Sevenoaks Town Council

Finance & General Purposes Committee

17th January 2017

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 22nd January 2018 at 7.00pm to be followed by a meeting of the **Town Council**. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

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

L Carter

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

Town Clerk

3 REQUESTS FOR DISPENSATIONS

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

4 MINUTES

To receive, adopt and sign the minutes of the meeting of the Finance & General Purposes Committee held on 13th November 2017 (copy attached).

5 SUB COMMITTEES

(a) Youth Council

To receive and note that the minutes of the meeting of the Youth Council held on 12th December 2017 (copy attached).

(b) Youth Services Sub Committee

To receive and adopt the minutes of the Youth Services Sub Committee held on 12th December 2017 (copy attached).

6 FINANCE REPORTS

(a) Statement of Accounts

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

i) 1st to 31st October 2017

ii) 1st to 30th November 2017

(copies attached).

(b) Suppliers' Accounts

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

i) 1st to 31st October 2017

ii) 1st to 30th November 2017

(copies attached).

(c) Payroll Account

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

i) 1st to 31st October 2017

ii) 1st to 30th November 2017

(copies attached).

(d) Petty Cash Account

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

i) 1st to 31st October 2017

ii) 1st to 30th November 2017

(copies attached).

(e) Internal Audit Report

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

(f) Hospitality and Gifts Register

To receive and consider Hospitality or Gifts received by the employees of Sevenoaks Town Council staff during the period from 1st November 2017 to 31 December 2017 (copy attached).

7 GREENSAND COMMON MATCH FUNDING

To receive and consider match annual funding of £1,500 for 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*** *21.11.2017refers].*

8 REVENUE ESTIMATES 2018/2019

(a) To receive the final Revenue Estimates from the Responsible Finance Officer for the period 2018/2019 (copy attached).

(b) Precept
To receive and note the Responsible Finance Officer's recommendation to Town Council that the Town Council accept a precept of £1,088,477 for 2018/2019, which equates to a Band D equivalent household rate of £114.94 per annum *[includes the updated number of household figures received from Sevenoaks District Council of 9,470.04].*

9 SEVENOAKS TOWN PARTNERSHIP

To receive and note the minutes of the Sevenoaks Town Partnership Meeting held on 10th January 2018 (copy attached).

10 GRANT

To receive and consider a grant request
a) for funding the 2018 Sevenoaks Summer Festival (copy attached).
b) towards the publication of a book "Sevenoaks, The Great War and it's Legacy" (copy attached).

11 N° 8 BUS

To receive and consider an updated report from the Town Clerk (copy attached).

12 CURRENT MATTERS AND PRIORITIES

To receive and note a list of
a) current matters
b) priorities
of the Town Council (copies attached).

13 PRESS RELEASE

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

To Resolve 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.

14 MARKETS

To receive and discuss 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. The submission deadline is 7th February 2018 (copy circulated to Members only).

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Sevenoaks Town Council

Minutes of the FINANCE & GENERAL PURPOSES COMMITTEE held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 13th November 2017

Meeting Commenced: 7.07 p.m. **Meeting Concluded:** 8.25 p.m.

Cllr S G Raikes, Chairman	Present	Cllr R L Piper	Present
Cllr N J L Busvine	Present	Cllr R M C Hogarth	Present
Cllr J M Canet	Present	Cllr R J Parry	Present
Cllr M Chakowa	Present	Cllr E Parson	Apologies
Cllr A S Clayton	Apologies	Cllr P E Towell	Present
Cllr A Eyre, Vice Chairman	Present	Cllr Mrs P C Walshe	Present
Cllr S Arnold	In Attendance	Cllr E Waite, Substitute Cllr Clayton	Present

341. Apologies for Absence

Apologies for absence were received from Cllr Clayton and Cllr Parson.

342. Declarations of Interest

There were no Declarations of Interests made.

343. Requests for Dispensations

There had been no requests for dispensations.

344. Minutes of the Meeting held on 18th September 2017

It was noted that there was an error and that Cllr Canet had not registered an interest in street lighting matters.

RESOLVED: Subject to the one amendment the Minutes of the Meeting held on 18th September 2017 be agreed and signed as a true record of the meeting.

345. Sub Committees

RESOLVED: To note the following: -

a) Youth Council Meeting held on 1st November 2017 was inquorate and that the Annual General Meeting would take place on 12th December 2017.

   i. The Mayor apologised for not being able to attend and hoped to attend the next meeting. Cllr Hogarth stated that at a recent meeting with Trinity School they expressed their wish to be involved.

b) Youth Services Committee held on 25th October 2017 noting that Cllr Canet had provided apologies for the meeting.

346. Finance Reports

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

a) Statement of Accounts
   i. To 31st August 2017 and to 30th September 2017 and the Responsible Financial Officer's reports relating to Variance Analyses.

b) Suppliers Accounts
   i. 1st August 2017 to 31st August - £80,429.60
   ii. 1st to 31st September 2017 - £63,897.78

c) Payroll Account
   i. Payments listed in the schedules
   ii. 1st August 2017 to 31st August - £88,917.23
   iii. 1st to 31st September 2017 - £87,441.24

d) Petty Cash Account
   i. Payments from the account listed in the schedules
   ii. 1st August 2017 to 31st August - £529.88
   iii. 1st to 31st September 2017 - £786.54

e) Internal Audit
   i. Letter dated 18th October 2017. The Committee congratulated the Finance Department on continuing to receive such good feedback from the Internal Audit process.

f) External Audit
   i. Signed Annual Return for the year ended 31st March 2017.

g) Investment Strategy 2018 / 2019
   i. The Investment Strategy reviewed on 12th June 2017 (Min. 89) remained the same.

h) Hospitality and Gifts Register
   i. To note the hospitality or gifts received by employees during the period from 1st September to 30th October 2017.

347. Financial Regulations 2018 / 2019

The Committee received and reviewed the updated Financial Regulations in particular the Councillors Authorisation of Expenditure relating to the practice of invoice signing.

Authorised Town Council personnel could make operational payments up to £5,000. Above £5,000 required authorisation of two Councillors prior to payment.

When this system was adopted it was initially agreed that two Councillors would sign all invoices on a weekly rota basis.
RESOLVED: Councillors will no longer be required to authorise invoices for payments below £5,000. Officers will continue to submit a schedule of payments for review and ratification monthly and at Committee meetings.

348. Draft Revenue Estimates and Rolling Capital Programme

RESOLVED:

a) Draft Revenue Estimates and Rolling Capital Programme to note the indicated 4% increase which would be presented to the Finance & General Purposes Committee meeting on 22nd January 2018.

b) Draft Rolling Capital Programme for 2018 / 2019
   i. To note the Draft Rolling Capital Programme for 2018 / 2019 to 2019 / 2020. The document took into account the Annual Maintenance Survey and includes items listed in the future Property Maintenance Programme.

c) Property Maintenance Programme
   i. To note the future Property Maintenance Programme.

d) Fees and Charges
To increase fees and charges relating to the following by 3% and round to whole amounts.
- Council Chamber
- Community Centre
- Open Spaces & Leisure Committee – General, Sports and Cemetery.

349. DCLG Consultation – Disqualification Criteria for Councillors and Mayors
The Committee reviewed and considered the September 2017 consultation document which had been circulated with the agenda.

RESOLVED: Sevenoaks Town Council would support the recommendations stated on Pg. 16 of the consultation document.

350. Community Infrastructure Levy (CIL) Receipts

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

1. New Community / Conference centre at Bat & Ball
2. Replacement of Raleys Gym

3. Replacement of Indoor Cricket School
4. New Play Area at the Environmental Park (Buckhurst Lane Play Area)
5. Greatness Community Facility
6. Multi Use Games Area – MUGA
7. 'Free' Recreational Facilities
8. Sports Strategy
9. Neighbourhood Development Plan
10. Stag Community Arts Centre
11. Bat & Ball Station Building

In October 2017 Sevenoaks Town Council received £78,810.63.

RESOLVED:

a) To add the following projects to the list to benefit from CIL:

12. Allotment infrastructure

b) To allocate the October CIL payment of £78,810.63 to the Bat & Ball Station Building project. It was noted that separate Capital Income could be available for expenditure on Quaker Hall Allotments.

c) Sevenoaks Town Council continues to initially seek external funding for projects prior to using CIL or Capital Income. Town Council were congratulated on their continued success on doing this.

	Date	CIL Payment	Community Infrastructure project expenditure
1	October 2015	£22,667.50	£7,365 Buckhurst Play Area Equipment £15,302.50 Stag
2	April 2016	£7,171.88	Surfacing of Buckhurst Lane Play Area
3	October 2016	£60,783.44	£33,000 Vine Pavilion Roof (subject to clarification for infrastructure spending) £27,783 Greatness Rec. Public Toilets
4	April 2017	£27,351.56	Cemetery Workshop / Mess Room
5	October 2017	£78,810.63	Bat & Ball Station Project
	Total	£196.785.01	

351. Current Matters and Priorities

RESOLVED: To note the report relating to updates of current matters and priorities as distributed with the agenda.

352. Press Release

RESOLVED: there were no matters which warranted a press release.

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

Signed .... Dated ....

Chairman

SEVENOAKS TOWN COUNCIL

FINANCIAL REGULATIONS

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1. GENERAL

1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for Members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.

1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.

1.3. The Council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council.

1.9. The RFO;

- acts under the policy direction of the Council;
- administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the Council its accounting records and accounting control systems;

- ensures the accounting control systems are observed;
- maintains the accounting records of the Council up to date in accordance with proper practices;
- assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the Council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the Council; and
- wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full Council only.

1.14. In addition the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Town Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

2.3. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or Member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.

2.4. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.

2.5. The internal auditor shall:

- be competent and independent of the financial operations of the Council;
- report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- have no involvement in the financial decision making, management or control of the Council.

2.6. Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council;
- initiate or approve accounting transactions; or
- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.7. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.8. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.9. The RFO shall, without undue delay, bring to the attention of the Finance & General Purposes Committee any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

3.1. Each committee (in consultation with the Responsible Finance Officer) shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of November each year including any proposals for revising the forecast.

3.2. The RFO (in consultation with the Town Clerk) must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance & General Purposes Committee. In turn, the Committee shall consider these estimates and submit recommendations to the Council no later than the end of January each year and shall recommend the Precept to be levied for the ensuing financial year.

3.3. The Council shall consider annual budget proposals in relation to the Council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each Member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved committee budget. This authority is to be determined by:

- the Council for all items over [£5,000];
- a duly delegated committee of the Council for items over [£500]; or
- the Town Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items up to [£5000].

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Town Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Town Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of Council services, the Town Clerk may authorise revenue expenditure on behalf of the Council which in the Town Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of [£5,000]. The Town Clerk shall report such action to the chairman as soon as possible and to the Council as soon as practicable thereafter.

4.6. For delegated decisions exceeding £5,000, or decisions where the effect is to grant a permission or license or affect the right of an individual, written records of the date, decision, alternative options considered, and associated background papers are retained in a file available to the public for 6 years.

4.7. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained. A proposal to incur expenditure, which is not included in the budget or is in excess of the budget, shall be promptly drawn to the attention of the Finance and General Purposes Committee for approval. Following approval, this may be funded from existing reserves and if deemed appropriate, added to any future Precept.

4.8. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4.9. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of [£100] or [15%] of the budget.

4.10. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. All accounts will be clearly identified with Sevenoaks Town Council as part of the title. Arrangement shall be regularly reviewed for safety and efficiency.

5.2. The RFO shall be authorised to maintain bank accounts with financial institutions that have been approved by the Finance and General Purposes Committee and that he/she considers necessary for the Council's financial administration. No account may be opened or closed without the prior approval of the Finance and General Purposes Committee and the Town Clerk.

5.3. No monies shall be paid out of or transferred to or from any account without the authority of the Town Clerk, his/her authorised Deputy or the Responsible Finance Officer.

5.4. All bank payment instructions shall be ordered and issued only on the authority of the Town Clerk, his/her designated Deputy or the Responsible Finance Officer and only when they are satisfied that the appropriate checks per below have been satisfactorily carried out.

- All bank payment instructions shall show a designated space for two signatories authorised by the Finance and General Purposes Committee.
- All cheques shall be issued in sequential order and not more than two books of cheques per account shall be in use at any one time.
- All cheques/cash received shall be banked at the earliest opportunity and at the very least within 5 working days of receipt.
- A register of cheques/cash received shall be maintained at the point of receipt by a Member of the Finance team and compared to the paying in book by a different Member of the Finance team on a regular basis.
- Bank reconciliations shall be performed promptly on a monthly basis and reviewed by the Responsible Finance Officer and Town Clerk.

5.5. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.

5.6. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, by the next available Council [or Finance & General Purposes Committee] meeting.

5.7. For each financial year the Town Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council [,or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council [or Finance & General Purposes Committee].

5.8. A record of regular payments made under 5.7 above shall be drawn up and be signed by two Members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.9. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.

5.10. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.11. The Council will aim to rotate the duties of Members in these Regulations so that onerous duties are shared out as evenly as possible over time.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

6.1. The Council will make safe and efficient arrangements for the making of its payments. All payments shall be effected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with these regulations

6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Town Clerk or RFO shall give instruction that a payment shall be made.

For all payments other than petty cash:

- two bank signatories must review the supporting documentation and sign/initial the invoices to evidence their review prior to payment.
- Invoices for £5,000 or more must additionally be authorised prior to payment by two Members of the Council.

6.3. All invoice claims and accounts for payment shall be examined, verified and certified by the RFO with a counter signature from a Manager when applicable.

6.4. Before certifying the invoice, the RFO and the applicable Manager shall satisfy him/herself that:

a. the work, goods or services to which the account relates have been received, carried out, examined and approved.

b. The prices, extensions, calculations, trade discounts, other allowances, credits and tax are correct.

c. The relevant expenditure has been properly incurred, and is within the relevant estimated provisions.

d. The account has not been previously passed for payment and is a proper liability of the Council.

6.5. Certification of an invoice shall imply that the above mentioned checks have been applied to the satisfaction of the certifying Officer and Manager, that the Standing Orders with regard to contracts have been complied with in full and that the expenditure was necessary for the purpose of the expenditure heading thereon.

6.6. Duly certified invoice shall be passed to the Finance Department who shall examine them in relation to arithmetical accuracy and authorisation, and shall code them to the appropriate expenditure heading, if not already done so by the certifying Officer or Manager.

6.7. The Finance team will take all possible steps to settle invoices submitted, and which are in order, within the period stipulated in the suppliers' terms of trade and wherever a discount is offered for prompt or early settlement, he/she shall ensure that the discount is taken.

6.8. Approval of payments by cheque must be evidenced by two bank signatories initialling the cheque stubs. Approval of BACS/internet payments shall be evidenced by two bank signatories initialling computer generated payments listings.

A Member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.9. Payment for utility supplies (energy, telephone and water), any National Non-Domestic Rates and any other main service providers may be made by variable Direct Debit provided that the instructions are signed by two bank signatories and reported to the Finance and General Purposes Committee on the Schedule of payments referred to in Regulation 5. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.

6.10. If thought appropriate by the Responsible Finance Officer, payment for certain items may be made by Banker's Standing Order provided that the instructions are signed by two bank signatories and reported to the Finance and General Purposes Committee on the Schedule of payments referred to in Regulation 5.15. All Standing Orders are to be reviewed and reapproved at least every 2 years.

6.11. The final authorisation for internet payments shall be made by any two Officers on the bank mandate to include the Town Clerk, Deputy or Assistant Town Clerk or Responsible Finance Officer.

6.12. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and must be retained as supporting evidence. A programme of regular checks of standing data with suppliers will be followed.

6.13. Any corporate credit card account opened by the Council will be specifically restricted to use by the Town Clerk, his/her Deputy or Assistant or the Responsible Finance Officer and shall be subject to automatic payment in full at each month end. Other Members of the Finance team will have access to the corporate credit card for making payments on line or over the telephone but only upon instructions from either the Town Clerk, his/her Deputy or Assistant or the Responsible Finance Officer. Officers' personal credit or debit card should not be used. Continuous payment authorities whereby regular payments are charged to the corporate credit card may be established where required (e.g. for mobile phone/iPad/Adobe software contracts) provided that the authorities are approved by two bank signatories and reported to the Finance and General Purposes Committee on the Schedule of payments referred to in Regulation 5

6.14. A Schedule summarising all the payments made shall be prepared by the Finance team and reviewed by the Responsible Finance Officer each month and presented at the next available Finance and General Purposes Committee meeting for formal approval and authorisation.

6.15. Cards and card readers for the purposes of internet banking payments shall be PIN and password protected and kept in the safe when not in use. Passwords shall be changed regularly. No employee, bank signatory or Councillor shall disclose any personal identification number (PIN) or other password relevant to the working of the Council or its bank accounts to any person not authorised in writing by the Council or Finance and General Purposes Committee. Access to any internet banking accounts will be directly to the access page, and not through a search engine or email link. Remembered or saved passwords facilities should not be used on any computer.

6.16. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.

6.17. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.18. The Council, and any Members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.19. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.20. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.21. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. The total aggregate amount of petty cash float across all committees must not exceed £1,000.

a) Vouchers for payments made shall be forwarded to the Finance Department with a claim for reimbursement.

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Cheque payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above. The schedule shall be accompanied by a breakdown of the expenditure incurred since the last payment

d) Petty cash reconciliation of movements shall be prepared by a designated Member of the Finance team and reviewed by the RFO on a regular basis (at least quarterly) prior to presentation at the next available Finance & General Purposes Committee meeting for formal approval and authorisation.

7. PAYMENT OF SALARIES

7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.

7.3. Payments shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

7.4. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Town Clerk, Council or Personnel committee.

7.5. The Town Clerk or his/her authorised Deputy shall notify the Finance Department of all relevant information for the purpose of keeping the above records i.e. appointments, resignations, dismissals, absence through sickness or other reason. All new appointments must be approved by the Chair of Personnel Committee.

7.6. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

a) by any Councillor who can demonstrate a need to know;

b) by the internal auditor;

c) by the external auditor; or

d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.7. The total of such payments in each calendar month shall be reported to the Finance and General Purposes Committee (for formal authorisation and approval) with all other payments as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.8. An effective system of personal performance management should be maintained for the senior officers.

7.9. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.

7.10. Before employing interim staff the Council must consider a full business case.

8. LOANS AND INVESTMENTS

8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.

8.3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

8.4. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.

8.5. All investments of money under the control of the Council shall be in the name of the Council.

8.6. All investment certificates and other documents relating thereto shall be retained by the Finance department in the custody of the RFO.

8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be notified to the Finance Department and the RFO shall ultimately be responsible for the collection of all accounts due to the Council.

9.3. The Council will review all fees and charges at least annually, following a report of the Town Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Finance & General purposes Committee and shall be written off in the year.

9.5. All sums received on behalf of the Council shall be forwarded to the Finance Department, and banked intact on a weekly basis (or soon after) by a Member of staff as directed by the RFO. In between banking, all receipts shall be deposited in the safe, recorded on the safe contents listing and a Member of the Finance team notified.

9.6. The origin of each receipt shall be entered in the banking book.

9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

9.10. Approved grants shall be notified to the Finance Department upon approval in order that an up to date grants register can be maintained.

10. ORDERS FOR WORK, GOODS AND SERVICES

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All Members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.

10.4. A Member may not issue an official order or make any contract on behalf of the Council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

i. for the supply of gas, electricity, water, sewerage and telephone services;

ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;

iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;

v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Town Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of the Finance & General Purposes Committee); and

vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b. Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations[1].

c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)[2].

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[1] The Regulations require Councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

[2] Thresholds currently applicable are:

a. For public supply and public service contracts 209,000 Euros (£164,176)
b. For public works contracts 5,225,000 Euros (£4,104,394)

d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

e. Such invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f. All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one Member of Council.

g. Any invitation to tender issued under this regulation shall be subject to Standing Orders[ ], [3] [insert reference of the Council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.

h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Town Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Town Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

i. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

j. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

[3] Based on NALC's model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

12. [PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Town Clerk to the contractor in writing, the appropriate committee being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

14.1. The Town Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council and shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. The RFO shall ultimately be responsible for the maintenance of an accurate Fixed Asset Register of the Council's plant, equipment and machinery recording the location, purchase details, serial number and other distinguishing features, and disposal details of all such assets with an original cost of £1,000 or more. In addition, all chattels with an original cost of £250 or more are to be recorded in the Fixed Asset Register.

14.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets. Managers will be provided with a copy of their department's fixed asset register annually to verify existence of assets within their control.

14.4. The Responsible Finance Officer shall ensure that Council property is properly and fully insured, subject to an agreed excess, against material damage and loss, and shall review replacement values at least annually to ensure that adequate cover is maintained.

14.5. No property shall be sold, leased or otherwise disposed of without the prior approval of the Town Clerk, his/her Deputy or the Responsible Finance Officer save where the estimated value of any one item does not exceed £1,000.

14.6. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed [£1,000].

14.7. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.8. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.9. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.

15. INSURANCE

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers [in consultation with the Town Clerk].

15.2. The Town Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.]

15.3. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.

15.5. All appropriate Members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the Council, or duly delegated committee.

16. CHARITIES

16.1. Where the Council is sole managing trustee of a charitable body the Town Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Town Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

17. RISK MANAGEMENT

17.1. The Council is responsible for putting in place arrangements for the management of risk. The Town Clerk [with the RFO] shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

17.2. When considering any new activity, the Town Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

18.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all Members of Council.

MINUTES OF THE ANNUAL GENERAL MEETING OF SEVENOAKS YOUTH TOWN COUNCIL HELD ON 12th DECEMBER 2017 IN THE COUNCIL CHAMBER at 6:05pm

Youth Councillors Present:
Charlotte Humm, Elise Van den Hoek, Katie Willis, Oliver Firth-Humm, Phoebe Crichton, Sam Chard and Tom Chapman

Youth Councillors Apologies:
Ana Lawther, Annabelle Durnford, Estella Durnford, James Armitage, Katherine Magee, Malcolm Briery, Samuel Panagrosso, Stefane Ellis and Zak Young

In Attendance
Cllr R Parry *[arrived 6:07pm]*, Cllr M Canet and Cllr A Eyre
Linda Larter MBE, Chief Executive/Town Clerk
Michèle MacDonald, Committee Clerk

1. **Election of Chairman:**
   Two Youth Councillors stood for election to this position and made statements why they should be considered for the position of Chairman:
   i. **Youth Councillor Elise van den Hoek from Sevenoaks School**
   ii. **Youth Councillor Sam Chard from Tunbridge Wells Grammar School**

   Elise van den Hoek was duly elected Chairman of the Youth Council for the 2017-2018 term and took the chair.

2. **Election of Vice Chairman**
   Only one youth councillor put their name forward. Phoebe Chrichtlow was duly elected as Vice Chairman.

3. **Election of Treasurer:**
   Only one youth councillor put their name forward. Katie Willis was duly elected as Treasurer.

4. **MINUTES**
   RESOLVED: to note and adopt the minutes of the meeting held on 6th September 2017 subject to the amended of the date from 4th to 6th September 2017. To note that the meeting due to have been held on 1st November 2017 was Inquorate.

5 **FINANCE REPORT**
   RESOLVED: to note that the balance at the commencement of the second year of this Youth Council stood at £969.64. It was noted that We Teach Music is currently hiring the HOUSE in the Basement on a trial basis quid pro quo to offset their charge of £150 per Open Mic Night to save money for Sevenoaks Youth Council and promote HiTB.

6 IDEAS FROM YOUTH COUNCILLORS

The 2016 workshop ideas were reviewed and discussed with the aim to build on these over the 2017/2018 period. In particular:

RESOLVED:

a) to ask Highways to consider two additional **zebra crossings** within Sevenoaks Town:
   i. Either side of the entrance on Bradbourne Vale Road to Knole Academy. Many pupils walk from Bat & Ball traffic lights area.
   ii. In the High Street near the restaurant Otto at 37 High Street, TN13 1JD in view of the many pupils walking to and from Sevenoaks School.

   For safety reasons, this request is made by Youth Councillors as young people are less perceptive of the speed of vehicles than adults and all considered that both areas have need of a zebra crossing.

b) To **fundraise** for HOUSE in the Basement and an additional charity at the summer Festival Live on the Vine and at the 2018 Christmas Lights Switch on Event. Youth Councillors to have stalls at the event such as tombola, guess the name of the teddy bear, guess the weight of jar, guess the names of the reindeer at Christmas Lights Switch etc.

   It was noted that
   i. some schools select a charity of the term and Youth Councillors, Elise van den Hoek, Phoebe Crichtlow, and Kattie Willis attending Sevenoaks School will liaise with their tutors to seek permission to select HOUSE in the basement to receive any funds raised with the sale of cakes on Fridays.
   ii. Sevenoaks School youth councillors will seek permission from their Heads of Service to host activities from 2pm to 4pm at HOUSE in the basement.

7 HOUSE IN THE BASEMENT YOUTH CAFE

RESOLVED: to note the reports for:

a) September to October 2017
b) November 2017.

The Town Clerk explained the reasoning behind the opening of the HOUSE in the Basement /youth Café in the Centre of town in 2012. At that time, the nearest Youth Facility was in Swanley. Sevenoaks Youth Councillors undertook a survey and all youth at that time [2009-2011] agreed it would be best to have one central Youth Café in the middle of the town to avoid and hopefully stop territorial issues. Since the KCC Commissioning funding ceased in December 2016, it has been difficult to find funding and the idea to build more facilities instead of building upon the existing ones seems a duplication of effort. HOUSE in the Basement is open Wednesday to Friday and all-day Saturday with a Tuesday Club for the less abled aged 11-24 years.
It was agreed to view a four-minute film produced by Sevenoaks Youth Council when seeking funding for the opening of a Youth Café. Youth Councillors asked for the next Youth Council meeting in January to be held at HOUSE in the Basement.
The Town Clerk confirmed that food sales at HOUSE in the Basement were on the increase with the help of Tesco and Waitrose under the Food Share system and Mark and Spencer who continually donate free food.

All agree to add “Future Projects” on the agenda going forwards.

8 EVENTS

It was noted that:

a) Youth Councillors be invited to either attend to help on the night or accept the invitation to attend the HOUSE in the Basement Christmas Party on Saturday 23rd December from 5 to 8pm where possible.

b) Open Mic Nights in 2018 be held on Fridays as follows:

- 26th January 2018
- 23rd February 2018
- 16th March 2018
- 18th May 2018
- 29th June 2018

c) Live on the Vine Event in 2018 will be held on Friday 20th July

9 DATES OF THE NEXT MEETINGS

All meetings start at 6.00pm

- 31st January 2018 in the HOUSE in the Basement, London Road TN13 1ZZ
- 21st March 2018 in the Town Council Chamber

There being no further items, the meeting closed at 6:50 pm.

AN ASIDE – BAT & BALL STATION

The Town Clerk informed the Youth Council of the good news:

The Heritage Lottery Fund has pledge £755,600 to enable the Town Council to restore the Bat & Ball Station by the end of September 2018, which will make it a more pleasant environment for the young people.

The Town Clerk asked youth councillors to consider volunteering with this project in several ways: carry out research, take part in activities and to contact her directly. Details would be on the agenda of the next meeting.

MINUTES OF THE YOUTH SERVICES SUB COMMITTEE MEETING HELD AT SEVENOAKS TOWN COUNCIL OFFICES ON TUESDAY 12TH DECEMBER 2017 AT 7:05 P.M.

Meeting Commenced: 7:05 p.m. **Meeting Concluded:** 8:07 p.m.

Cllr N J L Busvine OBE (Chairman)	Present
Cllr Mrs R E Parry (Vice Chairman)	Present
Cllr R J Parry	Present
Cllr E Waite	Present *[arrived 7:34pm]*

(4)

ALSO IN ATTENDANCE:
Ms Sarah Gaunt, KCC Youth Hub Delivery Manager
Mrs Linda Larter MBE, Chief Executive Officer/Town Clerk
Mrs Michèle MacDonald, Committee Clerk.

PUBLIC QUESTION TIME
No members of the public were present.

397 APOLOGIES FOR ABSENCE:
RESOLVED: to agree and accept apologies for absence received from
Cllr A Eyre, and Cllr Mrs Walshe
Mrs Caroline Berry, SAYT/Churches Together in Sevenoaks & District
Mr Shane Mochrie-Cox, KCC Area Youth & Community Worker
Mrs Gail Grieves, House in the Basement Manger
Ms Kate Craib, Youth Services Manager, West Kent Communities

398 REQUESTS FOR DISPENSATION
None received.

399 DECLARATIONS OF INTEREST
None Received.

400 MINUTES
RESOLVED: to receive and

a) adopt and sign the minutes of the Youth Services Sub Committee meeting held on 25th October 2017 as a true record of events.

b) note that the Youth Council meeting due to have been held on 1st November 2017 was inquorate and that the Annual General Meeting was held on 12th December 2017.

401 HOUSE IN THE BASEMENT [HiTB] YOUTH CAFÉ
It was noted that in 2009 the Youth Council proposed to start a Youth Café as the nearest youth café then was in Swanley. The committee watched a film of the Youth Councillors bidding for grant funding. Recently a request has been made for an additional youth facility in the Greatness location and whilst it would be nice to have many locations, the Chairman felt that one should build on the success of the HiTB, which provided young people with a sense with a sense of continuity.

The committee watched the Youth Café DVD, which still related to today's issues amongst the local young people.

RESOLVED: to receive and note the following reports:

a) HiTB report for November/December 2017. It was noted that the food sales per head continue to increase. Attendance levels vary between 20+25 on a Friday and Saturday. Thursday the venue is rented out for a Music Club. Wednesdays are a little quieter and Tuesday is open for the Young People with a disability aged 11 to 24. The committee were grateful for the free food donations thanking Tesco, Waitrose, Marks and Spencer and Wagamama.

b) The Town Clerk advised that the HiTB hosted the following events:
   i. Friday 15th December 2017 - Open Mic Night organised by Sevenoaks Youth Council
   ii. Saturday 23rd December 2017 - the HiTB Christmas Party from 5pm to 8pm
   iii. 2018 further Open Mic Nights
      - 26th January 2018
      - 23rd February 2018
      - 16th March 2018
      - 18th May 2018
      - 29th June 2018
   iii. Friday 20th July 2018 - Live on the Vine on Friday 20th July 2018 to give young performers a chance to perform live on stage in front of a relatively small group [2017 - 600+] having practiced at the Open Mic Nights.
   iv. Friday 30th November 2018 – Christmas Lights Switch On again to give young performers a chance to perform live in front of a very large group [2017 – 10,000] to gain confidence.

   The Town Clerk notified the committee that the HiTB had been successful in obtaining a grant from the Awards for All Lottery Fund for £10,000.

c) HiTB Geographical date for October and November.

d) General statistics, including income for October and November 2017.

e) Outcomes for October and December 2017. It was also noted that the Youth Café Manager provides support facilities for attendees at the Youth Café, which is recorded confidentially.
   Information gathering regarding the help given to Young People is by them having continuity, building up relationships with the Youth Café Manager and the keeping of case studies.

Date October 2017	Support Provided
03.10.2017	Listening Skills

Date October 2017	Support Provided
05.10.2017	Putting person effort into finding a job
17.10.2017	Cooking: pizza
19.10.2017	Discussion: Feminism - why is it such a big thing
21.10.2017	Assisted YP with an application form
26.10.2017	Andy Watson: discussion/help "don't beat yourself up if you can't do something"

Date November 2017	Support Provided
01.11.2017	Discussion: "is technology taking over?"
03.11.2017	University Application - look at process
08.11.2017	Music and fitness
10.11.2017	Debate: Vegans Debate: Getting help with drug problems
11.11.2017	Debate: eating meat - understanding people's sensitivity and apologising if in the wrong
25.11.2017	Use of appropriate language Doing volunteer work to gain retail experience
29.11.2017	Discussed Christmas Party

Sexual Health nurses no longer attend outside venues. The Committee Clerk noted that The Youth Café Manager is qualified to advise and give assistance to young people.
Hot food – it was noted that HiTB often provided Young People with the only chance for a cooked meal.

f) Finance report for September and October 2017.

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

a) SAYT - Mrs Caroline Berry had given apologies but asked the committee to be updated as follows: "SAYT's advertising has given no applications so the Trustees will be reviewing longer term plans when they meet in the new year". The SAYT film was shown to the committee as previously requested by Mrs Caroline Berry. The committee congratulated the positive statement made by the Youth Café Manager in the film and SAYT for the fabulous attribution.

b) Community Safety Team – no member was present. It was noted that the local police inspector, Tony Dyer, and his team have built good relationship with the Sevenoaks District Council and meet every morning for a Community Safety briefing. The Youth Engagement PCSO across Sevenoaks District is PCSO Lisanne Fryer

Cllr E T Waite arrived at 7:34

c) Kent County Council - apologies noted from Mr Shane Mochrie-Cox, who is home following a recent operation and well on the way to recovery. The committee passed on their good wishes. Ms Sarah Gaunt advised that she would attend the Youth Services Sub Committee in future and that there was a lot of community engagement with the young people by the local youth workers:

i. Monday – West Kent Community [WKC] attend Greatness for approximately 1-1.5hours

ii. Wednesday – KCC attend Bat & Ball from 6:30-7pm

[KCC and WKC help each other out at these two events in the event of staff absences to ensure continuity].

iii. Thursday – SAYT attend Greatness

It was noted that:

- the Service Level Agreement between Knole Academy and KCC ends in January 2018.
- KCC still has a Service Level Agreement with Trinity School.
- KCC runs parenting courses in Sevenoaks for 0-19 year olds across children centres, often at the request of the young people in town
- Approximately 15/20 young people meet regularly at Bat & Ball, but this is weather dependant. KCC, jointly with the British Transport police, liaise with the young people on the platform on the side of the car park.

d) West Kent Communities – Mr Mark Murison, Head of Community Development, West Kent Communities wrote to the Chairman of the committee in response to his letter sent, which was discussed.

