

## Sevenoaks Town Council

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

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

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

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

[9]

**Also in attendance:**

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

**424 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Busvine, Cllr Parson and Cllr Towell

**425 DECLARATIONS OF INTEREST**

There were no Declarations of Interests.

**426 REQUESTS FOR DISPENSATIONS**

There had been no requests for dispensations.

**427 MINUTES OF THE MEETING HELD ON 13<sup>TH</sup> NOVEMBER 2017**

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

**428 SUB COMMITTEES**

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

a) Annual General Meeting of the Youth Council held on 12<sup>th</sup> December 2017

b) Youth Services Committee held on 12<sup>th</sup> December 2017, subject to the following amendments:

- i. Cllr J M Canet was also in attendance
- ii. Minute 401 (b) to read: *"The Town Clerk advised that the HiTB would host the following events..."*

#### 429 FINANCE REPORTS

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

a) Statement of Accounts

- i. 1<sup>st</sup> to 31<sup>st</sup> October 2017
- ii. 1<sup>st</sup> to 30<sup>th</sup> November 2017

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

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

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

b) Suppliers Accounts

- i. 1<sup>st</sup> to 31<sup>st</sup> October 2017 - £46,401.96
- ii. 1<sup>st</sup> to 30<sup>th</sup> November 2017- £77,423.65

c) Payroll Account

Payments listed in the schedules

- i. 1<sup>st</sup> to 31<sup>st</sup> October 2017 - £86,216.76
- ii. 1<sup>st</sup> to 30<sup>th</sup> November 2017 -£63,726.63

d) Petty Cash Account

Payments from the account listed in the schedules

- i. 1<sup>st</sup> to 31<sup>st</sup> October 2017 - £523.19
- ii. 1<sup>st</sup> to 30<sup>th</sup> November 2017- £497.86

e) Internal Audit

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

f) Hospitality and Gifts Register

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

#### 430 GREENSAND COMMON MATCH FUNDING

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

#### 431 REVENUE ESTIMATES 2018/2019

**RESOLVED:**

- a) That the final Revenue Estimates received from the Responsible Finance Officer for the period 2018/2019 be unanimously agreed
- b) it was unanimously agreed the Town Council be recommended to levy a Precept on Sevenoaks District Council of £1,088,477 for 2018/2019 equating to

a Band D equivalent household rate of £114.94 per annum. It was noted that this included the update number of household figures received from Sevenoaks District Council of 9,470.04.

**432 SEVENOAKS TOWN PARTNERSHIP**

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

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

**433 GRANT**

The Committee considered the grant requests.

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

- a) funding towards the 2018 Sevenoaks Summer Festival of £5,000 be awarded and be subject to the Town Clerk sending a letter to request that the events booked are most likely to be viable and successful appealing also to a younger demographic.
- b) funding towards the publication of a book "Sevenoaks, The Great War and it's legacy" of £2,000 be awarded with the requirement that:
  - i. more than the suggested 40 copies be readily given to the Town Council. The Town Clerk to liaise.
  - ii. The book include mention that it was part funded by Sevenoaks Town Council
  - iii. The book also include reference to the Bat & Ball Station and its place in the Great War.
  - iv. Educational visits relating to the book and research be provided

**434 No 8 BUS**

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

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

- a) makes a commitment to working with Go Coach to identify practical and financial solutions to enable a sustainable solution for the No 8 Bus to be delivered
- b) makes a commitment to the operation of the No 8 Bus until June 2019, using General Reserves if necessary.
- c) Make an application to Kent County Council for the provision of a Sprinter bus (smaller).

*Councillor Hogarth left at 8:15pm*

**435 CURRENT MATTERS AND PRIORITIES**

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

**436 PRESS RELEASE**

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

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

**437 MARKETS**

The Committee received and discussed the Town Clerk's report regarding the contract to operate the Sevenoaks Wednesday and Saturday Markets for the period 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2023.

**RESOLVED:** unanimously to submit its tender timely for the deadline of 7<sup>th</sup> February 2018.

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

Signed .....  
Chairman

Dated .....

## Budget proposal for 2018-19

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

Fees and charges are rounded to nearest whole numbers

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

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

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

### Internal pressures include:

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

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

### The proposed budget:

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

Sevenoaks Town Council

Budget 2018/19

version

Final per F& GP 22 January 2018



Sevenoaks Town Council  
2018/19 Forecasts

PLANNING COMMITTEE (including Licensing) Cost Centre 11

|                                  | Ref. | Actual<br>2013/14 | Actual<br>2014/15 | Actual<br>2015/16 | Actual<br>2016/17 | Budget<br>2017/18 | Forecast<br>2017/18 | Budget<br>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   |                   |                   |                   |                   |                   |                     |                   |
|                                  |      | <b>36,857</b>     | <b>30,880</b>     | <b>31,848</b>     | <b>33,287</b>     | <b>34,113</b>     | <b>34,248</b>       | <b>34,880</b>     |

Notes on Planning

- 4010 **Gross Pay - Administration**  
2% cost of living increase has been allowed for 2018/19
- 6630 **Professional fees**  
Represent fees associated with planning appeal fees - budget reduced to reflect the fact that whilst fees can be substantial when incurred however they are happening less frequently
- 1851/1852 **Neighbourhood Plan**  
Neighbourhood Plan expenditure is now categorised as a project under the Community Infrastructure plan and has a separately allocated budget

