

18th February 2016

You are summoned to attend a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** to be held in the Council Chamber at the address below on Monday 22 February 2016 at 7pm to be followed by a meeting of the **TOWN COUNCIL**. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

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



Town Clerk

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

Committee Members:

Cllr R L Piper (Chairman)

Cllr S L Arnold (ex officio)

Cllr N J L Busvine OBE

Cllr J M Canet

Cllr M Chakowa

Cllr A S Clayton

Cllr R J Parry (Vice Chairman)

Cllr A Eyre

Cllr R M C Hogarth

Cllr E Parson

Cllr S G Raikes

Cllr Mrs P C Walshe

PUBLIC QUESTION TIME

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

A G E N D A

Apologies for absence.

1 DECLARATIONS OF INTEREST

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

2 REQUESTS FOR DISPENSATIONS

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

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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email: council@sevenoakstown.gov.uk
web: sevenoakstown.gov.uk



- 3 MINUTES
To approved and sign the minutes of the meeting of the Finance & General Purposes Committee held on 11th January 2016 (copy previously circulated and attached).
- 4 SUB COMMITTEES
(a) Youth Council
To receive and note that the meetings of the meeting of the Youth Council held on 20 January 2016 (copy previously circulated and attached).
(b) Youth Services Sub Committee
To receive and note that the meetings of the Youth Services Sub Committee held on 20 January 2016 (copy previously circulated and attached).
- 5 FINANCE REPORTS
(a) Statement of Accounts
To receive and consider the Statement of Accounts, together with the Responsible Finance Officer's report from 1st to 31st December 2015 (copy attached).
(b) Suppliers' Accounts
To authorise payment of the accounts listed in the schedules from 1st to 31st December 2015 (copy attached).
(c) Payroll Account
To confirm payments from the account listed in the schedules from 1st to 31st December 2015 (copy attached).
(d) Petty Cash Account
To confirm payments from the account listed in the schedules from 1st to 31st December 2015 (copy attached).
(e) Reserves Policy
To receive an update from the Responsible Finance Officer [*Minute 336 (a) 1 refers*] (copy attached).
(f) Cash Flow/Investment Opportunity
To receive an update from the Responsible Finance Officer [*Minute 336 (e) 2 refers*] (copy attached).
(g) Hospitality and Gifts Register
To receive and note that no Hospitality or Gifts were received by the employees of Sevenoaks Town Council during the period from 1 to 31 January 2016.
- 6 GRANTS
To receive and

(a) note the grant request history sheet
(b) consider grant requests
[Details of grant applications circulated to Members on 4th February 2016]

(c) note reports regarding grants previously awarded
[Reports previously circulated to Members on 11th February 2016]
- 7 SUMMER PLAY DAYS & FUNDING
To receive and discuss the Town Clerk's report and recommendation (copy attached).

- 8 SEVENOAKS TOWN PARTNERSHIP
To receive and note the minutes of the Sevenoaks Town Partnership Meeting held on 27th January 2016 (copy attached).
- 9 STAG RENT REVIEW
To receive and consider the Town Clerk's report relating to the Stag's Rent Review (to follow).
- 10 CURRENT MATTERS AND PRIORITIES
To receive and note a list of
a) current matters
b) priorities
of the Town Council (copies attached).
- 11 PRESS RELEASE
To consider any agenda items, which would be considered to be appropriate for a press release.

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

- 12 STREET LIGHTING REPORT
To receive and note an update from the Responsible Finance Officer (copy report circulated to Members only).

Minutes of the Meeting of the FINANCE & GENERAL PURPOSES COMMITTEE held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 11th January 2016 at 7:00 pm.

PRESENT**Cllr R L Piper (Chairman)**

Cllr S L Arnold *[ex officio]*
Cllr N J L Busvine OBE
Cllr J M Canet
Cllr M Chakowa
Cllr A S Clayton
Cllr A Eyre

Cllr R M C Hogarth
Cllr R J Parry (Vice Chairman)
Cllr E Parson
Cllr S G Raikes
Cllr Mrs P C Walshe
(12)

ALSO IN ATTENDANCE

Cllr Mrs R E Parry
Cllr E Parson
Cllr E T Waite *[arrived 7:20pm]*
Chief Executive/Town Clerk
Responsible Finance Officer
Committee Clerk

APOLOGIES

There were none

PUBLIC QUESTION TIME

No members of the public were present for the duration of the meeting.

333 DECLARATIONS OF INTEREST

There were none.

334 DISPENSATION

No requests had been received or approved.

335 MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 30th NOVEMBER 2015

RESOLVED: the minutes be received and signed as a true record.

336 FINANCE REPORTS

The Finance reports were received and considered:

a) Statement of Accounts

- i. **RESOLVED:** the statement of accounts together with the Responsible Finance Officer's report relating to the management accounts to 30th November 2015 be received and adopted.

NOTED:

- that if the proceeds of the sale of Raleys and or Cemetery Lodge have not been received by March 2016, then the deficit will have to be recovered by a transfer from Revenue Reserves.
- that Street lighting letters will not be sent to Linden Chase and the two cul-de-sacs as the residents have appealed against KCC's decision not to grant Public Right of Way status.
- the Vine Café made a loss compared with Business Plan for the months of October and November 2015 due to weather, however was anticipated to make a profit in its first full year of trading.
- the Investment Strategy be updated according to recommendations that the current Reserves Policy be retained, but reserves to be included on every F&GP agenda.

ii. **RESOLVED:**

- a. the statement of accounts to 30th November 2015 be received and noted
- b. also that the Planning committee Consider the progress of the Raleys development planning application

b) **Suppliers Accounts**

RESOLVED: to authorise the accounts listed in the schedules to 30th November 2015 (£74,556.63), having been inspected and compared with the schedules, for payment.

c) **Payroll Account**

RESOLVED: to confirm the payments from the account having been compared with the schedules to 30th November 2015 (£40,958.25) be accepted.

d) **Petty Cash Account**

RESOLVED: to confirm the payments from the petty cash account listed and having been inspected and compared with the schedule to 30th November 2015 (£459.14) be accepted.

e) **Investment Strategy 2016/2017**

RESOLVED: the Responsible Finance Officer's Investment Strategy for 2016/2017 together with consideration of investments with Financial Institutions be accepted as follows:

1. The Investment Strategy be updated to incorporate the following changes [*Appendix A attached*]:
 - Appropriate short/long-term credit ratings are applied to assess the risk of short-term and longer-term investments respectively;
 - Reference is included to considerations other than credit ratings in establishing creditworthiness;
 - Credit ratings are reviewed at least quarterly
2. The Responsible Finance Officer ascertains timings to open new accounts to discuss the spread of risk during the forthcoming period of the additional funds being available during the implementation of the Community Investment Plans in order to decide whether funds be invested through a broker in the money market or building society funds with appropriate ratings or in the CCLA public sector deposit.

NOTED: that future agendas include Cash Flow/Investment Opportunity item.

f) **Hospitality and Gifts Register**

RESOLVED: to note the Hospitality or Gifts received by the employees and by Members of Sevenoaks Town Council for the period ending 31st December 2015.

g) **Borrowing Policy**

RESOLVED: to accept the Town Clerk's report relating to potential borrowing needs noting the following principles:

1. Where possible the Town Council will not borrow funds.
2. If the Town Council does need to borrow funds it should be over the shortest term possible, however reference will be made to the repayments and relation to the business plan for the reason for borrowing.
3. If the borrowing is needed to develop a facility the revenue income from the facility must be sufficient to cover the repayment costs.
4. If the borrowing is needed to facilitate cash flow to generate increased capital receipts for the Town Council the capital receipts when received would pay off the loan.

h) **Reserves Policy**

RESOLVED:

- to accept the Responsible Finance Officer's report relating to reserves, noting that the Town Council may not always meet the current policy that the Town Council's general reserves fund equate to at least 6 months of the current precept at any one time

- to include Reserves Policy on future agendas
- to ascertain from Sevenoaks District Council the number of households in Bands other than D, and number of electors in Sevenoaks

337 **REVENUE ESTIMATES 2016/2017**

The Chairman asked each member in turn if they had any queries or comments on the proposed budget.

- a) **RESOLVED:** The final Revenue Estimates from the Responsible Finance Officer for the period 2016/2017 be accepted.
- b) **RESOLVED:** to recommend that the Town Council levy a precept on Sevenoaks District Council for the 2016/2017 budget of £973,618 equating to a Band D rate of £105.53 per annum.
- c) The Committee requested that the minutes record gratitude to the officers for their hard work on producing the budget.

338 **NATIONAL ASSOCIATION OF LOCAL COUNCILS [NALC]– REVIEW OF LOCAL COUNCIL TAX SUPPORT SCHEMES**

RESOLVED: the review of local council tax support schemes be received and noted.

339 **SEVENOAKS TOWN PARTNERSHIP**

RESOLVED: the minutes of the Sevenoaks Town Partnership meeting held on 16th December 2015 be received and noted.

340 **SEVENOAKS SUMMER FESTIVAL**

RESOLVED:

- a) To grant £5,000 towards general publicity, brochure and administration
- b) Not to make any contribution towards the Youth Music Stage in light of the offer of financial assistance from Kent County Councillor Mrs Crabtree in the regions of £1,500 to £2,000.

341 **NATIONAL ASSOCIATION OF LOCAL COUNCILS [NALC] – LOCAL COUNCIL AWARDS**

The Town Clerk reported verbally that it had been confirmed that Sevenoaks Town Council had been accredited with the Quality Gold Award.

The Quality Gold Award demonstrates that a Council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.

It was also noted that there were 11 councils in the Country with the Quality Gold Award.

342 **CURRENT MATTERS & PRIORITIES**

RESOLVED: to receive and note the list of current matters and priorities.

343 **PRESS RELEASE**

RESOLVED: to issue a press release relating to the Quality Gold Award.

There being no further business the Chairman closed the meeting at 8:26pm

Signed by the Chairman Dated

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**MINUTES OF THE SEVENOAKS YOUTH COUNCIL
HELD ON 20TH JANUARY 2016
COUNCIL CHAMBER, SEVENOAKS TOWN COUNCIL TN13 3QG**

Present: Youth Cllrs Taraminna Miah (Chairman), Olivia Kings (Vice Chairman), Tanjinna Miah (*Treasurer*), Alexander Dunn, Kelly Williams, Thomas Smith, Oliver Forth and Sam Chard.

In Attendance: Linda Larter Town Clerk, Gail Grieves, Manager of HITB Youth Café, Michèle MacDonald, Mr Shane Mochrie-Cox, KCC, Cllr Andrew Eyre [*arrived 6:07*] and Cllr Simon Raikes [*arrived 6:20*], Cllr Mrs R Parry and Cllr R Parry.

