenoaks Counselling Community Grant of £1,200

At the beginning of the new year I am pleased to submit the following report on the activities of Sevenoaks Counselling as requested when the above grant was authorised.

The services of Sevenoaks Counselling continue to be much in demand. We always operate with a waiting list and there is a particular demand for evening appointments. We currently have a team of 13 part-time counsellors, including a child and family psychotherapist and a play therapist. The play therapist is our most recent recruit to meet a demand for counselling for young children. We continue to meet a demand for counselling from older children/teenagers and students. We also provide counselling for couples with marital issues.

As you will recall, the grant we received from the Town Council is specifically to subsidise the cost of counselling for those Sevenoaks residents who cannot afford to pay the full recommended contribution for their counselling. One of my responsibilities as a trustee is to monitor the cash receipts book where the counsellors record every contribution from clients. Each week I note that a very substantial proportion of our clients are unable to pay the recommended contribution of £45 for their counselling session and our research confirms that a high proportion of our clients come from the Sevenoaks Town area.

I am therefore happy to confirm that the grant from the Town Council is being used for the purpose for which it was authorised.

I hope that this report will prove to be satisfactory but I would be willing, of course, to supply additional information/clarification if necessary.

Stephen Day
Trustee
Sevenoaks Counsellin

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31 October 2017

RECEIVED
- 2 NOV 2017
BY:

West Kent
MEDIATION
Listen Talk Resolve

Ms Linda Larter MBE
Chief Executive
Sevenoaks Town Council
Bradbourne Vale Road
SEVENOAKS
Kent TN13 3QG

Dear Ms Larter

I would formally like to acknowledge receipt of the cheque for £375 being the second part of award to help fund our mediation service.

On behalf of my trustees and all of us at West Kent Mediation, I would like to thank Sevenoaks Town Council for their kind donation. With resources being so stretched at the current time, and with many demands on the funds available, we are especially grateful for this support.

We very much welcome the opportunity of continuing our work in Sevenoaks Town in the coming year, and would like to thank you again for your support.

We have noted the date of 19th March 2018 and will be in attendance at the Annual Town Meeting on that evening.

Kind regards

Yours sincerely

A Bell

Amanda Bell
Chief Executive Officer

West Kent Mediation, Knole Academy, Bradbourne Vale Road, Sevenoaks, Kent TN13 3LE
01732 46 96 96 theoffice@wkm.org.uk www.wkm.org.uk

West Kent
MEDIATION
Listen Talk Resolve

12 February 2018

Michele MacDonald
Sevenoaks Town Council
Bradbourne Vale Road
Sevenoaks TN13 3QG

Dear Michele

I can confirm that the grant of £375 received from Sevenoaks Town Council contributed to: volunteer expenses, supervision for volunteers, CPD meetings for volunteers, hall hire costs for mediation meetings, a contribution towards publicity material.

Kind regards

ABell.

Amanda Bell
Chief Executive Officer


Restorative
Justice
Promoting quality
practice for

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## SEVENOAKS FORGOTTEN PAST; LODGES AND COACH HOUSES

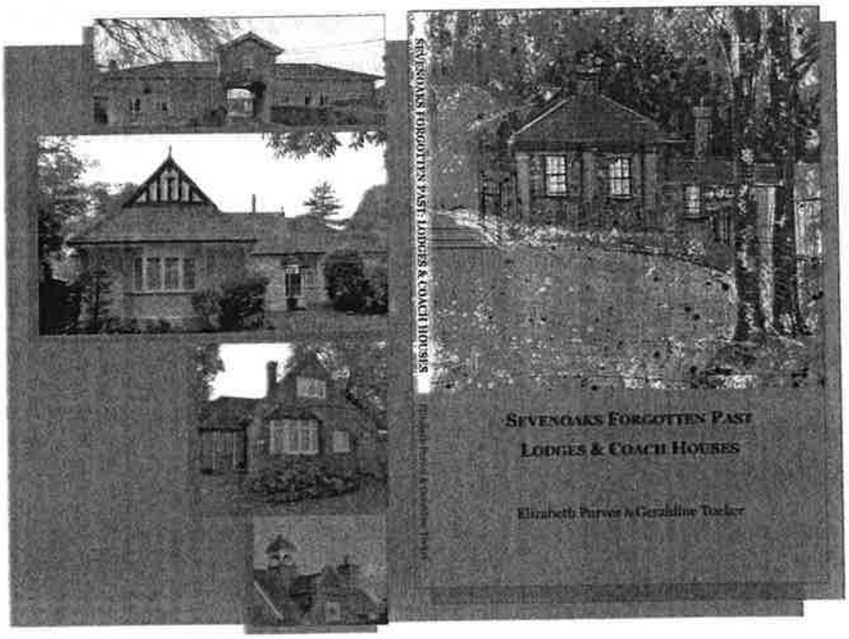
With the help of a grant from the Sevenoaks Town Council, Elizabeth Purves and Geraldine Tucker have published a book for the Sevenoaks Society on the lodges and coach houses of Sevenoaks. The book describes and illustrates with vivid colour photographs the large number of lodges and coach houses in Sevenoaks which still survive. Since many of the great houses and Victorian mansions have been demolished, these small buildings are often forgotten.