It was noted that:

i. West Kent Communities, outside of the KCC Commissioning bid, had supported the Tuesday Club at the HOUSE in the Basement with a one-off grant of £2,000.

ii. West Kent Communities paid for a stand at the Live on the Vine Event for £10.

It was suggested that a meeting take place in the future to collaboratively discuss, understand one another's work, pool resources and build upon relationships to provide the best service to help young people locally. KCC confirmed that they would welcome such a meeting.

RESOLVED: The Committee Clerk to arrange in the New Year. Regrettably previously hosting a youth club at the Sevenoaks Community Centre proved unsuccessful in view of the differing age groups of the hirers and the young people concerned at the time misbehaving, which is why the HiTB was recommended especially as it was equipped rather than an empty room.

403 PRESS RELEASES

A press release be issued regarding the Awards For All Lottery Grant of £10,000.

There being no further business the Chairman closed the meeting at 8:07pm.

Signed .... Dated ....

Chairman

Sevenoaks Town Council

Finance Officer's Report

Management accounts for the period ended 31 October 2017

Attached to this report are the following:

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

1 Income and Expenditure

The year to date net income is £119,030 against a budget of £62,273.

The net income excludes precept received in advance £429,010. Precept in advance being the proportion of precept received which relates to future periods (November to March 2018).

Net Capital Expenditure in the year to date is £566,256. 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 £447,227 (refer working capital summary as at 31 October 2017)

Movement is analysed as follows:

Net Income over Expenditure:	£ 548,040
Less precept in advance	(£ 429,010)
Net income before Capital expenditure	£ 119,030
Less capital expenditure	(£ 566,257)
Net Expenditure (outflow)	(£ 447,227)

2 Variance Analysis

There is a year to date positive variance of £56,757. (refer October 2017 Year to date variance analysis). The variance excludes capital items reported in the analysis.

3 Fund balances

The statement of fund balances as at 31 October 2017 total £2,620,407 (*31 October 2016 £891,702*).

£1,526,071 is available for instant access.

Deposits have been invested for varying maturities with HSBC, Handelsbanken and Nationwide attracting interest rates of 0.04%, 0.13%, 0.35% and 0.65%respectively.

S&P ratings are as of 30 September 2017.

4 Working capital summary

The net current assets have reduced by £421,762 since the beginning of the financial year to a balance of £2,122,022. This equates to a reduction in reserves of £447,227 (as analysed under income and expenditure) and an increase in Earmarked Reserves of £25,465.

Movement in Earmarked Reserves includes:

Increase in CIL receipts to £131,257. £78,810.63 was received in October and is to be allocated to the Bat & Ball Station building project as per resolution 391.

Net outflow of £7,910 from the 'Rolling Capital Programme Revenue Reserve'. Includes inflow of £16,500 less £8,590 in respect of stake park maintenance.

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

Year to date outflow of £21,032 from the No.8 bus reserve (monthly transfer of £3,004 from the earmarked reserves to cover the shortfall in expected revenue).

Creation of a reserve for Quakers Hall Allotments key deposits with a current balance of £2,140

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2017

Cost Centre Report

Month No : 7

		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	18,259	18,256	-3	31,301		13,042
6240	Computer/ Data Base/WP's	0	500	500	0	500	500	500		500
6630	Professional Fees	12	10	-2	18	1,937	1,919	2,000		1,982
6720	Books and Periodicals	0	0	0	290	0	-290	156		-134
7500	Local Organisations Grants	0	0	0	150	156	6	156		6
	Planning - General :- Expenditure	**2,620**	**3,118**	**498**	**18,717**	**20,849**	**2,132**	**34,113**	**0**	**15,396**
	Net Expenditure over Income	**2,620**	**3,118**	**498**	**18,717**	**20,849**	**2,132**	**34,113**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2017

Month No : 7

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	11,522	12,643	1,121	79,474	88,501	9,027	151,713		72,239
4270	Employers Pension Contribution	626	714	88	4,425	4,998	573	8,563		4,138
5010	Vine Area General Maintenance	-45	0	45	-45	0	45	0		45
5013	Graffiti Removal	0	0	0	425	500	75	1,500		1,075
5025	Lower St Johns Toilets	235	680	445	4,003	4,760	757	8,160		4,157
5040	Footpaths, Bridle Ways, ROW	0	0	0	0	0	0	150		150
5050	Seats And Litter Bins	118	400	282	1,356	1,100	-256	2,500		1,144
5060	Trees Sevenoaks Common	1,621	0	-1,621	1,621	0	-1,621	3,400		1,779
5065	Tree Safety Survey	0	0	0	0	0	0	3,500		3,500
5070	Other Woodlands	244	0	-244	689	900	211	3,150		2,461
5110	Raleys/ K P Pavilion	264	100	-164	264	700	436	2,040		1,776
5120	Raleys/KP Pitch & Grnd Mtce.	1,873	2,200	327	2,829	2,450	-379	4,750		1,921
5310	Miscellaneous Open Spaces	7,860	1,667	-6,193	22,515	11,669	-10,846	20,000		-2,515
5316	Skatepark Maintenance	0	0	0	0	2,500	2,500	2,500		2,500
5317	Raleys Car Park	0	0	0	480	469	-11	469		-11
5320	Fertilizers	0	0	0	882	900	18	1,448		566
5330	Grass Seed	0	0	0	95	0	-95	1,900		1,805
5340	Plants	533	800	267	1,938	2,150	212	2,600		662
5410	Repairs & General Maintenance	29	125	97	313	875	562	1,500		1,187
5413	Community Infrastucture (CIL)	0	0	0	2,419	0	-2,419	0		-2,419
5500	Equipment Hired and New	54	700	646	2,184	4,450	2,266	7,874		5,690
5525	Equipment Maintenance	66	150	84	2,035	2,950	915	7,650		5,615
5550	Vehicle Expenses	0	40	40	1,429	3,125	1,696	3,324		1,895

Sevenoaks Town Council

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Cost Centre Report

Month No : 7

		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	805	770	-35	3,682	3,660	-22	7,000		3,318
6000	Rent, Rates & Water	82	120	38	759	600	-159	1,250		491
6010	Light Heat & Cleaning	0	167	167	893	1,169	276	2,000		1,107
6101	Telephone	8	17	9	81	119	38	200		119
6104	Mobile Telephone	23	33	10	81	231	150	400		319
6320	Staff Training	0	208	208	530	1,456	926	2,500		1,970
6330	Welfare/Hospitality	15	17	2	58	119	61	200		142
6730	Subscriptions	0	0	0	141	150	9	200		59
6812	Road Dues	0	1,300	1,300	1,292	1,300	8	2,000		708
6851	Bus Shelter Maintenance	96	14	-82	96	98	2	168		72
6900	Sundry Expenses	62	8	-54	62	56	-6	100		38
6922	Health&Safety/Risk Assessments	0	0	0	803	450	-353	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	0	700	700	1,838	2,000	162	2,700		862
6935	Waste Bin Disposal-Waste Bins	261	298	37	2,267	2,090	-177	3,570		1,303
6952	Protective Clothing	0	104	104	1,056	728	-328	1,250		194
	O/ Spaces & Leisure - General :- Expenditure	**26,351**	**23,975**	**-2,376**	**142,971**	**148,523**	**5,552**	**264,779**	**0**	**121,808**
1022	Letting & Hire of Facilities	0	0	0	18,944	10,300	8,644	17,735		
1316	Raleys Car Park Permits	0	16	-16	73	136	-63	1,000		
1350	Revenue Grant income	0	0	0	5,600	0	5,600	0		
1550	Insurance Claims	0	0	0	3,011	0	3,011	0		
1850	Log Sales	636	0	636	636	0	636	1,200		
1990	Other Income	445	50	395	595	400	195	700		

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Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
2012	CIL income allocation	0	0	0	2,419	-1,519	3,938	0		
	O/ Spaces & Leisure - General :- Income	**1,081**	**66**	**1,015**	**31,277**	**9,317**	**21,960**	**20,635**		
	Net Expenditure over Income	**25,270**	**23,909**	**-1,361**	**111,694**	**139,206**	**27,512**	**244,144**		

Sevenoaks Town Council

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Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
22	O/ Spaces & Leisure - Cemetery									
4010	Gross Pay	4,923	4,910	-13	34,891	34,370	-521	58,916		24,025
4270	Employers Pension Contribution	403	320	-83	2,989	2,240	-749	3,835		846
5210	Cemetery Chapel & Office	0	0	0	267	0	-267	166		-101
5230	Cemetery Wshop/Messroom Mtce	0	0	0	0	0	0	166		166
5340	Plants	-1,049	0	1,049	-1,279	0	1,279	0		1,279
5410	Repairs & General Maintenance	20	217	197	584	1,519	935	2,600		2,016
5500	Equipment Hired and New	69	650	581	1,228	1,072	-156	2,102		874
5525	Equipment Maintenance	0	700	700	740	1,080	340	2,356		1,616
5700	Fuel	36	76	40	376	532	156	911		535
6000	Rent, Rates & Water	406	500	94	1,992	2,600	608	5,610		3,618
6010	Light Heat & Cleaning	0	100	100	292	700	408	1,200		908
6101	Telephone	52	60	8	289	420	131	718		429
6104	Mobile Telephone	0	3	3	8	21	13	31		23
6200	Printing & Stationery	3	17	14	9	119	110	200		191
6240	Computer/ Data Base/WP's	0	375	375	0	375	375	375		375
6320	Staff Training	-130	0	130	870	1,000	130	1,000		130
6330	Welfare/Hospitality	32	8	-24	106	56	-50	100		-6
6500	Goods for Resale	35	0	-35	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	1,538	250	-1,288	2,227	1,275	-952	1,275		-952
6822	Roads Path & Boundaries	102	100	-2	327	350	23	541		214
6832	Lawn/Wall of Remembrance	0	0	0	0	0	0	300		300

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Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6900	Sundry Expenses	0	4	4	3	28	25	50		47
6922	Health&Safety/Risk Assessments	0	0	0	76	370	294	750		674
6930	Alarm Maintenance	0	0	0	573	765	192	765		192
6932	Cemetery Security	360	417	57	2,809	2,919	110	5,000		2,191
6935	Waste Bin Disposal-Waste Bins	75	96	21	674	672	-2	1,150		476
6952	Protective Clothing	0	50	50	63	350	287	600		537
	O/ Spaces & Leisure - Cemetery :- Expenditure	**6,876**	**8,853**	**1,977**	**50,311**	**53,028**	**2,717**	**90,912**	**0**	**40,601**
1700	Cemetery Income	11,512	6,000	5,512	51,490	42,000	9,490	72,000		
	O/ Spaces & Leisure - Cemetery :- Income	**11,512**	**6,000**	**5,512**	**51,490**	**42,000**	**9,490**	**72,000**		
	Net Expenditure over Income	**-4,636**	**2,853**	**7,489**	**-1,179**	**11,028**	**12,207**	**18,912**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2017

Month No : 7

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
23	O/ Spaces & Leisure- Allotment									
4010	Gross Pay	387	400	13	933	1,200	267	2,500		1,567
4270	Employers Pension Contribution	0	44	44	0	132	132	285		285
5410	Repairs & General Maintenance	485	195	-290	730	585	-145	1,559		829
6000	Rent, Rates & Water	0	0	0	483	864	381	1,728		1,245
6330	Welfare/Hospitality	9	0	-9	9	0	-9	0		-9
	O/ Spaces & Leisure- Allotment :- Expenditure	**881**	**639**	**-242**	**2,155**	**2,781**	**626**	**6,072**	**0**	**3,917**
1010	Rental Income	295	0	295	922	832	90	832		
1047	QH Allotments Income	0	0	0	2,945	3,205	-260	3,205		
1990	Other Income	-20	0	-20	0	0	0	0		
	O/ Spaces & Leisure- Allotment :- Income	**275**	**0**	**275**	**3,867**	**4,037**	**-170**	**4,037**		
	Net Expenditure over Income	**606**	**639**	**33**	**-1,712**	**-1,256**	**456**	**2,035**		

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Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
26	Open Spaces-Street Lighting/Ge									
6861	Public Clock Maintenance	-5	112	117	-49	199	248	563		612
6862	Street Lighting	1,341	890	-451	2,720	7,940	5,220	12,396		9,676
6865	In Bloom Costs	4,228	0	-4,228	13,505	10,000	-3,505	10,000		-3,505
	Open Spaces-Street Lighting/Ge :- Expenditure	**5,564**	**1,002**	**-4,562**	**16,176**	**18,139**	**1,963**	**22,959**	**0**	**6,783**
1263	Cont'ns to street lighting	0	0	0	1,400	0	1,400	7,056		
1990	Other Income	1,500	0	1,500	3,280	1,224	2,056	1,224		
	Open Spaces-Street Lighting/Ge :- Income	**1,500**	**0**	**1,500**	**4,680**	**1,224**	**3,456**	**8,280**		
	Net Expenditure over Income	**4,064**	**1,002**	**-3,062**	**11,496**	**16,915**	**5,419**	**14,679**		

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Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
28	O/ Spaces & Leisure-Vine Cafe									
4010	Gross Pay	2,646	3,565	919	30,915	32,849	1,934	50,675		19,760
4270	Employers Pension Contribution	17	152	135	790	1,235	445	1,899		1,109
5410	Repairs & General Maintenance	125	58	-67	138	406	268	700		562
5500	Equipment Hired and New	133	149	16	1,549	1,043	-506	1,785		236
5525	Equipment Maintenance	-125	0	125	0	0	0	0		0
6000	Rent, Rates & Water	53	100	47	374	700	326	1,200		826
6010	Light Heat & Cleaning	889	0	-889	-1,827	800	2,627	1,600		3,427
6101	Telephone	25	21	-4	173	147	-26	250		77
6210	Postage & Courier	0	0	0	0	154	154	154		154
6240	Computer/ Data Base/WP's	0	3	3	104	21	-83	33		-71
6320	Staff Training	0	0	0	0	250	250	250		250
6460	Publicity & Democratic notices	0	21	21	130	147	17	250		120
6500	Goods for Resale	1,445	2,530	1,085	13,382	24,195	10,813	30,524		17,142
6533	Copyright Fees/Royalties	0	296	296	155	296	141	296		141
6635	Professional Fees Licensing	133	0	-133	253	100	-153	100		-153
6900	Sundry Expenses	0	15	15	118	105	-13	180		62
6922	Health&Safety/Risk Assessments	0	0	0	14	0	-14	0		-14
6930	Alarm Maintenance	0	500	500	0	500	500	500		500
6935	Waste Bin Disposal-Waste Bins	55	333	278	571	1,332	761	2,000		1,429
6976	Credit card charges	84	45	-39	285	315	30	538		253
	O/ Spaces & Leisure-Vine Cafe :- Expenditure	**5,481**	**7,788**	**2,307**	**47,125**	**64,595**	**17,470**	**92,934**	**0**	**45,809**
1211	Sale of Goods	2,597	4,117	-1,520	39,396	72,351	-32,955	92,939		

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Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1212	Events Management	0	0	0	805	0	805	0		
1470	Income from Other Departments	1,050	0	1,050	1,050	0	1,050	0		
	O/ Spaces & Leisure-Vine Cafe :- Income	**3,647**	**4,117**	**-470**	**41,251**	**72,351**	**-31,100**	**92,939**		
	Net Expenditure over Income	**1,834**	**3,671**	**1,837**	**5,874**	**-7,756**	**-13,630**	**-5**		

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Month No : 7

		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	686	729	43	4,599	5,103	504	8,743		4,144
4270	Employers Pension Contribution	41	38	-3	278	266	-12	459		181
5010	Vine Area General Maintenance	100	277	177	1,948	1,939	-9	3,329		1,381
5020	Vine Public Convenience	81	1,020	939	941	7,140	6,199	12,242		11,301
5410	Repairs & General Maintenance	-81	0	81	-81	0	81	0		81
6000	Rent, Rates & Water	54	57	3	634	399	-235	684		50
6010	Light Heat & Cleaning	0	0	0	20	28	8	55		35
6324	Food Fair	0	0	0	627	0	-627	0		-627
6460	Publicity & Democratic notices	0	0	0	960	255	-705	255		-705
6635	Professional Fees Licensing	0	102	102	0	102	102	102		102
6868	Summer Concerts	0	0	0	3,651	4,500	849	4,500		849
6922	Health&Safety/Risk Assessments	-350	0	350	0	0	0	0		0
6931	CCTV Maintenance	0	0	0	556	612	56	612		56
	O/Spaces & Leisure-Vine Ground :- Expenditure	**531**	**2,223**	**1,692**	**14,134**	**20,344**	**6,210**	**30,981**	**0**	**16,847**
1022	Letting & Hire of Facilities	0	0	0	2,400	102	2,298	102		
1208	Food Fair Income	404	1,020	-616	2,387	2,040	347	3,060		
1805	Tea Kiosk Rental & Pavilion	0	0	0	2,318	1,545	773	3,090		
1870	Vine Club Insurance Contrib.	0	0	0	340	0	340	1,319		
	O/Spaces & Leisure-Vine Ground :- Income	**404**	**1,020**	**-616**	**7,445**	**3,687**	**3,758**	**7,571**		
	Net Expenditure over Income	**127**	**1,203**	**1,076**	**6,689**	**16,657**	**9,968**	**23,410**		

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Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2017

Month No : 7

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	24,655	22,134	-2,521	167,395	163,312	-4,083	273,980		106,586
4270	Employers Pension Contribution	2,398	2,568	170	16,573	17,976	1,403	30,810		14,237
4271	Pension Deficiency	5,667	5,667	0	39,667	39,669	2	68,000		28,333
5500	Equipment Hired and New	0	208	208	694	1,456	762	2,500		1,806
6020	Insurance Cost	984	2,125	1,141	11,033	14,875	3,842	25,500		14,467
6101	Telephone	650	132	-518	3,138	924	-2,214	1,581		-1,557
6103	Fax	0	10	10	0	70	70	114		114
6200	Printing & Stationery	1,188	2,758	1,570	7,410	9,483	2,073	14,336		6,926
6210	Postage & Courier	301	333	32	3,904	2,331	-1,573	4,000		96
6240	Computer/ Data Base/WP's	1,194	150	-1,044	9,880	6,903	-2,977	13,320		3,440
6241	Website Costs	0	0	0	750	0	-750	859		109
6242	I.T. Infrastructure	0	0	0	0	0	0	5,100		5,100
6281	Furnishings,Furniture/Eqpt	42	0	-42	585	0	-585	1,385		800
6300	Computers Accountancy	793	0	-793	2,506	2,780	274	3,780		1,274
6315	Recruitment Costs	2,836	330	-2,506	4,107	2,310	-1,797	3,958		-149
6320	Staff Training	119	368	249	890	3,150	2,260	5,000		4,110
6321	Investors in People	0	0	0	0	0	0	775		775
6330	Welfare/Hospitality	321	161	-160	1,662	1,127	-535	1,927		265
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	70	0	-70	975	1,622	647	1,622		647
6415	Gifts/hospitality	5	50	45	356	390	34	390		34
6420	Annual Parish Meeting	0	0	0	-100	0	100	100		200

Sevenoaks Town Council

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Month No : 7

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6421	Honour Bd. Badges & Insignia	0	15	15	759	175	-584	250		-509
6433	Mayors Allowance 2017/18	579	426	-153	2,896	2,982	86	5,117		2,221
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	0	-3,030	3,856		826
6440	Press Notices	0	432	432	786	1,080	294	1,300		514
6450	Bye Laws	0	0	0	0	0	0	100		100
6460	Publicity & Democratic notices	985	0	-985	1,433	890	-543	2,400		967
6461	Banner Costs	0	0	0	945	0	-945	0		-945
6610	Audit Fees	480	3,153	2,673	2,838	4,355	1,518	5,100		2,263
6619	Irrecoverable VAT	0	0	0	0	0	0	7,400		7,400
6620	Legal Expenses	2,500	693	-1,807	3,818	1,436	-2,382	5,027		1,209
6635	Professional Fees Licensing	0	213	213	765	1,950	1,185	1,950		1,185
6710	Conference Fees & Expenses	828	660	-168	1,333	1,200	-133	2,310		977
6720	Books and Periodicals	65	32	-33	98	224	126	380		282
6730	Subscriptions	0	50	50	2,768	3,450	682	3,500		732
6868	Summer Concerts	0	0	0	-15	0	15	0		15
6889	Waste Sacks	390	0	-390	1,357	0	-1,357	0		-1,357
6900	Sundry Expenses	38	40	2	306	280	-26	483		177
6922	Health&Safety/Risk Assessments	500	0	-500	2,566	2,250	-316	2,800		234
6935	Waste Bin Disposal-Waste Bins	-61	0	61	-61	0	61	0		61
6975	Bank Charges	188	110	-78	881	770	-111	1,318		437
6976	Credit card charges	8	40	33	228	280	52	485		257
7010	Election Expenses	0	0	0	0	0	0	3,000		3,000
7611	Contingency provision	140	21,000	20,860	19,140	23,300	4,160	120,200		101,060
7614	Stag reserve	0	0	0	0	0	0	1,000		1,000
	F & G P - Establishments :- Expenditure	**47,862**	**63,858**	**15,996**	**316,537**	**313,000**	**-3,537**	**629,313**	**0**	**312,776**

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Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1115	Interest on Deposits	310	414	-104	2,442	2,898	-456	8,750		
1231	Banner Income	0	150	-150	4,789	800	3,989	2,000		
1350	Revenue Grant income	0	167	-167	0	1,169	-1,169	2,000		
1889	Waste Sacks Income	14	0	14	861	0	861	0		
1990	Other Income	317	195	122	1,743	1,765	-22	2,738		
	F & G P - Establishments :- Income	**641**	**926**	**-285**	**9,835**	**6,632**	**3,203**	**15,488**		
	Net Expenditure over Income	**47,221**	**62,932**	**15,711**	**306,702**	**306,368**	**-334**	**613,825**		

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Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
32	F & G P - General									
6490	Christmas Lights Switch On	3,307	3,300	-7	2,719	4,500	1,781	15,000		12,281
6491	Remembrance Day/Civic Serv.	267	364	97	337	364	27	2,623		2,286
6495	Number 8 bus expenses	3,005	3,542	537	21,033	21,632	599	36,056		15,023
6869	Special Events	-2,228	365	2,593	1,582	5,325	3,743	6,344		4,762
6922	Health&Safety/Risk Assessments	-150	0	150	-150	0	150	0		150
	F & G P - General :- Expenditure	**4,201**	**7,571**	**3,370**	**25,522**	**31,821**	**6,299**	**60,023**	**0**	**34,501**
1490	Christmas Lights Switch On	4,349	10,800	-6,451	4,669	15,000	-10,331	17,000		
1495	Number 8 bus income	3,005	3,542	-537	21,033	21,632	-599	36,056		
1500	Fundraising	0	104	-104	0	728	-728	1,246		
1990	Other Income	0	520	-520	0	520	-520	4,080		
	F & G P - General :- Income	**7,354**	**14,966**	**-7,612**	**25,702**	**37,880**	**-12,178**	**58,382**		
	Net Expenditure over Income	**-3,152**	**-7,395**	**-4,243**	**-180**	**-6,059**	**-5,879**	**1,641**		

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Cost Centre Report

Code	Heading	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
33	F & G P - Council Offices									
4010	Gross Pay	-32	581	613	3,493	4,067	574	6,969		3,476
4270	Employers Pension Contribution	0	38	38	198	266	68	451		253
5410	Repairs & General Maintenance	22	173	151	866	1,211	345	2,081		1,215
6000	Rent, Rates & Water	1,806	1,979	173	13,200	13,853	653	23,747		10,547
6010	Light Heat & Cleaning	1,142	200	-942	5,321	3,500	-1,821	5,826		505
6101	Telephone	-143	0	143	0	0	0	0		0
6104	Mobile Telephone	21	0	-21	21	0	-21	0		-21
6210	Postage & Courier	-2	0	2	-2	0	2	0		2
6510	Catering Expenses	0	0	0	0	0	0	114		114
6700	Civil Marriages	-25	0	25	-25	0	25	0		25
6900	Sundry Expenses	0	5	5	0	35	35	60		60
6922	Health&Safety/Risk Assessments	0	0	0	148	150	2	279		131
6930	Alarm Maintenance	0	0	0	554	600	46	1,345		791
6935	Waste Bin Disposal-Waste Bins	-359	0	359	0	0	0	0		0
	F & G P - Council Offices :- Expenditure	**2,430**	**2,976**	**546**	**23,774**	**23,682**	**-92**	**40,872**	**0**	**17,098**
1022	Letting & Hire of Facilities	1,038	1,159	-121	10,285	8,113	2,172	13,904		
	F & G P - Council Offices :- Income	**1,038**	**1,159**	**-121**	**10,285**	**8,113**	**2,172**	**13,904**		
	Net Expenditure over Income	**1,392**	**1,817**	**425**	**13,489**	**15,569**	**2,080**	**26,968**		

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Cost Centre Report

Code	Heading	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
36	F & G P - Community Centre									
4010	Gross Pay	2,972	2,624	-348	18,473	18,368	-105	31,490		13,017
4270	Employers Pension Contribution	100	79	-21	596	553	-43	950		354
5410	Repairs & General Maintenance	118	235	117	946	1,645	699	2,825		1,879
5500	Equipment Hired and New	0	0	0	922	0	-922	0		-922
6000	Rent, Rates & Water	357	452	95	3,573	3,788	215	6,500		2,927
6011	Electricity-SCC	241	191	-50	1,247	1,337	90	2,289		1,042
6012	Gas-SCC	0	0	0	213	0	-213	1,895		1,683
6013	Cleaning-SCC	0	69	69	0	483	483	832		832
6101	Telephone	48	22	-26	264	154	-110	260		-4
6104	Mobile Telephone	0	5	5	17	35	18	63		46
6200	Printing & Stationery	0	6	6	0	42	42	68		68
6230	Office Furniture/Machinery	0	48	48	557	336	-221	577		20
6240	Computer/ Data Base/WP's	0	26	26	0	182	182	309		309
6281	Furnishings,Furniture/Eqpt	0	0	0	0	220	220	312		312
6320	Staff Training	0	14	14	0	98	98	173		173
6460	Publicity & Democratic notices	0	44	44	0	308	308	530		530
6500	Goods for Resale	1	0	-1	1	0	-1	0		-1
6520	Refreshments for Resale	40	64	24	287	448	161	765		478
6533	Copyright Fees/Royalties	0	0	0	563	477	-86	477		-86
6635	Professional Fees Licensing	0	212	212	0	212	212	212		212
6842	Grounds Maintenance	0	42	42	0	294	294	500		500
6900	Sundry Expenses	0	4	4	0	28	28	50		50
6922	Health&Safety/Risk Assessments	20	0	-20	343	300	-43	300		-43

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Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6930	Alarm Maintenance	0	225	225	325	450	125	2,040		1,715
6931	CCTV Maintenance	0	0	0	293	340	47	340		47
6935	Waste Bin Disposal-Waste Bins	99	152	53	923	1,064	141	1,829		906
6939	Healthcare Services	0	130	130	948	910	-38	1,561		613
	F & G P - Community Centre :- Expenditure	**3,996**	**4,644**	**648**	**30,490**	**32,072**	**1,582**	**57,147**	**0**	**26,657**
1022	Letting & Hire of Facilities	6,678	4,868	1,810	47,005	34,076	12,929	58,412		
1445	Outdoor Activities	0	0	0	0	28	-28	85		
1457	Indoor Activities	319	236	83	1,591	1,652	-61	2,831		
	F & G P - Community Centre :- Income	**6,996**	**5,104**	**1,892**	**48,596**	**35,756**	**12,840**	**61,328**		
	Net Expenditure over Income	**-3,000**	**-460**	**2,540**	**-18,107**	**-3,684**	**14,423**	**-4,181**		

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Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
38	F & G P - Grants									
6937	Annual Subsidy-Comm Centre	63	83	20	375	581	206	1,000		625
6938	Annual Subsidy-Council Chamber	110	83	-27	739	581	-158	1,000		262
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	0	0	5,000		5,000
7520	Twinning Support	0	0	0	0	0	0	1,000		1,000
7552	Youth Outreach	-273	0	273	170	2,500	2,330	5,000		4,830
7555	Youth Council Support	573	0	-573	1,073	500	-573	500		-573
7556	Stag Community Arts Centre	0	0	0	27,000	27,000	0	27,000		0
	F & G P - Grants :- Expenditure	**473**	**166**	**-307**	**32,587**	**39,662**	**7,075**	**57,000**	**0**	**24,413**
	Net Expenditure over Income	**473**	**166**	**-307**	**32,587**	**39,662**	**7,075**	**57,000**		

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Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
39	F & G P - Property									
5410	Repairs & General Maintenance	92	0	-92	92	0	-92	0		-92
6930	Alarm Maintenance	445	0	-445	445	0	-445	0		-445
	F & G P - Property :- Expenditure	**537**	**0**	**-537**	**537**	**0**	**-537**	**0**	**0**	**-537**
1014	Rental Income Red Cross	0	0	0	50	100	-50	200		
1046	SCC Ground Rents & Wayleaves	0	1,297	-1,297	1,125	2,047	-922	2,797		
1469	O/S Ground Rents & Wayleaves	0	0	0	4,941	3,000	1,941	4,919		
	F & G P - Property :- Income	**0**	**1,297**	**-1,297**	**6,116**	**5,147**	**969**	**7,916**		
	Net Expenditure over Income	**537**	**-1,297**	**-1,834**	**-5,579**	**-5,147**	**432**	**-7,916**		

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Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
40	Sevenoaks Town Partnership									
6101	Telephone	0	0	0	6	0	-6	0		-6
6240	Computer/ Data Base/WP's	38	13	-25	283	91	-192	160		-123
6244	Information Screens	0	0	0	1,434	0	-1,434	0		-1,434
6322	Business Awards	383	1,200	817	5,870	7,200	1,330	7,500		1,630
6323	Business Show	0	0	0	1,945	2,438	493	2,438		493
6710	Conference Fees & Expenses	0	58	58	0	406	406	700		700
6869	Special Events	80	0	-80	0	0	0	0		0
6900	Sundry Expenses	0	167	167	649	1,169	520	2,000		1,351
7000	Reinvestment	1,000	0	-1,000	1,000	0	-1,000	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	168	168	113	1,018	906	1,018		906
7609	Vintage Bus Expenses	6,000	0	-6,000	15,865	11,200	-4,665	12,000		-3,865
7615	Park & Panto expenses	0	0	0	0	0	0	900		900
7616	Wellbeing show	0	0	0	1,389	2,242	853	2,242		853
	Sevenoaks Town Partnership :- Expenditure	**7,501**	**1,606**	**-5,895**	**28,554**	**25,764**	**-2,790**	**32,500**	**0**	**3,946**
1206	Business Awards	150	0	150	6,995	7,000	-5	7,000		
1207	Business Show	0	0	0	4,170	2,000	2,170	2,000		
1209	Wellbeing show income	0	0	0	1,830	3,500	-1,670	3,500		
1231	Banner Income	0	0	0	245	0	245	0		
1350	Revenue Grant income	0	0	0	0	0	0	1,000		
1435	Vintage Bus income	4,318	0	4,318	16,167	12,000	4,167	12,000		
1436	Christmas gift guide income	0	2,000	-2,000	0	2,000	-2,000	2,000		
	Sevenoaks Town Partnership :- Income	**4,468**	**2,000**	**2,468**	**29,407**	**26,500**	**2,907**	**27,500**		
	Net Expenditure over Income	**3,033**	**-394**	**-3,427**	**-854**	**-736**	**118**	**5,000**		

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Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
50	Youth Cafe									
4010	Gross Pay	3,812	3,620	-192	23,035	25,340	2,305	43,436		20,401
4270	Employers Pension Contribution	28	28	0	174	196	22	332		158
5410	Repairs & General Maintenance	146	83	-63	733	581	-152	1,000		267
6010	Light Heat & Cleaning	0	42	42	0	294	294	500		500
6101	Telephone	46	25	-21	317	175	-142	300		-17
6200	Printing & Stationery	0	42	42	4	294	290	500		496
6240	Computer/ Data Base/WP's	0	60	60	1,464	420	-1,044	714		-750
6281	Furnishings,Furniture/Eqpt	35	225	190	3,823	225	-3,598	500		-3,323
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	139	217	78	1,103	1,519	416	2,600		1,497
6573	Youth Magazine Expenditure	0	8	8	0	56	56	100		100
6635	Professional Fees Licensing	0	0	0	226	100	-126	100		-126
6900	Sundry Expenses	0	12	12	10	84	74	140		130
6922	Health&Safety/Risk Assessments	0	0	0	0	0	0	312		312
	Youth Cafe :- Expenditure	**4,206**	**4,362**	**156**	**31,752**	**29,654**	**-2,098**	**50,904**	**0**	**19,152**
1022	Letting & Hire of Facilities	0	325	-325	2,630	2,275	355	3,900		
1211	Sale of Goods	244	271	-27	1,635	1,897	-262	3,250		
1350	Revenue Grant income	4,420	2,167	2,253	22,439	15,169	7,270	26,000		
1500	Fundraising	0	1,480	-1,480	4,100	10,360	-6,260	17,754		
	Youth Cafe :- Income	**4,664**	**4,243**	**421**	**30,805**	**29,701**	**1,104**	**50,904**		
	Net Expenditure over Income	**-458**	**119**	**577**	**947**	**-47**	**-994**	**0**		

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		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
60	Markets									
4010	Gross Pay	55	234	179	1,473	1,638	165	2,808		1,335
5420	Saturday market charges	1,043	1,098	55	8,012	7,686	-326	13,182		5,170
5421	Wednesday Market charges	1,524	1,638	114	11,556	11,466	-90	19,651		8,095
6001	Blighs Market Charges	903	1,491	588	6,088	10,437	4,349	17,887		11,799
6010	Light Heat & Cleaning	0	0	0	-359	0	359	0		359
6460	Publicity & Democratic notices	0	292	292	220	2,044	1,824	3,500		3,280
7000	Reinvestment	8,402	0	-8,402	8,402	0	-8,402	5,536		-2,866
	Markets :- Expenditure	**11,927**	**4,753**	**-7,174**	**35,393**	**33,271**	**-2,122**	**62,564**	**0**	**27,171**
1017	Rental Income Sat Market	2,285	1,971	314	14,015	13,797	218	23,650		
1018	Rental Income Wed Market	1,206	1,763	-557	9,242	12,341	-3,100	21,152		
1019	Rental Income Blighs Market	1,716	1,480	236	10,920	10,360	560	17,762		
1990	Other Income	0	0	0	217	0	217	0		
	Markets :- Income	**5,207**	**5,214**	**-7**	**34,393**	**36,498**	**-2,105**	**62,564**		
	Net Expenditure over Income	**6,720**	**-461**	**-7,181**	**1,000**	**-3,227**	**-4,227**	**0**		

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Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
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	**131,439**	**137,534**	**6,095**	**816,734**	**857,185**	**40,451**	**1,533,073**	**0**	**716,339**
Income	**48,787**	**46,112**	**2,675**	**1,364,774**	**1,348,468**	**16,306**	**1,533,073**		
Net Expenditure over Income	**82,652**	**91,422**	**8,770**	**-548,040**	**-491,283**	**56,757**	**0**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2017

Month No : 7

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
91	Capital Infrastructure Budget									
9000	New Council Offices	1,270	0	-1,270	5,428	0	-5,428	0		-5,428
9001	Raleys Development Site	539	0	-539	2,653	0	-2,653	0		-2,653
9012	Cemetery Lodge Costs	175	0	-175	3,218	0	-3,218	0		-3,218
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	3,377	11,532	8,155	83,448	80,727	-2,721	138,385		54,938
9063	New Community Centre	0	11,341	11,341	175,360	79,390	-95,970	136,100		-39,260
9064	Stag Capital upgrades	0	0	0	69,939	0	-69,939	150,000		80,061
9065	3G Rugby Pitch	0	0	0	0	0	0	247,900		247,900
9066	Northern Masterplan	0	10,000	10,000	25,420	62,000	36,580	86,000		60,580
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	0	0	50,000		50,000
	Capital Infrastructure Budget :- Expenditure	**5,362**	**32,873**	**27,511**	**780,430**	**634,162**	**-146,268**	**1,280,845**	**0**	**500,415**
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	**5,362**	**32,873**	**27,511**	**566,256**	**422,067**	**-144,189**	**1,068,750**		
	Rolling Capital Budget Expenditure	**5,362**	**32,873**	**27,511**	**780,430**	**634,162**	**-146,268**	**1,280,845**	**0**	**500,415**
	Income	**0**	**0**	**0**	**214,173**	**212,095**	**2,078**	**212,095**		
	Net Expenditure over Income	**5,362**	**32,873**	**27,511**	**566,256**	**422,067**	**-144,189**	**1,068,750**		

October 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	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	(Income)	(Income)	Fav/(adv)	(Income)	
	£	£	£	£	
Planning Committee					
General	18,717	20,849	2,132	34,113	Positive variance is due to timing differences mainly in respect of professional (planning) fees
Open Spaces & Leisure Committee					
General	111,694	139,206	27,512	244,143	Positive variance is largely explained by positive timing differences in lettings income (£8,644), Gross Pay (£9,027), The overspend in 'Miscellaneous Open Spaces' and 'Seats And Litter Bins' will be offset by grants. Income not budgeted includes grant of £5600 to offset youth shelter expenditure and insurance income of £3011.
Cemetery	(1,179)	11,028	12,207	18,912	Positive variance due to higher than budgeted Cemetery income (£9,490 above budget). Higher than budgeted 'Gross pay' and 'Employers Pension Contribution' reflect staff overtime re:out of hours burials.
Allotments	(1,712)	(1,256)	456	2,035	Variance due to timing differences in expenditure
Raleys Gym	-	-	-	-	
Street lighting/general	11,496	16,915	5,419	14,679	Streetlighting invoices to be issued in 2018.
Vine Café	5,874	(7,756)	(13,630)	(5)	Adverse variance due to lower than budgeted income. Expenditure has remained below budget year to date. The Café also operates reduced hours over the winter months which has positively impacted the year to date loss.
Vine Grounds	6,689	16,657	9,968	23,408	Positive variance due to income from lettings & hire of facilities and staff managing public conveniences due to a lack of available contractors.