Apologies for Absence:

Youth Cllrs Freya Henderson and Emily Wood
Cllrs Cllr Stephen Arnold [*ex officio*]

Resignation of Youth Councillor Freya Henderson who is no longer able to attend future meetings.

13. Minutes of the Annual General Meeting held on 30th November 2015

Received and agreed to be a true record of the Meeting.

14. Finance Report

Noted that the balance on the account stood at £1,495.44.

15. YSSC

RESOLVED: Youth Cllr Olivia King become a representative on the Youth Services Sub Committee with effect from the next meeting on 16th March 2016

16. Events

i) Rockdale Housing Association

RESOLVED: to plan a day with an Easter Theme for Youth Councillors to visit Rockdale with the Mayor of Sevenoaks, Cllr Stephen Arnold, during the Easter holidays. The Committee Clerk to check if biscuits may be bought and decorated by Youth Councillors provided that ingredients be disclosed to Rockdale.

ii) Sevenoaks Youth Advisory Group meeting – Thursday 28th January 2016

RESOLVED: Youth Councillors Kelly Williams, Alexander Dunn, Sam Chard and Oliver Forth to attend the meeting at the Eden Centre in Edenbridge. Parental travel permission with KCC obtained.

iii) Suggestion for input for events in 2016

a. Sevenoaks Summer Festival- commences Saturday 18th June 2016.

Youth Councillor Tanjinna Miah suggested some youth bands perform on stage with the Youth Council sponsoring them.

RESOLVED that the Town Clerk check with Mr Ray Russell re an available slot in the afternoon on Saturday 18th June 2016 and that research takes place regarding potential young people they know who would be interested in performing. To discuss again at the next meeting.

b. Christmas Lights Switch On Event Friday 25th November 2016

RESOLVED that the date be born in mind and also that several of the current members will have gone to university at the start of the Autumn term.

17. Youth Shelter

Youth Councillor Alexander Dunn put forward the idea of a Youth Shelter in the Vine Gardens. The Town Clerk advised that this location falls within the Conservation Area. Other Youth Councillors were of the opinion that it should be provided somewhere that doesn't currently have shelter. Next to Greatness Skateboard park was an idea.

RESOLVED to prepare a survey and forward for circulation to see if young people wanted a youth shelter and preferred location. The Town Clerk advised the Town Council would be happy to consider this within its programme provided there is sufficient evidence that this is something the young people in Sevenoaks want and obtain funds for it. The Town Council is currently considering free facilities such as basketball courts and outside table tennis tables.

18. Suggestions:

- a) Youth Councillor Olivia Kings suggested that a time capsule be put in the new Community Centre under a flagstone to be revealed in 50 years' time.
RESOLVED that the Town Clerk take this idea forward.
- b) Youth Councillor Tanjinna Miah suggested that another event be held at the HITB, funded by the Youth Council such as a Mad Hatters Tea Party.
RESOLVED that the HITB Manager would liaise with Youth Councillor Tanjinna Miah to decide an event in the Easter Holidays when youth councillors could come in to make products in advance of the party. Rice Krispy cakes with min eggs was an idea suggested. Another date for youth councillors to go out to advertise and hand out free entry fliers to be organised by Youth Councillor Tanjinna Miah.
- c) Youth Councillor Sam Chard requested that the HITB has set nights for film showing.
RESOLVED that the Manager of the HITB would advertise on social media a "no film night" in order that young people were aware that the TV screen could be used for video games.
- d) Youth Councillor Oliver Forth raised the fact that the cost of trains at the age of 16 doubles in price and this was a concern for older pupils travelling by train to school or college.
RESOLVED that:
 - Youth Councillor Olive Forth ask his brother to survey friends at school and update the committee as to the number of people this might be an issue for.
 - the Town Clerk write to Wrotham School asking them how they organise young people to travel to school after the age of 16, asking if perhaps there is a shared bus for the young people available to use at subsidised costs.
 - The Committee Clerk contact the British Youth Council to ask if they would help survey young people nationally to petition for the age limit to be raised to 18 on public transport to fall in line with the legal adult age of 18 years in order that prices be kept low for young people still attending school legally up to the age of 18.

19. House in the Basement

- i) HITB Report for December and January 2015
 - ii) Geographical data for October to December 2015
 - iii) General statistics, including income for October to December 2015.
- It was agreed to note all of the reports.

20. Dates of future Meetings, 6 p.m. in the Town Council Chamber

- 16th March 2016
- 4th May 2016

There being no further matters for discussion, the Chairman closed the meeting at 6:56pm

**MINUTES OF THE SEVENOAKS YOUTH COUNCIL
HELD ON 20TH JANUARY 2016
COUNCIL CHAMBER, SEVENOAKS TOWN COUNCIL TN13 3QG**

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RESOLVED that the Manager of the HITB would advertise on social media a "no film night" in order that young people were aware that the TV screen could be used for video games.
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RESOLVED that:
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19. House in the Basement

- i) HITB Report for December and January 2015
 - ii) Geographical data for October to December 2015
 - iii) General statistics, including income for October to December 2015.
- It was agreed to note all of the reports.

20. Dates of future Meetings, 6 p.m. in the Town Council Chamber

- 16th March 2016
- 4th May 2016

There being no further matters for discussion, the Chairman closed the meeting at 6:56pm

**MINUTES OF THE SEVENOAKS TOWN COUNCIL
YOUTH SERVICES SUB COMMITTEE
HELD ON 20th JANUARY 2016 IN THE COUNCIL CHAMBER, SEVENOAKS TOWN COUNCIL,
BRADBOURNE VALE ROAD, SEVENOAKS TN13 3QG**

Present: Cllr N J L Busvine OBE Chairman, Cllr Mrs R E Parry Vice Chairman, Cllr A Eyre, Cllr S G Raikes, Cllr R J Parry, Cllr Mrs P C Walshe, Mrs Caroline Berry (SAYT), Mr Shane Mochrie Cox, Senior Early Help Worker (Open Access – Youth Work) KCC, Maxine Quinton (SDC) and Keith Rowell, Youth Work Manager West Kent Extra.

In Attendance: Linda Larter MBE Town Clerk, Michèle MacDonald Committee Clerk/Secretary to Town Clerk and Gail Grieves, Manager HITB Youth Cafe

Apologies for Absence: Cllr S L Arnold [*ex officio*], Cllr J M Canet, Cllr E Parson, Cllr R L Piper and Cllr E Waite, Alexander Dunn (Youth Councillor), Kelly Webb, Community Safety Team Leader SDC

There were no members of the public present.

62. REQUEST FOR DISPENSATIONS

There were no requests for dispensations.

63. DECLARATION OF INTEREST

There were no Declarations of Interest.

64. MINUTES OF THE YOUTH SERVICES SUB COMMITTEE

RESOLVED minutes of the meeting held on 4th November 2015, noted by Town Council on 14th December 2015 be noted and signed as a true record

65. MINUTES OF THE YOUTH COUNCIL MEETING

RESOLVED minutes of the meeting held on 4th November 2015 noted by the Finance & General Purposes Committee held on 30th November 2015 and ratified by Town Council on 14th December 2015 be noted as a true record.

NOTED: that Youth Councillor Olivia Kings, Vice Chairman of the Youth Council had volunteered to be a member of the Youth Services Sub Committee.

66. FINANCE REPORT

RESOLVED The Finance Report be received and noted. Noted Youth Council financial historic information need not be included in the future.

67. HOUSE IN THE BASEMENT YOUTH CAFÉ [HITB]

a) The HOUSE in the Basement report for January 2016 was received:

i. **Staffing**

Jack Higham has left House in The Basement and has been replaced with Simon Briley who has settled in exceptionally well, he is an experienced drummer and we hope to be able to relocate the drum kit within the café to enable some ad hoc lessons. Cali has been in New Zealand and is due to return on the 8th February 2016. We are still advertising for an apprentice to replace Katie.

RESOLVED: Recruitment of a part time Youth Worker and new Catering Apprentice outstanding. The Town Clerk advised that the Chef at Knole Academy may have some recruits and will be in touch.

ii. **Events**

HITB enjoyed the Christmas spirit with bauble decorating and tree decorating, several young people helped to decorate the café. On the 16th December we held a Christmas party with the assistance of SAYT who kindly allowed us the use of their church kitchen, a full Christmas meal was enjoyed by all. The night included games and gifts for all those in attendance. HITB has also had a poetry evening with Dan Simpson where the young people created a poem with one liners. Several food tasting sessions have also been incorporated into regular cafe nights. Staff also helped out with Pantomime tea for Mencap users. We are planning to sit with Young people to ask for ideas for 2016.

RESOLVED to note that: the Christmas party event went well. The Town Council gave thanks to SAYT for their assistance and use of kitchens. Attached to these minutes is the poem the youth created at their evening with Dan Simpson.

iii. **Environmental Health**

The café recently achieved a level 4 from the Environmental health agency. Several minor issues were raised and these has since been resolved. We are aiming for the full 5 next inspection.

We are considering a menu change within the next few months as several items do not seem to sell any more, within this we will be looking at pricing and spend per head.

RESOLVED to note that: that the HITB youth café achieved a rating of 4 from the Environmental Health Team. The committee congratulated the Manager of the House in the Basement Youth Café on this achievement as well as the increased spend per head.

RESOLVED to note that: and agreed that the menu will change to offer more hot food menu options with an increase in the charge from £2.50 to £3.00

iv. **No 8 Bus Passes**

These are working well and several young people use them on a regular basis, as yet numbers have not increased due to the pass, but we will continue to promote via social network sites. Currently we have given out 11 passes to regular café users

RESOLVED to note that: that 12 young people had taken advantage of the No 8 bus pass with some young people living in the Greatness area of the town, now able to attend the youth café, thus achieving one of the Town Council's objectives for this group of young people in Sevenoaks Town.

b) **KCC Commissioning**

The Town Council has received the following proposed procurement timetable from KCC for tenders for the Commission funding for the youth café. The current contract has been extended to end of August 2016.