Our aim has to been to record the history of these lodges and encourage people of all ages to take a greater interest in our town's history.

The Town Council grant which was used towards publishing costs has enabled us to sell the book at a price affordable for all. We are also grateful to the Town Council for promoting the book in the Town Crier and the Sevenoaks Town Partnership Newsletter.

The book has had good reviews. It is selling well and is available from the Sevenoaks Bookshop.

# Sevenoaks Forgotten Past
# Lodges and Coach Houses




A new book by Elizabeth Purves and Geraldine Tucker chronicles the history of the lodges and coach houses in Sevenoaks which still survive. Many of the great houses and Victorian mansions have been demolished but their lodges remain. These small buildings are often forgotten.

Over 50 lodges or coach houses with their host buildings are described and illustrated with colour photographs.

This book will make an ideal Christmas present!

£12 from the Sevenoaks Bookshop

THE SEVENOAKS SOCIETY

Grant code
34

# The Sevenoaks Society

Chairman: David Green, Hollow End, 4 Wellmeade Drive
Sevenoaks, TN13 1QA

Linda Larter MBE
Chief Executive/Town Clerk
Sevenoaks Town Council
Bradbourne Vale Road
SEVENOAKS
Kent
TN13 3QG

12th October 2017

Dear Linda

**Re: Grant Reference Code 34**

I write on behalf of The Sevenoaks Society to thank your Council for the cheque for £500 in payment of the above grant which was enclosed with Michele MacDonald's letter dated 9th October. We are very grateful to the Council for making this grant which will be very helpful towards meeting the cost of publication of the Lodges book.