October 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	Actual costs (Income)	Budget costs (Income)	Variance Fav/(adv)	Annual budget costs (Income)	Explanation of YTD variances
	Net YTD expenditure				
	£	£	£	£	
Finance & General Purposes Committee					
Establishments	306,702	306,368	(334)	613,823	Broadly tracking the budget
General	(180)	(6,059)	(5,879)	1,641	Lower than budget contributions to Christmas Light Switch On event
Council Offices	13,489	15,569	2,080	26,967	Positive variance due to higher than budgeted lettings & hire of facilities and timing differences between budget and actual costs. Light, Heat and Cleaning is above budget due to supplier errors being rectified.
Community Centre	(18,107)	(3,684)	14,423	(4,183)	Favourable variance mainly due to higher than budget income (£12,840) from lettings and hire; lower than budget year to date net expenditure
Grants	32,587	39,662	7,075	57,000	Positive variance due to timing differences between budget and grant applications received
Property	(5,579)	(5,147)	432	(7,916)	Broadly in line with budget
Sevenoaks Town Partnership	(854)	(736)	118	5,000	Year to date is broadly in line with budget
Youth Cafe	947	(47)	(994)	1	Grants expected to offset reported expenditure
Markets	1,000	(3,227)	(4,227)	-	Adverse variance due to timing differences
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	566,256	422,067	(144,189)		Capital items to be offset by income from Capital Receipts earmarked reserves
Total (exc. capital items)	(548,040)	(491,283)	56,757		

ctober 2017 Year to Date Variance analysis

ote 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

ost Centre	Net YTD expenditure				Explanation of YTD variances
	Actual costs	Budget costs	Variance	Annual budget costs	
	(Income)	(Income)	Fav/(adv)	(Income)	
	£	£	£	£	
ummary by Committee:					
lanning	18,717	20,849	2,132	34,113	
pen spaces & Leisure	126,987	182,550	55,563	303,177	
ine Café	5,874	(7,756)	(13,630)	(5)	
inance & General Purpose	330,007	342,699	12,692	692,333	
Precept	(1,029,625)	(1,029,625)	-	(1,029,625)	
Rolling Capital Budget	566,256	422,067	(144,189)	422,067	
Total (exc. Capital items)	(548,040)	(491,283)	56,757		

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Sevenoaks Town Council

Statement of Fund Balances as at 31 October 2017

£ (2016)			S&P Rating 30/09/17 Short term	Long term	31/10/2017	£	%	Maturity	Interest rate
	Bank of Scotland		A1	A					
0		Deposit account			0				
0		Treasury deposit (1m)			800,000				
						800,000	30.53%		0.65%
	National Westminster Bank		A2	BBB+					
10		Business Reserve Account			496				0.01%
695,235		Current Account			608,036				
1,000		Payroll Account			725				
1,000		HITB Youth café			1,000				
5,753		Sevenoaks Town Partnership			7,253				
4,959		Mayors Charity Account			16,470				
						633,979	24.19%		
	HSBC		A1+	AA-					
50,148		Business money manager			50,169				0.04%
0		Treasury deposit (3m)			0				
						50,169	1.91%		
	Handelsbanken		A1+	AA-					
0		SRFC Escrow account			0				
61,854		Deposit account (instant access)			62,386				0.15%
60,005		35 day notice account			260,005			35 days	0.25%
						322,391	12.30%		
	Nationwide		A1	A					
11,049		Instant Saver			803,259				0.35%
		Sevenoaks Fund Instant Saver			10,024				0.35%
						813,284	31.04%		
	Clydesdale								
1		Current account			1	1			
689	Petty Cash					583	0.02%		
891,702						2,620,407	100.00%		

Sevenoaks Town Council

Working Capital Summary as at 31 October 2017

	B/fwd 01-Apr-17 £	Movement* £	C/fwd 31-Oct-17 £		31-Oct-16 £
Current Assets					
Stock	1,680	0	1,680		1,515
Trade debtors	38,487	1,498	39,985		28,419
VAT	39,296	10,033	49,329		37,785
Prepayments and other debtors	54,630	(31,665)	22,965		22,897
Cash at bank and in hand	2,653,903	(33,496)	2,620,407		891,702
	2,787,996	(53,630)	2,734,366		982,319
Current Liabilities					
Trade creditors	108,242	(54,141)	54,101		38,576
Accruals and other creditors	106,901	14,776	121,677		67,941
Prior Mayors charity account	-	-	-		-
Precept received in advance of budget	-	429,010	429,010	Note 1	405,674
Receipts in advance (rent and hall hire)	29,069	(21,514)	7,555		13,260
	244,212	368,132	612,344		525,451
Net Current Assets	2,543,784	(421,762)	2,122,022		456,868
Represented by:					
General Funds					
Revenue Reserves	351,117	(447,227)	(96,110)	Note 2	155,854
Earmarked/Designated Funds					
Pension Reserve	2,814	0	2,814		-
Rolling Capital Prog Revenue Reserve	20,059	7,910	27,969		18,494
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		31,782
CIL Earmarked Reserve	27,783	103,744	131,527		60,783
Capital Projects Reserve		-	-		-
No 8 bus Reserve	43,096	(21,032)	22,064	Note 3	61,365
QH Allotments Key Reserve	-	2,140	2,140	Note 5	
Mayor's Charity Reserve	8,512	5,632	14,144	Note 4	3,351
	2,192,667	25,465	2,218,132		301,014
	2,543,784	(421,762)	2,122,022		456,868

* 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

Note 2 The year to date outflow in revenue reserves of £447,227 reflects revenue income of £935,764 against revenue expenditure of £816,734 and net capital expenditure of £566,256. A transfer from Capital Receipts Reserve will be made to offset capital expenditure at the end of the financial year

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

Note 5 Key deposits held on account of Quakers Hall Allotment plot holders

Sevenoaks Town Council

Finance Officer's Report

Management accounts for the period ended 30 November 2017

Attached to this report are the following:

- Income & Expenditure Account for year to 30 November 2017;
- Variance analysis for the year to 30 November 2017;
- Statement of Fund balances;
- Working Capital summary;

1 Income and Expenditure

The year to date net income is £125,808 against a budget of £47,149.

The net income excludes precept received in advance £343,208. Precept in advance being the proportion of precept received which relates to future periods (December to March 2018).

Net Capital Expenditure in the year to date is £595,976. 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 £470,168 (refer working capital summary as at 30 November 2017)

Movement is analysed as follows:

Net Income over Expenditure:	£ 469,016
Less precept in advance	(£ 343,208)
Net income before Capital expenditure	£ 125,808
Less capital expenditure	(£ 595,976)
Net Expenditure (outflow)	(£ 470,168)

2 Variance Analysis

There is a year to date positive variance of £78,659. (refer November 2017 Year to date variance analysis). The variance excludes capital items reported in the analysis.

3 Fund balances

The statement of fund balances as at 30 November 2017 total £2,587,026 (*31 October 2016 £813,586*).

£1,488,985 is available for instant access.

Deposits have been invested for varying maturities with HSBC, Handelsbanken and Nationwide attracting interest rates of 0.04%, 0.13%, 0.35% and 0.65%respectively.

S&P ratings are as of 30 September 2017.

4 Working capital summary

The net current assets have reduced by £470,168 since the beginning of the financial year to a balance of £2,095,517. This equates to a year to date outflow from revenue reserves of £470,168 (as analysed under income and expenditure) and an increase in Earmarked Reserves of £21,901.

Movement in Earmarked Reserves includes:

Increase in CIL receipts to £131,257.

Net inflow of £3,910 to the 'Rolling Capital Programme Revenue Reserve'. Includes inflow of £16,500 less £8,590 in respect of stake park maintenance, and £4,000 for a replacement bus shelter on Bradbourne Vale Road (Opposite Robyns Way).

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

Year to date outflow of £24,037 from the No.8 bus reserve (monthly transfer of £3,004 from the earmarked reserves to cover the shortfall in expected revenue).

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

Quakers Hall Allotments key Reserve has a current balance of £2,065

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2017

Month No : 8

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
11	Planning - General									
4010	Gross Pay	2,608	2,608	0	20,867	20,864	-3	31,301		10,434
6240	Computer/ Data Base/WP's	0	0	0	0	500	500	500		500
6630	Professional Fees	12	0	-12	30	1,937	1,907	2,000		1,970
6720	Books and Periodicals	0	0	0	290	0	-290	156		-134
7500	Local Organisations Grants	0	0	0	150	156	6	156		6
	Planning - General :- Expenditure	**2,620**	**2,608**	**-12**	**21,338**	**23,457**	**2,119**	**34,113**	**0**	**12,775**
	Net Expenditure over Income	**2,620**	**2,608**	**-12**	**21,338**	**23,457**	**2,119**	**34,113**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2017

Month No : 8

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	11,301	12,643	1,342	90,775	101,144	10,369	151,713		60,938
4270	Employers Pension Contribution	663	714	51	5,088	5,712	624	8,563		3,475
5010	Vine Area General Maintenance	45	0	-45	0	0	0	0		0
5013	Graffiti Removal	0	500	500	425	1,000	575	1,500		1,075
5025	Lower St Johns Toilets	299	680	381	4,302	5,440	1,138	8,160		3,858
5040	Footpaths, Bridle Ways, ROW	0	0	0	0	0	0	150		150
5050	Seats And Litter Bins	16	0	-16	1,372	1,100	-272	2,500		1,128
5060	Trees Sevenoaks Common	0	1,700	1,700	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	890	1,400	510	1,579	2,300	721	3,150		1,571
5110	Raleys/ K P Pavilion	0	100	100	264	800	536	2,040		1,776
5120	Raleys/KP Pitch & Grnd Mtce.	138	100	-38	2,966	2,550	-416	4,750		1,784
5310	Miscellaneous Open Spaces	7,791	1,667	-6,124	30,306	13,336	-16,970	20,000		-10,306
5316	Skatepark Maintenance	34	0	-34	34	2,500	2,466	2,500		2,466
5317	Raleys Car Park	26	0	-26	506	469	-37	469		-37
5320	Fertilizers	7	0	-7	889	900	11	1,448		559
5330	Grass Seed	0	0	0	95	0	-95	1,900		1,805
5340	Plants	222	0	-222	2,160	2,150	-10	2,600		440
5410	Repairs & General Maintenance	21	125	104	334	1,000	666	1,500		1,166
5413	Community Infrastucture (CIL)	49	0	-49	2,467	0	-2,467	0		-2,467
5500	Equipment Hired and New	89	700	611	2,273	5,150	2,877	7,874		5,601
5525	Equipment Maintenance	150	230	80	2,185	3,180	995	7,650		5,465
5550	Vehicle Expenses	0	40	40	1,429	3,165	1,736	3,324		1,895

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2017

Cost Centre Report

Month No : 8

Code	Heading	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
5700	Fuel	248	270	22	3,930	3,930	0	7,000		3,070
6000	Rent, Rates & Water	-47	120	167	711	720	9	1,250		539
6010	Light Heat & Cleaning	570	167	-403	1,463	1,336	-127	2,000		537
6101	Telephone	25	17	-8	107	136	29	200		93
6104	Mobile Telephone	29	33	4	111	264	153	400		289
6320	Staff Training	0	208	208	530	1,664	1,134	2,500		1,970
6330	Welfare/Hospitality	0	17	17	58	136	78	200		142
6730	Subscriptions	0	50	50	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	112	16	168		72
6900	Sundry Expenses	0	8	8	62	64	2	100		38
6922	Health&Safety/Risk Assessments	0	0	0	803	450	-353	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	0	0	0	1,838	2,000	162	2,700		862
6935	Waste Bin Disposal-Waste Bins	735	298	-437	3,002	2,388	-614	3,570		568
6952	Protective Clothing	-15	104	119	1,041	832	-209	1,250		209
	O/ Spaces & Leisure - General :- Expenditure	**23,286**	**21,905**	**-1,381**	**166,256**	**170,428**	**4,172**	**264,779**	**0**	**98,523**
1022	Letting & Hire of Facilities	0	0	0	18,944	10,300	8,644	17,735		
1316	Raleys Car Park Permits	0	16	-16	73	152	-79	1,000		
1350	Revenue Grant income	0	0	0	5,600	0	5,600	0		
1550	Insurance Claims	0	0	0	3,011	0	3,011	0		
1850	Log Sales	98	1,200	-1,102	734	1,200	-466	1,200		
1990	Other Income	0	50	-50	595	450	145	700		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2017

Month No : 8

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
2012	CIL income allocation	49	0	49	2,467	-1,519	3,986	0		
	O/ Spaces & Leisure - General :- Income	**147**	**1,266**	**-1,119**	**31,424**	**10,583**	**20,841**	**20,635**		
	Net Expenditure over Income	**23,139**	**20,639**	**-2,500**	**134,833**	**159,845**	**25,012**	**244,144**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2017

Cost Centre Report

Month No : 8

		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	5,226	4,910	-316	40,117	39,280	-837	58,916		18,799
4270	Employers Pension Contribution	447	320	-127	3,436	2,560	-876	3,835		399
5210	Cemetery Chapel & Office	0	166	166	267	166	-101	166		-101
5230	Cemetery Wshop/Messroom Mtce	39	80	41	39	80	41	166		127
5340	Plants	1,279	0	-1,279	0	0	0	0		0
5410	Repairs & General Maintenance	305	217	-88	889	1,736	847	2,600		1,711
5500	Equipment Hired and New	334	290	-44	1,562	1,362	-200	2,102		540
5525	Equipment Maintenance	708	295	-413	1,448	1,375	-73	2,356		908
5700	Fuel	141	76	-65	517	608	91	911		394
6000	Rent, Rates & Water	406	950	544	2,398	3,550	1,152	5,610		3,212
6010	Light Heat & Cleaning	91	100	9	383	800	417	1,200		817
6101	Telephone	53	60	7	342	480	138	718		376
6104	Mobile Telephone	58	3	-55	66	24	-42	31		-35
6200	Printing & Stationery	0	17	17	9	136	127	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	15	8	-7	121	64	-57	100		-21
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	2,227	1,275	-952	1,275		-952
6822	Roads Path & Boundaries	0	0	0	327	350	23	541		214
6832	Lawn/Wall of Remembrance	0	0	0	0	0	0	300		300

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Cost Centre Report

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
6900	Sundry Expenses	0	4	4	3	32	29	50		47
6922	Health&Safety/Risk Assessments	0	0	0	76	370	294	750		674
6930	Alarm Maintenance	0	0	0	573	765	192	765		192
6932	Cemetery Security	0	417	417	2,809	3,336	527	5,000		2,191
6935	Waste Bin Disposal-Waste Bins	75	96	21	749	768	19	1,150		401
6952	Protective Clothing	0	50	50	63	400	337	600		537
	O/ Spaces & Leisure - Cemetery :- Expenditure	**9,177**	**8,059**	**-1,118**	**59,488**	**61,087**	**1,599**	**90,912**	**0**	**31,424**
1700	Cemetery Income	9,439	6,000	3,439	60,929	48,000	12,929	72,000		
	O/ Spaces & Leisure - Cemetery :- Income	**9,439**	**6,000**	**3,439**	**60,929**	**48,000**	**12,929**	**72,000**		
	Net Expenditure over Income	**-262**	**2,059**	**2,321**	**-1,441**	**13,087**	**14,528**	**18,912**		

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		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
23	O/ Spaces & Leisure- Allotment									
4010	Gross Pay	510	400	-110	1,443	1,600	157	2,500		1,057
4270	Employers Pension Contribution	0	44	44	0	176	176	285		285
5410	Repairs & General Maintenance	38	195	157	768	780	12	1,559		791
6000	Rent, Rates & Water	0	0	0	483	864	381	1,728		1,245
6330	Welfare/Hospitality	0	0	0	9	0	-9	0		-9
	O/ Spaces & Leisure- Allotment :- Expenditure	**548**	**639**	**91**	**2,703**	**3,420**	**717**	**6,072**	**0**	**3,369**
1010	Rental Income	-80	0	-80	842	832	10	832		
1047	QH Allotments Income	0	0	0	2,945	3,205	-260	3,205		
	O/ Spaces & Leisure- Allotment :- Income	**-80**	**0**	**-80**	**3,787**	**4,037**	**-250**	**4,037**		
	Net Expenditure over Income	**628**	**639**	**11**	**-1,084**	**-617**	**467**	**2,035**		

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Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
26	Open Spaces-Street Lighting/Ge									
6861	Public Clock Maintenance	272	0	-272	223	199	-24	563		340
6862	Street Lighting	986	890	-96	3,706	8,830	5,124	12,396		8,690
6865	In Bloom Costs	0	0	0	13,505	10,000	-3,505	10,000		-3,505
	Open Spaces-Street Lighting/Ge :- Expenditure	**1,258**	**890**	**-368**	**17,434**	**19,029**	**1,595**	**22,959**	**0**	**5,525**
1263	Cont'ns to street lighting	0	0	0	1,400	0	1,400	7,056		
1990	Other Income	500	0	500	3,780	1,224	2,556	1,224		
	Open Spaces-Street Lighting/Ge :- Income	**500**	**0**	**500**	**5,180**	**1,224**	**3,956**	**8,280**		
	Net Expenditure over Income	**758**	**890**	**132**	**12,254**	**17,805**	**5,551**	**14,679**		

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		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
28	O/ Spaces & Leisure-Vine Cafe									
4010	Gross Pay	3,578	3,565	-13	34,494	36,414	1,920	50,675		16,181
4270	Employers Pension Contribution	17	133	116	808	1,368	560	1,899		1,091
5410	Repairs & General Maintenance	11	58	47	149	464	315	700		551
5500	Equipment Hired and New	197	149	-48	1,746	1,192	-554	1,785		39
6000	Rent, Rates & Water	53	100	47	427	800	373	1,200		773
6010	Light Heat & Cleaning	363	400	37	-1,464	1,200	2,664	1,600		3,064
6101	Telephone	26	21	-5	200	168	-32	250		50
6210	Postage & Courier	0	0	0	0	154	154	154		154
6240	Computer/ Data Base/WP's	0	3	3	104	24	-80	33		-71
6320	Staff Training	0	0	0	0	250	250	250		250
6460	Publicity & Democratic notices	0	21	21	130	168	38	250		120
6500	Goods for Resale	1,140	1,265	125	14,522	25,460	10,938	30,524		16,002
6533	Copyright Fees/Royalties	0	0	0	155	296	141	296		141
6635	Professional Fees Licensing	70	0	-70	323	100	-223	100		-223
6900	Sundry Expenses	43	15	-28	161	120	-41	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	0	-61	632	1,332	700	2,000		1,368
6976	Credit card charges	107	45	-62	392	360	-32	538		146
	O/ Spaces & Leisure-Vine Cafe :- Expenditure	**5,668**	**5,775**	**107**	**52,793**	**70,370**	**17,577**	**92,934**	**0**	**40,141**
1211	Sale of Goods	1,807	4,117	-2,310	41,203	76,468	-35,265	92,939		
1212	Events Management	0	0	0	805	0	805	0		

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Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1470	Income from Other Departments	0	0	0	1,050	0	1,050	0		
	O/ Spaces & Leisure-Vine Cafe :- Income	**1,807**	**4,117**	**-2,310**	**43,058**	**76,468**	**-33,410**	**92,939**		
	Net Expenditure over Income	**3,861**	**1,658**	**-2,203**	**9,735**	**-6,098**	**-15,833**	**-5**		

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Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
29	O/Spaces & Leisure-Vine Ground									
4010	Gross Pay	681	729	48	5,280	5,832	553	8,743		3,464
4270	Employers Pension Contribution	41	38	-3	319	304	-15	459		140
5010	Vine Area General Maintenance	0	277	277	1,948	2,216	268	3,329		1,381
5020	Vine Public Convenience	0	1,020	1,020	941	8,160	7,219	12,242		11,301
5410	Repairs & General Maintenance	81	0	-81	0	0	0	0		0
6000	Rent, Rates & Water	0	57	57	634	456	-178	684		50
6010	Light Heat & Cleaning	60	0	-60	80	28	-52	55		-25
6324	Food Fair	0	0	0	627	0	-627	0		-627
6460	Publicity & Democratic notices	0	0	0	960	255	-705	255		-705
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	**863**	**2,121**	**1,258**	**14,996**	**22,465**	**7,469**	**30,981**	**0**	**15,985**
1022	Letting & Hire of Facilities	0	0	0	2,400	102	2,298	102		
1208	Food Fair Income	-1,050	1,020	-2,070	1,337	3,060	-1,723	3,060		
1805	Tea Kiosk Rental & Pavilion	0	0	0	2,318	1,545	773	3,090		
1870	Vine Club Insurance Contrib.	0	1,319	-1,319	340	1,319	-979	1,319		
	O/Spaces & Leisure-Vine Ground :- Income	**-1,050**	**2,339**	**-3,389**	**6,395**	**6,026**	**369**	**7,571**		
	Net Expenditure over Income	**1,913**	**-218**	**-2,131**	**8,601**	**16,439**	**7,838**	**23,410**		

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Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
31	F & G P - Establishments									
4010	Gross Pay	23,222	22,134	-1,088	190,617	185,446	-5,171	273,980		83,363
4270	Employers Pension Contribution	2,366	2,568	202	18,940	20,544	1,604	30,810		11,870
4271	Pension Deficiency	5,667	5,667	0	45,333	45,336	3	68,000		22,667
5500	Equipment Hired and New	662	208	-454	1,356	1,664	308	2,500		1,144
6020	Insurance Cost	-683	2,125	2,808	10,350	17,000	6,650	25,500		15,150
6101	Telephone	333	132	-201	3,472	1,056	-2,416	1,581		-1,891
6103	Fax	0	10	10	0	80	80	114		114
6200	Printing & Stationery	2,524	600	-1,924	9,934	10,083	149	14,336		4,402
6210	Postage & Courier	800	333	-467	4,704	2,664	-2,040	4,000		-704
6240	Computer/ Data Base/WP's	38	967	929	9,918	7,870	-2,048	13,320		3,402
6241	Website Costs	50	0	-50	800	0	-800	859		59
6242	I.T. Infrastructure	0	0	0	0	0	0	5,100		5,100
6281	Furnishings,Furniture/Eqpt	100	0	-100	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	2,640	-1,467	3,958		-149
6320	Staff Training	135	368	233	1,025	3,518	2,493	5,000		3,975
6321	Investors in People	0	0	0	0	0	0	775		775
6330	Welfare/Hospitality	521	161	-360	2,183	1,288	-895	1,927		-256
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	-50	0	50	306	390	84	390		84
6420	Annual Parish Meeting	0	0	0	-100	0	100	100		200

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		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6421	Honour Bd. Badges & Insignia	-509	15	524	250	190	-60	250		0
6433	Mayors Allowance 2017/18	455	426	-29	3,351	3,408	57	5,117		1,766
6434	Mayor's Car Allwnce 2017/18	0	0	0	0	0	0	2,300		2,300
6435	Members Expenses	0	3,400	3,400	3,030	3,400	370	3,856		826
6440	Press Notices	798	108	-690	1,584	1,188	-396	1,300		-284
6450	Bye Laws	0	0	0	0	0	0	100		100
6460	Publicity & Democratic notices	238	60	-178	1,671	950	-721	2,400		729
6461	Banner Costs	210	0	-210	1,155	0	-1,155	0		-1,155
6610	Audit Fees	0	0	0	2,838	4,355	1,518	5,100		2,263
6619	Irrecoverable VAT	0	0	0	0	0	0	7,400		7,400
6620	Legal Expenses	0	0	0	3,818	1,436	-2,382	5,027		1,209
6635	Professional Fees Licensing	0	0	0	765	1,950	1,185	1,950		1,185
6710	Conference Fees & Expenses	245	510	265	1,578	1,710	132	2,310		732
6720	Books and Periodicals	0	32	32	98	256	158	380		282
6730	Subscriptions	36	50	14	2,804	3,500	696	3,500		696
6868	Summer Concerts	0	0	0	-15	0	15	0		15
6889	Waste Sacks	45	0	-45	1,402	0	-1,402	0		-1,402
6900	Sundry Expenses	100	40	-60	406	320	-86	483		77
6922	Health&Safety/Risk Assessments	0	0	0	2,566	2,250	-316	2,800		234
6935	Waste Bin Disposal-Waste Bins	61	0	-61	0	0	0	0		0
6975	Bank Charges	91	110	19	971	880	-91	1,318		347
6976	Credit card charges	221	40	-181	449	320	-129	485		36
7010	Election Expenses	0	0	0	0	0	0	3,000		3,000
7611	Contingency provision	0	27,000	27,000	19,140	50,300	31,160	120,200		101,060
7614	Stag reserve	0	0	0	0	0	0	1,000		1,000
	F & G P - Establishments :- Expenditure	**37,675**	**67,394**	**29,719**	**354,212**	**380,394**	**26,182**	**629,313**	**0**	**275,101**

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		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1115	Interest on Deposits	316	414	-98	2,758	3,312	-554	8,750		
1231	Banner Income	0	150	-150	4,789	950	3,839	2,000		
1350	Revenue Grant income	0	167	-167	0	1,336	-1,336	2,000		
1889	Waste Sacks Income	17	0	17	877	0	877	0		
1990	Other Income	510	195	315	2,253	1,960	293	2,738		
	F & G P - Establishments :- Income	**843**	**926**	**-83**	**10,678**	**7,558**	**3,120**	**15,488**		
	Net Expenditure over Income	**36,832**	**66,468**	**29,636**	**343,534**	**372,836**	**29,302**	**613,825**		

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		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
32	F & G P - General									
6490	Christmas Lights Switch On	4,770	1,810	-2,960	7,489	6,310	-1,179	15,000		7,511
6491	Remembrance Day/Civic Serv.	2,655	2,054	-601	2,992	2,418	-574	2,623		-369
6495	Number 8 bus expenses	3,005	2,404	-601	24,038	24,036	-2	36,056		12,018
6869	Special Events	220	1,019	799	1,802	6,344	4,542	6,344		4,542
6922	Health&Safety/Risk Assessments	150	0	-150	0	0	0	0		0
	F & G P - General :- Expenditure	**10,799**	**7,287**	**-3,512**	**36,320**	**39,108**	**2,788**	**60,023**	**0**	**23,703**
1490	Christmas Lights Switch On	2,576	2,000	576	7,245	17,000	-9,755	17,000		
1495	Number 8 bus income	3,005	2,404	601	24,038	24,036	2	36,056		
1500	Fundraising	0	104	-104	0	832	-832	1,246		
1990	Other Income	0	520	-520	0	1,040	-1,040	4,080		
	F & G P - General :- Income	**5,581**	**5,028**	**553**	**31,283**	**42,908**	**-11,625**	**58,382**		
	Net Expenditure over Income	**5,218**	**2,259**	**-2,959**	**5,038**	**-3,800**	**-8,838**	**1,641**		

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Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
33	F & G P - Council Offices									
4010	Gross Pay	0	581	581	3,493	4,648	1,155	6,969		3,476
4270	Employers Pension Contribution	0	38	38	198	304	106	451		253
5410	Repairs & General Maintenance	1,518	173	-1,345	2,383	1,384	-999	2,081		-302
6000	Rent, Rates & Water	1,806	1,979	173	15,006	15,832	826	23,747		8,741
6010	Light Heat & Cleaning	1,321	200	-1,121	6,643	3,700	-2,943	5,826		-817
6104	Mobile Telephone	0	0	0	21	0	-21	0		-21
6210	Postage & Courier	2	0	-2	0	0	0	0		0
6510	Catering Expenses	0	0	0	0	0	0	114		114
6700	Civil Marriages	25	0	-25	0	0	0	0		0
6900	Sundry Expenses	0	5	5	0	40	40	60		60
6922	Health&Safety/Risk Assessments	0	0	0	148	150	2	279		131
6930	Alarm Maintenance	597	0	-597	1,151	600	-551	1,345		194
6935	Waste Bin Disposal-Waste Bins	80	0	-80	80	0	-80	0		-80
	F & G P - Council Offices :- Expenditure	**5,348**	**2,976**	**-2,372**	**29,122**	**26,658**	**-2,464**	**40,872**	**0**	**11,750**
1022	Letting & Hire of Facilities	1,042	1,159	-117	11,327	9,272	2,055	13,904		
	F & G P - Council Offices :- Income	**1,042**	**1,159**	**-117**	**11,327**	**9,272**	**2,055**	**13,904**		
	Net Expenditure over Income	**4,307**	**1,817**	**-2,490**	**17,796**	**17,386**	**-410**	**26,968**		