Sevenoaks Town Council  
2018/19 Forecasts

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

|                                                     | Ref. | Actual<br>2013/14 | Actual<br>2014/15 | Actual<br>2015/16 | Actual<br>2016/17 | Budget<br>2017/18 | Forecast<br>2017/18 | Budget<br>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 | -                 | -                 | -                 | -                 | 150               | 150                 | 150               |
| Footpaths, bridleways, ROW                          | 5040 | -                 | -                 | -                 | -                 | -                 | -                   | -                 |
| 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            |
| ate 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 program | 5412 | -                 | -                 | -                 | -                 | -                 | -                   | -                 |
| CIL Spend                                           | 5413 | -                 | -                 | -                 | -                 | -                 | -                   | -                 |
| Equipment - Hired & New                             | 5500 | 6,574             | 12,646            | 7,050             | 14,874            | 7,874             | 7,874               | 8,000             |
| Equipment Maintenance (incl tractor)                | 5525 | 6,353             | 10,773            | 7,171             | 7,650             | 7,650             | 7,650               | 8,000             |
| Vehicle expenses (incl vans)                        | 5550 | 3,244             | 4,724             | 2,437             | 3,324             | 3,324             | 3,324               | 3,400             |
| Fuel                                                | 5700 | 7,824             | 7,540             | 5,691             | 8,303             | 7,000             | 5,954               | 6,000             |
| Rent, Rates & Water                                 | 6000 | 2,812             | 2,158             | 902               | 2,500             | 1,250             | 1,354               | 1,500             |
| Light Heat and Cleaning                             | 6010 | 1,176             | 1,907             | 1,064             | 1,482             | 2,000             | 2,000               | 2,040             |
| Telephone                                           | 6101 | 142               | 166               | 211               | 173               | 200               | 176                 | 200               |
| Mobile Telephone                                    | 6104 | 131               | 60                | 75                | 65                | 400               | 400                 | 300               |
| Printing and stationery                             | 6200 | 9                 | 186               | 67                | -                 | -                 | -                   | -                 |
| Postage & courier                                   | 6210 | 22                | -                 | 22                | -                 | -                 | -                   | -                 |
| Computers and database                              | 6240 | -                 | -                 | -                 | -                 | -                 | -                   | -                 |
| Furniture/equipment                                 | 6281 | 65                | -                 | 66                | -                 | -                 | -                   | -                 |
| Recruitment Costs                                   | 6315 | -                 | -                 | 88                | -                 | -                 | -                   | -                 |
| Staff Training                                      | 6320 | 1,445             | 3,305             | 2,470             | 2,433             | 2,500             | 2,500               | 2,500             |
| Welfare/hospitality                                 | 6330 | 93                | 116               | 249               | 174               | 200               | 118                 | 200               |
| Professional Fees Licensing                         | 6635 | -                 | 170               | -                 | -                 | -                 | -                   | -                 |
| Bad debts                                           | 6650 | -                 | 694               | -                 | -                 | -                 | -                   | -                 |
| Subscriptions and professional fees                 | 6730 | 161               | 284               | 45                | 177               | 200               | 191                 | 200               |
| Road Dues - Oakhill Rd/Woodside                     | 6812 | 1,601             | 1,888             | 1,888             | 1,440             | 2,000             | 2,000               | 2,000             |
| Bus Shelter Maintenance                             | 6851 | -                 | 4,964             | -                 | -                 | 168               | 168                 | 170               |
| Sundry Expenses                                     | 6900 | 100               | 46                | (1,594)           | 22                | 100               | 100                 | 100               |
| Health & Safety/ Risk Assessments                   | 6922 | 250               | 308               | 315               | 843               | 750               | 1,500               | 1,500             |
| Alarm maintenance                                   | 6930 | -                 | 4,006             | 748               | 873               | 700               | 700                 | 700               |
| CCTV Maintenance                                    | 6931 | 900               | 710               | 675               | 1,000             | 1,100             | 1,100               | 1,200             |
| Waste collection - Dog bins                         | 6934 | 1,170             | 2,647             | 1,747             | 2,384             | 2,700             | 2,700               | 2,700             |
| Waste collection and disposal - Bins                | 6935 | 2,408             | 3,209             | 3,405             | 4,053             | 3,570             | 3,570               | 4,000             |
| Protective clothing                                 | 6952 | 661               | 1,153             | 1,379             | 1,455             | 1,250             | 1,250               | 1,400             |
| Letting and Hire of Facilities                      | 1022 | (19,063)          | (20,347)          | (25,010)          | (23,653)          | (17,735)          | (20,000)            | (20,000)          |
| Raleys car park                                     | 1316 | (1,408)           | (1,783)           | (1,171)           | (1,654)           | (1,000)           | (500)               | (1,030)           |
| Forestry commission grants                          | 1330 | (1,000)           | -                 | -                 | -                 | -                 | -                   | -                 |
| Grant Income                                        | 1350 | -                 | -                 | -                 | (13,630)          | -                 | -                   | -                 |
| Income from other depts.                            | 1470 | (1,188)           | (1,835)           | -                 | -                 | -                 | -                   | -                 |
| insurance Claims                                    | 1550 | -                 | (12,414)          | (596)             | -                 | -                 | -                   | -                 |
| Log Sales                                           | 1850 | (889)             | (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)             | -                 | -                 | -                 | -                   | -                 |
|                                                     |      | <b>187,133</b>    | <b>205,734</b>    | <b>178,484</b>    | <b>213,202</b>    | <b>244,144</b>    | <b>220,066</b>      | <b>263,375</b>    |

# Notes on Open Spaces - Forecasts

## Items not within the precept but added to the rolling capital programme:

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

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

|      |                                                                                                                                                                                                                                                                                                                       | 26,500 | 14,000 |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------|
| 4010 | <b>Gross Pay - Administration</b><br>2% cost of living increase has been allowed for 2018/19<br>Increase reflects the increased level of operation by Open Spaces staff<br>included one apprentice<br>includes long service awards due in 2018/19<br>includes provision for a full time Play Park Officer (37 hours). |        |        |
| 5026 | <b>Greatness Rec WC</b><br>New public facility due to be completed in 2018/19                                                                                                                                                                                                                                         |        |        |
| 5310 | <b>Misc. Open Spaces &amp; Play Areas</b><br>Includes £15,000 to operate the Environmental Park on Buckhurst Lane on a peppercorn lease from Knole Trustees.<br>£1,500 towards Greensands Common (First of four approved annual contributions)                                                                        |        |        |
| 5316 | <b>Skatepark maintenance</b><br>Revenue budget reduced but capital budget within rolling capital programme                                                                                                                                                                                                            |        |        |
| 5330 | <b>Grass seed</b><br>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 | <b>Capital Refurbishment (planned maintenance projects from rolling capital programme)</b><br>Items to be funded from grants and other sources                                                                                                                                                                        |        |        |
| 5700 | <b>Fuel</b><br>Reduced in line with recent expenditure                                                                                                                                                                                                                                                                |        |        |
| 6104 | <b>Mobile telephone</b><br>includes internet communication                                                                                                                                                                                                                                                            |        |        |
| 6210 | <b>Postage &amp; Courier</b><br>All postage and courier are budget under central services (cost centre 31)                                                                                                                                                                                                            |        |        |
| 6315 | <b>Recruitment Costs</b><br>budgeted under central services (cost centre 31)                                                                                                                                                                                                                                          |        |        |
| 1022 | <b>Letting and hire of facilities</b><br>reflects 3% (and rounded to nearest whole number) increase                                                                                                                                                                                                                   |        |        |