Proposed Procurement Timetable	
Publication of Advert and Invitation To Tender (ITT) Documentation on the Kent Business Portal	15 th February 2016
Contract Award	w/c 10th May 2016
Mobilisation	June, July & August 2016
Contract Commencement Date	September 2016

The tender documents for the new contract for the next three years with an option for a further 2 year extension are expected on 15.02.2016. The Town Clerk advised that:

- i. the Town Council was intending to host a "Future Youth Work & Future Partnership" event on Thursday 18th February 2016 from 09:30am to 12:30pm in the HITB. However it was noted that the District Council, Mrs Lesley Bowles, was also arranging a meeting and asked that Ms Maxine Quinton let Mrs Lesley Bowles know this to avoid any potential conflict.
- ii. all local youth groups to be invited to attend the meeting on 18th February. Mr Keith Rowell confirmed he aimed to attend this meeting to further work in partnership.
- iii. it was considered that would be preferable to all work jointly and put forward one bid unitedly
- iv. the HITB youth café has a good base able to :
 - prove its geographical area provision with two thirds of current young people attending living outside of Sevenoaks and one third living in Sevenoaks Town
 - prove its partnership working
- ii. Mr Shane Mochrie-Cox stated that practitioners were having a mapping exercise meeting on Friday 22nd January from 1-3pm in Swanley.

c) **General Statistics**

The Chairman commented that in comparing the previous months to previous years, the HITB Youth Café was moving in an upward direction with attendance and income level trends.

d) Geographical data

RESOLVED to note that: statistics collected were for the period October to December 2015 with a good spread of attendees from within the Sevenoaks District area.

e) Reports from Co-Opted Partners:i. SAYT

Mrs Caroline Berry stated that:

- the young people had enjoyed the Christmas Party and that the ice skating day was a success.
- SAYT is struggling slightly because one of their Youth Workers has been off sick since the end of last year. The HITB Manager congratulated the two youth workers [Stefan and Darren] for the brilliant and fantastic support they give to HITB.
- In response to Cllr Parry's question on the views of SAYT and the KCC Commissioning bid, Mrs Caroline Berry stated that there be a meeting of the trustees of SAYT later in the evening whereby it will be brought to their attention the matter relating to the KCC Commissioning.

ii. West Kent Extra

Mr Keith Rowell

- agreed that people in the community should bid together and the Town Clerk confirmed that a meeting has been agreed to be scheduled with Ms Heather Brightwell, Head of Community Development West Kent Extra.
- advised that Mr Andy Watson had returned from his travels and is back working every Wednesday at the HITB until the end of March 2016 with immediate effect
- advised that there
 - is an NVQ Level 1 Food Safety Course taking place in Half term on 16th February with spaces still available
 - is a First Aid in a Day course on 19th February 2016
 - will be food available to the Young People attending on 28th January 2016
 - is an 8 week archery course in February/March 2016 at a cost of £2.50 per person per session [total £20]

and asked all to contact him for further information: keith.rowell@westkentextra.org

iii. Community Safety Team at SDC

Apologies were received from Ms Kelly Webb.

Ms Maxine Quinton advised that:

- Summer fun days were currently being planned
- a meeting will take place on Thursday 21st January 2016 to discuss an Anti-Social Behaviour found taking place at the Bat & Ball station and Greatness Recreation Ground. The Town Clerk queried why the Town Council had not been invited as this falls within its remit and the Town Council is on the brink of potentially taking over the Bat & Ball station building? Mr Keith Rowell also questioned why West Kent Extra Housing had not been invited? Both asked that this lack of communication be brought to SDC's attention.

iv. Kent County Council

Mr Shane Mochrie-Cox stated that:

- KCC have a full team now
- KCC are moving to outsourcing Education and youth participation services
- KCC Summer play provision information will follow

68. Press Releases

RESOLVED: no item was considered worthy of a press release.

There being no further business the Chairman closed the meeting at 7.55pm

Signed

.....
Chairman

Dated

.....

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Sevenoaks Town Council

Finance Officer's Report

Financial report for the period ended 31 December 2015

Attached to this report are the following:

- Statement of Fund balances (page 1);
- Working Capital summary (page 2);
- Capital Funds forecast and analysis (pages 3-10);
- Variance analysis for 9 months ended 31 December 2015 (pages 11-13);
- Income & Expenditure Account for 9 months ended 31 December 2015

1 Fund balances

The statement of fund balances at 31 December 2015 total £826,458 (*31 December 2014 - £982,746*) (see page 1). Instant access funds for STC general use as at 31 December 2015 were £394,289.

Deposits have been invested for varying maturities with the Bank of Scotland, HSBC, Handelsbanken and Nationwide attracting interest rates of 0.65%, 0.35%, 0.3%/0.48% and 0.95% respectively.

2 Working capital and reserves forecast

The net current assets have reduced by £197,606 since the beginning of the financial year to a balance of £518,021 (see page 2). This corresponds mainly to net capital spend to date of approximately £286k (see Item 3 below), offset by the £95k balance in the No 8 bus grant, which has been transferred to reserves.

In the top half of the balance sheet - cash has increased by £1k since the start of the financial year principally reflecting the precept received in advance of spending (£224k) and KCC grant received in advance (£95k) less capital spending to date and working capital movements.

3 Capital funds

Rolling Capital Reserve

At 31 December 2015 the Rolling Capital Reserve (reflecting amounts provided out of previous years' precept funds) stood at £47,595 (see page 3).

Capital receipts reserve

Net capital expenditure against the capital receipts reserve in the 9 months to 31 December 2015 amounted to £286k re the following:-

Capital expenditure:	£
Raleys Site – professional fees, rates, utilities	46,617
*Bat & Ball Centre design/management fees	39,468
*Vine kitchen equipment	10,608
*Vine Café	173,085
*Vine play equipment	7,612
*Vine toilets	17,151
*Raleys balcony/car park/pitch projects	50,459
Vine Pavilion ramp/professional fees	3,202
Stag air flow project	34,349
Bat & Ball Crescent	15,475
Information pods	608
Finance salaries	7,500
Irrecoverable VAT on tractor purchase 14/15	476

Less capital receipts	
Stag projector income	(6,300)
Vine café kitchen equipment grant	(9,060)
Vine café grant	(45,000)
Raleys pitch drainage grant	(44,998)
ICET play area grant	(7,603)
KCC Cllr Crabtree café kitchen equipt grant	(700)
Buckhurst Play Area (Round Table/Raffle)	(6,635)
Excess rolling capital provision transferred	(30)
	286,284

* indicates expenditure covered at least in part by grant income received in current or prior year.

The spend against the Capital Receipts Reserve has brought the balance on the reserve to a negative £106,098 at 31 December 2015 (see pages 4-6 for a detailed analysis of expenditure). Significant further spend is anticipated in the following months, including a net £64,000* to be incurred on the Buckhurst Play Area, which is to be completed by Easter 2016. Total costs and income associated with the Buckhurst play area are as follows:

Total expected cost	£100,000*
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Less income already rec'd:

Raised from STP business show (rec'd)	635
Round table grant (rec'd Dec 15)	6,000
Funded from CIL	7,365

Less income to be rec'd

CETB grant (£40k less 10% deduction) £36,000*

Net cost to Capital Receipts Reserve	£50,000
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The negative balance on the Capital Receipts Reserve is expected to be approximately £204k by March 2016 (see Agenda Item 5(e) below).

CIL Earmarked Reserve

£15,303 was charged against the CIL Reserve in relation to the Stag Air Handling project in December 2015, reflecting the amount left in the reserve after allocation of £7,365 to the Buckhurst Play Area as agreed by the F&GP Committee 30 November 2015.

Rolling Capital Programme

Pages 7-10 attached show the rolling capital programme as at December 2015, incorporating the additional projects included in the 2016/17 Revenue budget. Amounts relating to the Community Development Plan announced in November 2014 are shown in italics and no funding schedule is included owing to the current uncertainty.

4 Income & Expenditure Account for the 9 months ended 31 December 2015

The results for the first 9 months show net expenditure of £577k, compared with a budget of £579k. Major variances are:

Savings:

Reduction in gross pay in Open Spaces and Youth Café	£12.4k
Increased Open Spaces letting income (phasing)	£5.2k
Lower grants to date (phasing)	£7.6k
Higher letting income (CC and Council Chamber)	£5.4k

Offset by:

Unbudgeted Vine Café costs to date	£13.1k
Raleys properties disposal (net of gym savings)	£16.5k
Lower Cemetery income (possibly phasing)	£8.8k
Xmas decorations (phasing)	£13.1k

The variance analysis for the period to 31 December 2015 is attached as pages 11-13, and is followed by the detailed income and expenditure account by department.

Sevenoaks Town Council

Working Capital Summary as at 31 Dec 2015

	B/fwd 01-Apr-15 £	Movement* £	C/fwd 31-Dec-15 £	31/12/2014 £
Current Assets				
Stock	1,853	-886	967	1,424
Trade debtors	29,248	-3,042	26,206	22,397
VAT	18,487	6,935	25,422	25,851
Prepayments and other debtors	30,050	-29,492	558	2,533
Cash at bank and in hand	825,155	1,303	826,458	982,746
	<u>904,793</u>	<u>-25,182</u>	<u>879,611</u>	<u>1,034,951</u>
Current Liabilities				
Trade creditors	42,582	-15,845	26,737	7,816
Accruals and other creditors	121,196	-27,593	93,603	105,593
Prior Mayors charity account	525	-225	300	525
Precept received in advance	0	224,002	224,002	187,036
Receipts in advance (rent and hall hire)	24,863	-7,915	16,948	16,187
	<u>189,166</u>	<u>172,424</u>	<u>361,590</u>	<u>317,157</u>
Net Current Assets	<u>715,627</u>	<u>-197,606</u>	<u>518,021</u>	<u>717,794</u>
Represented by:				
General Funds				
Revenue Reserves	<u>356,230</u>	<u>-151</u>	<u>356,079</u> Note 1	<u>415,487</u>
Earmarked/Designated Funds				
Capital Receipts Reserves	180,186	-286,284	-106,098	156,440
Community Centre Reserve	13,398	0	13,398	13,398
Planning Fees Reserve	12,500	0	12,500	12,500
Rolling Capital Prog Revenue Reserve	59,768	-12,173	47,595	32,418
Pension Reserve	69,866	0	69,866	69,866
Street Lighting Reserve	2,931	0	2,931	1,568
Stag Winding Up Reserve	3,000	0	3,000	2,000
Contingency Provision Reserve	10,263	0	10,263	10,263
CIL Earmarked Reserve		7,365	7,365 Note 3	0
No 8 bus Reserve		95,075	95,075 Note 4	0
Mayor's Charity Reserve	7,485	-1,438	6,047 Note 2	3,852
	<u>359,397</u>	<u>-197,455</u>	<u>161,942</u>	<u>302,305</u>
	<u>715,627</u>	<u>-197,606</u>	<u>518,021</u>	<u>717,792</u>

* Negative numbers denote a decrease

- Note 1 Movement in revenue reserves reflects a favourable budget variance of £2,539 less £2,690 charges to reserves reflecting the repayment of tenants' deposits for the Raleys bungalow and Cemetery Lodge which had previously been credited to income
- Note 2 Current liabilities include an allowance of £300 relating to outstanding bills relating to previous mayors' charities Balance shown in the Mayor's Charity Reserve reflects the income relating to the current mayor
- Note 3 £15,303 was charged against the CIL Reserve re Stag airhandling project in December 2015. Balance in CIL Reserve has been earmarked for the Buckhurst Play Area.
- Note 4 The No 8 bus reserve includes the balance of the KCC grant and will be released as funds are spent over the 3 years of operation to October 2018