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		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
36	F & G P - Community Centre									
4010	Gross Pay	2,722	2,624	-98	21,195	20,992	-203	31,490		10,295
4270	Employers Pension Contribution	87	79	-8	683	632	-51	950		267
5410	Repairs & General Maintenance	60	235	175	1,006	1,880	874	2,825		1,819
5500	Equipment Hired and New	0	0	0	922	0	-922	0		-922
6000	Rent, Rates & Water	357	452	95	3,930	4,240	310	6,500		2,570
6011	Electricity-SCC	241	191	-50	1,488	1,528	40	2,289		801
6012	Gas-SCC	376	0	-376	589	0	-589	1,895		1,306
6013	Cleaning-SCC	0	69	69	0	552	552	832		832
6101	Telephone	74	22	-52	338	176	-162	260		-78
6104	Mobile Telephone	0	5	5	17	40	23	63		46
6200	Printing & Stationery	0	6	6	0	48	48	68		68
6230	Office Furniture/Machinery	0	48	48	557	384	-173	577		20
6240	Computer/ Data Base/WP's	0	26	26	0	208	208	309		309
6281	Furnishings,Furniture/Eqpt	25	0	-25	25	220	195	312		287
6320	Staff Training	0	14	14	0	112	112	173		173
6460	Publicity & Democratic notices	0	44	44	0	352	352	530		530
6500	Goods for Resale	0	0	0	1	0	-1	0		-1
6520	Refreshments for Resale	145	64	-81	431	512	81	765		334
6533	Copyright Fees/Royalties	0	0	0	563	477	-86	477		-86
6635	Professional Fees Licensing	180	0	-180	180	212	32	212		32
6842	Grounds Maintenance	12	42	30	12	336	324	500		488
6900	Sundry Expenses	75	4	-71	75	32	-43	50		-25
6922	Health&Safety/Risk Assessments	0	0	0	343	300	-43	300		-43

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		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6930	Alarm Maintenance	0	225	225	325	675	350	2,040		1,715
6931	CCTV Maintenance	0	0	0	293	340	47	340		47
6935	Waste Bin Disposal-Waste Bins	179	152	-27	1,102	1,216	114	1,829		727
6939	Healthcare Services	0	130	130	948	1,040	92	1,561		613
	F & G P - Community Centre :- Expenditure	**4,533**	**4,432**	**-101**	**35,023**	**36,504**	**1,481**	**57,147**	**0**	**22,124**
1022	Letting & Hire of Facilities	5,935	4,868	1,067	52,941	38,944	13,997	58,412		
1445	Outdoor Activities	0	0	0	0	28	-28	85		
1457	Indoor Activities	308	236	72	1,898	1,888	10	2,831		
	F & G P - Community Centre :- Income	**6,243**	**5,104**	**1,139**	**54,839**	**40,860**	**13,979**	**61,328**		
	Net Expenditure over Income	**-1,710**	**-672**	**1,038**	**-19,816**	**-4,356**	**15,460**	**-4,181**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2017

Cost Centre Report

Month No : 8

		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	75	83	8	450	664	214	1,000		550
6938	Annual Subsidy-Council Chamber	179	83	-96	917	664	-253	1,000		83
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	0	0	5,000		5,000
7520	Twinning Support	0	0	0	0	0	0	1,000		1,000
7552	Youth Outreach	0	0	0	170	2,500	2,330	5,000		4,830
7555	Youth Council Support	19	0	-19	1,092	500	-592	500		-592
7556	Stag Community Arts Centre	0	0	0	27,000	27,000	0	27,000		0
	F & G P - Grants :- Expenditure	**273**	**166**	**-107**	**32,859**	**39,828**	**6,969**	**57,000**	**0**	**24,141**
	Net Expenditure over Income	**273**	**166**	**-107**	**32,859**	**39,828**	**6,969**	**57,000**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2017

Month No : 8

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**
1014	Rental Income Red Cross	0	0	0	50	100	-50	200		
1046	SCC Ground Rents & Wayleaves	0	0	0	1,125	2,047	-922	2,797		
1469	O/S Ground Rents & Wayleaves	1,247	0	1,247	6,188	3,000	3,188	4,919		
	F & G P - Property :- Income	**1,247**	**0**	**1,247**	**7,363**	**5,147**	**2,216**	**7,916**		
	Net Expenditure over Income	**-1,247**	**0**	**1,247**	**-6,826**	**-5,147**	**1,679**	**-7,916**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2017

Cost Centre Report

Month No : 8

		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	88	13	-75	371	104	-267	160		-211
6244	Information Screens	0	0	0	1,434	0	-1,434	0		-1,434
6322	Business Awards	15	0	-15	5,885	7,200	1,315	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	464	464	700		700
6900	Sundry Expenses	0	167	167	649	1,336	687	2,000		1,351
7000	Reinvestment	0	2,042	2,042	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	-6,000	0	6,000	9,865	11,200	1,335	12,000		2,135
7615	Park & Panto expenses	0	900	900	0	900	900	900		900
7616	Wellbeing show	0	0	0	1,389	2,242	853	2,242		853
	Sevenoaks Town Partnership :- Expenditure	**-5,897**	**3,180**	**9,077**	**22,657**	**28,944**	**6,287**	**32,500**	**0**	**9,843**
1206	Business Awards	-500	0	-500	6,495	7,000	-505	7,000		
1207	Business Show	-50	0	-50	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	0	0	0	245	0	245	0		
1350	Revenue Grant income	0	0	0	0	0	0	1,000		
1435	Vintage Bus income	-4,318	0	-4,318	11,849	12,000	-151	12,000		
1436	Christmas gift guide income	0	0	0	0	2,000	-2,000	2,000		
	Sevenoaks Town Partnership :- Income	**-4,868**	**0**	**-4,868**	**24,539**	**26,500**	**-1,961**	**27,500**		
	Net Expenditure over Income	**-1,029**	**3,180**	**4,209**	**-1,883**	**2,444**	**4,327**	**5,000**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2017

Month No : 8

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
50	Youth Cafe									
4010	Gross Pay	3,319	3,620	301	26,353	28,960	2,607	43,436		17,083
4270	Employers Pension Contribution	23	28	5	197	224	27	332		135
5410	Repairs & General Maintenance	497	83	-414	1,230	664	-566	1,000		-230
6010	Light Heat & Cleaning	0	42	42	0	336	336	500		500
6101	Telephone	45	25	-20	362	200	-162	300		-62
6200	Printing & Stationery	0	42	42	4	336	332	500		496
6240	Computer/ Data Base/WP's	0	60	60	1,464	480	-984	714		-750
6281	Furnishings,Furniture/Eqpt	5	0	-5	3,828	225	-3,603	500		-3,328
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	291	217	-74	1,394	1,736	342	2,600		1,206
6573	Youth Magazine Expenditure	0	8	8	0	64	64	100		100
6635	Professional Fees Licensing	0	0	0	226	100	-126	100		-126
6900	Sundry Expenses	0	12	12	10	96	86	140		130
6922	Health&Safety/Risk Assessments	12	0	-12	12	0	-12	312		300
	Youth Cafe :- Expenditure	**4,192**	**4,137**	**-55**	**35,944**	**33,791**	**-2,153**	**50,904**	**0**	**14,960**
1022	Letting & Hire of Facilities	-175	325	-500	2,455	2,600	-145	3,900		
1211	Sale of Goods	270	271	-1	1,905	2,168	-263	3,250		
1350	Revenue Grant income	0	2,167	-2,167	22,439	17,336	5,103	26,000		
1500	Fundraising	0	1,480	-1,480	4,100	11,840	-7,740	17,754		
	Youth Cafe :- Income	**95**	**4,243**	**-4,148**	**30,899**	**33,944**	**-3,045**	**50,904**		
	Net Expenditure over Income	**4,097**	**-106**	**-4,203**	**5,045**	**-153**	**-5,198**	**0**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2017

Cost Centre Report

Month No : 8

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
60	Markets									
4010	Gross Pay	181	234	53	1,654	1,872	218	2,808		1,154
5420	Saturday market charges	1,303	1,098	-205	9,316	8,784	-532	13,182		3,866
5421	Wednesday Market charges	1,905	1,638	-267	13,461	13,104	-357	19,651		6,190
6001	Blighs Market Charges	1,100	1,491	391	7,188	11,928	4,740	17,887		10,699
6010	Light Heat & Cleaning	29	0	-29	-330	0	330	0		330
6460	Publicity & Democratic notices	0	292	292	220	2,336	2,116	3,500		3,280
7000	Reinvestment	0	0	0	8,402	0	-8,402	5,536		-2,866
	Markets :- Expenditure	**4,518**	**4,753**	**235**	**39,912**	**38,024**	**-1,888**	**62,564**	**0**	**22,652**
1017	Rental Income Sat Market	1,683	1,971	-288	15,698	15,768	-70	23,650		
1018	Rental Income Wed Market	1,701	1,763	-63	10,942	14,104	-3,162	21,152		
1019	Rental Income Blighs Market	1,393	1,480	-87	12,313	11,840	473	17,762		
1211	Sale of Goods	116	0	116	116	0	116	0		
1990	Other Income	0	0	0	217	0	217	0		
	Markets :- Income	**4,893**	**5,214**	**-321**	**39,286**	**41,712**	**-2,426**	**62,564**		
	Net Expenditure over Income	**-374**	**-461**	**-87**	**626**	**-3,688**	**-4,314**	**0**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2017

Month No : 8

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
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	**104,861**	**136,322**	**31,461**	**921,595**	**993,507**	**71,912**	**1,533,073**	**0**	**611,478**
Income	**25,837**	**35,396**	**-9,559**	**1,390,611**	**1,383,864**	**6,747**	**1,533,073**		
Net Expenditure over Income	**79,024**	**100,926**	**21,902**	**-469,016**	**-390,357**	**78,659**	**0**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2017

Month No : 8

Cost Centre Report

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
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	1,585	0	-1,585	4,803	0	-4,803	0		-4,803
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	5,086	11,532	6,446	88,534	92,259	3,725	138,385		49,851
9063	New Community Centre	22,061	11,342	-10,719	197,421	90,732	-106,689	136,100		-61,321
9064	Stag Capital upgrades	0	0	0	69,939	0	-69,939	150,000		80,061
9065	3G Rugby Pitch	0	0	0	0	0	0	247,900		247,900
9066	Northern Masterplan	988	10,000	9,013	26,408	72,000	45,592	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	0	0	50,000		50,000
	Capital Infrastructure Budget :- Expenditure	**29,720**	**32,874**	**3,154**	**810,149**	**667,036**	**-143,113**	**1,280,845**	**0**	**470,696**
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	**29,720**	**32,874**	**3,154**	**595,976**	**454,941**	**-141,035**	**1,068,750**		
	Rolling Capital Budget Expenditure	**29,720**	**32,874**	**3,154**	**810,149**	**667,036**	**-143,113**	**1,280,845**	**0**	**470,696**
	Income	**0**	**0**	**0**	**214,173**	**212,095**	**2,078**	**212,095**		
	Net Expenditure over Income	**29,720**	**32,874**	**3,154**	**595,976**	**454,941**	**-141,035**	**1,068,750**		

November 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	21,338	23,457	2,119	34,113	Positive variance is due to timing differences mainly in respect of professional (planning) fees
Open Spaces & Leisure Committee					
General	134,833	159,845	25,013	244,143	Positive variance is largely explained by positive timing differences in lettings income (£8,644), Gross Pay (£10,369), The overspend in 'Miscellaneous Open Spaces' and 'Seats And Litter Bins' will be offset by grants. Income not budgeted includes grant of £5600 to offset youth shelter expenditure and insurance income of £3011.
Cemetery	(1,441)	13,087	14,528	18,912	Positive variance due to higher than budgeted Cemetery income (£12,929 above budget). Higher than budgeted 'Gross pay' and 'Employers Pension Contribution' reflect staff overtime re:out of hours burials.
Allotments	(1,084)	(617)	467	2,035	Lower than budgeted occupancy at both the Bradbourne Vale Rd and Quakers Hall allotment sites; timing differences in expenditure
Raleys Gym	-	-	-	-	
Street lighting/general	12,254	17,805	5,551	14,679	Streetlighting invoices to be issued in 2018.
Vine Café	9,735	(6,098)	(15,833)	(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	8,601	16,439	7,838	23,408	Positive variance is mainly due managing public conveniences as it has been difficult to secure reliable contractors.

November 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	343,534	372,836	29,302	613,823	Net positive variance mainly due to timing difference, year to date above budget expenditure in postage and courier (-£2,040), computer costs (-£2,048), recruitment costs (-£1,467), legal expenses (-£2,382) offset by lower than budget year to date spend from contingency provision.
General	5,038	(3,800)	(8,838)	1,641	Adverse variance due to timing differences between budget and when activities are carried out.
Council Offices	17,796	17,386	(410)	26,967	Broadly tracking budget
Community Centre	(19,816)	(4,356)	15,460	(4,183)	Favourable variance mainly due to higher than budget income (£13,997) from lettings and hire; lower than budget net expenditure
Grants	32,859	39,828	6,969	57,000	Positive variance due to timing differences between budget and grant applications received.
Property	(6,826)	(5,147)	1,679	(7,916)	Favourable variance mainly due to Network Rail payment for use of common land.
Sevenoaks Town Partnership	(1,883)	2,444	4,327	5,000	Positive variance due to events been successfully organised to generate income.
Youth Cafe	5,045	(153)	(5,198)	1	Grant receipts pending which offset reported net expenditure
Markets	626	(3,688)	(4,314)	-	Timing difference. Year to date surplus transferred to reinvestment
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	595,976	454,941	(141,035)		Capital expenditure will be offset by income from Capital Receipts earmarked reserves
Total (exc. capital items)	(469,016)	(390,357)	78,659		

November 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 (Income)	Budget costs (Income)	Variance Fav/(adv)	Annual budget costs (Income)	
	£	£	£	£	
Summary by Committee:					
Planning	21,338	23,457	2,119	34,113	
Open spaces & Leisure	153,163	206,559	53,396	303,177	
Vine Café	9,735	(6,098)	(15,833)	(5)	
Finance & General Purpose	376,373	415,350	38,977	692,333	
Precept	(1,029,625)	(1,029,625)	-	(1,029,625)	
Rolling Capital Budget	595,976	454,941	(141,035)	454,941	
Total (exc. Capital items)	(469,016)	(390,357)	78,659		

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Sevenoaks Town Council

Working Capital Summary as at 30 November 2017

	B/fwd 01-Apr-17 £	Movement* £	C/fwd 30-Nov-17 £		30-Nov-16 £
Current Assets					
Stock	1,680	0	1,680		1,515
Trade debtors	38,487	(9,741)	28,746		23,076
VAT	39,296	(25,052)	14,244		17,996
Prepayments and other debtors	54,630	(36,555)	18,075		16,827
Cash at bank and in hand	2,653,903	(66,877)	2,587,026		813,586
	2,787,996	(138,224)	2,649,772		873,000
Current Liabilities					
Trade creditors	108,242	(18,787)	89,455		41,107
Accruals and other creditors	106,901	7,485	114,386		64,092
Prior Mayors charity account	-	-	-		-
Precept received in advance of budget	-	343,208	343,208	Note 1	324,539
Receipts in advance (rent and hall hire)	29,069	(21,863)	7,206		10,179
	244,212	310,043	554,255		439,917
Net Current Assets	2,543,784	(448,267)	2,095,517		433,083
Represented by:					
General Funds					
Revenue Reserves	351,117	(470,168)	(119,051)	Note 2	133,826
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		34,831
CIL Earmarked Reserve	27,783	103,695	131,478		60,783
Capital Projects Reserve		-	-		-
No 8 bus Reserve	43,096	(24,037)	19,059	Note 3	55,115
QH Allotment key reserve	-	2,065	2,065	Note 5	
Mayor's Charity Reserve	8,512	9,197	17,709	Note 4	4,125
	2,192,667	21,901	2,214,568		299,257
	2,543,784	(448,267)	2,095,517		433,083

* 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

Note 2 The year to date outflow in revenue reserves of £470,168 reflects revenue income of £1,047,403 against revenue expenditure of £921,595 and net capital expenditure of £595,976. A transfer from Capital Receipts Reserve will be made to offset capital expenditure at the end of the financial year

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

Note 5 Key deposits held on account of Quakers Hall Allotment plot holders

Sevenoaks Town Council

Statement of Fund Balances as at 30 November 2017

£ (2016)		S&P Rating 30/09/17 Short term	Long term	30/11/2017	£	%	Maturity	Interest rate
	Bank of Scotland	A1	A					
0	Deposit account			0				
150,000	Treasury deposit (1m)			800,000	800,000	30.92%		0.65%
	National Westminster Bank	A2	BBB+					
10	Business Reserve Account			496				0.01%
216,432	Current Account			570,658				
582	Payroll Account			725				
1,000	HITB Youth café			1,000				
5,753	Sevenoaks Town Partnership			7,253				
5,816	Mayors Charity Account			20,135	600,266	23.20%		
	HSBC	A1+	AA-					
50,148	Business money manager			50,169				0.04%
0	Treasury deposit (3m)			0	50,169	1.94%		
	Handelsbanken	A1+	AA-					
0	SRFC Escrow account			0				0.15%
61,860	Deposit account (instant access)			62,448				0.25%
60,005	35 day notice account			260,005	322,453	12.46%	35 days	
	Nationwide	A1	A					
261,111	Instant Saver			803,490				0.35%
	Sevenoaks Fund Instant Saver			10,027	813,518	31.45%		0.35%
	Clydesdale							
1	Current account			1	1			
868	Petty Cash				820	0.02%		
813,586					2,587,026	100.00%		

F + GP
22-01-18
Agenda 6 (b) (i)

Ledger No 1 for Month No 7

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			
23/10/2017	AH42/17	22241	AFFORD	AFFORD001	500.00	100.00	600.00	9000	91	500.00	22241/STC exist site planning
03/10/2017	03/10/2017	22300	AMBASSADOR FURNITURE	AFH001	210.00	42.00	252.00	6491	32	210.00	22300/Marquee for Remembrance
23/10/2017	1/IH4921	22285	ALTOOFFICE	ALTO001	44.00	8.80	52.80	6200	31	44.00	22285/Ink cartridges
23/10/2017	1/IH4922	22286	ALTOOFFICE	ALTO001	59.00	11.80	70.80	6200	31	59.00	22286/Ink Cart Colour
31/10/2017	62711	22302	ASTRA SECURITY	AST001	485.44	97.09	582.53	5410	23	485.44	22302/2 Allot padlocks & 20 ke
16/10/2017	16102017	22230	BANKLINE	BANKL01	89.80	0.00	89.80	6975	31	89.80	16102017/22230/ Bankline fees
31/10/2017	15112017	22262	BANKLINE	BANKL01	98.20	0.00	98.20	6975	31	98.20	22262/ Bankline fees oct 17
16/10/2017	822097	22186	B&C SUPPLIES	BCS001	25.00	5.00	30.00	6230	31	25.00	822097/22186/B&C Supplies
28/09/2017	3519409	22220	BOOKER	BOOK001	248.03	24.92	272.95	6500	28	248.03	22220/V/C supplies
12/10/2017	3520104	22221	BOOKER	BOOK001	182.33	9.50	191.83	6500	28	182.33	22221/V/C supplies
12/10/2017	3520108	22222	BOOKER	BOOK002	53.71	7.43	61.14	6500	50	53.71	22222/HIB supplies
14/09/2017	40713	22311	BOURNE AMENITY	BOUR001	1,850.00	370.00	2,220.00	5120	21	1,850.00	22311/Football Pitch Maint
27/10/2017	100201978	22309	BRACHERS	BRA001	539.00	107.80	646.80	9001	91	539.00	22309/Raleys prof fees
03/10/2017	SVO003997	22188	BREWERS	BREW001	37.46	7.49	44.95	6822	22	37.46	SVO00399793/22188/C Brewer & S
04/10/2017	SVO/339741	22187	BREWERS	BREW001	34.13	6.83	40.96	6822	22	34.13	SVO/339741/22187/C Brewer & So
18/10/2017	SVO/339802	22280	BREWERS	BREW001	15.95	3.19	19.14	6851	21	15.95	22280/bus stop wood stain
25/10/2017	SVO/339870	22273	BREWERS	BREW001	24.01	4.80	28.81	9062	91	24.01	SVO/339870/22273/C Brewer & So
17/10/2017	VP41714570	22223	BT	BRIT002	7.79	1.55	9.34	6101	22	7.79	22223/Chapel phone line
12/10/2017	401929078	22189	CANON UK	CAN001	482.54	96.51	579.05	6200	31	482.54	22189/Copying costs
17/10/2017	727802	22218	CASTLE WATER	CASTLE002	558.93	0.00	558.93	6010	33	558.93	22218/WATER 1/10/17-31/3/18
18/10/2017	734951	22219	CASTLE WATER	CASTLE002	85.02	0.00	85.02	5025	21	85.02	22219/ WATER 1/10/17-31/3/18
24/10/2017	769372	22279	CASTLE WATER	CASTLE002	53.70	0.00	53.70	6000	29	53.70	22279/WATER
19/10/2017	87596	22191	CURD & CURE	CHS001	68.04	0.00	68.04	6500	28	68.04	22191/cafe supplies
19/10/2017	88089	22192	CURD & CURE	CHS001	21.95	0.00	21.95	6500	28	21.95	22192/V/C supplies
31/10/2017	23152	22293	COLIN TOMS & PRTRS	COL001	1,750.00	350.00	2,100.00	9062	91	1,750.00	22293/CTP Structural Survey
13/10/2017	136765	22190	CONNECTAPHONE	CON001	294.24	58.85	353.09	6101	31	294.24	22190/Phone charges Oct 2017
22/10/2017	61667709	22288	LOCAL WORLD	COUR001	289.56	57.91	347.47	6315	31	289.56	22288/S/L job advert
31/10/2017	2465	22260	CREATIVE PRODUCTIONS	CPR001	138.00	27.60	165.60	6490	32	138.00	22260/CLSO x 4000 leaflets

Ledger No 1 for Month No 7 **Supplier A/c Order**

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Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Detail
31/10/2017	368340	22304	CULVERWELL	CULV001	108.48	19.99	128.47	5500	21	54.24	22304/3 pairs of grabs
								5500	22	54.24	22304/3 pairs of grabs
01/09/2017	723306	22258	DAISY	DAIS01	179.30	10.01	189.31	6101	36	12.75	22258/tel costs
								6101	22	12.95	22258/tel costs
								6101	31	130.56	22258/tel costs
								6101	31	11.55	22258/tel costs
								6101	21	11.49	22258/tel costs
01/10/2017	7321929	22259	DAISY	DAIS01	48.14	9.63	57.77	6101	36	12.08	22259/tel costs
								6101	22	13.01	22259/tel costs
								6101	31	11.49	22259/tel costs
								6101	21	11.56	22259/tel costs
29/09/2017	68366	22291	DE JAGER &SONS	DEJAG001	495.75	99.15	594.90	5340	21	192.55	22291/Plants
								6802	22	303.20	22291/Plants
16/10/2017	9136	22228	STREETLIGHTS	DIR001	1,341.22	268.24	1,609.46	6862	26	1,341.22	22228/Street light maint 2/2
17/10/2017	1187	22235	DOWN TO EARTH	DOWN001	890.00	178.00	1,068.00	5060	21	890.00	22235/White Hart Beeches tree
19/10/2017	10489	22240	EDWARD TYRRELL	EDW002	10.95	2.19	13.14	5410	22	10.95	22240/Tree stakes
19/10/2017	10487	22276	EDWARD TYRRELL	EDW002	27.37	5.47	32.84	6802	22	27.37	22276/Tree stakes
13/10/2017	2405895	22194	ELITE	EFS001	62.23	0.00	62.23	6500	28	62.23	2405895/22194/Elite Food Servi
14/10/2017	2406945	22193	ELITE	EFS001	139.39	0.00	139.39	6500	28	139.39	22193/Vine cafe supplies
28/09/2017	2394081	22224	ELITE	EFS001	160.44	3.98	164.42	6500	28	160.44	22224/V/C supplies
21/10/2017	2412869	22225	ELITE	EFS001	118.80	0.00	118.80	6500	28	118.80	22225/V/C Supplies
31/10/2017	338386	22261	EMPRISE SERVICES	EMP001	359.81	71.97	431.78	6932	22	359.81	338386/22261/Emprise Services
09/10/2017	04026957	22305	FAIRALLS	FAIR001	11.67	2.34	14.01	5310	21	11.67	22305/Cutting disc & brick
16/10/2017	8457	22268	FRESH ACRES	FRE001	138.60	27.72	166.32	6802	22	138.60	22268/Aut 17 bedding plants
16/10/2017	8458	22267	FRESH ACRES	FRE001	419.19	83.84	503.03	5340	21	419.19	22267/Autmn 17 bedding plants
09/10/2017	INV0219258	22303	FURNITURE@WORK	FUR001	264.00	52.80	316.80	5110	21	264.00	22303/Armchairs & sidechairs
27/10/2017	3648	22275	G3 JOINERY	G3J001	139.95	27.99	167.94	5410	50	139.95	22275/rivets in worktop
24/07/2017	1272	22278	GO COACH	GO001	923.00	0.00	923.00	7609	40	2,500.00	22278/ Route 7 July/Aug 17
								1435	40	-1,577.00	22278/ Route 7 July/Aug 17

Sevenoaks Town Council

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 7

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Ledger No 1 for Month No 7

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
01/09/2017	1407	22277	GO COACH	GO001	759.00	0.00	759.00	7609	40	3,500.00	22277/Route 7 Aug/Sep 17
								1435	40	-2,741.00	22277/Route 7 Aug/Sep 17
10/10/2017	126440	22195	GODFREYS	GOD001	18.00	3.60	21.60	5525	21	18.00	22195/Drive belt
22/10/2017	N17-074	22281	H2 PRODUCTIONS	H2P001	1,075.00	215.00	1,290.00	6490	32	1,075.00	22281/CLSO stage. lights, soun
31/10/2017	9107	22294	HARDWARE CENTRE	HARD001	29.27	5.85	35.12	5410	22	8.99	22294/Washers & Nails
								5410	21	20.28	22294/Screw eyes & cable ties
16/10/2017	8617	22236	HARRAWAY TREE SERVS	HARR001	975.00	195.00	1,170.00	5060	21	731.25	22236/ Decay evaluation servic
								5070	21	243.75	22236/ Decay evaluation servic
04/10/2017	67577	22158	HERBERT & WARD	HAW001	156.00	0.00	156.00	6500	28	156.00	22158/V/C coffee supply
31/10/2017	10060	22308	HELIOCENTRIX	HELI001	940.00	188.00	1,128.00	6240	31	940.00	22308/IT Support
31/10/2017	HCL-13401	22310	HERITAGE COLLECTION	HERI002	1,598.75	319.75	1,918.50	9062	91	1,598.75	22310/Prep of Heritage Stmnt
24/10/2017	975	22217	JANE CHURCHILL	JCH001	969.00	0.00	969.00	6490	32	969.00	22217/Latern making workshops
04/10/2017	74672	22159	JIK	JIK001	99.00	19.80	118.80	6315	31	99.00	22159/V/C mgr advert
24/05/2017	5638	22299	KALC	KALC	65.48	1.14	66.62	6720	31	65.48	22299/Good Cllr Guide 2017 x20
19/10/2017	12999592	22196	KCC KCS	KCC003	65.25	13.05	78.30	6010	31	65.25	22196/Office supplies
19/10/2017	12999593	22197	KCC KCS	KCC003	180.55	36.11	216.66	6200	31	69.25	22197/Office supplies
								6010	31	111.30	22197/Office supplies
19/10/2017	900052234	22274	KCC KCS	KCC003	480.00	96.00	576.00	6610	31	480.00	22274/17/18 1st audit
02/10/2017	23429	22181	KH RECRUITMENT	KHR001	577.38	115.48	692.86	4010	31	372.50	22181/Julie M a/cs temp
								6315	31	204.88	22181/Julie M a/cs temp
09/10/2017	23459	22180	KH RECRUITMENT	KHR001	577.38	115.48	692.86	4010	31	372.50	22180/Julie M a/cs temp
								6315	31	204.88	22180/Julie M a/cs temp
16/10/2017	23491	22198	KH RECRUITMENT	KHR001	558.00	111.60	669.60	4010	31	372.50	23491/22198/J Miller temp staf
								6315	31	185.50	23491/22198/J Miller temp staf
23/10/2017	23513	22264	KH RECRUITMENT	KHR001	565.75	113.15	678.90	4010	31	372.50	22264/J Miller temp staff
								6315	31	193.25	22264/J Miller temp staff
27/10/2017	23524	22265	KH RECRUITMENT	KHR001	468.88	93.78	562.66	4010	31	372.50	22265/J Miller temp staff
								6315	31	96.38	22265/J Miller temp staff
30/10/2017	23526	22263	KH RECRUITMENT	KHR001	1,354.00	270.80	1,624.80	6315	31	1,354.00	22263/Recruitment fee J Miller

Ledger No 1 for Month No 7 **Supplier A/c Order**

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Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Detail
01/10/2017	4005700704	22041	KNOLE ESTATE	KNOL001	500.00	100.00	600.00	5310	21	500.00	22041/rent re environmntl prk
20/10/2017	1856	22292	LITTLETHORPE	LIT001	6,080.00	1,216.00	7,296.00	5310	21	6,080.00	22292/Bus Shelter - B.V.Road
11/10/2017	01230GR	22162	LOCUM LOCKS	LOC003	72.80	14.56	87.36	5410	36	72.80	22162/Comm centre lock repair
25/10/2017	21235	22307	MIDLAND FINE ARTS	MIDLAND001	11.46	2.29	13.75	6200	31	11.46	22307/picture frame
17/10/2017	810795	22200	NALC	NALC001	210.00	42.00	252.00	6710	31	210.00	22200/LL exhibition NALC
02/10/2017	18281	22169	NEREO	NER001	10.00	2.00	12.00	6315	31	10.00	22169/DBS check
04/10/2017	110111701	22182	NICHOLAS HANCOX	NICH002	2,500.00	500.00	3,000.00	7611	31	2,500.00	22182/Alotment leases
19/10/2017	960903	22271	OAKS PLANT HIRE	OAKS001	80.40	0.00	80.40	6851	21	80.40	22271/move bus shelter
18/04/2017	AO453408	22199	OBM	OBM001	6.10	1.22	7.32	5310	21	6.10	22199/ bag of cement
18/10/2017	AO466890	22290	OBM	OBM001	69.66	13.93	83.59	6410	31	69.66	22290/cem gen mainten
24/10/2017	AO467341	22272	OBM	OBM001	92.25	18.45	110.70	5410	39	92.25	22272/wood & screws
23/10/2017	SIN023506	22289	ONLINE PLAYGROUNDS	ONP001	142.33	28.47	170.80	5310	21	142.33	22289/spares
28/10/2017	28102017	22226	TIM CLEAVER	PEA001	9.84	0.00	9.84	6330	31	9.84	28102017/22226/Tim Cleaver Dai
03/10/2017	91623972	22167	PLUSNET	PLUS01	18.50	3.70	22.20	6101	22	18.50	22167/Cemetery bus lines
04/10/2017	91664592	22165	PLUSNET	PLUS01	24.93	4.99	29.92	6101	25	24.93	22165/V/C bus line
04/10/2017	91665360	22166	PLUSNET	PLUS01	46.02	9.21	55.23	6101	50	46.02	22166/HIB Bus line
08/10/2017	91814389	22163	PLUSNET	PLUS01	47.50	9.50	57.00	6101	33	47.50	22163/STC bus line
09/10/2017	91852809	22164	PLUSNET	PLUS01	23.58	4.72	28.30	6101	36	23.58	22164/SCC bus line
31/08/2017	3434016	22201	PPL	PPL001	133.12	26.62	159.74	6635	28	133.12	22201/V/C music licence
18/10/2017	157728	22204	PREMIER ALARMS	PREM001	444.66	88.93	533.59	6930	39	444.66	22204/V/C alarm maintenance
12/10/2017	1414	22227	PRIMO	PRIMO001	137.80	0.00	137.80	6500	28	137.80	22227/V/C Coffee and Tea
12/10/2017	PBQ/STP/00	22168	PROJECT Q	PRO004	2,640.00	0.00	2,640.00	7611	31	2,640.00	22168/Security Bomb site
24/10/2017	47	22295	REFLECTIONS	REFL001	45.00	0.00	45.00	5410	36	45.00	22295/SCC Window cleaning
10/10/2017	433435290	22203	REXEL	REX001	32.10	6.42	38.52	6010	31	32.10	22203/light bulbs
11/10/2017	SM18227	22170	RIALTAS	RIAL001	120.00	24.00	144.00	6300	31	120.00	22170/Data Backup service
15/10/2017	SM18184	22171	RIALTAS	RIAL001	672.50	134.50	807.00	6300	31	672.50	22171/Omega support
01/09/2017	SM18376	22306	RIALTAS	RIAL001	116.00	23.20	139.20	6240	31	116.00	22306/Allotment software suppo
01/10/2017	2048138	22174	SDC	SDC001	2,566.47	0.00	2,566.47	5421	60	1,523.84	22174/Wed market rent
								5420	60	1,042.63	22174/Sat market rent