## GREATNESS CEMETERY Cost Centre 22

2018-19 Budget\_22 Jan 2018 approved by Council

## Notes on Open Spaces - Greatness Cemetery

| <b>Capital Expenditure, Repairs &amp; General Maintenance</b>            |                                                                                                                                                                                                                       | 2017/18      | 2018/19      |
|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------|
| 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 restrain                                                          | 5412                                                                                                                                                                                                                  |              | 1,500        |
| Bethel Rd Cemetery re-stitch wall                                        | 5412                                                                                                                                                                                                                  |              | 500          |
| Amounts to be funded by grants/CIL and other sources                     |                                                                                                                                                                                                                       |              |              |
|                                                                          |                                                                                                                                                                                                                       | <u>2,600</u> | <u>7,000</u> |
| 4010                                                                     | <b>Gross Pay - Administration</b><br>2% cost of living increase has been allowed for 2018/19<br>increase to reflect more out of hours burials that staff have to cover<br>includes long service awards due in 2018/19 |              |              |
| 4270                                                                     | <b>Employers Pension Contribution</b><br>Includes adjustment for the current LGPS reduced contribution rate (from 23.4% to 17.1%)                                                                                     |              |              |
| 5410                                                                     | <b>Repairs and General Maintenance</b><br>from 2017/18-Chapel roof-£600, Garage roof-£2,000 to transfer to earmarked reserve '316' if uncompleted<br>£1,000 contingency added                                         |              |              |
| 5412                                                                     | <b>Capital Refurbishment</b><br>per rolling capital maintenance items within "Capital Expenditure, Repairs & General Maintenance"                                                                                     |              |              |
| 6315                                                                     | <b>Recruitment Costs</b><br>Budgeted in Central Services (cost centre 31)                                                                                                                                             |              |              |
| 6922                                                                     | <b>Health &amp; Safety/Risk Assessment</b><br>To reflect increased level of service including risk assessments                                                                                                        |              |              |
| 1700                                                                     | <b>Cemetery Income</b><br>3% increase plus rounding to nearest whole number                                                                                                                                           |              |              |

Sevenoaks Town Council  
2018/19 Forecasts

ALLOTMENTS Cost Centre 23

|                                | Ref. | Actual<br>2013/14 | Actual<br>2014/15 | Actual<br>2015/16 | Actual<br>2016/17 | Budget<br>2017/18 | Forecast<br>2017/18 | Budget<br>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  |                   |                   |                   |                   |                   |                     |                   |
|                                |      | <b>326</b>        | <b>469</b>        | <b>0</b>          | <b>(276)</b>      | <b>2,035</b>      | <b>181</b>          | <b>3,420</b>      |

Notes on Open Spaces - Allotments

Capital Expenditure & Repairs & General Maintenance

Items not included in precept but added to the rolling capital programme

To be funded from capital receipts

- 5410 Removal of asbestos QH allotments
- 5410 Power supply-QH allotments

2017/18  
£

2018/19  
£

- -

1010 Allotments income

Bradbourne (BV Allotment)

April to September Based on £3.25 per rod and November to March based on £3.50 per rod

No of Rods: 280

Occupancy level: 80% represents a decrease from the previous year

Quakers Hall (QH Allotment)

£3,205 based on

No of Rods: 1000

Occupancy level: 80%

\* Cost/rod set annually in September for one year in advance. Invoice year commences 1st of October 2017

£3.50 per rod for the year commencing 1st October 2018

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

**STREET LIGHTING AND GENERAL Cost Centre 26**

|                             | Ref.     | Actual<br>2013/14 | Actual<br>2014/15 | Actual<br>2015/16 | Actual<br>2016/17 | Budget<br>2017/18 | Forecast<br>2017/18 | Budget<br>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      |                   |                   |                   |                   |                   |                     |                   |
|                             |          | <b>13,202</b>     | <b>14,887</b>     | <b>16,904</b>     | <b>15,272</b>     | <b>14,679</b>     | <b>17,828</b>       | <b>21,447</b>     |