**Rolling Capital items
revenue raised to carry forward**

	RCP No	2015/16 P9 £	Reserved in year £	Spent/released to date	Mar-15 £
2010/11	48 Raleys car park	1,000.00			1,000.00 Expected Feb 2015/16
2011/12	27 Chapel Gutters	426.90		122.75	549.65 Jan-16
	47 Knole Paddock exterior paint and stain	1,718.00			1,718.00 Expected 2016/17
	60 Vine Pavilion Flat roof	20,000.00			20,000.00 Expected Feb 2016
	68 St Nicholas Church path repairs	2,500.00			2,500.00 Expected March 2016
2013/14	53 Tea Kiosk - paint exterior	2,000.00			2,000.00 Expected 2016
	78 Greatness recreation ground. Inner car park reapply roadstone	1,000.00			1,000.00 Expected Feb 16
	85 Kippington Meadow - Erosion control and repair tarmac rd	3,000.00			3,000.00 Expected Feb/Mar2016
2014/15	88 Cemetery paths by section 10 resurface	3,000.00			3,000.00 Expected Feb 2016
	95 Cemetery road repairs in gateway	-		6,000.00	6,000.00 Completed May 2015 Coldmac inv 16979 £5,970 (Remaining £30 tfrred to a/c 340)
	98 Mount Close replacement 4 bay swings	4,000.00			4,000.00 Expected Feb 2016
	115 Tree work identified in Quaife Woodlands report	1,441.50		3,558.50	5,000.00 Expected Jan 2016
	116 Further tree work other woodlands (autumn 15 report)	5,000.00			5,000.00 Expected Mar 2016
	117 Groundsmans store maintenance	1,000.00			1,000.00 Expected 2016/17
	118 Cemetery lodge	1,507.97		2,492.03	4,000.00 Work on water meter/CCTV prior to sale

47,594.37	-	12,173.28	59,767.65
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Sevenoaks Town Council
Dec-15

Capital receipts reserve		A/c period	£	£	£
Bal b/f 1 April 2015					180,185.63
Capital Income					
Stag projector hire	£700/m	P1-9		6,300.00	
Grants					
Big Lottery Fund - Vine Café kitchen equipment grant		P1		9,060.07	
ICET Vine Café £50k grant instalments		P2	17,232.00		
			1,946.70		
			25,698.84		
		P3	5,122.46		
Repay 10%			- 5,000.00		
				45,000.00	
ICET Raleys pitch drainage project grant		P2	4,992.00		
(See note 1)		P6	41,076.00		
		P7	721.20		
Less repayment 10%		P7	- 5,000.00		
SRFC contribution towards repayment		P7	1,500.00		
		P8	1,252.14		
Car park project		P7	958.66		
Repayment of SRFC 2014/15 donation		P9	- 502.50		
				44,997.50	
KCC Cllr Crabtree grant re Vine Café equipment		P6		700.00	
ICET Vine Play Area - grant agt 745		P6	5,262.00		
		P7	2,341.55		
				7,603.55	
Sevenoaks Round Table grant re Buckhurst Play Area		P9		6,000.00	
Business Show Raffle re Buckhurst Play Area - tfrred from STP		P9		635.00	
Excess rolling capital provision transferred					
RE project 95				30.00	
					120,326.12
Capital costs					
Inv no		Raleys disposal (RCP project 101)			
		<i>Apr-Sept 2015</i>			
		Brachers legal fees			
			- 17,857.05		
		Kent Cricket termination payment			
			- 12,800.00		
		Other			
			- 11,258.01		
		<i>Oct-Nov 2015</i>			
17948 SHR001 Shredding Raleys documents			- 120.00		
18105 EDF Raleys Bungalow Aug-Oct			- 27.70		
18083 Dec			- 28.46		
Irrecoverable VAT 2014/15			- 3,912.00		
18258 E-ON Raleys gas bill			- 8.95		
18356 Brachers legal fees			- 751.00		
18259 E-ON Raleys gas bill			- 19.21		
18261 British Gas Cricket Scl electric			- 66.33		
18262 British Gas Cricket Scl gas			- 129.45		
18318 E-On Raleys electric bill			- 17.69		
18335 Scottish Power Raleys Centre Nov electric			- 20.49		
18366 SDC Cricket scl rates refund			399.54		
				46,616.80	
		Bat & Ball Centre (RCP project 102)			
		<i>Apr-Sept 2015</i>			
		RIBA Honoraria/Fees			
			- 37,547.40		
		<i>Oct-Dec 2015</i>			
17999 Broxap site survey CC/Residential			- 1,920.00		
				39,467.40	
		Vine Café (RCP project 113 - partly funded by grants)			

Apr-Sept 2015

Prof fees - 11,940.00

Building works - 146,512.35

Oct-Dec 15

17839 OBM - building works	-	147.33	
17852 Fairalls building works	-	75.19	
17857 Fairalls building works	-	6.35	
18015 Fairalls building works	-	2.37	
17855 Fairalls building works	-	52.02	
17981 Premier alarm maintenance	-	1,915.00	
17829 A2D Architecture - prof fees	-	3,960.00	
17962 GJ Day electrical work	-	2,907.10	
17963 GJ Day electrical work	-	846.00	
17961 G3 building extras	-	2,780.00	
17904 IVC signs - Café signs	-	300.00	
17988 IVC fitting panels	-	65.00	
17964 Vine Café IVC Polite Notice	-	220.00	
17987 IVC Signs 2 UV Prints	-	65.00	
18053 OneCard VICTAS fireboards	-	198.23	
18053 OneCard 80L bin	-	121.90	
17990 InfoPod installation	-	158.00	
18043 SDC SNN new address	-	100.00	
18033 IVC Vinyl Stencils design	-	58.00	
18034 IVC Lam-Pints design	-	64.00	
18177 IVC panel installation	-	129.00	
18287 JLR sewer pipe location	-	180.00	
18386 Dishwasher/ installation	-	282.01	
	-		173,084.85

Vine Café kitchen equipment (RCP project 113a - funded by £9,060 grant rec'd April 2015)*Apr-Sep 2015*

Equipment - 8,059.19

Oct-Dec 2015

17818 Nisbets cups/saucers	-	85.21	
17859 Nisbets equipment	-	300.68	
17860 Nisbets trolley	-	126.98	
17893 Nisbets shelf	-	62.98	
17827 KCC Toaster	-	149.99	
18054 OneCard Nisbets credit - polar chillers		224.99	
18054 OneCard Nisbets credit - polar chillers		299.99	
18054 OneCard Nisbets Vogue sink	-	344.99	
18084 Nisbets chairs/tables	-	186.81	
18123 Nisbets CN green bin inv 17893)		15.29	
18181 Nisbets tables/chairs 11849002	-	262.32	
18182 Nisbets CN 866532 kitchen mixer		305.99	
18289 Nisbets 11662212 - water boiler, mixer	-	1,673.88	
Less play equipt transferred		348.42	
18290 QVS electric heater returned		149.95	
	-		9,908.40

Vine Café kitchen equipment (RCP project 113a - funded by £700 grant from KCC Cllr Crabtree)

17762 Nisbets cups	-	22.18	
17705 Nisbets crockery	-	479.89	
17786 OneCard IKEA equipment	-	197.93	
	-		700.00

Vine Café Play Equipment (RCP project 113b - funded by ICET grant (agt 745) up to £10,525)

17766 T Golf parasol	-	223.00	
17753 Coolings chairs/tables	-	2,323.88	
17364 Nisbets chairs	-	331.25	
17958 Broxap Vine play equipment	-	4,385.00	
18289 Nisbets tables/chairs	-	348.42	
	-		7,611.55

Vine Toilets (RCP project 119 - £9.7k grant received 2014/15)*Apr-Dec 2015*

17405 SDC fee	-	140.00	
17541 G Ball architects fees re Vine toilets	-	2,352.35	
17756 Locum Locks - Vine toilets locks	-	780.13	
17973 Zurich insurance WIP	-	106.00	
18191 Riverside - Vine Pavilion WC works	-	13,773.00	
	-		17,151.48

Raleys pitch drainage/Paddock landscape work (covered by grant)*Apr-Sept 2015*

Pitch drainage project	-	42,210.21	
Irrecoverable VAT on drainage works	-	832.00	
Car park extension project	-	4,660.00	
<i>Oct-Dec 2015</i>			
17926 SGE - brackets for steps - car park project	-	127.80	
17909 Lister Wilder aerator - pitch drainage	-	601.00	
Add prov'n for Irrec VAT	-	120.20	
17907 Gaza Timber - benches - car park project	-	191.17	
17908 Sevenoaks Rugby Club - benches - car park project	-	616.65	
17679 Mark Harrod - new rugby goal posts for drained pitch	-	1,100.00	
	-		50,459.03
Finance salaries (RCP Project 114)			
£10k costs allocated to capital (£833.33/m)	-	7,499.97	
Information Pods (RCP Project 89 completion)			
<i>Apr-Aug 2015</i>			
Vine Café Info Pod	-	607.83	
Vine Pavillion RCP projects 60 and 103)			
<i>Oct-Nov 2015</i>			
17541 Glenn Ball - architects fees re ramp	-	2,352.35	
17898 CTP - Vine Pavillion prof fees	-	850.00	
	-		3,202.35
Stag Air Flow (RCP Project 121)			
18192 Stag - Upgraded airflow	-	29,855.30	
18235 Stag - Upgraded airflow	-	19,796.83	
Less transferred to CIL		15,303.00	
	-		34,349.13
Other Irrecoverable VAT re capital items			
Nov-15			
Paid P8 on tractor GN64 DYM	-	476.00	
BAT & Ball Crescent			
18193 S Williams Architecture	-	15,475.00	
	-		406,609.79
Balance @ 31 Dec 2015			106,098.04