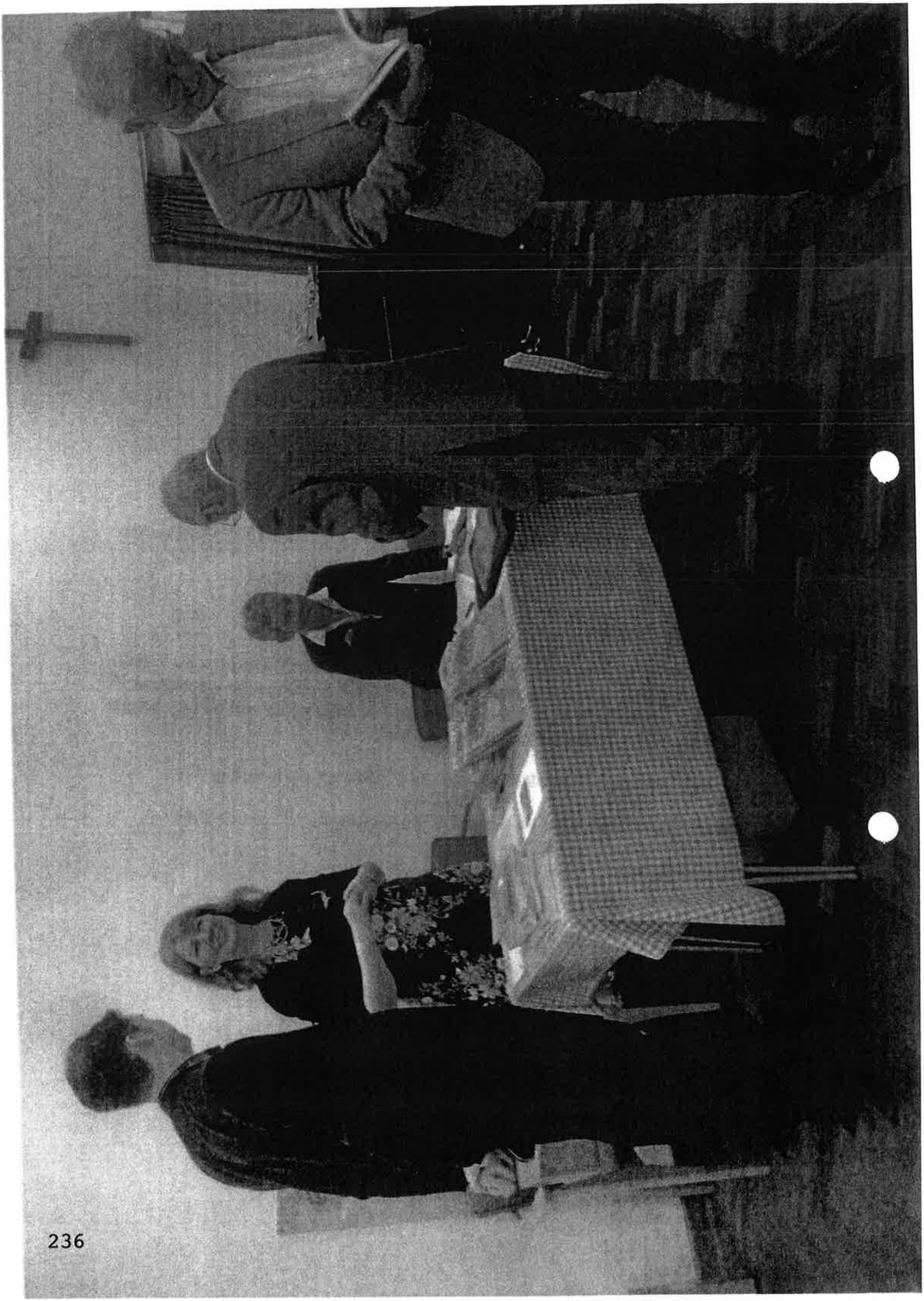
The book was launched at our AGM held last week on 4th October and is selling well.

We shall, of course, be represented at the Annual Town Meeting on 19th March 2018.

Yours sincerely,

David

**David Green**



Grant
03
report
F+GP
20-2-17

# SEVENOAKS LITERARY FESTIVAL 2017

## FREE SCHOOLS EVENT 29 SEPTEMBER 2017

The Literary Festival committee was grateful to receive a grant of £250 from Sevenoaks Town Council to help to fund our free annual event for local primary schools. Michael Rosen was an excellent speaker, and the children were spellbound. The event was held in the new hall at Sevenoaks Primary School, and pupils from Lady Boswells School, St Thomas School and St John's School also attended. The event was for years 5-6, and about 400 children packed the hall. Michael Rosen did a presentation for all the children, then went to Sevenoaks Bookshop to sign books, where another 70 children, including pupils from other schools and a lot of under-fives, crowded into the shop. He then returned to Sevenoaks Primary School to run a workshop for 80-90 children, all of whom wrote a poem.

Michael Rosen was an expensive speaker: his fee was £1295, so we were very grateful for the Town Council's contribution. The children will remember his inspirational presentation for a long time.

**Jill Webster**

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F+GP
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# NALC TOOLKIT

Contents

PART 4:
Templates, Policies and Notices

KALC

Serving Parish & Town Councils in Kent

# *KALC GDPR INFORMATION NOTE*

*Don't forget! GDPR comes into effect on 25 May 2018*

Guiding Principles for Processing Personal Data (Article 5, GDPR)

Personal data must be:

1. Processed lawfully, fairly and in a **transparent** manner in relation to the individual/data subject;
2. Collated for specified, **explicit** and legitimate purpose(s);
3. Adequate, relevant and limited to the purpose(s) for which they are processed;
4. Accurate and kept up to date; **inaccurate data shall be erased or rectified without delay;**
5. Kept for no longer than is necessary for the purpose(s) for which it was processed;
6. Secure, using appropriate technical or organisational measures.

*The Kent Association of Local Councils* has a long tradition of identifying potential partners and providers for the Local Councils of Kent. In recent years, the Association for example has compiled a list of *Independent Internal Auditors* for its members. The thinking behind this approach is that whilst KALC does not have the resources (and being aware of issues like liability); to become directly involved in providing such services, it believes it has a valuable role in identifying potential service providers.