**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

OPEN SPACES & LEISURE -VINE CAFÉ Cost Centre 28

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

Notes on Open Spaces - Vine

|           |                                                                                                                                 |  |  |  |  |                          |                        |
|-----------|---------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--------------------------|------------------------|
| 4010/4270 | <b>Gross pay</b><br>Reflects salary/pension of gardener                                                                         |  |  |  |  |                          |                        |
| Capex     | <b>Property Maintenance</b><br>not included in the precept but added to the rolling capital programme                           |  |  |  |  | Forecast<br>2017/18<br>£ | Budget<br>2018/19<br>£ |
| 5412      | Paint railing                                                                                                                   |  |  |  |  |                          | 4,000                  |
|           | Less amounts hoped to be covered by grants and other sources                                                                    |  |  |  |  |                          |                        |
|           |                                                                                                                                 |  |  |  |  |                          | <b>4,000</b>           |
| 1870      | <b>Vine Club Insurance Contrib. (was CC21)</b><br>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<br>2013/14 | Actual<br>2014/15 | Actual<br>2015/16 | Actual<br>2016/17 | Budget<br>2017/18 | Forecast<br>2017/18 | Budget<br>2018/19 |
|------------------------------------------|------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|-------------------|
|                                          |      | £                 | £                 | £                 | £                 | £                 | £                   | £                 |
| Gross pay - general                      | 4010 |                   | -                 | -                 | -                 | -                 | -                   | 15,216            |
| Employers Pension Contribution - general | 4270 |                   | -                 | -                 | -                 | -                 | -                   | 5,214             |
| Repairs & General Maintenance            | 5410 |                   | -                 | -                 | -                 | -                 | -                   | 750               |
| Equipment Hired & New                    | 5500 |                   | -                 | -                 | -                 | -                 | -                   | -                 |
| Equipment Maintenance                    | 5525 |                   | -                 | -                 | -                 | -                 | -                   | -                 |
| Rent, rates & water                      | 6000 |                   | -                 | -                 | -                 | -                 | -                   | 3,870             |
| Light, heat & cleaning                   | 6010 |                   | -                 | -                 | -                 | -                 | -                   | 3,498             |
| Insurance Cost                           | 6020 |                   | -                 | -                 | -                 | -                 | -                   | 1,002             |
| Telephone/broadband                      | 6101 |                   | -                 | -                 | -                 | -                 | -                   | 210               |
| Printing & Stationery                    | 6200 |                   | -                 | -                 | -                 | -                 | -                   | -                 |
| Postage & Courier                        | 6210 |                   | -                 | -                 | -                 | -                 | -                   | -                 |
| Computer/Database/WPs                    | 6240 |                   | -                 | -                 | -                 | -                 | -                   | -                 |
| Staff Training                           | 6320 |                   | -                 | -                 | -                 | -                 | -                   | -                 |
| Publicity                                | 6460 |                   | -                 | -                 | -                 | -                 | -                   | 2,802             |
| Goods for Resale                         | 6500 |                   | -                 | -                 | -                 | -                 | -                   | 6,528             |
| Copyright Fees/Royalties                 | 6533 |                   | -                 | -                 | -                 | -                 | -                   | 308               |
| Professional Fees Licensing              | 6635 |                   | -                 | -                 | -                 | -                 | -                   | 270               |
| Sundry Expenses                          | 6900 |                   | -                 | -                 | -                 | -                 | -                   | -                 |
| Health & Safety/ Risk Assessment         | 6922 |                   | -                 | -                 | -                 | -                 | -                   | 482               |
| Alarm Maintenance                        | 6930 |                   | -                 | -                 | -                 | -                 | -                   | 600               |
| CCTV Maintenance                         | 6931 |                   | -                 | -                 | -                 | -                 | -                   | 300               |
| Waste collection and disposal            | 6935 |                   | -                 | -                 | -                 | -                 | -                   | 600               |
| Credit card charges                      | 6976 |                   | -                 | -                 | -                 | -                 | -                   | -                 |
| Letting and Hire of Facilities           | 1022 |                   | -                 | -                 | -                 | -                 | -                   | (18,017)          |
| Sale of Goods                            | 1211 |                   | -                 | -                 | -                 | -                 | -                   | (16,321)          |
| Events Management                        | 1212 |                   | -                 | -                 | -                 | -                 | -                   | -                 |
| From existing Reserves                   | B/S  |                   | -                 | -                 | -                 | -                 | -                   | -                 |
|                                          |      | 0                 | 0                 | 0                 | 0                 | 0                 | 0                   | 7,312             |

Notes on Open Spaces - Vine Café

Overheads *Expenses projections*

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

Income *Income projections*

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

1212 *Events Managements*

Options for generating additional income: teas, pop up events

Sevenoaks Town Council  
2018/19 Forecasts

CENTRAL SERVICES Cost Centre 31

|                                              | Ref. | Actual<br>2013/14 | Actual<br>2014/15 | Actual<br>2015/16 | Actual<br>2016/17 | Budget<br>2017/18 | Forecast<br>2017/18 | Budget<br>2018/19 |
|----------------------------------------------|------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|-------------------|
|                                              |      | £                 | £                 | £                 | £                 | £                 | £                   | £                 |
| Gross Pay - Administration                   | 4010 | 211,875           | 210,185           | 224,995           | 258,234           | 265,608           | 285,480             | 297,000           |
| Employers Pension Contribution               | 4270 | 10,422            | 11,577            | 18,199            | 26,870            | 30,810            | 28,350              | 35,000            |
| Pension Contribution - Deficiency            | 4271 | 10,000            | 55,000            | 57,000            | 60,000            | 68,000            | 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               |
| IT Infrastructure development                | 6242 | 5,000             | 5,750             | 5,001             | 4,552             | 5,100             | 5,100               | 5,200             |
| Office Furniture/ Machinery                  | 6281 | 1,335             | 3,590             | 102               | 1,358             | 1,385             | 543                 | 1,400             |
| Computers Accountancy                        | 6300 | 2,015             | 2,216             | 2,972             | 2,281             | 3,780             | 3,428               | 4,000             |
| Recruitment costs                            | 6315 |                   | 836               | 2,958             | -                 | 3,958             | 4,106               | 4,000             |
| Staff Training                               | 6320 | 1,958             | 3,035             | 2,809             | 3,691             | 13,372            | 2,000               | 5,000             |
| Investors in People                          | 6321 | 500               | -                 |                   | 775               | 775               | 775                 | 790               |
| Welfare / Hospitality                        | 6330 | 1,693             | 1,867             | 2,084             | 2,343             | 1,927             | 1,877               | 1,970             |
| Mayoral Allowances                           | 6408 | 4,774             | 4,822             | 2,186             | 5,067             | 5,117             | 5,017               | 5,200             |
| Mayoral Car/Travel Allowances                | 6409 | 2,122             | 2,060             | 5,418             | 2,230             | 2,300             | 2,230               | 2,340             |
| Civic Expenses/Annual Reception/Xmas Council | 6410 | 968               | 1,528             | 1,110             | 793               | 1,622             | 1,600               | 1,650             |
| 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 Allowances             | 6435 | 2,838             | 3,002             | 2,765             | 1,912             | 3,856             | 3,030               | 3,930             |
| Press Notices                                | 6440 | 1,317             | 982               | 1,164             | 1,889             | 1,300             | 1,538               | 1,500             |
| Bye Laws                                     | 6450 | -                 | -                 |                   | 100               | 100               | -                   | 100               |
| Publicity/Democratic notices                 | 6460 | 234               | 2,202             | 2,995             | 3,798             | 2,400             | 1,796               | 2,400             |
| Banner Costs                                 | 6461 |                   |                   |                   |                   |                   | 1,000               | 1,020             |
| Audit Fees - Internal and external           | 6610 | 2,950             | 3,100             | 2,580             | 3,235             | 5,100             | 5,000               | 5,200             |
| Irrecoverable VAT                            | 6619 | -                 | 7,191             | 5,609             | 7,482             | 7,400             | 7,400               | 6,000             |
| Legal Expenses                               | 6620 | 9,053             | 5,491             | 4,648             | 5,068             | 5,027             | 1,318               | 5,000             |
| Professional Fees                            | 6630 | 4,538             | -                 |                   | -                 |                   | -                   | -                 |
| Professional Fees Licensing                  | 6635 | 90                | -                 | 570               | 640               | 1,950             | 765                 | 1,980             |
| Conference 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)           | (4,789)             | (4,500)           |
| Waste Sacks Income                           | 1889 |                   |                   |                   |                   |                   | (1,147)             | (1,200)           |
| Sundry Income                                | 1990 | (1718)            | (1,965)           | (2,866)           | (4,214)           | (2,738)           | (1,711)             | (1,700)           |
| Capital Expenditure                          | B/S  |                   |                   |                   |                   |                   |                     |                   |
|                                              |      | <b>370,690</b>    | <b>423,593</b>    | <b>396,195</b>    | <b>550,354</b>    | <b>622,575</b>    | <b>609,202</b>      | <b>633,480</b>    |