Sevenoaks Town Council

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 7

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Ledger No 1 for Month No 7

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Supplier A/c Order

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
10/10/2017	2048164	22173	SDC	SDC001	522.00	0.00	522.00	6200	31	522.00	/22173/open mic flyers
01/10/2017	2048136	22183	SDC	SDC001	1,000.00	0.00	1,000.00	110	0	1,000.00	22183/market stall stoarge 17/
20/10/2017	144538	22284	SDC	SDC001	390.00	0.00	390.00	6889	31	390.00	22284/SWaste sacks
11/10/2017	144286	22172	SDC DIRECT SERVICES	SDC002	74.60	0.00	74.60	6935	36	74.60	22172/Comm cen bin collection
11/10/2017	144214	22206	SDC DIRECT SERVICES	SDC002	261.15	0.00	261.15	6935	21	261.15	22206/KNole paddock waste chrg
11/10/2017	144283	22207	SDC DIRECT SERVICES	SDC002	74.60	0.00	74.60	6935	22	74.60	22207/Greatness Cem waste char
11/10/2017	144387	22208	SDC DIRECT SERVICES	SDC002	54.60	0.00	54.60	6935	28	54.60	22208/V/C waste coolection
11/10/2017	144449	22209	SDC DIRECT SERVICES	SDC002	60.80	0.00	60.80	6935	31	60.80	22209/STC waste collection
14/03/2017	0002	22216	EDF ENERGY	SEEB001	-4.65	-0.23	-4.88	6861	26	-4.65	22216/Cr re Jubilee Clock
20/10/2017	9302684429	22287	SETON	SET001	20.08	4.02	24.10	6922	36	20.08	22287/fire exit sign - comm ce
09/10/2017	7135	22176	SEV MOWERS	SEV006	44.23	8.84	53.07	5525	21	44.23	22176/Strimmer head & belt
17/10/2017	0936	22205	SEV CHAMBER	SEV038	159.80	0.00	159.80	6330	31	159.80	22205/4 xmas lunch tickets
23/10/2017	83	22283	SOUTH EAST WATER	SEWAT001	81.96	0.00	81.96	6000	21	81.96	22283/Water Cricket Ground
21/09/2017	63033	22237	SGE	SGE001	23.28	4.65	27.93	5120	21	23.28	22237/Rugby post repairs
21/09/2017	63040	22238	SGE	SGE001	18.00	0.90	18.90	5700	22	18.00	22238/gas oil
21/09/2017	63042	22239	SGE	SGE001	30.12	6.02	36.14	6822	22	30.12	22239/cemetery paths taps
21/09/2017	63029	22266	SGE	SGE001	3.56	0.71	4.27	5525	21	3.56	63029/22266/SGE (Seal) Ltd
24/09/2017	88700	22233	SHELL	SHEL001	209.94	41.98	251.92	5700	21	209.94	22233/Vehicle fuel
01/10/2017	88779	22234	SHELL	SHEL001	94.50	18.90	113.40	5700	21	94.50	22234/Vehicle fuel
08/10/2017	88847	22232	SHELL	SHEL001	69.57	13.92	83.49	5700	21	69.57	22232/Vehile fuel
15/10/2017	88913	22231	SHELL	SHEL001	166.70	33.34	200.04	5700	22	18.27	22231/Vehicle fuel
								5700	21	148.43	22231/Vehicle fuel
22/10/2017	088981	22269	SHELL	SHEL001	47.54	9.50	57.04	5700	21	47.54	088981/22269/Shell Account
29/10/2017	089047	22301	SHELL	SHEL001	234.78	46.95	281.73	5700	21	234.78	22301/Shell Fuel
03/10/2017	123823	22175	SLCC	SLCC001	420.00	48.00	468.00	6710	31	420.00	22175/L Later Nat conf 2017
13/10/2017	123994	22211	SLCC	SLCC001	25.00	5.00	30.00	6710	31	25.00	22211/Ann Conf 30th Dinner
05/10/2017	0039	22177	SSE	SSE001	38.45	1.92	40.37	6011	36	38.45	22177/Elec Comm Centre
12/10/2017	0008	22210	SSE	SSE001	23.34	0.00	23.34	6001	60	23.34	22210/Bilghs elec 1/5-1/8/2017
05/10/2017	0040	22242	SSE	SSE001	202.62	40.52	243.14	6011	36	202.62	22242/Comm centre Elec 2/9-1/1

Ledger No 1 for Month No 7 **Supplier A/c Order**

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Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Detail
27/09/2017	981648672/	22246	SSE	SSE001	-1,152.84	-230.56	-1,383.40	6010	28	-1,152.84	22246/V/C electricity
27/09/2017	981648672/	22247	SSE	SSE001	-966.33	-193.26	-1,159.59	6010	28	-966.33	22247/V/C electricity
27/09/2017	981648672/	22248	SSE	SSE001	-999.19	-199.83	-1,199.02	6010	28	-999.19	22248/V/C electricity
27/09/2017	981648672/	22249	SSE	SSE001	-944.31	-188.86	-1,133.17	6010	28	-944.31	22249/V/C electricity
27/09/2017	981648672/	22250	SSE	SSE001	-731.00	-146.20	-877.20	6010	28	-731.00	22250/V/C elelctric
27/09/2017	981648672/	22251	SSE	SSE001	291.64	58.32	349.96	6010	28	291.64	22251/V/C electric
27/09/2017	981648672/	22252	SSE	SSE001	342.37	68.47	410.84	6010	28	342.37	22252/V/C electric
27/09/2017	981648672/	22253	SSE	SSE001	387.56	77.51	465.07	6010	28	387.56	22253/V/C elelctric
27/09/2017	981648672/	22254	SSE	SSE001	349.98	69.99	419.97	6010	28	349.98	22254/V/C electric
27/09/2017	981648672/	22255	SSE	SSE001	486.37	97.27	583.64	6010	28	486.37	22255/V/C electric
27/09/2017	981648672/	22256	SSE	SSE001	447.98	89.59	537.57	6010	28	447.98	22256/V/C elelctric
27/09/2017	981648672/	22257	SSE	SSE001	471.68	94.33	566.01	6010	28	471.68	22257/V/C electric
27/09/2017	981648672/	22244	SSE	SSE001	-1,134.94	-226.98	-1,361.92	6010	28	-1,134.94	22244/V/C electric
27/09/2017	981648672/	22245	SSE	SSE001	-1,250.34	-250.06	-1,500.40	6010	28	-1,250.34	22245/V/C electric
11/10/2017	SP17017642	22282	ST JOHN	STJO001	110.40	22.08	132.48	506	0	110.40	22282/St John Ambul Pink Party
18/09/2017	4602	22184	STREETMASTER	STREE001	1,238.00	247.60	1,485.60	5310	21	1,120.00	22184/Seats fro Greatness
								6210	21	118.00	22184/carraige
14/10/2017	1247	22212	TAYLOR	TAYL001	55.00	0.00	55.00	5010	29	55.00	22212/Investigate power issue
31/10/2017	3715	22296	TRADE TOYS	TRA001	125.00	25.00	150.00	6490	32	125.00	22296/Block Puzzles
13/10/2017	38651	22229	TRAVELWEEK	TRAV001	199.00	39.80	238.80	6315	31	199.00	22229/Advert in Caterer online
30/10/2017	VC/301017	22298	V.C HANDYMAN	VCH001	880.00	0.00	880.00	6001	60	880.00	22298/October Blighs Set-up
31/10/2017	LAO111645	22297	VEOLIA	VEOL001	24.22	4.84	29.06	6935	36	24.22	22297/Glass Bin collection Oct
03/10/2017	WM991952	22178	WORLDPAY	WOR001	7.50	1.50	9.00	6976	31	7.50	22178/Subscription fee
01/10/2017	J9059177	22214	WORLDPAY	WOR001	83.81	10.02	93.83	6976	28	42.83	22214/trans chargs Sept17
								6976	28	40.98	22214/trans chargs Sept17
16/10/2017	HITBSEPTO	22213	WE TEACH MUSIC	WTM001	300.00	0.00	300.00	7552	38	300.00	22213/HIB open mics 28/9+13/10
12/10/2017	368	22179	YELLOW DUCK	YELL002	985.00	197.00	1,182.00	6460	31	985.00	22179/Storm lecturn signage

Sevenoaks Town Council

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 7

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Ledger No 1 for Month No 7

Supplier A/c Order

Items marked with a * are disputed invoices.

								Nominal Ledger Analysis			
Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
				TOTAL INVOICES	**46,401.96**	**6,403.20**	**52,805.16**			**46,401.96**	

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Ledger No 1 for Month No 8

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			
27/11/2017	ORSBD3FB8	22441	AAT	AAT001	135.00	0.00	135.00	6320	31	135.00	22441/Julie's membership&admis
30/11/2017	I/IG0207CR	22436	ALTOOFFICE	ALTO001	-0.08	-0.02	-0.10	6200	31	-0.08	22436/CR
15/11/2017	57893	22338	APPOINTMENT BUS	APP001	159.99	31.99	191.98	6200	31	159.99	22338/Office printing costs
30/11/2017	1070046	22442	BANKLINE	BANKL01	90.60	0.00	90.60	6975	31	90.60	22442/May Bank Charges
01/11/2017	3520889	22337	BOOKER	BOOK001	48.73	7.21	55.94	6500	28	48.73	22337/Groceries
02/11/2017	3520939	22336	BOOKER	BOOK001	193.82	0.00	193.82	6500	50	193.82	22336/Groceries
16/11/2017	3521541	22339	BOOKER	BOOK001	158.50	15.11	173.61	6010	28	32.16	22339/Cafe cleaning supplies
								6500	28	126.34	22339/Cafe food supplies
23/11/2017	3521885	22444	BOOKER	BOOK001	160.27	1.67	161.94	6500	28	160.27	22444/Food supplies
30/11/2017	3522175	22445	BOOKER	BOOK001	100.48	3.99	104.47	6500	28	100.48	22445/Food for resale
09/11/2017	0484697	22335	BOOKER	BOOK002	91.81	15.16	106.97	6500	28	91.81	22335/Groceries
23/11/2017	0486408	22446	BOOKER	BOOK002	52.56	6.91	59.47	6500	50	52.56	22446/Food supplies
31/10/2017	SVO/340292	22340	BREWERS	BREW001	38.34	7.67	46.01	5410	33	38.34	22340/Sadolin Classic Jacobean
17/11/2017	VP4171457	22416	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	22416/Cemetery Chapel Bills
30/11/2017	CHQ001367	22437	BT	BRIT002	-1.00	0.00	-1.00	6101	31	-1.00	22437/cr bt telephones
30/11/2017	CHQ001367	22438	BT	BRIT002	1.00	0.00	1.00	6101	31	1.00	22438/Cancel 22437
13/11/2017	PRI024521	22345	BROXAP	BROX001	866.00	173.20	1,039.20	5310	21	866.00	22345/Greatness Fencing
16/11/2017	PRI024547	22341	BROXAP	BROX001	9,424.00	1,884.80	11,308.80	5310	21	9,424.00	22341/Fencing & Playing Equip
17/11/2017	PRI024565	22443	BROXAP	BROX001	2,460.00	492.00	2,952.00	5310	21	2,460.00	22443/BX Installation
28/11/2017	31425	22474	BSP LIMITED	BSP001	190.00	38.00	228.00	6935	21	190.00	22474/Skip Hire
09/11/2017	2033	22392	A CHAILI	CHAI001	80.00	0.00	80.00	5025	21	80.00	22392/Replace leaking pipe
02/11/2017	89157	22323	CURD & CURE	CHS001	35.83	0.00	35.83	6500	28	35.83	22323/Bacon
17/11/2017	90676	22393	CURD & CURE	CHS001	52.51	3.70	56.21	6500	28	52.51	22393/Stirchley Unsmoked Bacon
30/06/2017	RE127474	22428	COBLANDS DONT USE	COB001	-38.70	-7.74	-46.44	5320	21	-23.20	22428/SEE 12747 - on Glendale
								5340	21	-15.50	22428/SEE 12747 - on Glendale
		SEE 127474									
14/11/2017	146534	22394	CONNECTAPHONE	CON001	328.38	65.68	394.06	6101	36	13.82	22394/Council Offices Telephon
								6101	22	13.82	22394/Cemetery Telephone
								6101	21	13.82	22394/General Telephone

Ledger No 1 for Month No 8 **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
								6101	31	286.92	22394/Establishments Telephone
01/11/2017	17106	22490	CONNECT CONSULTANTS	CON002	2,570.00	514.00	3,084.00	9063	91	2,570.00	22490/Draft Transport Assess
05/11/2017	61686036	22325	LOCAL WORLD	COUR001	78.00	15.60	93.60	6460	31	78.00	22325/Advertisement
26/11/2017	61707405	22448	LOCAL WORLD	COUR001	320.00	64.00	384.00	6440	31	320.00	22448/Sevenoaks Chronical Adv
26/11/2017	61707406	22447	LOCAL WORLD	COUR001	400.00	80.00	480.00	6440	31	400.00	22447/KentLive advertisement
30/11/2017	61714545	22475	LOCAL WORLD	COUR001	78.00	15.60	93.60	6440	31	78.00	22475/Advertisement
10/11/2017	INV-2489	22348	CREATIVE PRODUCTIONS	CPR001	95.00	19.00	114.00	6490	32	95.00	22348/Christmas Lights Leaflet
10/11/2017	INV-2492	22347	CREATIVE PRODUCTIONS	CPR001	66.00	13.20	79.20	6490	32	66.00	22347/Christmas Light Banners
10/11/2017	INV-2500	22346	CREATIVE PRODUCTIONS	CPR001	155.00	31.00	186.00	6490	32	155.00	22346/Christmas Lights Banner
01/11/2017	CN7410724	22313	DAISY	DAIS01	-2.87	-25.28	-28.15	6101	31	-2.87	22313/CR adj mainly VAT
01/11/2017	9196	22395	STREETLIGHTS	DIR001	16.00	3.20	19.20	6862	26	16.00	22395/Yeomans Meadow
13/11/2017	9219	22396	STREETLIGHTS	DIR001	970.00	194.00	1,164.00	6862	26	970.00	22396/Carry out pruning works
13/11/2017	143467	22349	DORMA	DOR001	497.21	99.44	596.65	5410	50	497.21	22349/Labour & Material
12/11/2017	1129	22417	DPA SOUND HIRE	DPA001	230.00	46.00	276.00	6491	32	230.00	22417/Remebrance Day Public Ad
07/11/2017	B15857	22314	EDE & RAVENSCROFT	EDE001	479.17	95.83	575.00	6421	31	479.17	22314/Barrister's Wig
15/11/2017	23971	22350	EDWARD TYRRELL	EDW002	-66.94	-13.39	-80.33	5310	21	-66.94	22350/Refund of payment
03/11/2017	2422836	22322	ELITE	EFS001	53.76	0.00	53.76	6500	28	53.76	22322/Foods
02/11/2017	2421834	22353	ELITE	EFS001	81.42	1.99	83.41	6500	28	81.42	22353/Food supplies
03/11/2017	2425721	22352	ELITE	EFS001	-2.40	0.00	-2.40	6500	28	-2.40	22352/Refund of milk
10/11/2017	2428280	22355	ELITE	EFS001	48.93	0.00	48.93	6500	28	48.93	22355/Food supplies
16/11/2017	2432619	22354	ELITE	EFS001	109.91	5.97	115.88	6500	28	109.91	22354/Groceries
10/11/2017	36629	22351	EJPFIREPROTECT	EJPFIRE001	12.00	2.40	14.40	6922	50	12.00	22351/Fire Action sign
30/11/2017	04028353	22477	FAIRALLS	FAIR001	15.96	3.19	19.15	5050	21	15.96	22477/Hanson Postfix Maxipack
30/11/2017	04028381	22476	FAIRALLS	FAIR001	37.95	7.59	45.54	5410	23	37.95	22476/Damp Proof Membrane
24/11/2017	9524	22449	FLAG WORKSHOP	FLA001	235.00	47.00	282.00	5500	31	235.00	22449/Blue council flag
23/11/2017	410	22478	FRED CLARK	FRCL001	150.00	0.00	150.00	6490	32	150.00	22478/Performance charge
02/11/2017	42254	22321	GARDEN COUNTY	GARD001	75.00	15.00	90.00	6900	36	75.00	22321/Vending Machine
31/10/2017	INV-1461	22356	GO COACH	GO001	3,004.69	0.00	3,004.69	6495	32	3,961.89	22356/Bus service Kemsing 452
								1495	32	-957.20	22356/Bus service Kemsing 452

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Date :- 20/12/2017

Time :- 12:47

Sevenoaks Town Council

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 8

USER : MB

Supplier A/c Order

Ledger No 1 for Month No 8

Items marked with a * are disputed invoices.

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
30/11/2017	1515	22479	GO COACH	GO001	3,004.69	0.00	3,004.69	6495	32	3,881.59	22479/452 Kemsing Saturday bus
								1495	32	-876.90	22479/452 Kemsing Saturday bus
14/11/2017	130592	22480	GODFREYS	GOD001	7.50	1.50	9.00	5500	21	7.50	22480/Trans fuel can 5l
15/11/2017	68022	22357	HERBERT & WARD	HAW001	156.00	0.00	156.00	6500	28	156.00	22357/Groceries
20/11/2017	STC011	22424	HOLLYBUSH	HOLL001	36.00	0.00	36.00	6330	31	36.00	22424/Buffet Lunch
12/09/2017	74129	22425	JIK	JIK001	160.00	32.00	192.00	6460	31	160.00	22425/Jobs in Kent vacancies
17/11/2017	17128	22358	JJ BROOKS	JJB001	1,615.73	323.15	1,938.88	505	0	1,615.73	22358/Glen Ball Chartered Arc
20/11/2017	17129	22430	JJ BROOKS	JJB001	1,473.00	294.60	1,767.60	5410	33	1,473.00	22430/Red cross elec inspectio
03/10/2017	1002561	22491	KALL KWIK	KALL001	15.00	3.00	18.00	6322	40	15.00	22491/Business Awards
04/11/2017	I3009840	22327	KENT COUNTY COUNCIL	KCC002	13.30	2.66	15.96	6200	31	13.30	22327/Silvine Notemakers
22/11/2017	I3024109	22397	KCC KCS	KCC003	14.65	2.93	17.58	6010	31	14.65	22397/Helping Hand Litter Pick
10/11/2017	I3014481	22450	KCC KCS	KCC003	45.65	9.13	54.78	6010	31	45.65	22450/Cleaning supplies
12/11/2017	I3015783	22452	KCC KCS	KCC003	111.05	22.21	133.26	5500	31	111.05	22452/Laminator
15/11/2017	I3017947	22451	KCC KCS	KCC003	19.50	0.00	19.50	6330	31	19.50	22451/Sugar Sachets x 600
15/11/2017	I3017948	22455	KCC KCS	KCC003	51.25	10.25	61.50	6010	33	51.25	22455/Cleaning supplies
16/11/2017	I3019226	22453	KCC KCS	KCC003	11.00	2.20	13.20	6869	32	11.00	22453/Life Jacket
24/11/2017	I3046740	22454	KCC KCS	KCC003	126.90	25.38	152.28	6010	31	126.90	22454/Cleaning supplies
15/11/2017	N465N	22398	KEMSING PEST CONTROL	KEMS002	170.00	0.00	170.00	5310	21	170.00	22398/Rat Treatment
18/09/2017	RE4602	22431	LANDSCAPE SUPPLY CO	LAND001	-1,238.00	-247.60	-1,485.60	5310	21	-1,238.00	22431/Greatness Park
01/10/2017	RE66082	22432	LANDSCAPE SUPPLY CO	LAND001	-15.17	-3.03	-18.20	6952	21	-15.17	22432/Credit to adjust account
01/11/2017	01259GR	22328	LOCUM LOCKS	LOC003	58.50	11.70	70.20	5525	22	58.50	22328/Remove and Cut Key
27/11/2017	810848	22481	NALC	NALC001	210.00	42.00	252.00	6710	31	210.00	22481/Conference 7 Exhibition
14/11/2017	15757824	22360	NISBETS	NIS001	46.38	9.27	55.65	5500	31	46.38	22360/HiBall Tumbler
15/11/2017	15765550	22359	NISBETS	NIS001	63.88	12.77	76.65	5500	28	63.88	22359/Fiesta Hot Cups
09/11/2017	15731097	22399	NISBETS	NIS001	51.28	10.25	61.53	5500	28	51.28	22399/Fiesta Hot Cups
21/11/2017	1083762	22401	NISBETS	NIS001	-19.79	-3.96	-23.75	5500	28	-19.79	22401/Credit Note Fiesta Lid
21/11/2017	1083764	22400	NISBETS	NIS001	-31.49	-6.29	-37.78	5500	28	-31.49	22400/Credit Note for Fiesta c
21/11/2017	15802041	22426	NISBETS	NIS001	71.56	14.31	85.87	5500	31	71.56	22426/Arc Savoie Goblet
30/11/2017	15867442	22482	NISBETS	NIS001	43.19	8.63	51.82	6900	28	43.19	22482/Vogue Set

Ledger No 1 for Month No 8 — **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			
08/11/2017	A0468586	22361	OBM	OBM001	6.59	1.32	7.91	5310	21	6.59	22361/Rheinbach Wall Repair
01/10/2017	A0445867	22402	OBM	OBM001	21.16	4.23	25.39	5410	21	21.16	22402/25KG Cement
10/11/2017	103483	22456	PALMSTEAD	PALM002	74.75	14.95	89.70	5340	22	74.75	22456/Festuca glauca Elijah Bl
10/11/2017	103484	22457	PALMSTEAD	PALM002	1,204.50	240.90	1,445.40	5340	22	1,204.50	22457/Taxus Baccata
24/11/2017	103835	22483	PALMSTEAD	PALM002	237.00	25.90	262.90	5340	21	237.00	22483/Juglans regia
02/09/1717	WE2917	22366	TIM CLEAVER	PEA001	-2.46	0.00	-2.46	6330	31	-2.46	22366/cr dup we 2.9.17
25/11/2017	251117	22403	TIM CLEAVER	PEA001	9.84	0.00	9.84	6330	31	9.84	22403/Semi-Skimmed Milk
08/11/2017	33558	22319	PEARLSCAN	PEAR001	2,206.00	441.20	2,647.20	6200	31	2,206.00	22319/Services
01/10/2017	CORRECTIO	22433	PLUS PUBLISHING SERV	PLUS001	-322.48	-64.50	-386.98	299	0	-322.48	22433/Plus Pub/plus net correc
01/10/2017	COR22433	22440	PLUS PUBLISHING SERV	PLUS001	-386.98	0.00	-386.98	299	0	-386.98	22440/ correction re 22433 VAT
01/10/2017	RE22433	RE 22433	PLUS PUBLISHING SERV	PLUS001	322.48	64.50	386.98	299	0	322.48	RE22433/enter in erro with VAT
03/11/2017	92822862	22404	PLUSNET	PLUS01	18.50	3.70	22.20	6101	22	18.50	22404/Cemetry Telephone
04/11/2017	92861217	22406	PLUSNET	PLUS01	26.49	5.30	31.79	6101	28	26.49	22406/Vine Cafe Call Charges
04/11/2017	92861966	22405	PLUSNET	PLUS01	45.45	9.09	54.54	6101	50	45.45	22405/HIB
08/11/2017	93012980	22389	PLUSNET	PLUS01	47.50	9.50	57.00	6101	33	47.50	22389/Ultd Business Fibre Dual
09/11/2017	93052350	22390	PLUSNET	PLUS01	23.84	4.77	28.61	6101	36	23.84	22390/Call Charge
16/11/2017	158474	22362	PREMIER ALARMS	PREM001	596.55	119.31	715.86	6930	33	596.55	22362/Knole Paddock Sports Pav
29/09/2017	4001956	22407	PRICE AND MYERS	PRM	357.50	71.50	429.00	9062	91	357.50	22407/Bat&Ball Station Eng Adv
31/10/2017	61912	22365	PROVENDER	PRO002	137.50	27.50	165.00	5120	21	137.50	22365/Top Dressing Bulk Bag
09/11/2017	62656	22364	PROVENDER	PRO002	81.67	16.33	98.00	5410	33	6.25	22364/Algon Algicide
								5320	21	30.00	22364/Compost Bulk Bag
								5010	21	45.42	22364/Garden supplies
13/11/2017	PQB/STP/00	22363	PROJECT Q	PRO004	1,267.20	0.00	1,267.20	6491	32	1,267.20	22363/Security Guardsx8 RDP
26/11/2017	PQB/STP/00	22484	PROJECT Q	PRO004	2,412.00	0.00	2,412.00	6490	32	2,412.00	22484/Security Guards for CL
17/11/2017	S51810	22366	RAWSTONE HIRE	RAW001	206.20	41.24	247.44	5500	21	206.20	22366/Road Signs
22/11/2017	S51955	22458	RAWSTONE HIRE	RAW001	35.00	7.00	42.00	5500	21	35.00	22458/Breaker SDS Max 240V
29/11/2017	S52106	22485	RAWSTONE HIRE	RAW001	534.15	106.83	640.98	6490	32	534.15	22485/Roadsigns
09/11/2017	433771323	22370	REXEL	REX001	12.73	2.54	15.27	6869	32	12.73	22370/Newlec Tie Bl 300X4.6
09/11/2017	433773103	22368	REXEL	EX001	18.12	3.62	21.7	6011	36	18.12	22368/Newlec 2W LED

Ledger No 1 for Month No 8

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			
09/11/2017	433773104	22369	REXEL	REX001	22.50	4.50	27.00	6011	36	22.50	22369/Phil 5.7W ES 8
27/11/2017	433956071	22487	REXEL	REX001	30.30	6.06	36.36	5500	21	30.30	22487/Newlec C Open Reel
30/11/2017	434014150	22486	REXEL	REX001	10.89	2.18	13.07	6010	22	3.63	22486/Newlec 240V 20W
								6010	33	7.26	22486/Newlec 240V 20W
15/11/2017	9055518595	22371	ROYAL MAIL	ROYA002	1.59	0.32	1.91	6210	31	1.59	22371/Free post service
08/11/2017	U834791	22320	SAVILLS	SAV001	1,800.00	360.00	2,160.00	9062	91	1,800.00	22320/Assessment Guidance
01/11/2017	2048276	22315	SDC	SDC001	3,208.09	0.00	3,208.09	5421	60	3,208.09	22315/Rent for Markets
06/11/2017	2048403	22316	SDC	SDC001	180.00	0.00	180.00	6635	36	180.00	22316/Premises Licence
06/11/2017	2048431	22318	SDC	SDC001	70.00	0.00	70.00	6635	28	70.00	22318/Premises Licence
13/11/2017	779320806	22330	SDC	SDC001	406.67	0.00	406.67	9012	91	406.67	22330/Council Tax
10/11/2017	2048562	22372	SDC	SDC001	45.00	0.00	45.00	6889	31	45.00	22372/Recycling Sacks
16/11/2017	145089	22373	SDC	SDC001	496.00	99.20	595.20	6491	32	496.00	22373/Rememberance Sunday work
27/11/2017	145142	22460	SDC	SDC001	110.00	22.00	132.00	6490	32	110.00	22460/Bins for CL x 2
08/11/2017	144751	22374	SDC DIRECT SERVICES	SDC002	242.55	0.00	242.55	6935	21	242.55	22374/4 Weeks collection charg
08/11/2017	144821	22375	SDC DIRECT SERVICES	SDC002	74.60	0.00	74.60	6935	22	74.60	22375/4 Weeks collection charg
08/11/2017	144824	22378	SDC DIRECT SERVICES	SDC002	74.60	0.00	74.60	6935	36	74.60	22378/1100 Ltr Bin
08/11/2017	144924	22376	SDC DIRECT SERVICES	SDC002	60.80	0.00	60.80	6935	28	60.80	22376/660 Ltr Bin
08/11/2017	144986	22377	SDC DIRECT SERVICES	SDC002	60.80	0.00	60.80	6935	31	60.80	22377/660 Ltr Bin
30/11/2017	RE21607		SDC DIRECT SERVICES	SDC002	-74.00	0.00	-74.00	6010	33	-74.00	RE21607/Sevenoaks District Cou
30/11/2017	AJ301117	22493	EDF ENERGY	SEEB001	78.24	0.00	78.24	6861	26	78.24	AJ301117/22493/EDF - UK Power
10/11/2017	302695024	22408	SETON	SET001	265.79	53.16	318.95	5310	21	168.93	22408/Safety signs
								5500	22	96.86	22408/Safety signs
14/11/2017	7302	22409	SEV MOWERS	SEV006	14.02	2.80	16.82	5525	21	14.02	22409/Husqvarna Drive Belt
19/10/2017	7296	22488	SEV MOWERS	SEV006	136.40	27.28	163.68	5525	21	136.40	22488/Supplies
27/09/2017	082	22343	SOUTH EAST WATER	SEWAT001	75.32	0.00	75.32	6000	21	75.32	22343/Water for Cricket grnd
27/09/2017	RE22126	22341	SOUTH EAST WATER	SEWAT001	-122.77	-24.55	-147.32	6000	21	-122.77	22341/contra 22126
14/10/2017	63531	22411	SGE	SGE001	51.79	8.92	60.71	5700	22	9.60	22411/Gas Oil
								5525	22	23.48	22411/Supplies
								6010	22	18.71	22411/Gojo Hand Cleaner

Ledger No 1 for Month No 8 **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			
31/10/2017	63678	22410	SGE	SGE001	18.20	0.91	19.11	5700	22	18.20	22410/Gas Oil
31/10/2017	63685	22412	SGE	SGE001	17.55	0.88	18.43	5700	22	17.55	22412/Gas Oil
05/11/2017	089125	22379	SHELL	SHEL001	58.88	11.77	70.65	5700	22	17.86	22379/Fuel
								5700	22	41.02	22379/Fuel
12/11/2017	089194	22413	SHELL	SHEL001	101.37	20.26	121.63	5700	22	18.58	22413/Petrol
								5700	21	82.79	22413/Petrol
19/11/2017	089259	22463	SHELL	SHEL001	74.27	14.85	89.12	5700	22	18.50	22463/LS55CKL
								5700	21	55.77	22463/Unleaded Shell
26/11/2017	089326	22462	SHELL	SHEL001	109.11	21.82	130.93	5700	21	109.11	22462/Derv Shell Guardcard
20/11/2017	102112	22464	SMITH OF DERBY	SMIT003	194.00	38.80	232.80	6861	26	194.00	22464/Sevenoaks Town Clock OMH
03/11/2017	0001	22331	SSE	SSE001	29.13	1.46	30.59	6010	60	29.13	22331/Electricity
06/11/2017	0041	22333	SSE	SSE001	200.65	40.13	240.78	6011	36	200.65	22333/Electricity
06/11/2017	0040CEMET	22332	SSE	SSE001	69.03	3.45	72.48	6010	22	69.03	22332/Electricity
09/11/2017	0012	22380	SSE	SSE001	523.33	104.66	627.99	6010	33	523.33	22380/Gas bill
15/11/2017	0019E	22383	SSE	SSE001	593.34	118.66	712.00	6010	33	593.34	22383/Electricity Bill
20/11/2017	0019	22382	SSE	SSE001	59.91	3.00	62.91	6010	29	59.91	22382/Electricity Bill
20/11/2017	0022	22381	SSE	SSE001	330.62	16.53	347.15	6010	28	330.62	22381/Electricity Bill
13/11/2017	0001E	22419	SSE	SSE001	-1,285.67	-257.14	-1,542.81	6010	33	-1,285.67	22419/Red Cross Credit Note El
15/11/2017	0001EE	22420	SSE	SSE001	114.46	5.72	120.18	6010	33	114.46	22420/Red Cross Elec
23/11/2017	330003	22423	SSE	SSE001	15.40	0.77	16.17	6010	33	15.40	22423/Bradbourne Elec
23/11/2017	780003	22422	SSE	SSE001	13.66	2.73	16.39	6010	33	13.66	22422/Bradbourne Elec
27/11/2017	0002	22418	SSE	SSE001	1,285.67	257.14	1,542.81	6010	33	1,285.67	22418/Red Cross Building Elec
27/11/2017	0002CR	22421	SSE	SSE001	-114.46	-5.72	-120.18	6010	33	-114.46	22421/Red Cross Credit Note El
27/11/2017	0016	22466	SSE	SSE001	376.17	18.81	394.98	6012	36	376.17	22466/SCC Otford Road Gas
28/11/2017	0018	22468	SSE	SSE001	569.86	113.97	683.83	6010	21	569.86	22468/Seal Hollow Road Elec
28/11/2017	0023	22467	SSE	SSE001	69.55	3.47	73.02	5025	21	69.55	22467/St Johns Hill Elect
24/11/2017	SW10266	22469	STEPHEN WILSON	STWS001	305.00	61.00	366.00	5410	22	305.00	22469/Memorial of Neville - GP
30/11/2017	21	22473	S WILLIAMS	SWA001	900.00	180.00	1,080.00	9063	91	900.00	22473/Bat & Ball Centre
30/11/2017	22	22489	S WILLIAMS	SWA001	900.00	180.00	1,080.00	9062	91	900.00	22489/Bat & Ball statin projec