Late in 2017, and at the behest of its members concerned about the advent of the GDPR, KALC began working with other County Associations and NALC to look at potential providers of packages that included: basic awareness training; information audits; and a long running support package to include a Data Protection Officer (DPO). The problem in this area remains that although there are now several providers they offer a range of packages and comparing these is difficult in terms of the actual services they offer and the cost.

KALC met with SATSWANA Ltd in October and November to ascertain if they would be interested in providing a bespoke package aimed at Local Councils that would offer a comprehensive service and structured around prices that reflected the size of the council in terms of electorate, activity levels and staff/resources. In addition to this, there was agreement that SATSWANA would provide three (now 4) extended workshop sessions that would: 1) explain the background to information law for Local Councils; 2) frame the main issues with the advent of GDPR in May 2018; and 3) outline the potential packages that members could avail themselves of through SATSWANA. The thinking has remained the same that whilst SATSWANA offer the most developed package that we have seen so far (as at January 2018), members of course may need to obtain several quotes as required by their Standing Orders and are encouraged to look at all other DPO service providers, which might include: other private/commercial providers (such as The DPO Centre Ltd, Microshade VSM, GDPR-INFO), local arrangements, Principal Authorities, etc.

The KALC Executive Committee has confirmed that KALC should appoint an external DPO to help ensure that KALC is compliant with GDPR and we are appointing Satswana Ltd to undertake that role for the Association.

It is important to realise that SATSWANA are just one option and we will also be developing a list by the spring for our members which will set out the range of options and include providers known to us. This will follow the pattern with SATSWANA that whilst they are known to us we cannot as ever recommend them and any arrangement between a Local Council and them will be a private and commercial arrangement. It follows that KALC will have no legal responsibility or liability arising from that relationship. We advise members, as ever, to apply any legal process and expected due diligence including: seeking quotations; procurement requirements (if applicable); and oversight, including on-going monitoring and review.

As previously highlighted, NALC has externally commissioned a GDPR Guidance Note/Toolkit for member Councils offering practical Action Plans, checklists and other useful documents. This Guidance Note/Toolkit should be issued by NALC very shortly and will be circulated to all member councils. In the meantime, a copy of the Contents Section of the Toolkit is attached so that you can see what it will be covering.

All relevant resources, including the NALC Toolkit and Legal Briefings will be available in the members section of the KALC website under Information Law/Data Protection (www.kentalc.gov.uk )

Kent Association of Local Councils
6 February 2018

**Sevenoaks Town Council**

**Current Matters**

**Agenda Item 10 (a)**

| Item | Minute No | | Status | Latest update |
|---|---|---|---|---|
| 1 | 268 – Town Council – 17.11.2014 | Council Priorities list | Ongoing working document attached – agenda item 16b | Updated following Blue Skies. 2014 priorities updated by Council.<br>Further Blue Skies meeting held 19.09.2015.<br>Priorities updated to reflect new priorities. |
| 2 | | Wall at Rear of Chamber | Ongoing | Wall monitored in January 2018 and continues to be less than 2° off true. |
| 3 | 08 – F&GP 03.04.2017<br><br>18.09.2017 | Street Lighting | Ongoing | Farnaby Drive Residents have since signed an agreement with STC effective 27th April 2017.<br>No further changes since 18th September 2017 [Minute 263 refers].<br>Pruning of trees around streetlights was completed in November as per service inspection report from contractor.<br>Residents of the Glade have agreed to take over maintaining streetlights on their road. An agreement and charges will follow. |
| 4 | <br><br><br><br><br>350 F&GP (c) (5) 13.11.2018<br><br>CIC Minute No 08.01.2018 | Bat & Ball Station | Lease negotiation<br><br><br>Capital Project<br><br><br><br>CIL<br><br><br>Grant Awarded | South Eastern have confirmed amendments to Heads of Terms for lease to include sub-letting of café if needed. Currently being reviewed by Network Rail lawyers.<br>Planning application approved.<br>HLF bid round two submitted 29th August 2017. HLF requires Variation to lease being negotiated with South Eastern/Network Rail. Tenders returned, short listed. Contractors being reviewed.<br>HLF Decision early December 2017.<br><br>Allocated £78,810.63 for the Bat & Ball project.<br><br>HLP awarded full grant of £755,600.<br>Start up Process begins January 2018. |