## Notes on Central Services

|           |                                                                                                                                                                                                            |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4010      | <b>Gross Pay - Administration</b><br>2% cost of living increase has been allowed for 2017/18<br>increasing RFO role to full time<br>includes Employee long service awards.                                 |
| 4270      | <b>Employer's pension contribution</b>                                                                                                                                                                     |
| 4271      | <b>Pension Contribution - Deficiency</b><br>Increased in accordance with latest actuarial valuation.                                                                                                       |
| 6020      | <b>Insurance</b><br>Main insurance policy, health and safety and vehicle insurance                                                                                                                         |
| 6240      | <b>Computer/database/WPs</b><br>Includes IT support and licenses; internet charges and Information Pods ipad charges<br>Windows 365 license fees                                                           |
| 6315      | <b>Recruitments Costs</b><br>All recruitment costs previously shown in committees now accounted for through central services (F&GP)                                                                        |
| 6460      | <b>Publicity/Democratic notices</b><br>Reflects costs of printing Town Crier; promotional signs and banners                                                                                                |
| 6619      | <b>Irrecoverable VAT</b>                                                                                                                                                                                   |
| 6922      | Health & Safety/Risk Assessments                                                                                                                                                                           |
| 6976      | <b>Credit card charges</b>                                                                                                                                                                                 |
| 7010      | <b>Election expenses</b><br>£3k annual provision charged to cover next election charges                                                                                                                    |
| 7611      | <b>Development Costs</b><br>Includes an allowance to cover a loan repayment, contingency or cash flow needs related to project managing/implementation of projects<br>within the Community Investment Plan |
| 6461/1231 | <b>Banner income &amp; Costs</b>                                                                                                                                                                           |

Sevenoaks Town Council  
2018/19 Forecasts

**FINANCE COSTS Cost Centre 31**

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

1115 **Interest on deposits**

Reduction in budget reflects the lower than budget returns available on investments.

Sevenoaks Town Council  
2018/19 Forecasts

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

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

**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<br>2013/14 | Actual<br>2014/15 | Actual<br>2015/16 | Actual<br>2016/17 | Budget<br>2017/18 | Forecast<br>2017/18 | Budget<br>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  | -                 | -                 | -                 | -                 | -                 | -                   | -                 |
|                                  |      | <b>26,259</b>     | <b>24,955</b>     | <b>24,148</b>     | <b>23,502</b>     | <b>26,968</b>     | <b>33,544</b>       | <b>39,311</b>     |

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

5412 **Repairs & General Maintenance**  
Includes the following from the rolling capital programme