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Supplier A/c Order

Ledger No 1 for Month No 8

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			
19/10/2017	000788	22414	TAMILLEK TREE CARE	TAM001	890.00	0.00	890.00	5070	21	890.00	22414/Oakhill Road Treework
07/11/2017	411035	22384	TATE FENCING	TATE001	34.40	6.88	41.28	5316	21	34.40	22384/Greatness Skatepark
18/11/2017	1271	22385	TAYLOR	TAYL001	60.00	0.00	60.00	5410	36	60.00	22385/Emergency Light
13/11/2017	19559	22386	TELESHORE UK	TELE003	625.75	125.15	750.90	5525	22	625.75	22386/Hydraulic Ram/Fluid.fpot
06/11/2017	1084/BB/890	22326	THEIS KHAN	THEI001	750.00	150.00	900.00	9063	91	750.00	22326/Plan B Feasibility Study
20/11/2017	1084/BB/893	22428	THEIS KHAN	THEI001	1,875.00	375.00	2,250.00	9063	91	1,875.00	22428/Bat and Ball Arc Service
24/11/2017	1084/BB/895	22427	THEIS KHAN	THEI001	15,966.00	3,193.20	19,159.20	9063	91	15,966.00	22427/Bat and Ball Architectur
28/11/2017	CLSO24111	22470	THE ONLY WAY	TOWIEA01	575.00	0.00	575.00	6490	32	575.00	22470/CLSO Characters
30/11/2017	0456	22492	URBAN STUDIO	UIS001	987.50	197.50	1,185.00	9066	91	987.50	22492/Northern Sevenoaks Plan
07/11/2017	1871	22317	ULTRALITE	ULTRA001	210.00	42.00	252.00	6461	31	210.00	22317/remove fireworks banner
27/11/2017	1876	22471	ULTRALITE	ULTRA001	105.00	21.00	126.00	6490	32	105.00	22471/CLSO banner
30/11/2017	VC/301117	22459	V.C HANDYMAN	VCH001	1,100.00	0.00	1,100.00	6001	60	1,100.00	22459/Saturday stalls Blighs
30/11/2017	LAO111941	22461	VEOLIA	VEOL001	24.22	4.84	29.06	6935	36	24.22	22461/Lift Crampton Road
24/11/2017	215673	22415	WARNERS SOLICITORS	WARN001	35.00	0.00	35.00	6710	31	35.00	22415/Sevenoaks Ladies Lunch
27/11/2017	155521	22472	WARNERS SOLICITORS	WARN001	1,003.00	200.00	1,203.00	9012	91	1,003.00	22472/Cemetery Lodge Sale
13/11/2017	11153	22387	WAYTE BINDING	WAYTE001	116.00	23.20	139.20	6200	31	116.00	22387/3 off Minute Books
01/11/2017	K9424697	22324	WORLDPAY	WOR001	139.10	15.72	154.82	6976	28	66.22	22324/Charges
								6976	31	72.88	22324/Charges
02/11/2017	WM1003738	22329	WORLDPAY	WOR001	7.50	1.50	9.00	6976	31	7.50	22329/Transaction and Sub. fee
30/11/2017	J7117833C	22435	WORLDPAY	WOR001	83.72	9.35	93.07	6976	28	41.01	22435/Charges
								6976	31	42.71	22435/Charges
30/11/2017	WM9487444	22434	WORLDPAY	WOR001	7.50	1.50	9.00	6976	31	7.50	22434/Monthly Transaction Fees
23/11/2017	52	22388	ZENZERO	ZENZERO	175.00	0.00	175.00	6490	32	175.00	22388/Stilt Walker
				TOTAL INVOICES	**77,423.65**	**11,596.81**	**89,020.46**			**77,423.65**	

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Date: 15/11/2017 **Sevenoaks Town Council** F+GP 22-1-18 06 c (i) Page No: 1

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Bank Reconciliation Statement as at: 31/10/2017 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	31/10/2017	176	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 7 — **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 : **25/10/2017**		**39,974.22**							
	Nat West - Current Account		39,974.22			205		39,974.22	Monthly Salaries Tfr Oct '17
Banked on : **26/10/2017**		**43,985.27**							
	Nat West - Current Account		43,985.27			205		43,985.27	Monthly Pensions Tfr Oct '17
Banked on : **30/10/2017**		**2,257.27**							
	Nat West - Current Account		2,257.27			205		2,257.27	Legal & General Oct '17
Total Receipts for Month		86,216.76		0.00	0.00			86,216.76	
Cash Book Totals		86,941.33		0.00	0.00			86,941.33	

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Payments for Month 7 **Nominal Ledger**

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c	Centre	£ Amount	Transaction Detail
25/10/2017	NatWest Bank	BACS2510	39,724.22			520		39,724.22	Monthly Salaries Oct '17
25/10/2017	NatWest Bank	BACS2510/	250.00			520		250.00	Mayor's Allowance Oct'17
26/10/2017	NatWest Bank	BACS2610	43,985.27			516		33,109.35	Monthly Pensions Oct '17
						515		10,875.92	Monthly HMRC Oct '17
30/10/2017	NatWest Bank	DD301017	2,257.27			516		2,257.27	Legal & General Oct '17
	Total Payments for Month		86,216.76	0.00	0.00			86,216.76	
	Balance Carried Fwd		724.57						
	Cash Book Totals		86,941.33	0.00	0.00			86,941.33	

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Date: 18/12/2017	Sevenoaks Town Council	F+GP 22-1-18 06c (ii)	Page No: 1
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Bank Reconciliation Statement as at: 30/11/2017 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	31/10/2017	176	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 8 **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 : **24/11/2017**		**40,524.45**							
	Nat West - Current Account		40,524.45			205		40,524.45	Monthly Salaries Tfr Nov '17
Banked on : **27/11/2017**		**20,918.53**							
	Nat West - Current Account		20,918.53			205		20,918.53	Monthly Pensions Tfr Nov '17
Banked on : **29/11/2017**		**2,283.65**							
	Nat West - Current Account		2,283.65			205		2,283.65	Legal & General Tfr Nov '17
Total Receipts for Month		63,726.63		0.00	0.00			63,726.63	
Cash Book Totals		64,451.20		0.00	0.00			64,451.20	

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Payments for Month 8

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c	Centre	£ Amount	Transaction Detail
24/11/2017	NatWest Bank	BACS2411	40,349.45			520		40,349.45	Monthly Salaries
24/11/2017	NatWest Bank	BACS2411/	175.00			520		175.00	Mayor's Allowance
27/11/2017	NatWest Bank	BACS2711	20,918.53			516		9,205.94	Monthly Pensions November
						515		11,712.59	Monthly HMRC November
29/11/2017	NatWest Bank	DD291117	2,283.65			516		2,283.65	Legal & General November
	Total Payments for Month		63,726.63	0.00	0.00			63,726.63	
	Balance Carried Fwd		724.57						
	Cash Book Totals		64,451.20	0.00	0.00			64,451.20	

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Date: 15/11/2017 **Sevenoaks Town Council** F+GP 22-1-18 06 d (i) Page No: 1

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Bank Reconciliation Statement as at: 31/10/2017 for Cash Book 6 Petty Cash

Bank Statement Account Name (s)	**Statement Date**	**Page No**	**Balances**
Petty Cash	31/10/2017		582.97
			582.97

Unpresented Cheques (Minus)	**Amount**	
		0.00
		582.97

Receipts not Banked/Cleared (Plus)	
	0.00
	582.97

Balance per Cash Book is :-	**582.97**
Difference is :-	**0.00**

Receipts for Month 7 | **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**868.95**						**868.95**	
	Banked on : **06/10/2017**	**117.25**							
	Nat West - Current Account		117.25			210		117.25	Petty Cash Tfr
	Banked on : **16/10/2017**	**60.00**							
FLOAT			60.00			6869	31	60.00	Return of Float
	Banked on : **20/10/2017**	**345.94**							
	Nat West - Current Account		345.94			210		345.94	Petty Cash Tfr
	Total Receipts for Month	523.19		0.00	0.00			523.19	
	Cash Book Totals	1,392.14		0.00	0.00			1,392.14	

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ayments for Month 7

Nominal Ledger

ate	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£Amount	Transaction Detail
2/10/2017	Council offices	6984	1.50			6900	31	1.50	CLSO Letter delivery
2/10/2017	Council offices	6985	32.90		2.00	6322	40	30.90	Business awards
2/10/2017	Council offices	6986	8.00		1.34	6322	40	6.66	Business awards
2/10/2017	Council offices	6987	13.00			6322	40	13.00	Ice Business awards
2/10/2017	Council offices	6988	10.25			6330	31	10.25	Business awards
2/10/2017	Council offices	6989	24.80		0.14	6330	31	24.66	Sainsbury's meetings supplies
4/10/2017	Vine Café	6990	5.90			6500	28	5.90	Tesco food supplies
4/10/2017	Vine Café	6991	7.25			6500	28	7.25	Sainsbury's food supplies
4/10/2017	Vine Café	6992	9.00			6500	28	9.00	Service wash
4/10/2017	Vine Café	6993	7.85			6500	28	7.85	Sainsbury's food supplies
4/10/2017	Vine Café	6994	15.75			6500	28	15.75	Sainsbury's food supplies
4/10/2017	Council offices	6995	60.00			6869	31	60.00	Float for Storm Taik
0/10/201	CLSO risk asses parking	6996	1.50			6900	31	1.50	CLSO risk asses parking
0/10/2017	HIB	6997	11.52			6500	50	11.52	HIB - cake making supplies for Pink party
.0/10/2017	HIB	6998	1.00			6500	50	1.00	HIB - icing bag set - pink party
.0/10/2017	HIB	6999	4.17			6500	50	4.17	Lidl food supplies
.0/10/2017	HIB	6700	3.00			6500	50	3.00	Tesco food supplies
.0/10/2017	HIB	6701	12.48			6500	50	12.48	Lidl food supplies
10/10/2017	HIB	6702	5.99			6500	50	5.99	Tesco food supplies
10/10/2017	HIB	6703	6.30			6500	50	6.30	Tesco food supplies
10/10/2017	HIB	6704	6.00			6500	50	6.00	Poundland sweet prizes - Pink Party
10/10/2017	HIB	6705	10.05			6500	50	10.05	Lidl food supplies
10/10/2017	HIB	6706	1.00			6500	50	1.00	Poundland Oil
11/10/2017	Council offices	6707	3.45			6500	50	3.45	SLCC meeting supplies
13/10/2017	Cemetery	6708	7.50			6330	22	7.50	Coffee
13/10/2017	Cemetery	6709	1.00			6330	22	1.00	Milk
13/10/20	Cemetery	6710	0.75			6330	22	0.75	Milk
13/10/2017	Cemetery	6711	0.85			6330	22	0.85	Milk
13/10/2017	Cemetery	6712	8.30			6330	22	8.30	Coffee & Sugar
13/10/2017	Cemetery	6713	0.85			6330	22	0.85	Milk
13/10/2017	Cemetery	6714	0.85			6330	22	0.85	Milk
13/10/2017	Vine Café	6715	4.75			6500	28	4.75	Sainsbury food supplies
13/10/2017	Vine Café	6716	22.90		0.50	6500	28	22.40	Sainsbury food supplies
13/10/2017	Vine Café	6717	37.05		6.18	6500	28	30.87	Sainsbury food supplies
16/10/2017	Council offices	6718	26.59		4.43	5410	33	22.16	Handtool kit for offices
16/10/2017	Council offices	6719	16.25		0.57	6330	31	15.68	AW office supplies
16/10/2017	Community Centre	6720	16.25		2.29	6520	36	13.96	Sainsbury food supplies
16/10/2017	Community Centre	6721	1.00			6520	36	1.00	Sainsbury food supplies
16/10/2017	Community Centre	6722	9.35		1.56	6520	36	7.79	One Stop cake supplies
16/10/2017	Community Centre	6723	0.80			6520	36	0.80	Sainsbury food supplies
16/10/2017	Community Centre	6724	2.75		0.34	6520	36	2.41	Sainsbury food supplies
16/10/2017	Community Centre	6725	2.51		0.42	6520	36	2.09	Tesco food supplies
16/10/2017	Community Centre	6726	1.00			6520	36	1.00	One Stop milk

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Petty Cash

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Payments for Month 7

Nominal Ledger

16/10/2017	Community Centre	6727	13.70		2.28	6520	36	11.42	Sainsbury cake supplies
16/10/2017	Community Centre	6728	0.78			6520	36	0.78	Tesco food supplies
17/10/2017	Cemetery	6729	14.95			6550	22	14.95	Plaque for ashes casket
17/10/2017	STC offices	6730	8.50			6330	22	8.50	Milk for STC offices
18/10/2017	L HS Open spaces	6731	35.30			520	0	35.30	LHS salary advance
19/10/2017	Council offices	6732	34.95			6900	31	34.95	Mayor robes Dry Cleaning
23/10/2017	Vine Café	6733	10.20			6500	28	10.20	Tesco food supplies -pink party
23/10/2017	Vine Café	6734	7.49			6500	28	7.49	Tesco food supplies
23/10/2017	Vine Café	6735	53.73		5.98	6500	28	47.75	Sainsbury food supplies
23/10/2017	Cemetery	6736	20.00			6500	22	20.00	Engraving for Cemetery
23/10/2017	Cemetery	6737	2.00			6900	21	2.00	Parking re above
23/10/2017	Council offices	6738	22.70		0.20	6330	31	22.50	Sainsbury - sandwiches for NDP Meeting
26/10/2017	Council offices	6739	3.00			506	0	3.00	Car parking - Pink party
30/10/2017	Allotments	6740	9.20		0.43	506	0	8.77	working Party refreshements
31/10/2017	Open spaces	6741	21.12		3.52	6802	22	17.60	Turf
31/10/2017	Open spaces	6742	2.79		0.47	6802	22	2.32	Plant sticks
31/10/2017	HIB	6743	3.50		0.58	6500	50	2.92	Tesco supplies
31/10/2017	HIB	6744	1.83			6500	50	1.83	Wairose Supplies
31/10/2017	HIB	6745	6.62			6500	50	6.62	Tesco supplies
31/10/2017	HIB	6746	2.84			6500	50	2.84	Waitrose supplies
31/10/2017	HIB	6747	12.66		0.17	6500	50	12.49	Lidl Suplies
31/10/2017	HIB	6748	3.00			6500	50	3.00	Waitrose pumpkin kit
31/10/2017	HIB	6749	17.77		2.96	6500	50	14.81	Lidl Halloween supplies
31/10/2017	HIB	6750	1.00			6500	50	1.00	Poundland halloween supplies
31/10/2017	Council offices	6751	20.76			2110	31	20.76	Postage
31/10/2017	Cemetery	6752	3.38			6330	22	3.38	pens
31/10/2017	Cemetery	6753	0.85			6330	22	0.85	milk
31/10/2017	Cemetery	6754	5.75			6330	22	5.75	milk/coffee
31/10/2017	Cemetery	6755	0.85			6330	22	0.85	milk
31/10/2017	Cemetery	6756	1.10			6330	22	1.10	milk
31/10/2017	Cemetery	6757	4.40			6330	22	4.40	milk/coffee
31/10/2017	Cemetery	6758	1.34			6330	22	1.34	milk
31/10/2017	Cemetery	6759	12.60			6330	22	12.60	supplies
31/10/2017	Open spaces	6760	4.04			6330	22	4.04	coffee/milk
31/10/2017	Open spaces	6761	5.58		0.93	5410	21	4.65	screw eyes
31/10/2017	Open spaces	6762	9.80			6330	22	9.80	coffee/sugar
31/10/2017	Open spaces	6763	0.85			6330	22	0.85	milk
31/10/2017	Open spaces	6764	4.28		0.71	5410	21	3.57	washers
	Total Payments for month		809.17	0.00	38.00			771.17	
	Balance carried forward		582.97						
	Cash book totals		1392.14	0.00	38.00			1354.14	

F+GP 22-1-18 06d

Bank Reconciliation Statement as at: 30/11/2017 for Cash Book 6 Petty Cash (ii)

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash	30/11/2017		619.95
			619.95

Unpresented Cheques (Minus)	Amount	
		0.00
		619.95

Receipts not Banked/Cleared (Plus)	
	0.00
	619.95

Balance per Cash Book is :-	**619.95**
Difference is :-	**0.00**

Receipts for Month 8 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**582.97**						**582.97**	
	Banked on : **01/11/2017**	**357.03**							
	Nat West - Current Account		357.03			210		357.03	Petty Cash Tfr
	Banked on : **16/11/2017**	**140.83**							
	Nat West - Current Account		140.83			210		140.83	Petty Cash Tfr
	Total Receipts for Month	497.86		0.00	0.00			497.86	
	Cash Book Totals	1,080.83		0.00	0.00			1,080.83	

Continued on Page 392

ayments for Month 8

Nominal Ledger

ate	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£Amount	Transaction Detail
1/11/2017	Vine café	PETTY	9.80			6500	28	9.80	Food Supplies
1/11/2017	Vine café	PETTY	5.30			5410	28	5.30	Washing supplies
1/11/2017	Vine café	PETTY	3.00			6500	28	3.00	Food Supplies
1/11/2017	Vine café	PETTY	5.90			5410	28	5.90	Shop sign
)2/11/2017	Council offices	PETTY	11.00			6900	31	11.00	Taxi for NALC Conference
)2/11/2017	Community Centre	PETTY	3.00			6520	36	3.00	Food supplies
)2/11/2017	Community Centre	PETTY	9.40		0.34	6520	36	9.06	Food supplies
)2/11/2(	Community Centre	PETTY	1.00			6520	36	1.00	Food supplies
)2/11/2017	Community Centre	PETTY	1.00			6520	36	1.00	Food supplies
)2/11/2017	Community Centre	PETTY	15.45		0.67	6520	36	14.78	Food supplies
)2/11/2017	Community Centre	PETTY	1.00			6520	36	1.00	Food supplies
)2/11/2017	Community Centre	PETTY	1.00			6520	36	1.00	Food supplies
)2/11/2017	Community Centre	PETTY	6.60			6520	36	6.60	Food supplies
)2/11/2017	Community Centre	PETTY	1.00			6520	36	1.00	Food supplies
)2/11/2017	Council offices	PETTY	22.88			6330	31	22.88	Lunch supplies for Chamber
13/11/2017	Council offices	PETTY	3.20			6330	31	3.20	Lunch supplies for Chamber
13/11/2017	Vine Café	PETTY	9.35			6500	28	9.35	Food supplies
13/11/2017	Vine Café	PETTY	16.10			6500	50	16.10	Food supplies
13/11/2017	Vine Café	PETTY	11.00			6500	50	11.00	Food supplies
13/11/2017	Vine Café	PETTY	3.85			6010	33	3.85	Food supplies
16/11/2017	Vine Café	PETTY	6.50			6500	28	6.50	Food supplies
16/11/20	Vine Café	PETTY	4.45			6500	28	4.45	Food supplies
17/11/2017	Council offices	PETTY	3.00			6900	31	3.00	OMN Parking fees
20/11/2017	Council offices	PETTY	2.00			6900	31	2.00	Parking fees
20/11/2017	Council offices	PETTY	6.45			3210	31	6.45	Posting of letters to HMRC
20/11/2017	Council offices	PETTY	20.90			6520	36	20.90	Food supplies
21/11/2017	Council offices	PETTY	32.80			6490	32	32.80	CLSO supplies
22/11/2017	Vine Café	PETTY	10.90		1.36	6500	28	9.54	Lidl Supplies
22/11/2017	Vine Café	PETTY	13.60			6528	36	13.60	Food supplies
22/11/2017	Community Centre	PETTY	1.00			6520	36	1.00	Food supplies

Continued on page 3

Payments for Month 8

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£Amount	Transaction Detail
22/11/2017	Community Centre	PETTY	13.75		0.17	6520	36	13.58	Food supplies
22/11/2017	Community Centre	PETTY	1.00			6520	36	1.00	Food supplies
22/11/2017	Community Centre	PETTY	1.00			6520	36	1.00	Food supplies
22/11/2017	Community Centre	PETTY	15.79		0.10	6520	36	15.69	Handtool kit
22/11/2017	Community Centre	PETTY	8.12			6520	36	8.12	Office supplies
22/11/2017	Community Centre	PETTY	13.77			6520	36	13.77	Food supplies
22/11/2017	Community Centre	PETTY	1.00			6520	36	1.00	Food supplies
22/11/2017	Community Centre	PETTY	6.50			6520	36	6.50	Food supplies
22/11/2017	Community Centre	PETTY	11.02		0.15	6520	36	10.87	Food supplies
22/11/2017	Community Centre	PETTY	3.98		0.66	6520	36	3.32	Food supplies
22/11/2017	Council offices	PETTY	5.28			6330	31	5.28	HLF refreshments
23/11/2017	Council offices	PETTY	19.08			6490	32	19.08	CLSO lights
23/11/2017	Council offices	PETTY	1.00			6900	31	1.00	Parking fees
27/11/2017	Council offices	PETTY	5.00			6900	31	5.00	CLSO Parking fees
27/11/2017	Council offices	PETTY	18.82			6550	22	18.82	Food supplies
27/11/2017	Council offices	PETTY	5.00			6900	31	5.00	CLSO Parking fees
27/11/2017	Council offices	PETTY	5.00			6900	31	5.00	CLSO Parking fees
29/11/2017	Council offices	PETTY	1.00			6900	31	1.00	Parking fees
29/11/2017	Vine Café	PETTY	13.00			6500	28	13.00	Till Float top up
30/11/2017	Council offices	PETTY	1.00			6900	31	1.00	Parking fees
30/11/2017	Vine Café	PETTY	1.00		0.16	6500	28	0.84	Food supplies
30/11/2017	Cemetery	PETTY	3.80			6500	22	3.80	Engraving for Cemetery
30/11/2017	Community Centre	PETTY	12.00			6842	36	12.00	Key cutting
30/11/2017	Community Centre	PETTY	30.00		5.00	6281	36	25.00	Floor Polish
30/11/2017	Community Centre	PETTY	6.50			6520	36	6.50	Food supplies
30/11/2017	HiB	PETTY	1.00			6500	50	1.00	Food supplies
30/11/2017	Community Centre	PETTY	14.04			6520	36	14.04	Food supplies
	Total Payments for month		460.88	0.00	8.61			452.27	
	Balance carried forward		619.95						
	Cash book totals		1080.83	0.00	8.61			1072.22	

Sevenoaks Town Council

Finance and General Purposes Meeting – Agenda Item 6 9e) 2017/18 Internal audit visit 2 on 21/12/2017

The letter from the internal auditors covering the second internal audit visit on 21st December 2017 is attached.

Findings

Refer page 4 and 5 of the report.

Financial Regulation-Noted last review in October 2017 and changes to authorising payments below £5,000.

Expenditures-Payments are made in line with the Financial Regulations and appropriate records were retained for all invoices tested.

Community Centre Income-All income had been charged at the correct rate. Sufficient records are retained.

Petty Cash-Receipts are retained for all transactions tested in the audit sample. All transactions were appropriate use of petty cash. Reconciliations are carried out monthly and appropriately countersigned by the Town Clerk.

Allotment Income-Fees and charges had been reviewed and appropriately approved. All transactions in the audit sample had been charged at the correct rate and cash/cheques has been timely banked.

Issues identified/Auditor's Comments

Tea Dance Income

Consider the relevant Committee to formally agree that the Tea Dance is not to be charged at the usual hourly rate and for the Caretaker to have responsibility to handle the cash. The risk that amounts being collected/handed over to Finance cannot be verified should be acknowledged.

Petty Cash

Issue petty cash vouchers and obtain a signature from recipient for all reimbursements, not just for employees being given a cash advance.

Comments/follow up action:

Tea Dance: Auditor's comments are noted. A report will be presented to the Community Centre User Group for deliberation following which the outcome will be presented to the Finance & General Purposes Committee.

Petty Cash: The existing process has been updated with a voucher system for all transactions.

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Sevenoaks Town Council

INTERNAL AUDIT REPORT

Date: 8th January 2018

Report Author: Hayley Jordan

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1 SUMMARY

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

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

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

In accordance with the agreed audit plan (Appendix B) and following our audit visit to you on 20th November 2017, we have completed audit testing in the following areas:

- **Revision to the Financial Regulations**
- **Expenditure**
- **Petty Cash**
- **Community Centre Income**
- **Allotment Income (Including Quakers Hall)**

2 FINDINGS

Financial Regulations

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

Finding; The Financial Regulations were reviewed in October 2017 to reflect the changes to authorising payments below £5,000. The decision had been approved at the Finance and General Purposes Committee and ratified at the Town Council meeting.

Expenditure

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

Finding; Appropriate records were retained for all invoices tested. All had been approved for authorisation in line with the Financial Regulations. Invoices were cross reference to chq stubs for payments in our sample. Expenditure tested (transaction from Oct – Dec 2017) was due to be presented to the Finance & General Purposes Committee in January 2018. No issues to report.

Income (Community Centre)

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

Finding; All Community Centre income had been charged at the correct rate. Sufficient records were retained and income could be traced to the bank statements. All Community Centre income for regular hirers were invoiced, therefore no receipts were issued as not necessary.

The Tea Dance is not charged for by the hour, amounts received from attendees are collected by the Caretaker and handed over to Finance. We could not verify the reason the hirer is not charged in accordance with the fees and charges. See issue 1.

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Petty Cash

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

Finding; Receipts were retained for all in our sample. All transactions tested were appropriate use of petty cash and reconciliations are carried out monthly which are appropriately countersigned by the Town Clerk.

Petty cash vouchers are not consistently issued and the recipient is not consistently signing to confirm payments received. See issue 2.

Allotment Income

Control; Fees and charges for allotments have been reviewed annually and charges have been invoiced accurately and all expected income received

Finding; Fees and charges had been reviewed and appropriately approved. All in our sample had been charged at the correct rate and cash/cheques had been banked timely. No issues to report.

3 Issues Identified

1. **Tea Dance Income**

   Consider the relevant Committee to formally agree that the Tea Dance is not to be charged at the usual hourly rate and for the Caretaker to have responsibility to handle the cash. The risk that amounts being collected/handed over to Finance cannot be verified should be acknowledged.

2. **Petty Cash**

   Issue petty cash vouchers and obtain a signature from recipient for all reimbursements, not just for employees being given a cash advance.

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Appendix A – Audit Plan 2017/18

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

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

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

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Sevenoaks Town Council

Finance and General Purposes Committee 22nd January 2018

Hospitality and Gifts Register

To note that the following hospitality/gifts were received by employees of Sevenoaks Town Council between 1st October 2017 and 31st December 2017.

Record of Hospitality Provided

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

Date offered	Accepted / declined	Date accepted or declined	From Whom	To whom offered	Details £ Approximate Value
10.11.2017	Accepted	10.11.2017	Seton	Nicholas Cave for Staff – Cadbury chocolates	£10
18.12.2017	Accepted	18.12.2017	STC Committee Chairmen	Linda, Hugh and Ade – luncheon	£25 pp
20.12.2017	Accepted	20.12.2017	Theis & Kahn	Linda and Hugh – Luncheon	£25 pp
21.12.2017	Accepted	21.12.2017	Councillor Parry	STC Staff – Central Services, Finance and OS Team – box of chocolates	£5 per department
21.12.2017	Accepted	21.12.2017	Councillor Parry	Linda, Ann, Hugh, Ade and Nicholas – bottle champagne each	£20 pp

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Budget proposal for 2018-19

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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 ;neral 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

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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**

es 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
Skate 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)	(1,330)
Forestry commission grants	1330	(1,000)	-	-	-	-		-
Grant income	1350				(13,630)			
Income from other depts.	1470	(1,188)	(1,835)	-	-	-		-
Insurance Claims	1550	-	(12,414)	(596)	-			
Log Sales	1850	(389)	(1,198)	(969)	(997)	(1,200)	(1,200)	(1,200)
Sundry Income	1990	(511)	(33)	(516)	(1,769)	(700)	(700)	(720)
CIL income allocation	2012							
Asset/Equipment Sales	2003		(568)					
		187,133	205,734	178,484	213,202	244,144	220,066	263,375

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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		11,500	3,000
Replace skatepark surface			2,000
Replace Pontoise rusting gates		4,000	5,000
Bus Shelter-one new	CIL	1,000	
Lower St Johns-restain external woodwork		10,000	
Sev Common-per Quaiffe report in November 2016			4000
Littlewood replace rotten fence			
		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

J0 ***Fuel***
Reduced due to lowered energy costs

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**

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Notes on Open Spaces - Greatness Cemetery

		2017/18	2018/19
Capital Expenditure, Repairs & General Maintenance		£	£
Items not included in precept but added to the rolling capital programme			
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%)

10 ***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)	(606)	(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**

Notes on Open Spaces - Allotments

Capital Expenditure & Repairs & General Maintenance	2017/18	2018/19
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 alllotment
6000 additional £1,300 for Quakers Hall alllotment

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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

1212 ***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	12,242	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		-	-	-
d 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**	**23,410**	**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	22,527	-	-	-	-	-	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	(53,879)	-	-	-	-	-	(18,017)
Sale of Goods	1211		-	-	-	-	-	(16,321)
Events Management	1212		-	-	-	-	-	-
From existing Reserves	B/S		-	-	-	-	-	-
		(31,352)	**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

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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	211,875	210,185	224,995	258,234	273,980	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	68,000	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	815	859	859	880
ıfrastructure development	6242	5,000	5,750	5,001	4,552	5,100	5,100	5,200
ufice 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	5,000	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	1,650
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	-		-		-	-
·fessional Fees Licensing	6635	90	-	570	640	1,950	765	1,980
ᴗonference Fees & Expenses	6710	1,457	2,220	770	2,024	2,310	1,807	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	1,318	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		92,584	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		(850)	(2,000)	-	(2,000)	(2,000)	
Banner income	1231					(2,000)	(4,739)	(4,500)
Waste Sacks Income	1889						(1,147)	(1,200)
Sundry Income	1990	(718)	(1,365)	(2,866)	(4,214)	(2,738)	(1,711)	(1,700)
Capital Expenditure	B/S							
		370,690	423,593	396,195	550,354	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***
6922	Health & Safety/Risk Assessments
6976	***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***

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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
8/19 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	6,344	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)	(6,345)	(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**	**1,641**	**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	5,826	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)	-			-	-	-
Capital Expenditure	B/S					-	-	-
		26,259	24,955	24,148	23,502	26,968	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	£	£
			-

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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
freshments For Resale	6520	858	762	707	551	765	494	700
yright 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	1,561	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)	(2,967)	(2,831)	(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**

Notes 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	(14,223)	(14,324)	(5,332)		-	-	-
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)
Vine ground rents, wayleaves	1045							(11,550)
SCC ground rents, wayleaves	1046	(1,500)	(2,742)	(2,742)	(2,907)	(2,797)	-	(3,900)
Open Spaces rents and wayleaves	1469	(5,320)	(4,823)	(3,905)	(4,590)	(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	-	-
nds of Bat & Ball	7608		643			1,018	1,500	1,000
..k & Panto	7615		6,562			900	900	-
Business Awards	1206	(894)	(5,536)	(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
Movement in STC reinvestment funds	1 or 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)	(11,349)	(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		-	-
Staff Uniforms	6340	100	209				-	200
Publicity/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
Catering Expenses	6510	328					-	-
Soundwaves 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)	(3,382)	(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)	(35,607)	(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

Sale & Hire Income	(7,215)
Additional 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)	(24,148)	(23,650)	(23,460)	(24,337)
Rental Income Weds Market	1018	(21,102)	(20,155)	(18,946)	(18,873)	(21,152)	(15,072)	(21,212)
tal Income Blighs Market	1019		(18,263)	(15,374)	(18,493)	(17,762)	(18,408)	(18,278)
..ie Farmers Market Income	1021				(2,475)	-		-
Rental Income Friday Market	1024							(18,500)
Other income	1990						(217)	-
Capital Expenditure	B/S					-	-	-
		26,405	250	(4,644)	(9,803)	(5,536)	(10,065)	(15,957)
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 ot 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	1,641	28,622	26,200
Council Offices	33	26,259	24,955	24,148	23,502	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)	(36,678)	(15,350)	(7,797)	(7,916)	(50)	(39,600)
Sevenoaks Town Partnership	40	2,620	8,000	5,000	5,000	5,000	5,000	5,000
Youth Café	50	6,064	-	2,694	7,047	-	(4,765)	13,660
Markets	60	32,000	-	(4,644)	(7,500)	-	(2,620)	-
		502,508	**486,831**	**503,498**	**678,132**	**692,332**	**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	23,410	16,541	21,953
		234,862	**255,171**	**234,279**	**260,709**	**303,180**	**272,897**	**330,395**

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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	303,180	272,897	330,395
Finance/General Purposes Committee	3	502,508	486,831	503,498	678,132	692,332	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 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

Annual Budget Setting Timetable

September	**Managers** review fees and charges and make recommendations for the next financial year. A final recommended increase is decided by the **Town Clerk and RFO** based on industry averages for similar services **The RFO, Town Clerk and Open Spaces Manager** review the Rolling Capital Program which is updated to incorporate the status of ongoing projects and amendments that may be required to estimates. Addtions are made based on a maintenance report prepared by the Open Space Manager. Inflation impact is considered and a proposed percentage increase is set. The pay award is considered and the applicable percentage increase is recommended based on information received by the **Town Clerk**.
September	**RFO** works with the Town Clerk and cost centre Managers to complete a forecast for the current financial year. Figures are updated to ensure that the year to date incorporates up to date information on utility bills, services and projects. Estimates are reviewed with cost centre managers and then presented to various committees (and in particular the OSL Estimates meeting)
October	The proposed cost centre budgets are presented to various **committees** and fine tuned ahead of incorporation into the round one draft budget recommendation which is presented to the F&GP Estimates meeting in November. At this point the information is in the public domain and open to comments from the public.
November	**The F&GP committee** receives the draft recommendation at the November Estimates meeting and either accepts or makes recommendations for further review and changes.
December	Council Tax Base is received (or requested by the **RFO**) from the District Council in December. This is incorporated into the budget to highlight the precept change in Band D terms. Government provides details about referendum rules
January	The **RFO** works with the **Town Clerk** to complete amendments and thereby create a recommended budget for the following year.
January	The **RFO** and **Town Clerk** review the budget with **Chair and Vice Chair of F&GP committee**.
January	The recommended budget is presented to **F&GP Committee** and then full Council at the **Council** Precept meeting in January.