| Item | Minute No | | Status | Latest update |
|---|---|---|---|---|
| 5 | 203 CIC 07.08.2017 | Red Cross | Reverts to STC 17.09.2017 | Tenders requested for repairs to review compared to demolition.<br><br>To be reviewed in relation to development of other STC Capital Assets. |
| 6 | Minute No CIC 416 (ii) 8.1.2018 | Bat & Ball Centre | | Design to be placed to tender prior to applying for planning permission Feasibility of options taking place. |
| 7 | Minute No CIC 414 (ii) 8.1.2018 | Cemetery Lodge | *On going* | On the market for sale. |
| 9 | | Vine Waste | On going | 2017 12 13 - SDC wrote to the Secretary of State seeking permission under Commons Act 2006 – Section 38<br>For permission to use as temporary car park. |

F&GP Committee 05.03.2018
**Sevenoaks Town Council**

**Agenda Item 10 (b)**

**Priorities** [Note updated with 2015 Blue Skies Proposals]

## PRIORITY ONE

| No | Project | Details | Proposed target timescale | £ | Update / comment |
|---|---|---|---|---|---|
| 1 | Bat & Ball Community Conference Centre | Research feasibility of building new multi-purpose community centre, including commission plans to tender stage. | March 2017 | £60,000<br><br>£20,000<br><br>£170,000<br><br>£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.<br>Pre-build professional fees including planning application and tender process. On hold until capital receipts received.<br>Capital Build.<br>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.* |
| 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.<br>HLF bid submitted November 2016 on-going discussions between HLF Case Officer and Town Clerk. Decision expected March 2017 – successful at first round.<br>HLF Bid round two submitted 29th August 2017. Tenders opened 16th August 2017. Lease completed 25th August 2017.<br>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.<br>HLF Grant of £755,600 awarded to STC. Start up Process *approved* January 2018. *Contract dates 26th March to 21st September*<br>Application made for CIL funding *to be considered by SDC 8th May 2018.* |

**Sevenoaks Town Council**

**Priorities** [Note updated with 2015 Blue Skies Proposals]

**Agenda Item 10 (b)**

| No | Project | Details | Proposed target timescale | £ | Update / comment |
|---|---|---|---|---|---|
| 3 | Greatness Football Pavilion | Review under proposals for improvements to Greatness area | March 2015 | £1,500,000<br><br><br>£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.<br>Funding to be obtained.<br>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.<br><br>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.<br><br>Confirmation of amended planning application. Due 10th January 2018.<br><br>Also reviewing potential space for MUGA at Greatness.<br>Fundraising achieved.<br>3G Official launch Saturday 9th September 210-17.<br><br>Tenders received for Greatness Rec W.C.<br>*Contract commenced.* |

F&GP Committee 05.03.2018
**Sevenoaks Town Council**

**Agenda Item 10 (b)**

**Priorities** [Note updated with 2015 Blue Skies Proposals]

| No | Project | Details | Proposed target timescale | £ | Update / comment |
|---|---|---|---|---|---|
| 4 | Neighbourhood Development Plan for Sevenoaks | To provide a long term sustainable plan for the Sevenoaks | March 2017 | £20,000 approx<br><br>£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.<br>SDC circulating questionnaire re Economic Development and willing to share data.<br>Integrated transport study and information banners for public consultation during December.<br>New proposed timetable agreed at Planning Committee 01.08.2016.<br>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 to be available January 2018. |
| 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<br><br>Registration process for STAG. Completed.<br><br>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.<br>Consultation completed re Kippington Meadow.<br>Open Spaces & Leisure Committee resolved to progress. |
| 7 | Cemetery Lodge | To sell property | Asap | | Purchaser of property has withdrawn. |

**Sevenoaks Town Council**

**Priorities** [Note updated with 2015 Blue Skies Proposals]

**Agenda Item 10 (b)**

# PRIORITY TWO

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

F&GP Committee 05.03.2018

**Sevenoaks Town Council**

**Agenda Item 10 (b)**

**Priorities** [Note updated with 2015 Blue Skies Proposals]

| No | Project | Details | Proposed target timescale | £ | Update / comment |
|---|---|---|---|---|---|
| 2 | South East in Bloom | Provide action plan for obtaining gold award. | | | Town Centre – Silver Gilt<br>Sevenoaks Cemetery – Silver (1st year of entry)<br>Sevenoaks Common – Silver (1st year of entry)<br>The Vine – Silver Gilt (2016 = Gold)<br>Sevenoaks Upper High Street Gardens – Silver Gilt (2016 = Bronze)<br>People's Choice best pub-The Chequers Sevenoaks.<br><br>Budget and plans for 2018 commenced. |