Actual  
2015/16  
£

2018/19  
£

Sevenoaks Town Council  
2018/19 Forecasts

COMMUNITY CENTRE Cost Centre 36

|                                    | Ref. | Actual<br>2013/14 | Actual<br>2014/15 | Actual<br>2015/16 | Actual<br>2016/17 | Budget<br>2017/18 | Forecast<br>2017/18 | Budget<br>2018/19 |
|------------------------------------|------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|-------------------|
|                                    |      | £                 | £                 | £                 | £                 | £                 | £                   | £                 |
| Gross Pay                          | 4010 | 24,198            | 25,076            | 31,038            | 30,145            | 31,490            | 31,002              | 32,200            |
| Employers Pension Contribution     | 4270 | 313               | 299               | 403               | 960               | 950               | 992                 | 1,500             |
| Buildings Repairs & Maint.         | 5410 | 6,465             | 2,662             | 1,863             | 1,997             | 2,825             | 1,656               | 2,900             |
| Equipment Hired and New            | 5500 | (67)              | -                 | -                 | -                 | -                 | -                   | -                 |
| Rates and water                    | 6000 | 5,563             | 5,861             | 5,559             | 6,120             | 6,500             | 6,432               | 6,700             |
| Electricity                        | 6011 | 1,982             | 2,142             | 1,961             | 2,786             | 2,289             | 2,012               | 2,700             |
| Gas                                | 6012 | 2,210             | 1,822             | 1,779             | 1,858             | 1,895             | 852                 | 1,800             |
| Cleaning (Incl. Materials)         | 6013 | 724               | 607               | 599               | 45                | 832               | 832                 | 800               |
| Telephone                          | 6101 | 183               | 199               | 492               | 433               | 260               | 430                 | 400               |
| Mobile Phone                       | 6104 | 40                | 55                | 42                | 56                | 63                | 51                  | 80                |
| Printing and Stationery            | 6200 | 17                | -                 | 3                 | 1                 | 68                | 36                  | 70                |
| Office Furniture/ Machinery        | 6230 | 500               | -                 | -                 | -                 | 577               | 1,167               | 600               |
| Computers                          | 6240 | -                 | 216               | -                 | 60                | 309               | 309                 | 300               |
| Furnishings, Furniture & Equipment | 6281 | 1,053             | 300               | 36                | 170               | 312               | 312                 | 320               |
| Training                           | 6320 | 143               | -                 | -                 | -                 | 173               | -                   | 200               |
| Publicity/Democratic notices       | 6460 | -                 | -                 | -                 | -                 | 530               | 264                 | 500               |
| Refreshments For Resale            | 6520 | 858               | 762               | 707               | 551               | 765               | 494                 | 700               |
| Copyright Fees/Royalties           | 6533 | 355               | 304               | 563               | 674               | 477               | 563                 | 470               |
| Professional fees - licensing      | 6635 | 180               | 180               | 180               | 180               | 212               | 212                 | 210               |
| Bad debts                          | 6650 | -                 | 224               | -                 | -                 | -                 | -                   | -                 |
| Grounds Maintenance                | 6842 | 445               | -                 | -                 | -                 | 500               | 252                 | 500               |
| Sundry Expenses                    | 6900 | 1                 | 36                | -                 | 21                | 50                | 20                  | 50                |
| Health & Safety/ Risk assessments  | 6922 | 250               | 965               | 307               | -                 | 300               | 323                 | 300               |
| Alarm Maintenance                  | 6930 | 937               | 1,847             | 1,998             | 1,759             | 2,040             | 1,300               | 2,000             |
| CCTV Maintenance                   | 6931 | 270               | 332               | 279               | 286               | 340               | 293                 | 300               |
| Waste Disposal                     | 6935 | 1,246             | 1,758             | 1,282             | 1,463             | 1,829             | 1,650               | 1,800             |
| Healthcare Services                | 6939 | 1,201             | 995               | 1,036             | 150               | 1,562             | 1,896               | 1,900             |
| Letting and Hire of Facilities     | 1022 | (53,879)          | (54,509)          | (62,128)          | (60,607)          | (58,412)          | (60,492)            | (62,300)          |
| Sale of Refreshments               | 1250 | (738)             | (662)             | (1,885)           | -                 | -                 | -                   | -                 |
| Grant income                       | 1350 | -                 | (732)             | -                 | -                 | -                 | -                   | -                 |
| Outdoor Activities                 | 1445 | (840)             | (81)              | (115)             | (41)              | (85)              | -                   | -                 |
| Indoor Activities                  | 1457 | (2,338)           | (2,775)           | (1,076)           | (2,967)           | (2,832)           | (2,544)             | (2,728)           |
| Capital Expenditure                | B/S  | -                 | -                 | -                 | -                 | -                 | -                   | -                 |
|                                    |      | <b>(8,728)</b>    | <b>(12,117)</b>   | <b>(15,074)</b>   | <b>(13,898)</b>   | <b>(4,181)</b>    | <b>(9,686)</b>      | <b>(5,728)</b>    |

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<br>2013/14 | Actual<br>2014/15 | Actual<br>2015/16 | Actual<br>2016/17 | Budget<br>2017/18 | Forecast<br>2016/17 | Budget<br>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<br>2013/14 | Actual<br>2014/15 | Actual<br>2015/16 | Actual<br>2016/17 | Budget<br>2017/18 | Forecast<br>2017/18 | Budget<br>2018/19 |
|---------------------------------------|------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|-------------------|
|                                       |      | £                 | £                 | £                 | £                 | £                 | £                   | £                 |
| Vine Band Practice Room               | 5012 |                   |                   | 120               | -                 | -                 | -                   | -                 |
| Bungalow & Garage                     | 5103 | 443               | 205               | -                 | -                 | -                 | -                   | -                 |
| Maintenance - Raleys Centre           | 5105 | 35,447            | 1,500             |                   |                   |                   |                     |                   |
| Cem. Lodge Maintenance                | 5211 | 463               | 8,518             | 618               |                   |                   |                     |                   |
| Repairs and General Maintenance       | 5410 | -                 | -                 | 91                |                   |                   |                     | 100               |
| Rental income - Lodge                 | 1012 | (14,228)          | (14,824)          | (9,332)           |                   |                   |                     |                   |
| Rental income - Bungalow              | 1013 | (12,360)          | (10,940)          |                   |                   |                   |                     |                   |
| Rental income - Red Cross             | 1014 | (200)             | (200)             | (200)             | (200)             | (200)             | (50)                |                   |
| Rental income - Raleys Centre         | 1016 | (13,211)          | (13,372)          |                   |                   |                   |                     | (19,250)          |
| Knole Paddock ground rents, wayleaves | 1044 |                   |                   |                   |                   |                   |                     | (11,550)          |
| Open ground rents, wayleaves          | 1045 |                   |                   |                   |                   |                   |                     | (3,900)           |
| Open ground rents, wayleaves          | 1046 | (1,500)           | (2,742)           | (2,742)           | (2,907)           | (2,797)           | -                   | (5,000)           |
| Open Spaces rents and wayleaves       | 1469 | (5,320)           | (4,823)           | (3,905)           | (4,690)           | (4,919)           | -                   |                   |
| 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<br>2013/14 | Actual<br>2014/15 | Actual<br>2015/16 | Actual<br>2016/17 | Budget<br>2017/18 | Forecast<br>2017/18 | Budget<br>2018/19 |
|----------------------------------------------------------|---------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|-------------------|
|                                                          |         | £                 | £                 | £                 | £                 | £                 | £                   | £                 |
| Gross Pay (conductors)                                   | 4010    | 1,087             | -                 | -                 | -                 | -                 | -                   | -                 |
| Telephone                                                | 6101    | -                 | -                 | -                 | -                 | -                 | -                   | 100               |
| Printing & Stationery                                    | 6200    | 118               | -                 | -                 | -                 | -                 | 6                   | 100               |
| Computer/Database and other costs                        | 6240    | 1,184             | -                 | 38                | 587               | 160               | 490                 | 500               |
| Information Screens                                      | 6244    | -                 | -                 | -                 | 3,922             | -                 | 1,834               | 1,500             |
| Business Awards                                          | 6322    | 1,974             | 6,107             | 6,661             | 7,357             | 7,500             | 5,487               | 7,500             |
| Business Show                                            | 6323    | -                 | -                 | 3,277             | -                 | 2,438             | 1,945               | 2,500             |
| Wellbeing Show                                           | 7616    | -                 | -                 | 181               | -                 | 2,242             | 2,198               | 2,500             |
| Welfare/Hospitality                                      | 6330    | 10                | -                 | -                 | -                 | -                 | -                   | -                 |
| Publicity                                                | 6460    | 942               | -                 | -                 | -                 | -                 | -                   | -                 |
| Bad debts                                                | 6650    | -                 | 24                | -                 | -                 | -                 | -                   | -                 |
| Conference Fees & Exps                                   | 6710    | 773               | -                 | -                 | -                 | 700               | 700                 | 700               |
| Special Events                                           | 6869    | -                 | -                 | -                 | -                 | -                 | -                   | -                 |
| Sundry expenses                                          | 6900    | -                 | 2,748             | 2,714             | 2,420             | 2,000             | 1,664               | 600               |
| Christmas gift guide expenses                            | 7607    | -                 | 1,689             | 1,050             | -                 | 1,500             | -                   | -                 |
| Friends of Bat & Ball                                    | 7608    | -                 | 643               | -                 | -                 | 1,018             | 1,500               | 1,000             |
| Park & Panto                                             | 7615    | -                 | 6,562             | -                 | -                 | 900               | 900                 | -                 |
| Business Awards                                          | 1206    | (894)             | (6,536)           | (6,102)           | (6,726)           | (7,000)           | (6,845)             | (7,000)           |
| Business Show                                            | 1207    | (2,175)           | -                 | (5,871)           | (1,756)           | (2,000)           | (4,170)             | (3,000)           |
| Wellbeing Show Income                                    | 1209    | -                 | -                 | 1,568             | (1,302)           | (3,500)           | (1,830)             | (3,500)           |
| Grant income                                             | 1350    | -                 | (1,000)           | -                 | (1,000)           | (1,000)           | -                   | (1,000)           |
| Christmas gift guide income                              | 1436    | -                 | (1,332)           | (940)             | -                 | (2,000)           | -                   | -                 |
| Pak & Panto income                                       | 1437    | -                 | (1,262)           | -                 | -                 | -                 | -                   | -                 |
| Sundry income                                            | 1990    | -                 | (20)              | -                 | -                 | -                 | (245)               | -                 |
| Income and Donations receivable                          | 7610    | (15,412)          | -                 | -                 | -                 | -                 | -                   | -                 |
| Capital Expenditure                                      | 8/5     | -                 | -                 | -                 | -                 | -                 | -                   | -                 |
|                                                          |         | <b>(12,393)</b>   | <b>7,623</b>      | <b>2,577</b>      | <b>3,503</b>      | <b>2,958</b>      | <b>3,634</b>        | <b>2,500</b>      |
| 1 or                                                     |         |                   |                   |                   |                   |                   |                     |                   |
| Movement in STC reinvestment funds                       | 7610/4  | -                 | 1,067             | 2,340             | (5,742)           | 2,042             | 3,350               | 2,500             |
| Vintage bus reinvestment fund (to Park&Panto income 201) |         | 4,301             | (4,301)           | -                 | -                 | -                 | -                   | -                 |
| Friends of Bat & Ball reinvestment fund                  | 7608/40 | -                 | 2,357             | -                 | -                 | -                 | -                   | -                 |
| Vintage Bus Expenses                                     | 7609    | 15,754            | 11,095            | 11,250            | 19,201            | 12,000            | 9,865               | 10,000            |
| Vintage Bus income                                       | 1435    | (5,042)           | (9,841)           | (11,166)          | (11,963)          | (12,000)          | (11,849)            | (10,000)          |
|                                                          |         | <b>2,620</b>      | <b>8,000</b>      | <b>5,000</b>      | <b>5,000</b>      | <b>5,000</b>      | <b>5,000</b>        | <b>5,000</b>      |