Total expenditure

CC	2017/18 budget Total expenditure	2018/19 budget Total expenditure	2017/18 budg Total income	2018/19 budget Total income	2017/18 bud Net expenditure	2018/19 bud 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	30,981	28,885	(7,571)	(6,932)	23,410	21,953
30	-	41,650	-	(34,338)	-	7,312
31	629,313	640,880	(15,488)	(7,400)	613,825	633,480
			(8,750)	(6,000)		(6,000)
32	60,023	71,256	(58,382)	(45,056)	1,641	26,200
33	40,872	53,630	(13,904)	(14,319)	26,968	39,311
36	57,147	59,300	(61,328)	(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	32,500	29,500	(27,500)	(24,500)	5,000	5,000
50	50,904	48,960	(50,904)	(35,300)	-	13,660
			-	-	-	-
60	62,564	82,327	(62,564)	(82,327)	-	-
						-
	1,533,073	1,651,731	(512,198)	(555,827)	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%				

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Precept 2017 -18

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 In % %
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 Café / Services																48,960		48,960	3.0%
Public Events & Activities (inc Xmas Lights, No 8 bus,										71,256								71,256	4.3%
Bands on Vine, Summer play provision)																		-	0.0%
Grants (inc. Stag, Summer Festival, STP)	150								-				57,000		29,500			86,650	5.2%
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%
Bat & Ball station								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)									452,960					100				453,060	27.4%
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%

Notes

STP currently reflected as one net grant figure £5k

Precept 2018/2019

Category	Cost Centre 11	21	22	23	26	28	29	30	31	32	33	36	38	39	40	50	60	Gross Inc £ Total	Gross Inc. in %
Public Open Space (inc sports & play areas)		(22,950)		(4,030)	(8,421)									(35,800)				(71,201)	13.7%
Cemetery			(74,000)															(74,000)	14.2%
Community Centre												(65,028)		(3,900)				(68,928)	13.2%
Council Offices											(14,319)			-				(14,319)	2.7%
Youth Café fundraising/letting income																(7,215)		(7,215)	1.4%
Public Events & Activities (inc Xmas Lights, No 8 bus,									(7,400)	(45,056)								(52,456)	10.1%
Bands on Vine, Summer play provision)																		-	0.0%
Grants (NDP/Youth café grants))																(28,085)		(28,085)	5.4%
Democracy (inc Elections, Town Crier, paper adverts)																		-	0.0%
Professional Fees																		-	0.0%
Neighbourhood Development Plan	-																	-	0.0%
Vine Café						(85,525)												(85,525)	16.4%
Vine Grounds							(6,932)											(6,932)	1.3%
Bat & Ball station								(41,650)										-	0.0%
Insurance																	(82,327)	(82,327)	15.8%
Markets																		-	0.0%
Development Costs															(24,500)			(24,500)	4.7%
Administration																			
IT																			
Planning									(6,000)									(6,000)	1.2%
Interest																			
	-	(22,950)	(74,000)	(4,030)	(8,421)	(85,525)	(6,932)		(13,400)	(45,056)	(14,319)	(65,028)	-	(39,700)	(24,500)	(35,300)	(82,327)	(521,489)	100%

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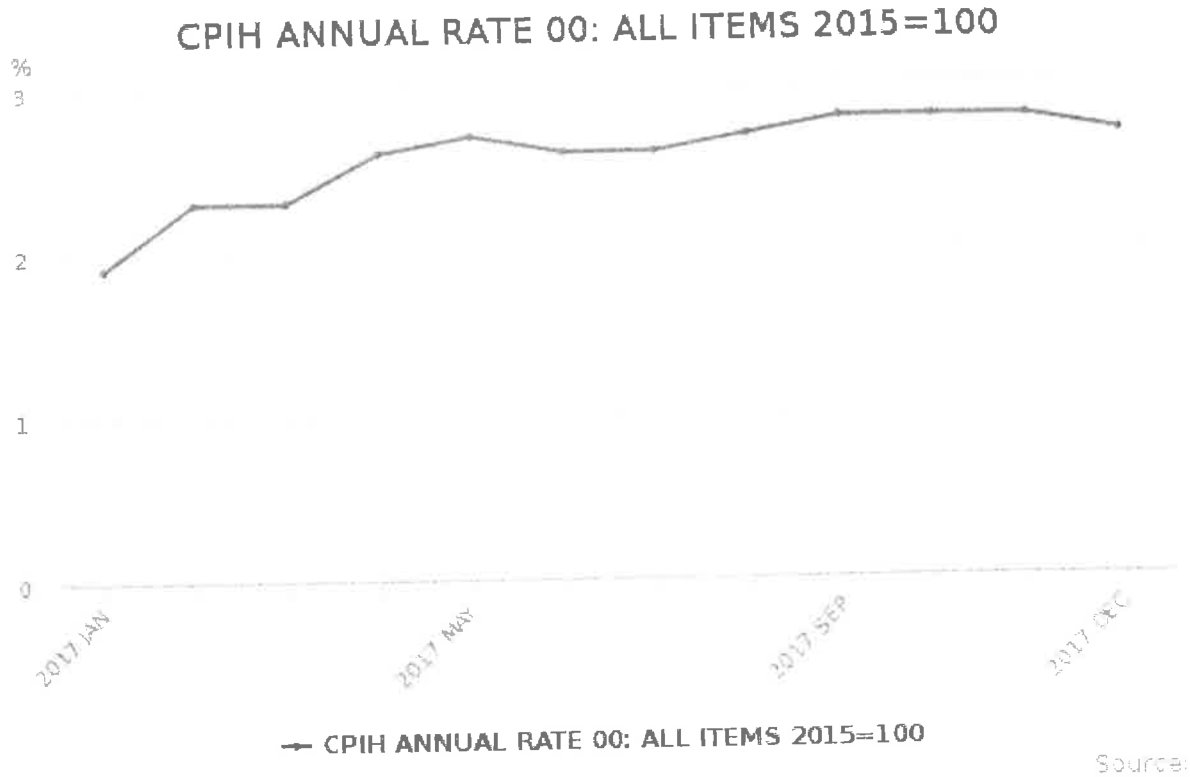
Precept 2018/2019

Category	Cost Centre 11	21	22	23	26	28	29	31	32	33	36	38	39	40	50	60	Net Exp £ Total	Net Exp %
Public Open Space (inc sports & pla	-	263,375	-	3,420	21,447	-	-	-	-	-	-	-	(35,800)	-	-	-	252,442	23.2%
Cemetery	-	-	20,200	-	-	-	-	-	-	-	-	-	-	-	-	-	20,200	1.9%
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	-	-	-	-	-	-	-	(7,400)	26,200	-	-	-	-	-	-	-	18,800	1.7%
Bands on Vine, Summer pl	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Grants (inc. Stag, Summer Festiva	150	-	-	-	-	-	-	-	-	-	-	57,000	-	29,500	(28,085)	-	58,565	5.4%
Democracy (inc Elections, Town Cri	-	-	-	-	-	-	-	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%
Insurance	-	-	-	-	-	-	-	17,000	-	-	-	-	-	-	-	-	17,000	1.6%
Markets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Development Costs	-	-	-	-	-	-	-	108,330	-	-	-	-	-	-	-	-	108,330	10.0%
Administration (incl central employ	-	-	-	-	-	-	-	452,960	-	-	-	-	100	(24,500)	-	-	428,560	39.4%
IT	-	-	-	-	-	-	-	23,660	-	-	-	-	-	-	-	-	23,660	2.2%
Planning	32,730	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	32,730	3.0%
Interest	-	-	-	-	-	-	-	(6,000)	-	-	-	-	-	-	-	-	(6,000)	-0.6%
	34,880	263,375	20,200	3,420	21,447	(5)	21,953	627,480	26,200	39,311	(5,728)	57,000	(39,600)	5,000	13,660	-	1,088,593	100.0%
																	1,088,593	

Notes

STP currently reflected with projected income and exp and reserves movement.


CPIH ANNUAL RATE 00: ALL ITEMS 2015=100
%
3
2
1
0
2017 JAN
2017 MAY
2017 SEP
2017 DEC
CPIH ANNUAL RATE 00: ALL ITEMS 2015=100
Source:

Sevenoaks
DISTRICT COUNCIL

8b

Mrs L Larter
Clerk to Sevenoaks T.C.
Town Council Offices
Bradbourne Vale Road
Sevenoaks
Kent TN13 3QG

Tel No: 01732 227204
Ask for: Mr R Parsons
Email: roy.parsons@sevenoaks.gov.uk
My Ref:
Your Ref:
Date: 7th December 2017

Dear Mrs Larter,

Town & Parish Precepts 2018/2019
Council Tax Base at December 2017

As usual, I am writing to you with a number of items of information relating to your precept for next year.

1. I shall be obliged if you will inform me in writing of your Council's precept for 2018/2019 by the end of January 2018, as this will assist me greatly in the tax setting process.

2. I propose to pay precepts on the same basis as the current year:

50% on 30th April 2018
50% on 28th September 2018

Please refer to the enclosed note for details of the deposit facility that is available.

3. According to my records, your Council's bank details are as follows:

Sort Code:	60-19-02
Account Number:	23169788

Please let me know if they have changed since the last time a precept payment was made to you.

4. Under amended regulations, any Town or Parish with a precept over £140,000 is required to provide a breakdown of its precept over the following services:

Highways
Planning & Economic Development
Recreation & Tourism
Other Services

Will any Council to which this regulation will apply in 2018/2019 please supply this information at the same time as notifying the precept to me.

5. The "tax base" of a Town or Parish area is calculated by converting all banding and discount figures to "band D equivalents", together with an allowance for non-collection. The final figure represents the amount of tax that would be raised by the levy of £1 in band D. For instance, if a Town or Parish has a tax base of, say, 2,000 and issued a precept for £16,000, then the Town or Parish's part of the tax for a two or more adult household in band D would be £8. In band A it would be £5.33 and in band H £16.

6. The Town or Parish element of the total council tax bill for a property is now shown separately on the bill. The percentage change from the previous year also appears there. Where the precept exceeds £140,000, the details supplied in accordance with paragraph 4 are shown on our website.

7. The District's tax base calculations are to be approved by Cabinet on 11th January 2018. The tax base for 2018/2019 for your area, based on the valuation list and occupancy information on 1st December 2017 has been estimated to be 9,470.04. If you wish to see a detailed breakdown of the calculation, do please let me know.

If you have any queries, please contact Roy Parsons on the above telephone number.

Yours sincerely,

R Parsons

for Chief Finance Officer

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Deposit Facility for Parish/Town Councils

We are aware that a number of Parish and Town Councils may have funds on deposit that are not required immediately and that these funds may not be attracting the best rate of interest available.

We are able to offer a facility whereby your precept is paid at the end of July and December instead of the usual April and September. Interest would be calculated for the intervening months and added to the precept payment. Parish and Town Council funds would be amalgamated into an existing District Council bank account currently paying 0.25%. However, please bear in mind that this rate may vary over the forthcoming year. Should a Parish or Town Council require access to its funds prior to the rescheduled payment dates, then no interest would be paid for that period.

Please would you indicate your preference on the reply slip below and return it with your precept details by the end of January 2018. In the absence of a reply, I shall assume that you are content with the usual payment arrangements (i.e. 50% at the end of April and 50% at the end of September).

If you have any further questions about the facility, please contact Roy Parsons on 01732 227204 (e-mail: roy.parsons@sevenoaks.gov.uk).

Name of Parish/Town Council: ______________________________

Please pay the 2018/19 precept on the following dates:

1. 50% on 30th April 2018 and 50% on 28th September 2018 (usual arrangement)	☐
2. 50% on 30th April 2018 and 50% on 31st December 2018	☐
3. 50% on 31st July 2018 and 50% on 28th September 2018	☐
4. 50% on 31st July 2018 and 50% on 31st December 2018	☐
5. 100% on 28th September 2018	☐
6. 100% on 31st December 2018	☐

(Tick one box only)

No interest will be paid on Option 1. A variable rate of interest will be paid on Options 2 to 6. No interest will be paid if access to funds is required prior to the agreed payment dates.

Signed: ________________________ Date: ____________________
(Parish/Town Clerk)

Please return this slip to: Roy Parsons, Finance Section, Sevenoaks District Council, Argyle Road, Sevenoaks, Kent, TN13 1HG by **no later than 31st January 2018.**

Annual Budget Setting Timetable

September	**Managers** review fees and charges and make recommendations for the next financial year. A final recommended increase is decided by the **Town Clerk and RFO** based on industry averages for similar services **The RFO, Town Clerk and Open Spaces Manager** review the Rolling Capital Program which is updated to incorporate the status of ongoing projects and amendments that may be required to estimates. Addtions are made based on a maintenance report prepared by the Open Space Manager. Inflation impact is considered and a proposed percentage increase is set. The pay award is considered and the applicable percentage increase is recommended based on information received by the **Town Clerk**.
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January	The recommended budget is presented to **F&GP Committee** and then full Council at the **Council** Precept meeting in January.

Minutes of Sevenoaks Town Partnership Meeting held at the Town Council Chamber On Wednesday 10th January at 6.30 p.m.

Executive Board:

Cllr Stephen Arnold (Chairman)	Sevenoaks Town Council	Apologies
Cllr Andrew Eyre (Vice Chairman)	Stag	Present
Linda Larter	Sevenoaks Town Council	Present
Cllr Tony Clayton	Sevenoaks Rail Travellers Association	Present
Nick Brooker	Chamber of Commerce	Present
Cllr Avril Hunter	Sevenoaks District Council	Present
Neil Jackson	Coolings	Apologies
Gabriel Shepherd	Sevenoaks Chronicle	Apologies
Roger Walshe	Sevenoaks Society	Present
Jane Parish	Sencio	Apologies
Fergal Parkinson	Sevenoaks Round Table	Apologies
Austin Blackburn	Go Coach	Present
Roberta Ware	Francis Jones Jewellers	Present
	Blighs	Apologies

Also in Attendance:
Gill Saich from Go Coach, Cllr Simon Raikes, Cllr Pam Walshe, James Dickins from Creative Production, Glenn Ball from local Architect company and Cllr Richard Parry.

1. **Apologies for Absence**
   As noted above. In the absence of the Chairman, Vice Chairman Cllr Andrew Eyre chaired the meeting.

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

3. **Minutes**
   The Minutes of the Sevenoaks Town Partnership Meeting held on 5th December 2017 were received and accepted as a true record.

4. **BID Proposal – Draft Business Plan**
   A copy of the draft Business Plan was received and discussed. The Chairman requested that board members review the document and send any further comments and suggestions to the Committee Clerk by Wednesday 17th January in order for a final Business Plan to be produced.

   It was noted that an A4 single sheet would also be produced to summarise the Business Plan and help promote the Sevenoaks BID.

5. **Town Centre Crime**
   A report on Town Centre Crime for November 2017 was received and noted. It was noted that not all crimes were reported to the police so the cases of crime could be much higher than the figures in the report.

It was noted that the current CCTV operation for the Town was not monitored at certain days and times. Businesses pay towards the CCTV and it was felt that the level of service was not acceptable compared to the costs to be involved in the project. It was agreed that the Chairman would write to Sevenoaks District Council regarding these concerns.

It was agreed to encourage more businesses in the Town to report crimes as this would then help the police to allocate resources to the correct areas.

An invitation had been made for a police representative to attend the partnership meeting – no response received to date.

6. **Pocket Size Town Map**
A revised layout of the pocket size map was received and reviewed. Comments and suggestions were noted by Creative Production and a final design would be bought to the next meeting.

It was noted that 10 advert spaces were still available for £49 + VAT each. It was agreed to take one advert for the Vintage Bus and one for the Route 8 Bus.

7. **Executive Board Membership**
It was agreed that Board Membership would relate to Organisations and would also indicate voting rights.

The following table was agreed.

Representing	Number	Current Member	Current Organisation
Sevenoaks Town Council	3	Cllr Stephen Arnold Mayor CEO / Town Clerk	
Sevenoaks District Council	1	Cllr Avril Hunter	
Transport	2	Tony Clayton Austin Blackburn	Sevenoaks Rail Travellers Association Go Coach
Leisure Facilities	3	Jane Parish CEO Andrew Eyre To be confirmed	Sencio Stag Knole
Chamber of Commerce	1	Elizabeth Dolding	
Blighs Meadow	1		Savills, agent for Bligh's owners Standard Life Investments
Sevenoaks Chronicle	1		
Sevenoaks Society	1	Roger Walshe	
Large Business	2	Neil Jackson	Coolings
Small Independent Business	2	Roberta Ware Glenn Ball	Francis Jones Jewellers Local Architect

Representing	Number	Current Member	Current Organisation
Resident Association	1		
Round Table	1		
Police	1		
	20		

8. Friends of Bat & Ball Station

Minutes from the meeting held on 14th December 2017 were received and noted.

9. Member Organisations

i) Chamber of Commerce

It was noted that the Board for the Chamber of Commerce had some changes recently with Elizabeth Dolding and Andrea Starbuck stepping down. Thanks were given to Elizabeth Dolding for all her help with the Town Partnership. It was noted that Mark Tuvey would step down as Chairman in October and Nick Brooker would be appointed.

The Next Generation Chamber had started well with further events planned for the year.

ii) Creative Production

Business during 2017 had grown with the company doing business with 3 Sevenoaks companies at the start of 2017 compared to 38 at the start of 2018.

iii) Sevenoaks Rail Travellers Association

Please see update sheet attached regarding train services from the south to Sevenoaks.

iv) Local Retail

Roberta Ware stated that her business was busy leading up to Christmas. Cllr Maxine Chakowa stated that Christmas had been quiet, however business had picked up in the new year. It was noted that the car park closure was causing issues for clients parking and often turning up late to appointment due to not being able to find a parking space. There were also concerns about crime in the town.

v) Sevenoaks District Council

The Hotel project was going well and to timetable.
The Buckhurst 2 car park project had started and would take approximately 60 weeks to complete.

vi) Go Coach

Funding for Route 8 would finish in May, with the Town Clerk researching other funding such as grants or section 106 funding.

The car park shuttle bus for Sevenoaks District Council had started from Morewood Road to the Town Centre for £1 per journey. This would continue during the Buckhurst 2 car park build project.

On 27th May 2018 Go Coach will celebrate its 10th Anniversary with celebrations taking place throughout the day with Vintage Buses running different routes around the town. Any money raised from the day would be donated to the Mayor's Charity.

vii) Sevenoaks Society
The Sevenoaks Society was trying to make links with local resident associations and a new project on Historic Buildings was being prepared.

viii) Glenn Ball
Currently working on the project for the disabled ramp at the Vine Pavilion.

ix) Stag
The Stag overall was doing well and the Pantomime had been a great success. Plans for 2018 were to expand the Stag Select and encourage more Drama Groups to use the facilities under the Stag Theatrical project.

x) Bat & Ball Station
Work on the refurbishment would start shortly with a very tight schedule. The Activity Plan would be discussed at the next Friends of Bat & Ball Station meeting on 16th January. There were lots of opportunities for the community to be involved in the project.

xi) Neighbourhood Development Plan
It was noted that the next stages of the Neighbourhood Development Plan would be discussed at the Annual Meeting on 19th March.

xii) Markets
It was noted that Sevenoaks District Council were seeking tenders were now open for the Saturday High Street and Wednesday Markets. Sevenoaks Town Council would decide at the next Finance and General Purposes Committee meeting whether it would tender for the markets again. It was noted that market traders were concerned regarding the tender process and that the operation could return to a national commercial operator who did not invest profits back into the markets.

xiii) Mayor's Quiz Night
The Mayor's annual Charity Quiz Night would take place on 10th February with tickets now on sale from the office.

xiv) Business Show at the Stag Plaza on 27th April
Preparations for the Business Show were underway with the following sponsors confirmed: Stag, Index Magazine, Wagamama and Sanlam. Anyone wishing to

book a stand or further event information was asked to email admin.tp@sevenoakstown.gov.uk

xv) Wellbeing Show at the Stag Plaza 18th May
Preparations for the Wellbeing Show were underway with the following sponsors confirmed: Specsavers, Stag, Index Magazine and Wagamama. Anyone wishing to book a stand or further information was asked to email admin.tp@sevenoakstown.gov.uk

10. **Dates of Next Meetings**

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

The next meeting would take place on - Wednesday 21st February

There being no further business the Chairman closed the meeting at 8.45 pm.

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Page 74 L

F+GP
10 (a)

Grant
code 30

Sevenoaks
Town council

APPLICATION FOR GRANT AID

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

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

PART 1 – YOUR ORGANISATION

NAME OF ORGANISATION

SEVENOAKS SUMMER FESTIVAL

NAME OF CONTACT

RAY RUSSELL

ADDRESS OF CONTACT

21 BOSVILLE DRIVE, SEVENOAKS

POSTCODE TN13 3JA

TELEPHONE NO:	DAYTIME	01732 742213
	EVENING	01732 742213
	EMAIL ADDRESS	rayrussell@sevenoaksfestival.org.uk

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

2-week annual celebration of the Arts in and around Sevenoaks, now in its 49th year.
Sevenoaks Summer Festival is organised and run on a not-for profit basis by a group of unpaid volunteers. It provides a well-loved showcase for the Town – a high-profile event bringing a wealth of diverse local amateur groups to the attention of audiences drawn from the town and further afield, plus some special attractions and headline professional acts, which attract people into the town from elsewhere.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE		
	A) PAID	NONE
	B) VOLUNTEERS	10
	C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	POTENTIALLY THE WHOLE POPULATION

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

SEE ABOVE

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 5,000

PLEASE DESCRIBE YOUR PROJECT

THE PROJECT IS THE 49TH ANNUAL SUMMER FESTIVAL TO BE HELD FROM SATURDAY 23 JUNE TO SUNDAY 8 JULY 2018

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

THE GRANT WILL BE USED PRIMARILY TO PROVIDE FUNDING TOWARD THE C.£12,000 COST OF DESIGN, PRINT & DISTRIBUTION OF THE 40-PAGE BROCHURE. COMMITMENT TO PRODUCE THE BROCHURE WILL BE GIVEN LATE-FEBRUARY/EARLY-MARCH. SEE THE ACCOMPANYING LETTER FOR MORE DETAILS OF OUR PLANS FOR 2018.

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

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

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

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

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

YES/NO NO

IF YES, PLEASE GIVE DETAILS

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

PLEASE SEE COVERING LETTER

PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR

£25,344

HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?

APPROX 4.5

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

£22,810 PLUS RECEIPTS FROM OWN-PROMOTED EVENTS

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

2008: £ 10,000 – revenue expenditure
2009: £ 10,000 – revenue expenditure
2010: £5,000 – revenue expenditure + £2,400 'pass-through' for youth events
2011: £5,000 – revenue expenditure + £1,000 'pass-through' for youth events
2012: £5,000 – revenue expenditure
2013: £5,000 – revenue expenditure + £2,000 for Festival Fair/Schools Stage
2014: £5,000 – revenue expenditure + £2,950 for Festival Fair/Youth Music Stage
2015: £5,000 – revenue expenditure + £1,500 for Festival Fair/Youth Music Stage
2016: £5,000 - revenue expenditure
2017: £5,000 - revenue expenditure

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION
CHECKLIST

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

DO YOU HAVE A WRITTEN CONSTITUTION? YES YES/NO
THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY

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

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

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

SIGNATURE R.Russell DATE 22 December 2017

NAME AND POSITION IN ORGANISATION: RAY RUSSELL, CHAIRMAN
IN CAPITALS PLEASE

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

SEVENOAK SUMMER FESTIVAL
21 BOSVILLE DRIVE, SEVENOAKS TN13 3JA

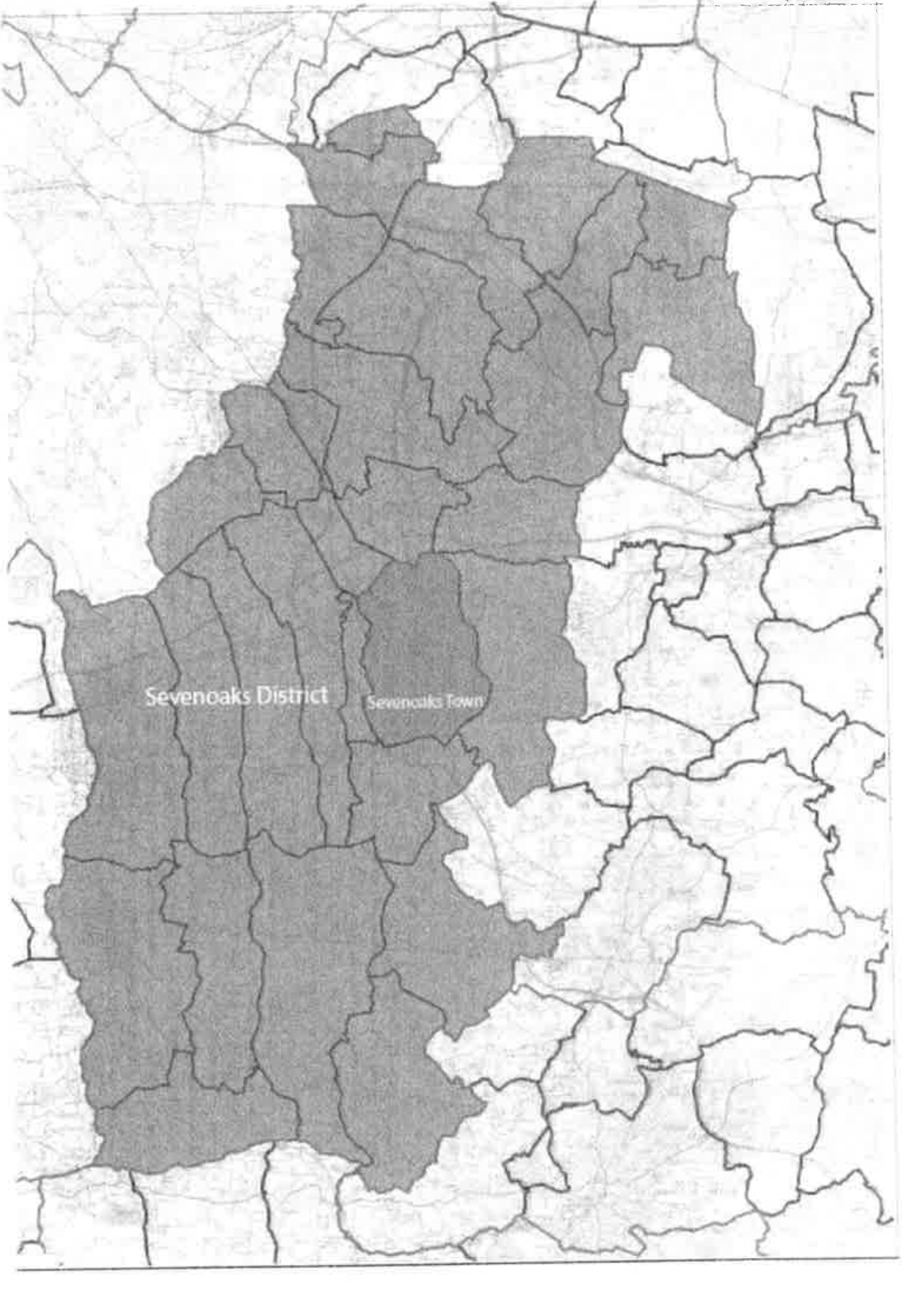
All Application Forms must be signed, so copies that are filled in on computer should still be printed off and returned by post. Please return this form to Michèle MacDonald, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

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

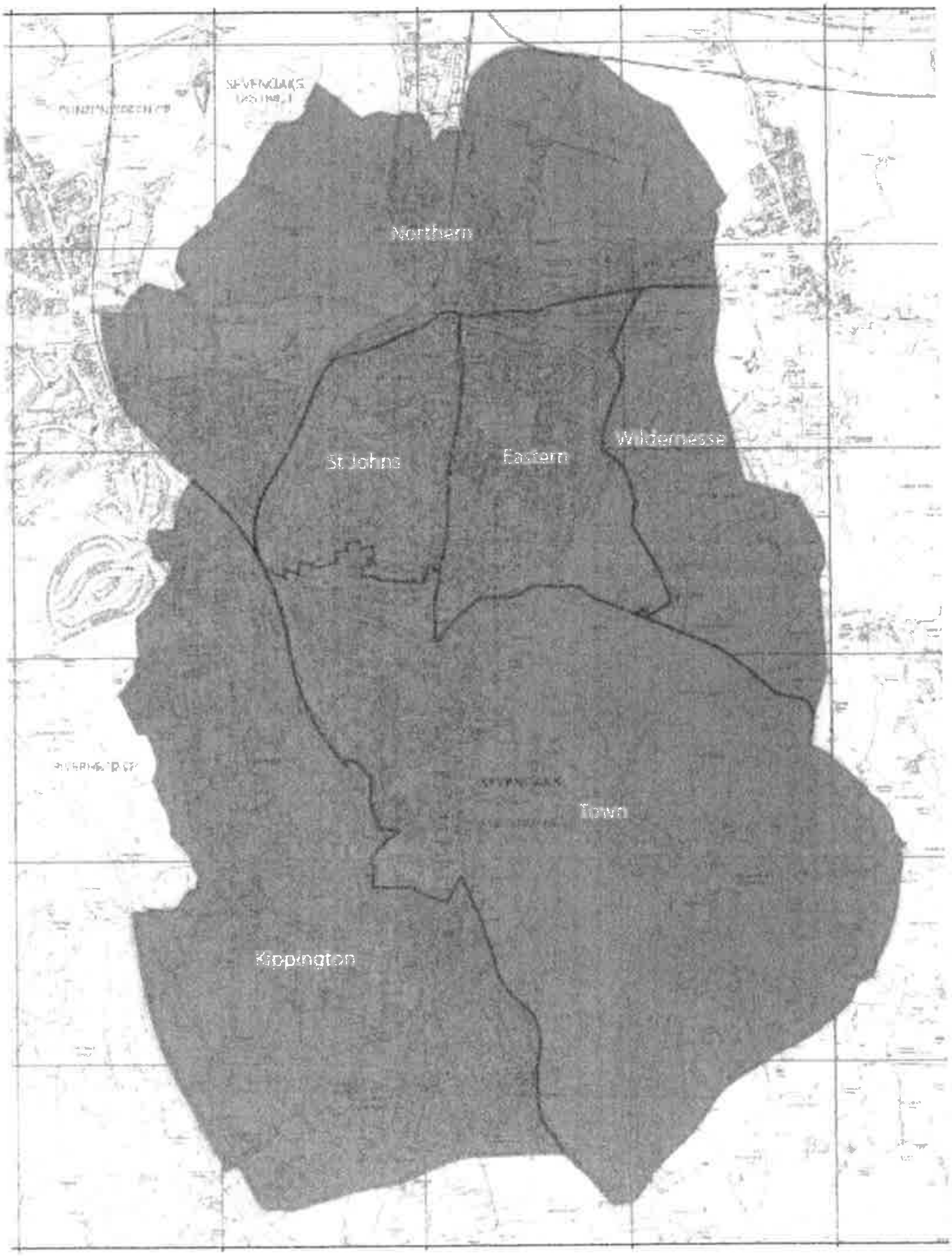
NB Late applications will be reviewed at the following Grants meeting!
Application Forms are also available by email from: council@sevenoakstown.gov.uk
If you have any queries, please contact Michèle MacDonald on 01732 459953.

Updated 22.02.2016

THIS DOCUMENT IS AVAILABLE IN LARGE PRINT IF REQUIRED.



Sevenoaks
Town council



Sevenoaks Town Council Wards

Updated 22.02.2016

Report & Accounts

For the year ended 31 August 2017

Sevenoaks Summer Festival

Report of the Organising Committee

For the year ended 31 August 2017

Festival 2017 ran from 24 June to 9 July and involved an estimated 1,500 people helping some 30 promoters and community groups to present over 70 performances or events at 25 venues across a range of 20 genres of the performing or visual arts.

Artistic and Operational Review

Feedback confirms that Festival 2017 was an artistic success:

- Our own events ranged from puppet shows through Country Music, films with jazz accompaniment, big band and comedy to sublime pianist Michel Legrand and a return of The Manfreds, who gave a tremendous sell-out Finale Concert while The Demon Barbers presented a terrific John Smedley Folk Memorial Concert.

- Community groups remain the heart of Festival and their participation this year was as strong as ever with offerings of drama, comedy, dance, film, choral & classical music. Youngsters were catered for by Chance to Dance (in its 23rd year) and KYJO's youth jazz workshop. In the drama category, Sevenoaks Shakespeare Society deserves special praise for its performances of 'Macbeth' outdoors at Underriver's White Rock Inn, often under difficult weather conditions. Showing its versatility, SSS also reprised its Drama Festival musical entry 'The Bard With A Beat' to acclaim.

- Events on the Vine were a major feature, with Colourscape a popular attraction of the opening Festival Fair, band concerts each Sunday afternoon and Thursday evening, Morris dancing on the middle Saturday and Vinefest (formerly Beer on the Vine), organised jointly by Sevenoaks Lions and The Vine Cricket Club on the final weekend.

We're grateful to Trinity School, Knole Academy and Sevenoaks Library for letting us affix banners to their railings, to local businesses for sponsoring our flags, permitting another colourful display and to Stag Community Arts Centre for hosting Festival Box Office. Online sales were boosted by Stag's enhanced website display and the hyperlinks to each event's booking page included on our own website, which again included an electronic version of our brochure, with page-turning and search facilities and links to promoters' own websites, thanks to Sarah Johnson of One-to-One Business Services. Publicity initiatives extended into the worlds of Facebook and Twitter, thanks to the efforts of Becky Gloyne and John Levett, who also secured advertorial coverage in several journals, including INDEX magazine.

The Festival brochure, the fourth to be designed by Laura Pigott of Creative Dolly, was well received. The print-run was held at 20,000, with half distributed in the town and around the District by our volunteers. Other publicity efforts – banners, flags, web-site and print media advertising and *Sevenoaks Chronicle's* coverage was again positive and notable for *'Festival Fanfare'* and our pre-opening 2-page coverage.

We also enjoyed significant non-financial support from Sevenoaks Chronicle, our major media partner, Sevenoaks School, who granted us use of its Performing Arts Centre, Bligh's Meadow and Sevenoaks District Council, who gave us permissions to use town centre spaces for Festival Fair and we accorded Gold Patron status to the Donnington Manor Hotel as reciprocity for meeting rooms and hospitality and INDEX Magazine for editorial coverage.