**Sevenoaks Town Council**

**Priorities** [Note updated with 2015 Blue Skies Proposals]

**Agenda Item 10 (b)**

## PRIORITY THREE

| No | Project | Details | Proposed target timescale | £ | Update / comment |
|---|---|---|---|---|---|
| 1 | Bradbourne Lakes | To seek continued improvements with facility | | | To work with SDC to achieve this.<br><br>Bradbourne Residents Association had started to create a plan. SDC agreed at Town Forum 10.03.2014 to involve STC. |
| 2 | Night time economy | To seek to develop night time economy via Sevenoaks Town Partnership initiatives, entertainment on the Vine one evening per week | June to August 2017 | | Programme being put in place for bands on Vine Bandstand. Evening bands to be funded by presence of arts and craft stalls, now premises licence in place. Preparing application for Purple Flag Award. *To be considered within proposed BID.* |
| 3 | Library (Kaleidoscope) | Research feasibility for taking over the management of facility and moving STC administration into the venue | May 2013 | | To liaise with KCC<br><br>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. |

F&GP Committee 05.03.2018
**Sevenoaks Town Council**

**Agenda Item 10 (b)**

**Priorities** [Note updated with 2015 Blue Skies Proposals]

| No | Project | Details | Proposed target timescale | £ | Update / comment |
|---|---|---|---|---|---|
| 3 | Library (Kaleidoscope)contd. | | | | Progress delayed due to KCC internal review / reorganisation. KCC confirmed willing to continue discussions. KCC consultation paper to F&GP 23.02.2015.<br>Project not being progressed by KCC.<br>KCC requested meeting for January 2016.<br>Further discussion underway.<br>Discussions taking place as part of the One Public Estate programme. |
| 4 | MUGA<br>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.<br>*To be reviewed within Bat & Ball Centre Options.* |

**Priorities** [Note updated with 2015 Blue Skies Proposals]

**Agenda Item 10 (b)**

# COMPLETED

| No | Project | Details | Proposed target timescale | £ | Update / comment |
|---|---|---|---|---|---|
| 1 | Play Area Town Centre | New large play area in town centre | 2015 | £100,000 | Negotiations completed for 10-year lease of land within Environmental Park. Knole Trustees offered 5-year lease and have been requested to review term. Knole agreed to extend to 10 years commencing 01.10.2015. STC requested extension of area. Consultation taking place and external funding applied for £36,000. Obtained. Round Table agreed grant of £6,000 from 2015 Fireworks event. Balance to be funded by CIL. Order placed to be installed by Easter 2016 (subject to weather). Installation to commence 15.02.2016. Opened on 07.04.2016. Problems with land being water logged. Under review. New surfacing at £10,000 installed to address issue. |
| 2 | Farmers Market | Local Food Promotion. Hold Farmers Market 1 x monthly on a Sunday 6 months April to September in Vine Gardens | April 2016 | 0 | Arrangements to be put in place from April 2016. Income generating. To be reviewed in Autumn 2016. Agreed not to continue but to incorporate into events. |
| 3 | Junction 5 / slipway | To re-open dialogue with organisations involved in this matter | | | Agreed at KALC AGM to create a working party to work on this.<br>STC agreed at Planning Committee 18.08.14 to provide grant.<br>KALC report received. |

F&GP Committee 05.03.2018

**Sevenoaks Town Council**

**Agenda Item 10 (b)**

**Priorities** [Note updated with 2015 Blue Skies Proposals]

| 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*<br><br>*£95,000*<br><br>*£150,000* | Negotiations with Knole Estates<br>Change to covenant agreed – legal documentation completed.<br>SP10 discussions completed with SDC – S.106 unilateral agreement signed.<br>McCullochs submitted planning application to SDC.<br>Amended Plans being prepared.<br>9.10.2015. STC paid when planning application approved.<br>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)<br>Negotiations progressing well. Decision received regarding Grammar School, negotiations recommenced. KCC forwarded Heads of Terms agreed by CIC committee on 18.07.2016.<br>20.10.2016 planning permission granted. Completion of contract 16.02.207. |