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<br>2013/14 | Actual<br>2014/15 | Actual<br>2015/16 | Actual<br>2016/17 | Budget<br>2017/18 | Forecast<br>2017/18 | Budget<br>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             |
| Printing 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)           | (3,882)           | (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  | -                 | -                 | -                 | -                 | -                 | -                   | -                 |
|                                 |      | <b>6,064</b>      | <b>0</b>          | <b>2,694</b>      | <b>7,047</b>      | <b>0</b>          | <b>(4,765)</b>      | <b>13,660</b>     |

Notes on Youth Café  
Letting & Hire Income  
Additional funding

(7,215)  
(28,085)

Funding sources

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

Sevenoaks Town Council  
2018/19 Forecasts

MARKETS Cost Centre 60

|                                       | Ref. | Actual<br>2013/14<br>£ | Actual<br>2014/15<br>£ | Actual<br>2015/16<br>£ | Actual<br>2016/17<br>£ | Budget<br>2017/18<br>£ | Forecast<br>2017/18<br>£ | Budget<br>2018/19<br>£ |
|---------------------------------------|------|------------------------|------------------------|------------------------|------------------------|------------------------|--------------------------|------------------------|
| 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)               | (16,072)                 | (21,212)               |
| Rental Income Blighs Market           | 1019 | -                      | (18,263)               | (15,374)               | (18,493)               | (17,762)               | (18,408)                 | (18,278)               |
| Vine 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)                 | (16,957)               |
| Movement in general reinvestment fund | 7000 | 5,595                  | (250)                  | -                      | 2,303                  | 5,536                  | 7,445                    | 16,957                 |
|                                       |      | 32,000                 | 0                      | (4,644)                | (7,500)                | 0                      | (2,620)                  | 0                      |

Notes on Markets

4010 **Gross Pay - Administration**

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

5420/5421 **SDC management charge**

The rent charge for the Wednesday and Saturday markets has been based on current charges assuming a 3% increase