Work In Progress and scheduled projects as at 31st December 2015

Scheduled Work in Progress Summary										Committed Funds					
Financial Year	Scheme	Estimated cost		Spend to date		Estimate to complete/(overspend)			Current Status	2015/16		2016/17		2017/18	
		Cost Precept	Cost Reserves	Cost Precept	Cost Reserves	Charge to Revenue Precept	Charge to Earmarked Res a/c 316	Charge to CIL Reserve A/c 360		Charge to CRR A/c 340	Cost Precept	Cost Reserves	Cost Precept	Cost Reserves	Cost Precept
		£	£	£	£	£	£	£		£	£	£	£	£	£
2008/09	Finance & General Purposes														
	4 Remedial works to retaining wall at rear of Council Chamber	5,000		-		5,000			Wall continues to be monitored for movement					5,000	
2009/10	Open Spaces & Leisure														
	27 Greatness Cemetery Chapel - repair gutters		600	173			427		Commenced 2014/15		427				
2010/11	Open Spaces & Leisure														
	47 Knole Paddock Pavilion - external paint and stain and timber repairs		2,500	782			1,718		work to be completed in 2016/17				1,718		
	48 Raleys car park - repairs to surface		1,000				1,000		work to be completed 2015/16		1,000				
	53 Tea Kiosk - paint exterior		2,000	-			2,000		work to be completed in 2016/17				2,000		
2011/12	Open Spaces & Leisure														
	60 Vine Pavilion - Replace flat roof and insulate		30,000		3,202		20,000	6,798	work to be completed in 2015/16 Work to date reflects prof fees/architects		26,798				
	61 Greatness Recreation ground - replace skatepark surface	1,000		1,000					Transferred to project 128 from 2016/17						
	62 Vine Waste bus shelter, Dartford road	6,000				6,000			Defer till grant available						
	68 St Nicholas Church path repairs by south door	1,000	2,500			1,000	2,500		To be completed in 2015/16	1,000	2,500				
2012/13	Open Spaces & Leisure														
	78 Greatness recreation ground. Inner car park reapply roadstone		1,000				1,000		To be completed in 2015/16		1,000				
	83 Millpond maintenance	5,000				5,000			Negotiations re taking over Millpond still under discussion					5,000	
2013/14	Open Spaces & Leisure														
	85 Kippington Meadow - Erosion control and repair tarmac rd		3,000				3,000		To be completed 15/16		3,000				

Work in Progress and scheduled projects as at 31st December 2015

Scheduled Work in Progress Summary												Committed Funds					
Financial Year	Scheme	Estimated cost		Spend to date		Estimate to complete/(overspend)					Current Status	2015/16		2016/17		2017/18	
		Cost Precept	Cost Reserves	Cost Precept	Cost Reserves	Charge to Revenue Precept	Charge to Earmarked Res a/c 316	Charge to CIL Reserve A/c 360	Charge to CRR A/c 340	Cost Precept		Cost Reserves	Cost Precept	Cost Reserves	Cost Precept	Cost Reserves	
88	Cemetery Paths by section 10 resurface	£	£ 3,000	£	£	£	£ 3,000	£	£	£	To be completed 15/16	£	£ 3,000	£	£	£	£
2014/15	Open Spaces & Leisure																
90	Cemetery Railings - repairs to adjacent Greatness	2,000				2,000					To be completed 15/16	2,000					
92	War memorial repointing	1,000				1,000						1,000					
93	Vine Gardens - Rebuild bridge		8,000								To be completed April 2016				8,000		
94	Replacement van for GL05 XVU		20,000								To be completed April 2016				20,000		
96	Cemetery wall of remembrance repair corner coping	600				600					To be completed 15/16	600					
98	Mount Close replacement 4 bay swings		4,000				4,000				To be completed 15/16		4,000				
99	Middlings Wood, new steps to Britans Lane	1,000				1,000					To be completed 15/16	1,000					
100	Littlewood, Coppice Alder Trees	4,000				4,000					To be completed 15/16	4,000					
115	Tree work identified in Qualife Woodlands report		5,000		3,559		1,442						1,442			1,000	
116	Additional tree work re summer 2015 report		5,000				5,000						5,000				
117	Groundsmans store maintenance		1,000				1,000				Add'l maintenance per 2015 Insurance report						
118	Cemetery Lodge maintenance		4,000		2,492		1,508									1,508	
2014/15	Finance & General Purposes																
80(2) and 101	Raleys project costs Further marketing costs + 0.625% of sale price (est £2.2m)		43,750		60,723												
102	Community Centre Development project - feasibility Reclassified from project 63	36,000			29,736								6,264				
103	Vine Pavilion repaint																
104	Sencio contribution re Raleys gym	12,000	95,000														

Committed Funds

Work in Progress and scheduled projects as at 31st December 2015

Scheduled Work in Progress Summary												Committed Funds				
Financial Year	Scheme	Estimated cost		Spend to date		Estimate to complete/(overspend)				Current Status	2015/16		2016/17		2017/18	
		Cost Precept	Cost Reserves	Cost Precept	Cost Reserves	Charge to Revenue Precept	Charge to Earmarked Res a/c 316	Charge to CIL Reserve A/c 360	Charge to CRR A/c 340		Cost Precept	Cost Reserves	Cost Precept	Cost Reserves	Cost Precept	Cost Reserves
105	Indoor Cricket School Replacement	£	150,000	£	1,097	£	£	£	£	by proceeds from sale of Raleys	£	£	£	£	£	£
106 *	Bat & Ball Community Centre/Conference Centre/Council offices															
107 *	New Play Area															
108 *	Multi Use Games Area															
109 *	Free recreational activities		4,553,000							Projects 106-112 to be covered by proceeds from sale of Raleys/ Council offices/Cemetery Lodge						
110 *	Sports strategy															
111 *	Neighbourhood Development Plan															
112 *	Stag Community Arts Centre contribution															
113	Conversion of band practice room to café		115,000		128,804				13,804	£160k total building cost, of which £45k covered by ICEI grant						
113a	Vine café kitchen equipment		-		848				848	Spend to 11/15 £10,608 mainly covered by £9,060 grant rec'd 4/15 and £700 KCC grant rec'd 9/15						
113b	Vine Café play area									Spend to 10/15 £7,612 covered by grant of £10,525						
114	Additional finance salaries		10,000		7,500				2,500			2,500				
119	Vine toilets		25,140		17,151				7,989	£9,685.66 grant received from KCC in 2014/15 towards this project		7,989				
2015/16	Community & Infrastructure															
120	Sencio S106 advance for gymnastics programme		5,940							Agreed advance from the £95k S106 agreement on sale of Raleys delayed for legal reasons -						
121	Stag air handling project		65,000		49,652				15,348			15,348				
131	Bat & Ball Crescent		20,000		15,475				4,525	Reference minute 92(ii)			4,525			
132	Buckhurst Play Area		50,000					7,365	50,000	£100,000 less external funding £42,635			57,365			
2015/16	Open Spaces & Leisure															
122	Replacement yard tractor (CC21)		12,000						12,000						12,000	

Work in Progress and scheduled projects as at 31st December 2015

Scheduled Work in Progress Summary										Committed Funds					
Financial Year	Scheme	Estimated cost		Spend to date		Estimate to complete/(overspend)				2015/16		2016/17		2017/18	
		Cost Precept	Cost Reserves	Cost Precept	Cost Reserves	Charge to Revenue Precept	Charge to Earmarked Res a/c 316	Charge to CIL Reserve A/c 360	Charge to CRR A/c 340	Cost Precept	Cost Reserves	Cost Precept	Cost Reserves	Cost Precept	Cost Reserves
123	New Cemetery messroom and workshop (CC 22)	£ 25,000	£	£	£	25,000	£	£	£	£	£	£	£	£	£
124	Refit Raleys kitchen (CC 21)	2,000				2,000					25,000		2,000		
125	Replace Pontoise/Betenson rusting gates (CC 21)	2,000				2,000					2,000		2,000		
126	Millpond Wood - replace 6 bar gate and posts (CC 21)	1,500				1,500					1,500		1,500		
127	Millpond Wood - replace fence over Seal Rd (CC 21)	2,500				2,500					2,500		2,500		
128	Greatness skate park - replace sialite	3,000				3,000					3,000		3,000		
129 (and 103)	Vine Pavilion - renovation	70,000				70,000					70,000		70,000		
130	Cemetery mapping programme	5,310				5,310					5,310		5,310		
		197,910	5,225,430	1,955	370,239	148,910	47,595	7,365	89,798		9,600	142,156	123,310	34,226	10,000
														34,226	-
											A/c 340	100,058			
											A/c 316	41,369			
											A/c 360	7,365			
												148,792			
												Less rec'd in adv		-	6,935
												re Buckhurst			142,157
Notes															
83 Millpond Maintenance is provisional upon the District Council transferring the responsibility to the Town Council															
94 GU05 XVU has reached the end of its economic life															
Income from the Community Infrastructure Levy (CIL) will be used to underwrite capital projects that comply with CIL Regulations 2010															

Notes
83 Millpond Maintenance is provisional upon the District Council transferring the responsibility to the Town Council
94 GL05 XVU has reached the end of its economic life

Income from the Community Infrastructure Levy (CIL) will be used to underwrite capital projects that comply with CIL Regulations 2010

* Community Development Plan - costs not shown separately due to their sensitive nature

Report to Finance and General Purposes Committee 22 February 2016

December 2015 Year to Date Variance analysis

Cost Centre	Net YTD expenditure			Annual budget costs/ (income)	Explanation of YTD variances
	Actual costs/ (inc)	Budget costs/ (inc)	Fav/(adv) Variance		
	£	£	£	£	
Planning Committee	23,322	24,588	1,266	32,678	The favourable variance reflects only £53 professional fees incurred to date. The unused neighbourhood plan provision (included in 'other creditors') currently stands at £8.0k
Open Spaces & Leisure Committee					
General	128,059	158,313	30,254	214,409	Underspend on gross pay to date £8.6k reflects staff vacancy filled January 2016; other underspends mainly due to phasing, including £3.3k lower equipment spend
Cemetery	22,368	14,415	(7,953)	16,987	Adverse YTD variance due to lower than budgeted cemetery income (£8.8k) offset by other favourable variances
Allotments	(382)	(332)	50	0	
Raleys Gym	9,275	14,543	5,268	23,415	Gym has not held classes in 2015/16. All staff were made redundant by May 2015 (redundancy costs reflected in 2014/15). Ongoing costs reflect staff hours monitoring the site, plus waste removal costs
Street lighting/general	12,802	14,394	1,592	17,409	The favourable variance mainly reflects the phasing of streetlighting expenses and lower than budgeted hanging basket costs

Net YTD expenditure					
Cost Centre	Actual costs/ (inc)	Budget costs/ (inc)	Fav/(adv) Variance	Annual budget costs/ (income)	Explanation of YTD variances
Vine	28,819	11,919	(16,900)	14,997	The café generated net costs of £3,137 compared with £3,611 the previous month. Comparisons against budget are not meaningful for this cost centre as the Vine Café was not included in the 2015/16 budget
Finance & General Purposes Comm					
Establishments	288,687	295,422	6,735	410,031	Favourable variances include irrecoverable VAT £2.4k (£5.6k charge for the year excludes £5.2k charged to Capital Receipts Reserve) and legal expenses £3.1k.
General	19,560	5,300	(14,260)	25,800	Adverse variance mainly reflects phasing of Xmas lights spend/donations. Number 8 bus service commenced 2/11- preparation costs to date of £4.8k have been offset by a release of grant funds in a/c 1495. The remaining KCC grant of £95k is included as a separate earmarked reserve and will continue to be released as funds are spent over the 3 years of operation.
Council Offices	23,218	25,509	2,291	27,442	Favourable letting and hire facilities includes income relating to hire of the chamber for the election
Community Centre	(8,384)	(3,177)	5,207	(5,821)	Adverse variance on gross pay reflecting duplication of staff during the handover process more than offset by higher letting income and lower maintenance costs
Grants	44,923	52,519	7,596	66,775	Currently lower grant awards than budgeted