Unfortunately, in spite of all that, the artistic success was not matched by the financial outcome - expenditure exceeded revenue by more than £7,500 as explained below.

Financial Review

The audited financial outcome is set out on the following pages, showing an operating deficit for the year of £7,568, which is explained by a fall in both sponsorship and audiences.

Overall, receipts were down year on year by 11%, entirely due to a 20% reduction in sponsorship and ticket sales for our own events, only partially offset by a 20% increase in general sponsorship and subscriptions, while expenditure was little changed from last year.

While there was a substantial reduction in creditors at year-end,debtors increased by £500 and our bank balance was lower by almost £12,000. Inconsequence, our reserves fell by the operational deficit and stand at £23,849,a reduction of 24% and now little over 35% of this year's expenditure.

Financial support was solicited at a Sponsors' Lunch, courtesy of Donnington Manor Hotel, in January, when we shared our plans and aspirations for Festival 2017 with a wide local audience. We're exceptionally grateful to Sevenoaks Town Council, Kent County Council and FM Conway for their grants and greatly appreciated continued financial support from Sevenoaks District Arts Council and Walthamstow Hall School as Gold Patrons and, as Silver Patrons, Baldwin's Travel, Francis Jones Jewellers, Hamptons International, Russell Harper Photography and Sevenoaks School.

We retained our sponsors of the familiar attractions at Festival Fair – thanks to Malabar Coffee House and SDC for use of The Shambles, permission and financial support from Bligh's Meadow and, in particular, KCC (via Cllr Margaret Crabtree) for supporting the Youth Music Stage, Handelsbanken for its sponsorship of the Wishworks puppet shows, and, on the Vine Gardens, Warner's Solicitors for Colourscape. With thanks to sponsors Specsavers, our Finale Concert was a great success but it was disappointing that we couldn't attract sponsorship for our other professional events. In consequence, they failed to achieve the budgeted surplus to go toward covering our publicity & administrative outlays, instead generating a £3,500 deficit, to be added to the net cost of Festival Fair of some £7.000.

Many other local businesses, arts groups and individuals provided direct financial support as Friends, Members, Patrons or Sponsors or gave organisational assistance. Participants each contributed £60 towards the cost of the Festival publicity from which they benefit, and our Prize Draw raised over £2,000 – yet another record – we're most grateful to all the prize donors, especially Micallef Jewellers for the star prize; this is an essential fund-raiser and we're forever grateful to our stalwart volunteer ticket sellers.

Many thanks are also due to Mark Lowton of Crossley & Davis for auditing these financial statements, for providing expert assistance with our new accounting system and for agreeing to continue as Honorary Auditor for the coming year.

Outlook for Festival 2018 and beyond

Clearly, we have a smaller cloth from which to cut our suit and we shall be looking at ways to reduce our outlays without compromising on quality. Our strategic financial objective remains to break-even but we need to aim to restore our reserves to around 50% of annual outlay.

We have an adequate cushion to absorb losses on our own promotions but only for two more years, so 2018 will have to be budgeted cautiously if we're to provide cover for our core costs.

Next year will be the 49th Festival and it's our intention to survive through to both the 50th Festival and our 50th Anniversary – but we need to attract significantly more commercial sponsorship and audiences than we achieved this year.

Signed for the Organising Committee by:

Ray Russell Chairman	Simon Harris Treasurer	27 October 2017

Profit and Loss Account

For the year ended 31 August 2017

	NOTES	2017	2016
Income			
Subscriptions	3	6,368.75	6,038.75
Grants	4	7,000.00	7,000.00
Prize Draw and Donations	5	2,113.15	1,724.35
Sponsorships - Flags		2,228.17	2,472.27
Sponsorships - Own Events	6	7,600.00	13,250.00
Sponsorships - General		4,500.00	3,000.00
Festival Own Event Receipts	6	29,462.00	33,155.00
Interest Income		6.32	6.93
Total Income		59,278.39	66,647.30
Expenditure			
Publicity	7	21,410.16	20,698.81
Expenditure on Festival Events	6	44,346.59	44,779.93
Administrative Costs	8	1,110.15	808.90
Total Expenditure		66,866.90	66,287.64
Net Surplus/(Deficit)		(7,588.51)	359.66

Balance Sheet

As at 31 August

	NOTES	31 AUG 2017	31 AUG 2016
Net Assets			
Bank and Cash		25,344.38	37,184.53
add: Debtors		840.00	340.00
less: Creditors and Advance Receipts	10	(2,335.03)	(6,086.67)
Total Net Assets		23,849.35	31,437.86
Reserves			
Promoted Professional Events Reserve		7,500.00	15,000.00
Publicity & Administration Reserve		16,349.35	16,437.86
Total Reserves		23,849.35	31,437.86

Sevenoaks Summer Festival

Notes to the Financial Statements

For the year ended 31 August 2017

1. Accounting Policies

Basis of preparing the financial statements

The statement has been prepared on an accruals basis and under the historical cost convention.

The costs of new flags, flagpoles, banners, pull-up and other display materials are written off in the year of purchase. Amounts paid by flag sponsors in respect of future years are shown within Creditors - see Note 9. For 2017, advertising expenditure is retained in Publicity rather than allocated to Festival Events and Walthamstow Hall is treated as a Corporate Patron rather than a donor.

	2017	2016
2. Third-party funds administered SSF administers settlement from Stag Community Arts Centre of Festival Box Office ticket sales for electing	5,993.68	1,405.00

3. Subscriptions	2017	2016
Individuals (incl Friends)	428.75	640.00
Companies and Organisations (incl. Participants)	5,940.00	4,700.00
Subscriptions	6,368.75	6,038.75

4. Grants	2017	2016
Sevenoaks Town Council (STC)	5,000.00	5,000.00
KCC re Schools Music Stage	2,000.00	2,000.00
Grants	7,000.00	7,000.00

5. Prize Draw and Donations	2017	2016
Prize Draw	2,023.15	1,724.35
Donations	90.00	-
Total Prize Draw and Donations	2,113.15	1,724.35

6. Events

	Sponsorship	Receipts	Expenditure	Net
Festival Fair *	1,750.00	1,160.00	8,392.25	(5,482.25)
Smartest Artists		155.00	30.74	124.26
Professional Events **	5.850.00	28,147.00	35.923.60	(1,926.60)
Total	7,600.00	29,462.00	44,346.59	(7,284.59)

* Sponsorship of Festival Fair excludes £2,000 received from Cllr Margaret Crabtree's KCC Member's fund towards the costs of the Youth Music Stage, which is included in Grants.

** For reasons of commercial confidentiality, financial details of individual Professional Events are not disclosed.

7. Publicity

	2017	2016
Brochure Printing & Distribution	11,810 63	11,496.00
Banners	195.60	264 00
Flags	2,758.58	2,508.86
Web-site Design and Maintenance	201 00	390.00
Advertising & Marketing	6,444 35	6,039.95
Total Publicity	21,410.16	20,698.81

8. Management and Administration

	2017	2016
Audit & Accountancy fees	210.00	-
General Expenses	125.00	255.80
Prize Draw Costs	70 50	88 10
SSF support costs/Project mgt	314.65	-
Subscription and Insurance	390.00	465.00
Total Management and Administration	1,110.15	808.90

9. Recovery from Previous Year

	2017	2016
In 2016, a sum of £8,500 was recovered on the cancellation of the planned performance of TBTD.	-	8,500.00
Total Recovery from Previous Year	-	8,500.00

10. Creditors and Advance Receipts

	2017	2016
Flag sponsorship prepaid for future years	1,078 50	177 73
Payments due to Creditors	1,256 53	5,908 94
Total Creditors and Advance Receipts	2,335.03	6,086.67

11. Benefits in Kind

Included within the Income and Expenditure figures above is a total amount of £5,210 (2016 - £4,500), being the assessed value of facilities provided to Festival at no cost and recognised as Sponsorship or Patronage. Not included in the above Statement of Financial Activities is the value of goods, services and facilities provided free of charge by volunteers, including committee members and associates, or provided on a reciprocal basis free of charge by the Standard Life UK Property Fund, Listening Room Music Agency and Sevenoaks Chronicle.

Honorary Independent Examiner's Certificate

I have examined this Statement of Financial Activities, which has been prepared by and is the responsibility of the Committee, with the books and records produced to me and the further information and explanations given to me by the Officers. In my opinion, proper records have been kept of incoming and outgoing resources and the Statement of Financial Activities has been prepared in accordance with those records.

Mark Lowton, Honorary Independent Examiner

27 October 2017

Sevenoaks Summer Festival

The Festival was constituted on 2 November 2001 with the following objectives:

"to promote, maintain, improve and advance education by the encouragement of the arts and to formulate, prepare and establish schemes therefore, in particular, but not solely, an annual festival of the arts in and around the town of Sevenoaks."

We aim to showcase the breadth and diversity of local arts activities, augmented by professional events, continuing a tradition begun by Sevenoaks School in 1970.

Organising Committee

Ray Russell *(Chairman)*

Simon Harris *(Treasurer)*

Audrey Franks *(Secretary)*

Ray Leathers *(Flags & Prize Draw)*

Neil Wood *(Contracts & Sponsorship)*

Programme Consultant

John Levett

Website

www.sevenoaksfestival.org.uk

Facebook: https://facebook.com/sevenoaksfest

Twitter: @sevenoaksfest

Emails: admin@sevenoaksfestival.org.uk

Postal Address

Stag Community Arts Centre, London Road, Sevenoaks, Kent TN13 1ZZ

SEVENOAKS SUMMER FESTIVAL

STAG Community Arts Centre, London Road, Sevenoaks TN13 1ZZ

www.sevenoaksfestival.org.uk

Member of:

Sevenoaks District Arts Council ('SDAC')

The National Federation of Music Societies

22 December 2017

Linda Larter, MBE
Chief Executive /Town Clerk
Sevenoaks Town Council
Council Offices
Bradbourne Vale Road
Sevenoaks TN13 3QG

Dear Linda

SUMMER FESTIVAL 2018 - SATURDAY 23 JUNE TO SUNDAY 8 JULY

Many thanks for your email confirming that £5,000 had been set aside to support Festival 2018. Your encouragement for our endeavours is a significant motivation for us to plan next year's Festival with confidence.

The Council's financial and other support remains crucial to our success - having the Town Council as Principal Sponsor underlines the sense of vitality and community involvement that the Festival brings to the town and encourages participation by community groups and support from commercial sponsors and others.

I attach our formal application for grant aid, together with a further copy of our Report & Accounts for 2017. Our long-term objective remains to keep reserves at a level where we are comfortable we can continue to improve Festival yet reduce dependency on external funding. Due to a deficit on this year's Festival, present reserves are equivalent to approximately 4.5 months of 2017 expenditure. The level we deem prudent, consistent with the current scale of Festival and in line with recommendations for like bodies, is 6 months - fingers crossed for 2018!!

Plans for Festival 2018 are underway. We aim as ever to present a spread of offerings and venues, including STAG Community Arts Centre. We hope to avoid this year's fall in commercial sponsorship. As we saw this year, costs tend to increase year on year and core funding from the Town Council and our commercial sponsors remain essential to maintain the Festival format.

We shall continue to operate with strict financial controls and aim to keep the percentage of our income attributable to STC's Grants under 10%. In 2017, it was slightly more than 8%, This proportion of support will likely be necessary for 2018 if we are to maintain the opportunities and attractions for younger residents at Festival Fair. It is perhaps worth noting that 8% contrasts with 24% 12 years ago, which itself more than met the Council's requirement for us to match-fund the grant.

Organising Committee

Ray Russell (Chairman) 01732 742213

Simon Harris (Treasurer) 07711 952 008 : Audrey Franks (Secretary) : 01732 455574

Neil Wood (Contracts & Sponsorship) : 01622 718665

Consultant : John Levett : 01732 460143

We shall retain the name "Youth Music Stage" reflecting both the reduced take-up by schools and our desire to provide opportunities for other youngsters, including via House in the Basement and the Lewis Project. We shall, once again, submit a grant in respect of YMS Stage to KCC, courtesy of Cllr Crabtree.

Mindful of current conditions and continuing constraints, we shall maintain a financial objective to "break even". Our application is for the budgeted amount of £5,000, to underpin the core costs of publicity, administrative and similar outlays, as more particularly described in the application form.

We shall continue to encourage local groups to provide a range of entertainment, attractions and workshops, including for youngsters, and provide a sprinkling of professional events, to ensure that Sevenoaks continues to enjoy a stimulating and rewarding Festival.

Significantly and in response to feedback, we plan to extend the 'feel' of the opening Festival Fair by holding, with your permission, 'Colourscape' and the Art Tent for kids together with our Punch & Judy entertainer, on the Vine Gardens on Saturday 30 June. We have also received an application from Invicta Morris for its 'Day of Dance' to include an appearance in the Vine Gardens that day. I'd appreciate early confirmation that all this will be possible.

Please let me know if you require any additional information; otherwise I look forward to hearing in due course of the Council's decision.

Yours sincerely

Ray

Ray Russell
Chairman

Organising Committee
Ray Russell (Chairman) 01732 742213
Simon Harris (Treasurer) 07711 952 008 : Audrey Franks (Secretary) : 01732 455574
Neil Wood (Contracts & Sponsorship) : 01622 718665
Consultant : John Levett : 01732 460143

Sevenoaks Town Council

APPLICATION FOR GRANT AID

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

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

PART 1 – YOUR ORGANISATION

NAME OF ORGANISATION

SEVENOAKS WAR MEMORIAL PROJECT

NAME OF CONTACT

MATTHEW BALL

ADDRESS OF CONTACT

19, COBDEN ROAD, SEVENOAKS.

KENT.

POSTCODE TN13 3UB

TELEPHONE NO:	DAYTIME	07917 569 402
	EVENING	" — "
	EMAIL ADDRESS	matt@sevenoaksww1.org

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

RESEARCHING AND ENGAGING THE COMMUNITY REGARDING THE FIRST WORLD WAR IN SEVENOAKS.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE		
	A) PAID	—
	B) VOLUNTEERS	1
	C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	—

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

THE APPLICANT LIVES IN SEVENOAKS TOWN. BENEFICIARIES WOULD BE ACROSS THE TOWN AS THE PROJECT CONTINUES TO ENGAGE.

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

Matthew says:

£ 2000. " — towards the £5,500 costs to print the book. 1st print is about 750. I get a number of free copies to sell and the rest go through shops and the internet. If it sells well the publisher may decide to do a 2nd print but the £2000 is a one off cost.

Perhaps around 30/40 copies for the Town Council - TBC.

PLEASE DESCRIBE YOUR PROJECT

THE PROJECT PROMOTES PUBLIC UNDERSTANDING, AWARENESS AND ENGAGEMENT WITH THE HISTORY OF SEVENOAKS DURING THE FIRST WORLD WAR.

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

FOR PUBLICATION COSTS TO PRODUCE OUR PLANNED BOOK - SEVENOAKS, THE GREAT WAR, AND ITS LEGACY.

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

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

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

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

—

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

~~YES~~/NO

IF YES, PLEASE GIVE DETAILS

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

PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR

HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?

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

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

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION
CHECKLIST

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

DO YOU HAVE A WRITTEN CONSTITUTION? YES/NO
THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY

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

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

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

SIGNATURE [signature] DATE 6/12/17

NAME AND POSITION IN ORGANISATION:
IN CAPITALS PLEASE PROJECT COORDINATOR.

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

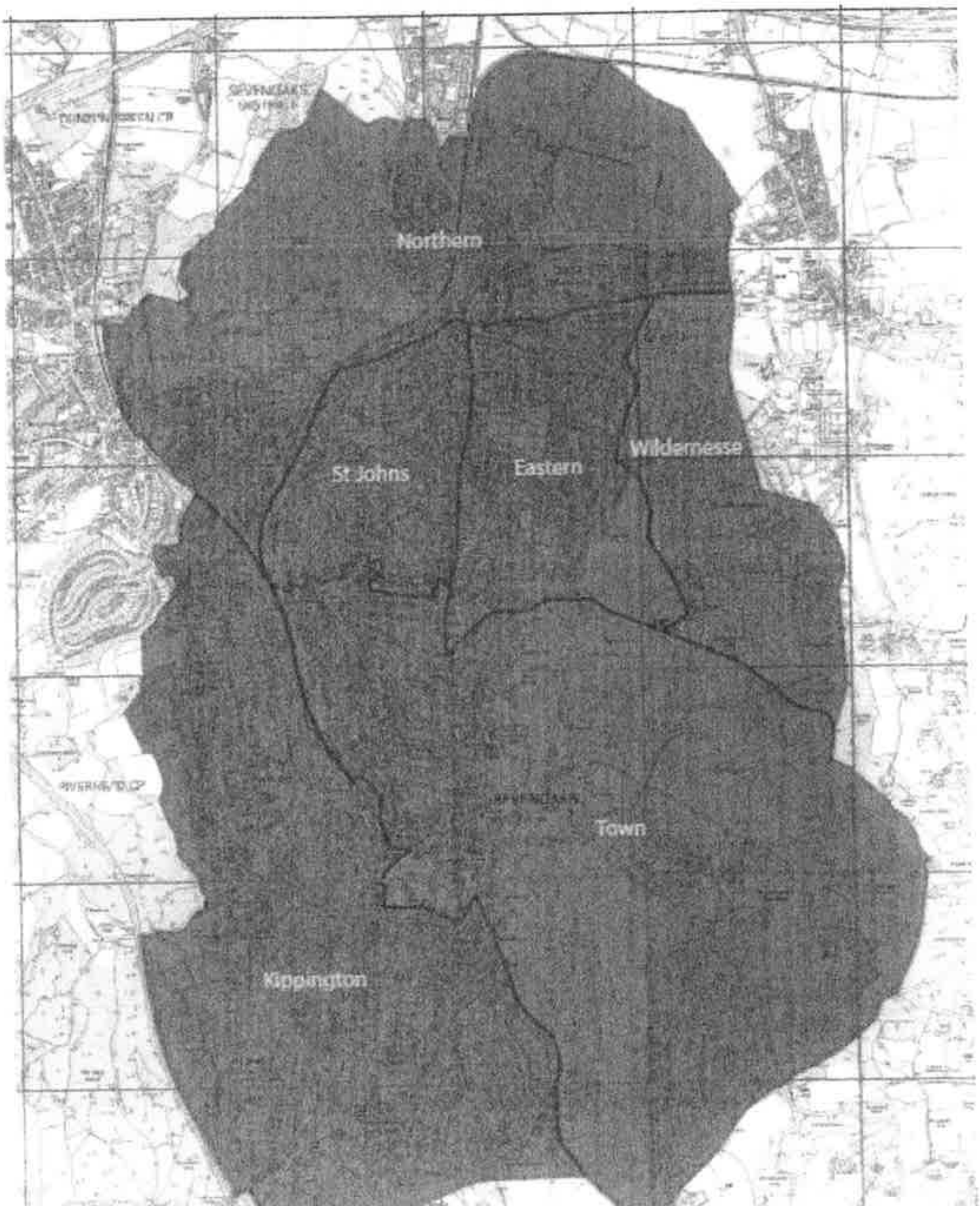
MATTHEW BALL.
19, COBDEN ROAD, SEVENOAKS. KENT. TN13 3UB

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

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

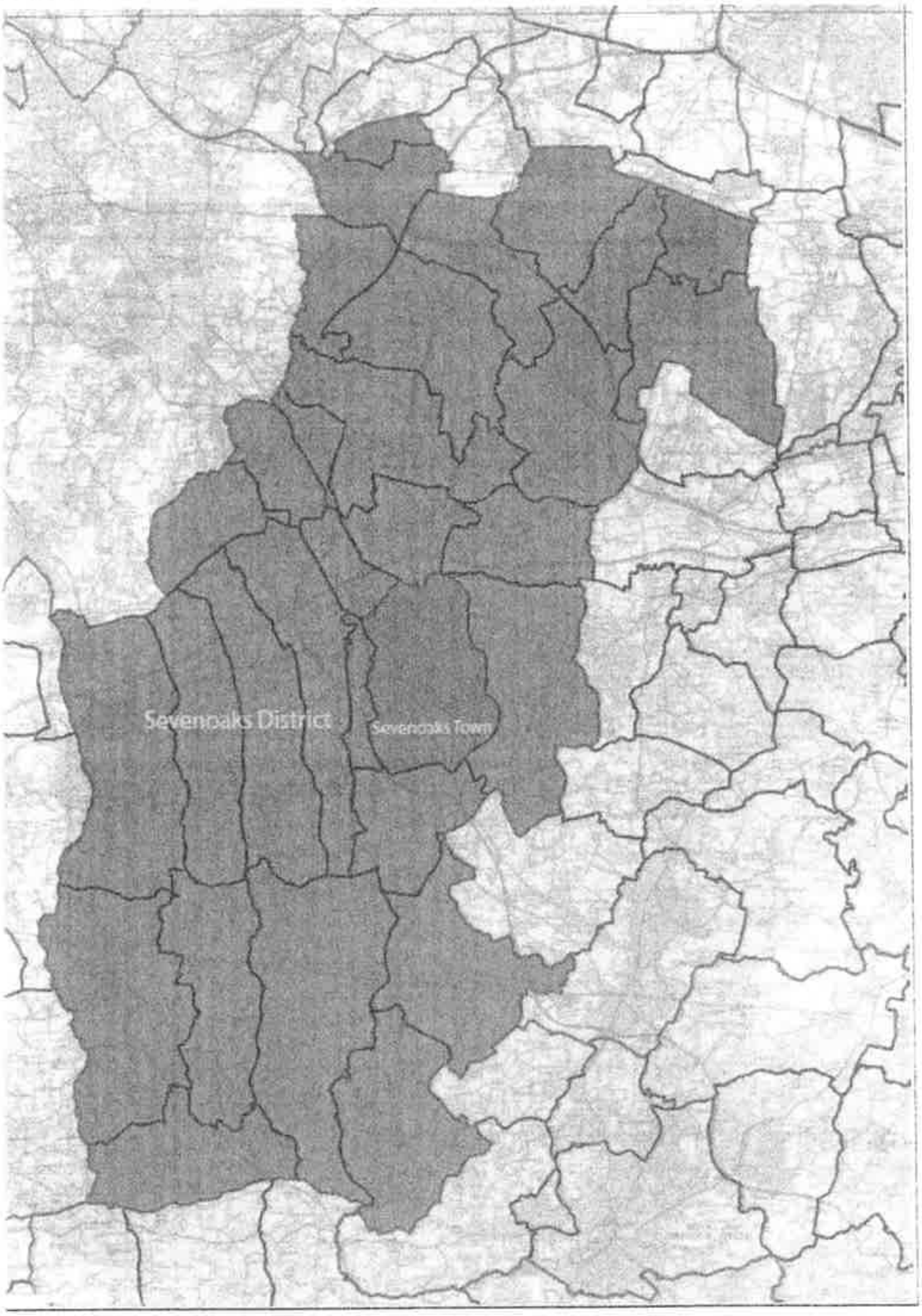
NB Late applications will be reviewed at the following Grants meeting!
Application Forms are also available by email from: council@sevenoakstown.gov.uk
If you have any queries, please contact Michèle MacDonald on 01732 459953.

Sevenoaks
Town council



Sevenoaks Town Council Wards

THIS DOCUMENT IS AVAILABLE IN LARGE PRINT IF REQUIRED.



Matthew Ball FRSA

19, Cobden Road

Sevenoaks

Kent

TN13 3UB

e. matt@sevenoaksww1.org

w. sevenoaksww1.org

m. 07917 569 402

6th December 2017

Dear Linda,

Further to our recent conversation, I am enclosing a grant application for £2000 toward the publication costs of my next book, Sevenoaks, The Great War and its Legacy.

As you know, we provide much of our research for free on our website at sevenoaksww1.org and via other social media. We will continue to work in the community, in particular with young people, to remember the history of the town during this period.

I also look forward to working with you and Cllr Hogarth in marking the anniversary of the end of the war next year.

I would be very grateful for any help you and the Town Council are be able to offer and look forward to hearing from you.

Yours sincerely,

Matt.

Matthew Ball

F+GP
22-1-18

Sevenoaks Town Council

Finance & General Purposes Committee 22nd January 2018
No. 8 Bus

During the initial consultation process for the Neighbourhood Development Plan a need and a desire was highlighted for the provision for public transport to connect outlining residential areas with the town centre.

The No. 8 bus was created to address this need and desire. The bus and initial part revenue costs was provided by Kent County Council using s.106 funds totalling £99,890.65*. The bus is on loan for the duration of the continuation of the service. This sum* included an element for a link from Kemsing to Sevenoaks on Saturday.

The No. 8 Bus is heavily subsidised by Go Coach in exchange for the company using the vehicle as a school bus during term time.

The No. 8 Bus operated Monday – Saturday on an hourly basis. Please see attached for user numbers to date.

The s.106 funding will end in May 2018. Currently the Town Council has secured rent from Sevenoaks District Council for the temporary use of land for temporary car parking. The income from this have been Earmarked for the operation of the No.8 Bus. This will enable the service to be funded until August 2018.

Both Sevenoaks Town Council and Go Coach are investigating financial solutions to enable this service to become more sustainable, including the use of a smaller vehicle.

RECOMMENDED:

1. Sevenoaks Town Council 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.
2. Sevenoaks Town Council makes a commitment to the operation of the No. 8 Bus until June 2019, using General Reserves if necessary.
3. Sevenoaks Town Council make an application to Kent County Council for the provision of a Sprinter Bus (smaller).

No 8. Bus (inc. 452)

	Monthly cost of service (£36,056.29 per annum)	**Monthly revenue required**	**on board £**	**Go Coach subsidy**	**Net cost**
Nov-15	3,004.69	1750.00	376.50	1373.50	3,004.69
Dec-15	3,004.69	1750.00	644.00	1106.00	3,004.69
Jan-16	3,004.69	1750.00	673.75	1076.25	3,004.69
Feb-16	3,004.69	1750.00	606.25	1143.75	3,004.69
Mar-16	3,004.69	1750.00	704.8	1045.2	3,004.69
Apr-16	3,004.69	1750.00	£878.90	£871.10	3,004.69
May-16	3,004.69	1750.00	£664.80	1085.2	3,004.69
Jun-16	3,004.69	1750.00	£750.30	£999.70	3,004.69
Jul-16	3,004.69	1750.00	£721.10	1028.9	3,004.69
Aug-16	3,004.69	1750.00	£841.55	£908.45	3,004.69
Sep-16	3,004.69	1750.00	£778.60	£971.40	3,004.69
Oct-16	3,004.69	1750.00	£861.50	£888.50	3,004.69
Nov-16	3,004.69	1750.00	£752.90	£997.10	3,004.69
Dec-16	3,004.69	1750.00	£841.90	£908.10	3,004.69
Jan-17	3,004.69	1750.00	£733.05	£1,016.95	3,004.69
Feb-17	3,004.69	1750.00	£698.00	£1,052.00	3,004.69
Mar-17	3,004.69	1750.00	£786.00	£964.00	3,004.69
Apr-17	3,004.69	1750.00	£844.30	£905.70	3,004.69
May-17	3,004.69	1750.00	£983.70	£766.30	3,004.69
Jun-17	3,004.69	1750.00	£964.50	£785.50	3,004.69
Jul-17	3,004.69	1750.00	£1,000.50	£749.50	3,004.69
Aug-17	3,004.69	1750.00	£963.20	£786.80	3,004.69
Sep-17	3,004.69	1750.00	£1,067.30	£682.70	3,004.69
Oct-17	3,004.69	1750.00	£957.20	£792.80	3,004.69
Nov-17	3,004.69	1750.00	£876.90	£873.10	3,004.69
Dec-17	3,004.69	1750.00	£995.10	£754.90	3,004.69
Totals	78,121.94	45500.00	20966.60	24533.40	78,121.94

Sevenoaks Town Council

Current Matters

Agenda Item 12 (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. Further Blue Skies meeting held 19.09.2015. Priorities updated to reflect new priorities.
2		Wall at Rear of Chamber	Ongoing	Wall monitored in January 2018 and continues to be less than 2° off true.
3	08 – F&GP 03.04.2017 18.09.2017	Street Lighting	Ongoing	Farnaby Drive Residents have since signed an agreement with STC effective 27th April 2017. No further changes since 18th September 2017 [Minute 263 refers]. *Pruning of trees around streetlights was completed in November as per service inspection report from contractor.* *Residents of the Glade have agreed to take over maintaining streetlights on their road. An agreement and charges will follow.*
4		Bat & Ball Station	Lease negotiation	South Eastern have confirmed amendments to Heads of Terms for lease to include sub-letting of café if needed. Currently being reviewed by Network Rail lawyers.
			Capital Project	Planning application approved. HLF bid round two submitted 29th August 2017. HLF requires Variation to lease being negotiated with South Eastern/Network Rail. Tenders returned, short listed. Contractors being reviewed. HLF Decision early December 2017.
	350 F&GP (c) (5) 13.11.2018		*CIL*	*Allocated £78,810.63 for the Bat & Ball project.*
	CIC Minute No 08.01.2018		Grant Awarded	*HLP awarded full grant of £755,600. 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. *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*
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* *For permission to use as temporary car park.*

Sevenoaks Town Council

Agenda Item 12 (b)

Priorities [Note updated with 2015 Blue Skies Proposals]

PRIORITY ONE

No	Project	Details	Proposed target timescale	£	Update / comment
1	Bat & Ball Community Conference Centre	Research feasibility of building new multi-purpose community centre, including commission plans to tender stage.	March 2017	£60,000 £20,000 £170,000 £4,500,000	RIBA Competition completed. Report to Community Infrastructure Committee 29.06.2015. New build centre. Additional feasibility work being undertaken for mixed use of site to include residential. Presented to Cllrs 22.12.2015. Pre-build professional fees including planning application and tender process. On hold until capital receipts received. Capital Build. Appointment contracts for professional team being prepared. Planning application expected to be submitted November/December 2017. Pre-planning advice received. *Project Team addressing matters raised in pre-planning advice. Design to be placed for tender prior to application for planning permission.*
2	Bat & Ball Station building	STC acquire station building on long peppercorn lease. Use as community building.	January 2016	£250,000 (Tbc)	Planning application *approved.* HLF bid submitted November 2016 on-going discussions between HLF Case Officer and Town Clerk. Decision expected March 2017 – successful at first round. HLF Bid round two submitted 29th August 2017. Tenders opened 16th August 2017. Lease completed 25th August 2017. The Town Council agree to lease variations as recommended by its lawyer to meet HLF requirements. The Town Council provides an indemnity against the break provisions. *HLF Grant of £755,600 awarded to STC. Start up Process begins January 2018.* *Application made for CIL funding.*

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 12 (b)

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

Agenda Item 12 (b)

Priorities [Note updated with 2015 Blue Skies Proposals]

No	Project	Details	Proposed target timescale	£	Update / comment
4	Neighbourhood Development Plan for *Sevenoaks*	To provide a long term sustainable plan for the *Sevenoaks*	March 2017	£20,000 approx £300,000 (Cap projects)	Questionnaire for public on line and distributed to all households from 11.04.2014. Children competition – excellent entries received. Questionnaire responses being analysed. SDC circulating questionnaire re Economic Development and willing to share data. Integrated transport study and information banners for public consultation during December. New proposed timetable agreed at Planning Committee 01.08.2016. Contractor for Master Planning for Sevenoaks Northern appointed early November 2016. *Report presented* to Annual Town Meeting March 2017. Full consultation to take place May/*June* 2017. Urban Initiatives appointed. Draft policies to be prepared. *The Masterplan for Norther Sevenoaks initial consultation has been completed. Draft NDP 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 Registration process for STAG. Completed. Registration process for Bradbourne Lakes completed.
6	Free Recreational facilities	To include outdoor gym, table tennis, basketball play facilities.	2015 onwards	£120,000	Agreed to put on hold until Capital Receipts received. Consultation completed re Kippington Meadow. Open Spaces & Leisure Committee resolved to progress.
7	Cemetery Lodge	To sell property	Asap		*Purchaser of property has withdrawn.*

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 12 (b)

PRIORITY TWO

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

Agenda Item 12 (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* *Sevenoaks Cemetery – Silver (1st year of entry)* *Sevenoaks Common – Silver (1st year of entry)* *The Vine – Silver Gilt (2016 = Gold)* *Sevenoaks Upper High Street Gardens – Silver Gilt (2016 = Bronze)* *People's Choice best pub-The Chequers Sevenoaks.* *Budget and plans for 2018 commenced.*

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 12 (b)

PRIORITY THREE

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

Agenda Item 12 (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. Project not being progressed by KCC. KCC requested meeting for January 2016. Further discussion underway. Discussions taking place as part of the One Public Estate programme.
4	MUGA Multi Use Games Area	Install to replace facility at Community centre	Tbc	£100,000	Await outcome of plans for Community Centre. Include within master planning for Northern ward *to be placed at Greatness Recreation Ground at current futsal area.*

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 12 (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. STC agreed at Planning Committee 18.08.14 to provide grant. KALC report received.

Sevenoaks Town Council

Agenda Item 12 (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* *£95,000* *£150,000*	*Negotiations with Knole Estates* *Change to covenant agreed – legal documentation completed.* *SP10 discussions completed with SDC – S.106 unilateral agreement signed.* *McCullochs submitted planning application to SDC.* *Amended Plans being prepared.* *9.10.2015. STC paid when planning application approved. Unfortunately, SDC Planning Office has raised objections to planning application resulting in delays. Noted Indoor Cricket School could be accommodated within Indoor Bowls Centre or Wildernesse Site (meeting held with KCC)* *Negotiations progressing well. Decision received regarding Grammar School, negotiations recommenced. KCC forwarded Heads of Terms agreed by CIC committee on 18.07.2016.* *20.10.2016 planning permission granted. Completion of contract 16.02.207.*