5422 **Blighs market rent**

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

**Market rental Expenditure & Income**

1017-1019 Market rental income is based on actual results to August 2017/18

5423/1024 Represents Friday Market days at Blighs commencing April 2018

7000 **Market reinvestment fund**

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

Sevenoaks Town Council  
2018/19 Forecasts

**FINANCIAL & GENERAL PURPOSES COMMITTEE SUMMARY**

|                                     | Ref. | Actual<br>2013/14<br>£ | Actual<br>2014/15<br>£ | Actual<br>2015/16<br>£ | Actual<br>2016/17<br>£ | Budget<br>2017/18<br>£ | Forecast<br>2017/18<br>£ | Budget<br>2018/19<br>£ |
|-------------------------------------|------|------------------------|------------------------|------------------------|------------------------|------------------------|--------------------------|------------------------|
| Vine Café                           | 28   | -                      | 115                    | 19,935                 | 23,371                 | (5)                    | 15,933                   | (5)                    |
| Bat & Ball Station Building         | 30   | -                      | -                      | -                      | -                      | -                      | -                        | 7,312                  |
| Central Services                    | 31   | 370,690                | 423,593                | 396,195                | 550,354                | 622,575                | 609,202                  | 633,480                |
| Finance Costs                       | 31   | (4,056)                | (4,603)                | (3,333)                | (1,651)                | (8,750)                | (7,404)                  | (6,000)                |
| General                             | 32   | 25,604                 | 21,106                 | 27,474                 | 31,586                 | 1,642                  | 28,622                   | 26,200                 |
| Council Offices                     | 33   | 26,259                 | 24,955                 | 24,148                 | 23,502                 | 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)                  | -                      |
|                                     |      | <b>502,508</b>         | <b>486,831</b>         | <b>503,498</b>         | <b>678,132</b>         | <b>692,333</b>         | <b>722,157</b>           | <b>730,630</b>         |

Sevenoaks Town Council  
2018/19 Forecasts

**OPEN SPACES & LEISURE COMMITTEE SUMMARY**

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

Sevenoaks Town Council  
2018/19 Forecasts

REVENUE FUND SUMMARY

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

Note:

Number of Band D households (1916) provided by SDC

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

Total expenditure and Income

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

Present 2018-19

Precept 2018-19

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

## Precept 2018 -19

| Category                                               | Cost Centre | 11      | 21      | 22     | 23     | 26     | 28  | 29     | 30    | 31      | 32     | 33     | 36      | 38     | 39       | 40       | 50       | 60 Total | Net Exp<br>£ | Net Exp<br>% |
|--------------------------------------------------------|-------------|---------|---------|--------|--------|--------|-----|--------|-------|---------|--------|--------|---------|--------|----------|----------|----------|----------|--------------|--------------|
| Public Open Space (inc sports & play areas)            |             | 263,375 |         | 3,420  | 21,447 |        |     |        |       |         |        |        |         |        | (35,800) |          |          |          | 252,442      | 23.0%        |
| Cemetery                                               |             |         | 20,200  |        |        |        |     |        |       |         |        |        |         |        |          |          |          |          | 20,200       | 1.8%         |
| Community Centre                                       |             |         |         |        |        |        |     |        |       |         |        |        | (5,728) |        | (3,900)  |          |          |          | (9,628)      | -0.9%        |
| Council Offices                                        |             |         |         |        |        |        |     |        |       |         | 39,311 |        |         |        |          |          |          |          | 39,311       | 3.6%         |
| Youth Café / Services                                  |             |         |         |        |        |        |     |        |       |         |        |        |         |        |          |          | 41,745   |          | 41,745       | 3.8%         |
| Public Events & Activities (inc Xmas lights, No 8 bus, |             |         |         |        |        |        |     |        |       | (7,400) | 26,200 |        |         |        |          |          |          |          | 18,800       | 1.7%         |
| Bat & Ball Station Building                            |             |         |         |        |        |        |     |        |       |         |        |        |         |        |          |          |          |          | -            | 0.0%         |
| Grants                                                 | 150         |         |         |        |        |        |     |        |       | 1,000   |        |        |         | 57,000 |          | 5,000    | (10,000) |          | 53,150       | 4.8%         |
| Democracy (inc Elections, Town Crier, paper adverts)   |             |         |         |        |        |        |     |        |       | 20,470  |        |        |         |        |          |          |          |          | 20,470       | 1.9%         |
| Professional Fees                                      | 2,000       |         |         |        |        |        |     |        |       | 18,460  |        |        |         |        |          |          |          |          | 20,460       | 1.9%         |
| Neighbourhood Development Plan                         |             |         |         |        |        |        |     |        |       |         |        |        |         |        |          |          |          |          | -            | 0.0%         |
| Vine Café                                              |             |         |         |        |        |        | (5) |        |       |         |        |        |         |        |          |          |          |          | (5)          | 0.0%         |
| Vine Grounds                                           |             |         |         |        |        |        |     | 21,953 |       |         |        |        |         |        |          |          |          |          | 21,953       | 2.0%         |
| Bat & Ball Station Building                            |             |         |         |        |        |        |     |        | 7,312 |         |        |        |         |        |          |          |          |          | 7,312        | 0.7%         |
| Insurance                                              |             |         |         |        |        |        |     |        |       | 17,000  |        |        |         |        |          |          |          |          | 17,000       | 1.6%         |
| Markets                                                |             |         |         |        |        |        |     |        |       |         |        |        |         |        |          |          |          |          | -            | 0.0%         |
| Development Costs                                      |             |         |         |        |        |        |     |        |       | 108,330 |        |        |         |        |          |          |          |          | 108,330      | 9.9%         |
| Administration (incl central employment costs)         |             |         |         |        |        |        |     |        |       | 451,960 |        |        |         |        | 100      | (18,085) |          |          | 433,975      | 39.6%        |
| IT                                                     |             |         |         |        |        |        |     |        |       | 23,660  |        |        |         |        |          |          |          |          | 23,660       | 2.2%         |
| Planning                                               | 32,730      |         |         |        |        |        |     |        |       |         |        |        |         |        |          |          |          |          | 32,730       | 3.0%         |
| Interest                                               |             |         |         |        |        |        |     |        |       | (6,000) |        |        |         |        |          |          |          |          | (6,000)      | -0.5%        |
| Transfer from Reserves                                 |             | 34,880  | 263,375 | 20,200 | 3,420  | 21,447 | (5) | 21,953 | 7,312 | 627,480 | 26,200 | 39,311 | (5,728) | 57,000 | (39,800) | 5,000    | 13,660   |          | 1,095,905    | 100.0%       |
|                                                        |             |         |         |        |        |        |     |        |       |         |        |        |         |        |          |          |          |          | (7,312)      |              |
|                                                        |             |         |         |        |        |        |     |        |       |         |        |        |         |        |          |          |          |          | 1,088,593    |              |