Net YTD expenditure					
Cost Centre	Actual costs/ (inc)	Budget costs/ (inc)	Fav/(adv) Variance	Annual budget costs/ (income)	Explanation of YTD variances
Property	(13,335)	(34,247)	(20,912)	(46,388)	Adverse variance reflects the lack of income from Raleys bungalow/Raley's Centre and Cemetery Lodge which were vacated in 2014/15 and November 2015 respectively
Sevenoaks Town Partnership	4,374	3	(4,371)	5,000	Vintage bus expenses were £1.5k higher than budgeted, due largely to the replacement of damaged advertising panels. The business show achieved a surplus of £1.7k. Business Awards generated net costs of £0.5k. Friends of Bat & Ball costs (£1.3k YTD) will be transferred against the £2.4k provision in Other Creditors.
Youth Cafe	0	4,022	4,022	5,368	KCC grant income is released to bring the Cost Centre to break-even position. Favourable variance in gross pay reflects casual staff hours in summer budgeted but not worked.
Markets	(6,745)	(4,091)	2,654	(5,000)	Favourable variance reflects change to contractor for moving Blighs stalls and lower publicity spend to date partly offset by lower income across all markets. However extra Blighs markets in December boosted income for the month.
Total	576,561	579,100	2,539	803,102	

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2015

Month No : 9

Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
11 Planning - General									
1851 Neighbourhood Plan	0	0	0	9,580	0	-9,580	0		-9,580
4010 Gross Pay	2,507	2,507	0	22,565	22,563	-2	30,086		7,521
6240 Computer/ Data Base/WP's	0	24	24	405	216	-189	286		-119
6630 Professional Fees	9	167	158	53	1,503	1,450	2,000		1,947
6720 Books and Periodicals	0	0	0	149	153	4	153		4
7500 Local Organisations Grants	0	0	0	150	153	3	153		3
	2,516	2,698	182	32,901	24,588	-8,313	32,678	0	-223
Planning - General :- Expenditure									
1852 Neighbourhood plan tfr to prov	0	0	0	9,580	0	9,580	0		
	0	0	0	9,580	0	9,580	0		
Planning - General :- Income									
	2,516	2,698	182	23,322	24,588	1,266	32,678		
Net Expenditure over Income									
21 O/ Spaces & Leisure - General									
4010 Gross Pay	9,502	10,904	1,402	88,886	97,478	8,592	130,190		41,304
4270 Employers Pension Contribution	580	606	26	4,728	5,454	726	7,271		2,543
5010 Vine Area General Maintenance	0	0	0	8	0	-8	0		-8
5011 Property Maintenance	0	1,250	1,250	1,660	3,750	2,090	7,500		5,840
5013 Graffiti Removal	0	128	128	325	1,152	827	1,530		1,205
5020 Vine Public Convenience	0	0	0	50	0	-50	0		-50
5025 Lower St Johns Toilets	1,147	624	-523	5,165	6,992	1,827	8,860		3,695
5030 St Nicholas Burial Ground	0	14	14	0	126	126	165		165
5040 Footpaths, Bridle Ways, ROW	0	18	18	0	162	162	215		215

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2015

Cost Centre Report

Month No : 9

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
5050 Seats And Litter Bins	0	200	200	1,073	1,800	727	2,400		1,327
5060 Trees Sevenoaks Common	0	0	0	18	0	-18	3,315		3,297
5065 Tree Safety Survey	2,400	0	-2,400	2,400	1,500	-900	1,500		-900
5070 Other Woodlands	995	510	-485	1,835	1,530	-305	3,060		1,225
5110 Raleys/ K P Pavilion	144	167	23	1,064	1,503	439	2,000		936
5120 Raleys/KP Pitch & Grnd Mtce.	1,893	390	-1,503	5,651	3,490	-2,161	4,656		-995
5310 Miscellaneous Open Spaces	1,494	510	-984	4,420	4,590	170	6,120		1,700
5316 Skatepark Maintenance	0	212	212	3,748	1,908	-1,840	2,550		-1,198
5317 Raleys Car Park	0	38	38	902	342	-560	460		-442
5320 Fertilizers	0	0	0	309	1,420	1,111	1,420		1,111
5330 Grass Seed	0	0	0	0	300	300	1,850		1,850
5340 Plants	138	155	18	1,987	2,085	98	2,550		563
5410 Repairs & General Maintenance	13	46	33	1,037	414	-623	551		-486
5500 Equipment Hired and New	646	643	-3	2,521	5,787	3,266	7,720		5,199
5525 Equipment Maintenance	183	625	442	4,549	5,625	1,076	7,500		2,951
5550 Vehicle Expenses	669	272	-397	2,018	2,448	430	3,259		1,241
5700 Fuel	326	678	352	4,487	6,102	1,616	8,140		3,654
6000 Rent, Rates & Water	2	127	125	884	2,816	1,932	3,200		2,316
6010 Light Heat & Cleaning	0	117	117	621	1,053	432	1,400		779
6101 Telephone	13	17	4	70	153	83	200		130
6104 Mobile Telephone	33	12	-21	67	108	41	150		83
6200 Printing & Stationery	0	0	0	67	0	-67	0		-67
6240 Computer/ Data Base/WP's	0	22	22	0	198	198	265		265
6315 Recruitment Costs	0	0	0	88	0	-88	0		-88
6320 Staff Training	0	155	155	125	1,395	1,270	1,855		1,730

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2015

Month No : 9

Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6330 Welfare/Hospitality	15	28	13	182	252	70	330		148
6730 Subscriptions	0	21	21	45	189	144	250		205
6812 Road Dues	165	57	-108	165	513	348	1,633		1,468
6851 Bus Shelter Maintenance	0	14	14	0	126	126	165		165
6900 Sundry Expenses	-1,580	8	1,588	-1,710	72	1,782	100		1,810
6922 Health & Safety/Legal advice	0	0	0	296	1,551	1,255	1,551		1,255
6930 Alarm Maintenance	0	0	0	748	600	-148	600		-148
6931 CCTV Maintenance	0	146	146	675	1,314	639	1,750		1,075
6934 Waste Bin Collection-Dog Bins	0	0	0	1,165	1,691	526	2,301		1,136
6935 Waste Bin Disposal-Waste Bins	428	292	-136	2,519	2,628	109	3,500		981
6952 Protective Clothing	153	100	-53	821	900	79	1,195		374
O/ Spaces & Leisure - General :- Expenditure	19,358	19,106	-251	145,668	171,517	25,849	235,227	0	89,559
1022 Letting & Hire of Facilities	5,185	0	5,185	14,780	9,569	5,211	16,881		
1316 Raleys Car Park Permits	1,033	0	1,033	1,046	1,750	-704	1,750		
1470 Income from Other Departments	0	71	-71	0	639	-639	857		
1550 Insurance Claims	0	0	0	596	0	596	0		
1850 Log Sales	0	0	0	969	1,000	-31	1,000		
1990 Sundry Income	0	28	-28	219	246	-27	330		
O/ Spaces & Leisure - General :- Income	6,218	99	6,119	17,609	13,204	4,405	20,818		
Net Expenditure over Income	13,139	19,007	5,868	128,059	158,313	30,254	214,409		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2015

Month No : 9

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>22 O/ Spaces & Leisure - Cemetery</u>										
4010	Gross Pay	4,821	4,691	-130	42,665	42,219	-446	56,290		13,625
4270	Employers Pension Contribution	514	460	-54	4,475	4,140	-335	5,516		1,041
5210	Cemetery Chapel & Office	0	14	14	391	126	-265	163		-228
5230	Cemetery Wshop/Messroom Mtce	0	14	14	0	126	126	163		163
5340	Plants	29	0	-29	29	0	-29	0		-29
5410	Repairs & General Maintenance	7	217	210	1,943	1,953	10	2,600		657
5500	Equipment Hired and New	0	153	153	1,034	1,377	343	1,831		797
5525	Equipment Maintenance	1,110	192	-918	1,749	1,728	-21	2,310		561
5550	Vehicle Expenses	731	0	-731	731	0	-731	0		-731
5700	Fuel	0	74	74	462	666	204	893		431
6000	Rent, Rates & Water	353	300	-53	5,003	5,200	197	5,500		497
6010	Light Heat & Cleaning	96	100	4	528	900	372	1,200		672
6101	Telephone	38	59	22	312	531	219	704		392
6104	Mobile Telephone	0	2	2	8	18	10	30		22
6200	Printing & Stationery	0	4	4	0	36	36	50		50
6240	Computer/ Data Base/WP's	0	31	31	1,475	279	-1,196	367		-1,108
6281	Furnishings,Furniture/Eqpt	0	0	0	189	0	-189	0		-189
6315	Recruitment Costs	0	41	41	0	377	377	500		500
6320	Staff Training	0	128	128	260	1,152	892	1,530		1,270
6330	Welfare/Hospitality	0	13	13	37	117	80	153		116
6620	Legal Expenses	400	0	-400	400	0	-400	0		-400
6730	Subscriptions	0	0	0	90	103	13	103		13
6802	Trees Plants Turf & Fertilizer	0	0	0	873	1,250	377	1,250		377

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2015

Month No : 9

Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6822 Roads Path & Boundaries	0	44	44	13	396	383	530		517
6832 Lawn/Wall of Remembrance	0	0	0	48	357	309	357		309
6900 Sundry Expenses	0	4	4	0	36	36	50		50
6922 Health & Safety/Legal advice	0	0	0	45	269	224	269		224
6930 Alarm Maintenance	0	27	27	565	666	101	750		185
6931 CCTV Maintenance	520	0	-520	520	0	-520	0		-520
6932 Cemetery Security	747	370	-377	3,018	3,330	312	4,437		1,419
6935 Waste Bin Disposal-Waste Bins	142	93	-49	756	837	82	1,117		362
6952 Protective Clothing	46	55	9	196	495	299	664		468
O/ Spaces & Leisure - Cemetery :- Expenditure	9,552	7,086	-2,466	67,816	68,684	868	89,327	0	21,511
1011 Cemetery Lodge Water Contr.	0	34	-34	117	170	-53	205		
1700 Cemetery Income	4,882	6,011	-1,129	45,330	54,099	-8,769	72,135		
O/ Spaces & Leisure - Cemetery :- Income	4,882	6,045	-1,163	45,448	54,269	-8,822	72,340		
Net Expenditure over Income	4,670	1,041	-3,629	22,368	14,415	-7,953	16,987		
23 O/ Spaces & Leisure- Allotment									
5340 Plants	0	0	0	20	0	-20	0		-20
5410 Repairs & General Maintenance	0	35	35	182	315	133	422		240
6000 Rent, Rates & Water	0	0	0	56	25	-31	250		194
O/ Spaces & Leisure- Allotment :- Expenditure	0	35	35	258	340	82	672	0	414
1010 Rental Income	-50	24	-74	640	672	-33	672		
O/ Spaces & Leisure- Allotment :- Income	-50	24	-74	640	672	-33	672		
Net Expenditure over Income	50	11	-39	-382	-332	50	0		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2015

Month No : 9

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>24 O/Spaces. & Leisure - Gym</u>										
4010	Gross Pay	119	2,076	1,957	5,769	18,684	12,915	24,911		19,142
4270	Employers Pension Contribution	0	78	78	156	702	546	933		777
4600	Gym Instructors-Summer Term	0	0	0	31	7,500	7,469	7,500		7,469
4604	Gym Instructors-Autumn Term	0	3,500	3,500	0	7,500	7,500	7,500		7,500
4608	Gym Instructors-Spring Term	0	0	0	845	0	-845	7,500		6,655
4613	Gym Instructors-Summer Hols	0	0	0	0	1,200	1,200	1,200		1,200
5410	Repairs & General Maintenance	0	50	50	320	450	130	600		280
5525	Equipment Maintenance	0	28	28	178	252	74	335		157
6000	Rent, Rates & Water	-12	0	12	2,868	3,089	221	3,089		221
6010	Light Heat & Cleaning	0	824	824	383	2,472	2,089	3,297		2,914
6020	Insurance Cost	0	0	0	0	925	925	925		925
6101	Telephone	0	22	22	27	198	171	269		242
6200	Printing & Stationery	0	117	117	0	1,053	1,053	1,403		1,403
6210	Postage & Courier	0	6	6	11	54	43	77		66
6240	Computer/ Data Base/WP's	21	28	7	69	252	183	335		266
6241	Website Costs	0	11	11	0	99	99	128		128
6281	Furnishings,Furniture/Eqpt	0	69	69	0	621	621	831		831
6315	Recruitment Costs	0	44	44	0	396	396	525		525
6320	Staff Training	0	44	44	0	396	396	525		525
6330	Welfare/Hospitality	0	9	9	248	81	-167	108		-140
6340	Staff Uniforms	0	27	27	0	243	243	325		325
6460	Publicity	0	319	319	0	2,871	2,871	3,825		3,825
6560	Badges	0	26	26	1,286	234	-1,052	306		-980

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2015

Cost Centre Report

Month No : 9

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6567 Judo Grading	0	8	8	0	72	72	102		102
6568 Course Material	0	9	9	0	81	81	111		111
6635 Professional Fees Licensing	0	0	0	180	195	15	195		15
6871 Gym Equipment	0	42	42	0	378	378	500		500
6872 Gym Equipment-Repairs & Mtce	0	18	18	0	162	162	215		215
6900 Sundry Expenses	0	36	36	0	324	324	430		430
6922 Health & Safety/Legal advice	0	22	22	150	198	48	269		119
6935 Waste Bin Disposal-Waste Bins	360	0	-360	360	0	-360	0		-360
6939 Healthcare Services	0	58	58	507	522	15	700		193
O/Spaces & Leisure - Gym :- Expenditure	488	7,471	6,983	13,387	51,204	37,817	68,969	0	55,582
1020 Insurance	0	67	-67	0	603	-603	800		
1022 Letting & Hire of Facilities	0	500	-500	3,117	4,500	-1,383	6,000		
1260 Sale of Badges	0	33	-33	13	297	-284	400		
1567 Judo Grading	0	25	-25	0	225	-225	300		
1600 Gym Courses-Summer Term	0	0	0	0	12,000	-12,000	12,000		
1604 Gym Courses-Autumn Term	0	0	0	0	12,000	-12,000	12,000		
1608 Gym Courses-Spring Term	0	5,000	-5,000	0	5,000	-5,000	12,000		
1613 Gym Courses-Summer Hols	0	0	0	0	2,000	-2,000	2,000		
1990 Sundry Income	0	4	-4	0	36	-36	54		
2003 Asset/equipment sales	0	0	0	981	0	981	0		
O/Spaces & Leisure - Gym :- Income	0	5,629	-5,629	4,112	36,661	-32,549	45,554		
Net Expenditure over Income	488	1,842	1,354	9,275	14,543	5,268	23,415		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2015

Month No : 9

Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>26 Open Spaces-Street Lighting/Ge</u>									
6861 Public Clock Maintenance	0	45	45	160	405	245	541		381
6862 Street Lighting	302	959	657	4,981	8,631	3,650	11,510		6,529
6865 Hanging Baskets	0	0	0	8,806	9,802	996	9,802		996
Open Spaces-Street Lighting/Ge :- Expenditure	<u>302</u>	<u>1,004</u>	<u>702</u>	<u>13,947</u>	<u>18,838</u>	<u>4,891</u>	<u>21,853</u>	<u>0</u>	<u>7,906</u>
1480 Streetlighting income	0	3,500	-3,500	0	3,500	-3,500	3,500		
1990 Sundry Income	0	0	0	1,145	944	201	944		
Open Spaces-Street Lighting/Ge :- Income	<u>0</u>	<u>3,500</u>	<u>-3,500</u>	<u>1,145</u>	<u>4,444</u>	<u>-3,299</u>	<u>4,444</u>		
Net Expenditure over Income	<u>302</u>	<u>-2,496</u>	<u>-2,798</u>	<u>12,802</u>	<u>14,394</u>	<u>1,592</u>	<u>17,409</u>		
<u>28 O/ Spaces & Leisure - Vine</u>									
4010 Gross Pay	4,911	598	-4,313	20,403	5,382	-15,021	7,181		-13,222
4270 Employers Pension Contribution	65	36	-29	401	324	-77	431		30
5010 Vine Area General Maintenance	-23	267	290	1,773	2,403	630	3,200		1,427
5015 Vine Pavilion maintenance	0	0	0	540	0	-540	0		-540
5020 Vine Public Convenience	1,088	458	-630	3,292	4,122	830	5,500		2,208
5500 Equipment Hired and New	348	0	-348	3,052	0	-3,052	0		-3,052
6000 Rent, Rates & Water	11	0	-11	11	0	-11	0		-11
6010 Light Heat & Cleaning	5	0	-5	610	0	-610	0		-610
6240 Computer/ Data Base/WP's	38	0	-38	604	0	-604	0		-604
6281 Furnishings,Furniture/Eqpt	0	0	0	307	0	-307	0		-307
6315 Recruitment Costs	0	0	0	525	0	-525	0		-525

Cost Centre Report

O/ Spaces & Leisure - Vine :- Expenditure

O/ Spaces & Leisure - Vine :- Income

Net Expenditure over Income

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2015

Cost Centre Report

Month No : 9

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>31 F & G P - Establishments</u>										
4010	Gross Pay	18,134	18,649	515	168,192	167,841	-351	223,783		55,591
4011	Employee benefits	0	0	0	-459	0	459	0		459
4270	Employers Pension Contribution	2,064	993	-1,071	11,507	8,937	-2,570	11,921		414
4271	Pension Deficiency	4,750	4,750	0	42,750	42,750	0	57,000		14,250
5410	Repairs & General Maintenance	0	0	0	6	0	-6	0		-6
5500	Equipment Hired and New	175	28	-147	578	252	-326	332		-246
6010	Light Heat & Cleaning	-175	0	175	-175	0	175	0		175
6020	Insurance Cost	0	0	0	17,927	18,518	591	18,518		591
6101	Telephone	12	119	107	737	1,071	334	1,423		686
6103	Fax	0	13	13	0	117	117	153		153
6200	Printing & Stationery	438	471	33	6,869	4,239	-2,630	5,656		-1,213
6210	Postage & Courier	408	317	-91	1,860	2,853	993	3,805		1,945
6240	Computer/ Data Base/WP's	237	800	563	5,691	7,200	1,509	12,976		7,285
6241	Website Costs	0	70	70	23	630	608	842		820
6242	I.T. Infrastructure	0	0	0	508	0	-508	5,100		4,592
6281	Furnishings,Furniture/Eqpt	0	111	111	0	999	999	1,331		1,331
6300	Computers Accountancy	533	170	-363	3,026	2,260	-766	2,774		-252
6315	Recruitment Costs	180	0	-180	1,035	0	-1,035	0		-1,035
6320	Staff Training	0	403	403	2,237	3,627	1,390	4,839		2,602
6321	Investors in People	0	65	65	0	580	580	775		775
6330	Welfare/Hospitality	439	108	-331	1,221	972	-249	1,301		80
6408	Mayors car allowance 2015/16	0	199	199	0	1,592	1,592	2,186		2,186
6409	Mayors allowance 2015/16	818	447	-371	3,822	3,577	-245	4,918		1,096

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2015

Cost Centre Report

Month No : 9

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6410 Civic Exps/Annual Reception	665	261	-404	1,110	1,261	151	1,261		151
6415 Gifts/hospitality	0	0	0	321	277	-44	277		-44
6420 Annual Parish Meeting	0	8	8	0	72	72	100		100
6421 Honour Bd. Badges & Insignia	0	18	18	2,030	162	-1,868	222		-1,808
6435 Members Expenses	0	0	0	2,765	3,721	956	3,721		956
6440 Press Notices	157	114	-43	764	1,026	262	1,366		602
6450 Bye Laws	0	8	8	0	72	72	100		100
6460 Publicity	0	171	171	1,989	1,539	-450	2,055		66
6610 Audit Fees	290	0	-290	2,290	2,550	260	3,100		810
6619 Irrecoverable VAT	0	0	0	5,609	8,000	2,391	8,000		2,391
6620 Legal Expenses	0	510	510	1,498	4,590	3,092	6,120		4,622
6635 Professional Fees Licensing	570	127	-443	570	255	-315	255		-315
6710 Conference Fees & Expenses	0	166	166	650	1,494	844	1,996		1,346
6720 Books and Periodicals	0	30	30	171	270	99	365		194
6730 Subscriptions	156	0	-156	2,956	2,682	-274	3,257		301
6869 Special Events	0	0	0	-6	0	6	0		6
6900 Sundry Expenses	55	18	-37	312	164	-148	224		-88
6922 Health & Safety/Legal advice	0	0	0	2,472	2,100	-372	2,206		-266
6935 Waste Bin Disposal-Waste Bins	-129	0	129	0	0	0	0		0
6975 Bank Charges	266	108	-158	1,006	972	-34	1,292		286
6976 Credit card charges	32	53	21	212	322	110	481		269
7010 Election Expenses	0	0	0	0	0	0	3,000		3,000
7611 Contingency provision	0	0	0	0	0	0	15,500		15,500
7614 Stag reserve	0	0	0	650	0	-650	1,000		351
F & G P - Establishments :- Expenditure	30,076	29,305	-771	294,721	299,544	4,823	415,531	0	120,810

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2015

Month No : 9

Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1020 Insurance	0	0	0	50	0	50	0		
1115 Interest on Deposits	215	333	-118	2,290	2,997	-707	4,000		
1350 Grant income	500	0	500	2,000	0	2,000	0		
1990 Sundry Income	50	125	-75	1,695	1,125	570	1,500		
F & G P - Establishments :- Income	765	458	307	6,034	4,122	1,912	5,500		
Net Expenditure over Income	29,311	28,847	-464	288,687	295,422	6,735	410,031		
32 F & G P - General									
5500 Equipment Hired and New	0	0	0	2	0	-2	0		-2
6101 Telephone	4	0	-4	4	0	-4	0		-4
6490 Christmas Decorations	6,507	2,000	-4,507	15,123	2,000	-13,123	22,000		6,877
6491 Remembrance Day/Civic Serv.	862	0	-862	2,059	1,800	-259	1,800		-259
6495 Number 8 bus expenses	64	0	-64	4,816	0	-4,816	0		-4,816
6730 Subscriptions	105	0	-105	105	0	-105	0		-105
6869 Special Events	204	0	-204	5,636	4,500	-1,136	5,000		-636
F & G P - General :- Expenditure	7,746	2,000	-5,746	27,745	8,300	-19,445	28,800	0	1,055
1495 Number 8 bus income	64	0	64	4,816	0	4,816	0		
1990 Sundry Income	1,060	3,000	-1,940	3,370	3,000	370	3,000		
F & G P - General :- Income	1,124	3,000	-1,876	8,186	3,000	5,186	3,000		
Net Expenditure over Income	6,621	-1,000	-7,621	19,560	5,300	-14,260	25,800		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2015

Month No : 9

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>33 F & G P - Council Offices</u>										
4010	Gross Pay	463	400	-63	4,027	3,600	-427	4,801		774
4270	Employers Pension Contribution	32	32	0	288	288	0	387		99
5410	Repairs & General Maintenance	50	167	117	2,166	1,503	-663	2,000		-166
5500	Equipment Hired and New	0	0	0	7	0	-7	0		-7
6000	Rent, Rates & Water	0	530	530	21,966	22,290	324	22,824		858
6010	Light Heat & Cleaning	71	467	396	2,990	4,203	1,213	5,600		2,610
6101	Telephone	96	0	-96	96	0	-96	0		-96
6200	Printing & Stationery	8	0	-8	33	0	-33	0		-33
6320	Staff Training	13	0	-13	13	0	-13	0		-13
6510	Catering Expenses	0	9	9	202	81	-121	110		-92
6900	Sundry Expenses	0	5	5	0	45	45	58		58
6922	Health & Safety/Legal advice	0	0	0	0	269	269	269		269
6930	Alarm Maintenance	30	0	-30	848	655	-193	1,293		445
6935	Waste Bin Disposal-Waste Bins	259	8	-251	259	72	-187	100		-159
		1,022	1,618	596	32,895	33,006	111	37,442	0	4,547
1022	F & G P - Council Offices :- Expenditure Letting & Hire of Facilities	1,044	833	211	9,676	7,497	2,179	10,000		
	F & G P - Council Offices :- Income	1,044	833	211	9,676	7,497	2,179	10,000		
	Net Expenditure over Income	-22	785	807	23,218	25,509	2,291	27,442		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2015

Month No : 9

Cost Centre Report

36 F & G P - Community Centre

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4010 Gross Pay	2,377	2,144	-233	23,599	19,296	-4,303	25,734		2,135
4270 Employers Pension Contribution	34	76	42	298	684	386	912		614
5410 Repairs & General Maintenance	0	333	333	1,124	2,997	1,873	4,000		2,876
6000 Rent, Rates & Water	0	1,000	1,000	4,558	5,600	1,042	6,000		1,442
6010 Light Heat & Cleaning	0	0	0	280	0	-280	0		-280
6011 Electricity-SCC	638	183	-455	1,716	1,647	-69	2,200		484
6012 Gas-SCC	0	0	0	621	1,686	1,065	2,250		1,629
6013 Cleaning-SCC	-947	67	1,014	502	603	101	800		298
6101 Telephone	10	21	11	76	189	113	250		174
6104 Mobile Telephone	0	5	5	25	45	20	61		36
6200 Printing & Stationery	0	6	6	3	54	51	66		63
6230 Office Furniture/Machinery	0	46	46	0	414	414	555		555
6240 Computer/ Data Base/WP's	50	0	-50	198	0	-198	0		-198
6281 Furnishings,Furniture/Eqpt	0	69	69	36	621	585	832		796
6320 Staff Training	0	14	14	0	126	126	167		167
6460 Publicity	0	42	42	0	378	378	510		510
6520 Refreshments for Resale	18	61	43	462	549	87	735		273
6533 Copyright Fees/Royalties	0	0	0	563	459	-104	459		-104
6630 Professional Fees	180	0	-180	180	0	-180	0		-180
6635 Professional Fees Licensing	0	0	0	0	204	204	204		204
6842 Grounds Maintenance	0	90	90	0	810	810	1,076		1,076
6900 Sundry Expenses	0	5	5	0	45	45	56		56
6922 Health & Safety/Legal advice	0	0	0	307	277	-30	277		-30

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2015

Month No : 9

Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6930 Alarm Maintenance	190	0	-190	1,049	1,300	251	2,000		951
6931 CCTV Maintenance	0	0	0	279	286	7	286		7
6935 Waste Bin Disposal-Waste Bins	165	111	-54	985	999	14	1,331		346
6939 Healthcare Services	47	50	3	989	1,150	161	1,530		541
F & G P - Community Centre :- Expenditure	2,763	4,323	1,560	37,850	40,419	2,569	52,291	0	14,441
1022 Letting & Hire of Facilities	5,186	4,542	644	44,017	40,878	3,139	54,500		
1250 Sale of Refreshments	164	88	76	1,265	792	473	1,051		
1445 Outdoor Activities	0	48	-48	88	432	-345	570		
1457 Indoor Activities	0	166	-166	865	1,494	-629	1,991		
F & G P - Community Centre :- Income	5,350	4,844	506	46,234	43,596	2,638	58,112		
Net Expenditure over Income	-2,587	-521	2,066	-8,384	-3,177	5,207	-5,821		
38 F & G P - Grants									
6936 Additional Grant for CAB	0	0	0	71	0	-71	0		-71
6937 Annual Subsidy-Comm Centre	176	83	-93	414	747	333	1,000		586
6938 Annual Subsidy-Council Chamber	146	83	-63	1,113	747	-366	1,000		-113
7500 Local Organisations Grants	0	0	0	6,325	8,275	1,950	16,275		9,950
7502 Sevenoaks Summer Festival	0	0	0	5,000	5,000	0	5,000		0
7520 Twinning Support	0	0	0	0	500	500	1,000		1,000
7552 Youth Outreach	2,993	0	-2,993	4,499	10,000	5,501	15,000		10,501
7555 Youth Council Support	201	0	-201	500	250	-250	500		0
7556 Stag Community Arts Centre	0	0	0	27,000	27,000	0	27,000		0
F & G P - Grants :- Expenditure	3,517	166	-3,351	44,923	52,519	7,596	66,775	0	21,852
Net Expenditure over Income	3,517	166	-3,351	44,923	52,519	7,596	66,775		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2015

Month No : 9

Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
39 F & G P - Property									
5012 Vine Band Practice Room	26	0	-26	120	0	-120	0		-120
5105 Raleys Centre Maintenance	0	200	200	0	600	600	800		800
5211 Cemetery Lodge Maintenance	618	0	-618	618	639	21	849		231
5410 Repairs & General Maintenance	0	9	9	87	81	-6	109		22
6922 Health & Safety/Legal advice	0	0	0	0	0	0	270		270
F & G P - Property :- Expenditure	643	209	-434	825	1,320	495	2,028	0	1,203
1012 Rental Income Cemetery Lodge	0	0	0	7,466	9,954	-2,489	14,931		
1013 Rental Income Bungalow	0	1,030	-1,030	0	9,270	-9,270	12,360		
1014 Rental Income Red Cross	50	50	0	150	150	0	200		
1016 Rental Income Raley's Centre	0	1,114	-1,114	0	10,026	-10,026	13,372		
1046 SCC Ground Rents & Wayleaves	375	375	0	2,367	2,367	0	2,742		
1469 O/S Ground Rents & Wayleaves	938	950	-13	4,177	3,800	377	4,811		
F & G P - Property :- Income	1,363	3,519	-2,157	14,160	35,567	-21,407	48,416		
Net Expenditure over Income	-719	-3,310	-2,591	-13,335	-34,247	-20,912	-46,388		
40 Sevenoaks Town Partnership									
6322 Business Awards	0	0	0	6,661	6,000	-661	6,000		-661
6323 Business Show	0	0	0	3,277	2,000	-1,277	2,000		-1,277
6324 Food Fair	0	0	0	200	0	-200	0		-200
6900 Sundry Expenses	278	167	-111	2,476	1,503	-973	2,000		-476
7000 Reinvestment	0	0	0	0	0	0	6,500		6,500

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2015

Month No : 9

Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
7607 Christmas gift guide expenses	0	1,500	1,500	0	1,500	1,500	1,500		1,500
7608 Friends of Bat & Ball	0	0	0	1,318	0	-1,318	0		-1,318
7609 Vintage Bus Expenses	0	0	0	12,970	11,500	-1,470	11,500		-1,470
Sevenoaks Town Partnership :- Expenditure	278	1,667	1,389	26,902	22,503	-4,399	29,500	0	2,598
1206 Business Awards	0	0	0	6,102	7,000	-898	7,000		
1207 Business Show	-635	0	-635	4,320	4,000	320	4,000		
1435 Vintage Bus income	0	0	0	11,166	11,500	-334	11,500		
1436 Christmas gift guide income	-130	0	-130	940	0	940	2,000		
Sevenoaks Town Partnership :- Income	-765	0	-765	22,528	22,500	28	24,500		
Net Expenditure over Income	1,043	1,667	624	4,374	3	-4,371	5,000		
50 Youth Cafe									
4010 Gross Pay	3,262	3,925	663	31,532	35,325	3,793	47,099		15,567
4270 Employers Pension Contribution	28	55	27	140	495	355	660		520
5410 Repairs & General Maintenance	180	167	-13	351	1,503	1,152	2,000		1,649
5500 Equipment Hired and New	4	0	-4	4	0	-4	0		-4
6010 Light Heat & Cleaning	21	63	42	320	567	247	758		438
6101 Telephone	32	42	10	258	378	120	510		252
6200 Printing & Stationery	15	38	23	55	342	287	459		404
6210 Postage & Courier	0	1	1	0	9	9	10		10
6240 Computer/ Data Base/WP's	0	0	0	197	0	-197	0		-197
6281 Furnishings,Furniture/Eqpt	0	13	13	116	117	1	153		37

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2015

Month No : 9

Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6315 Recruitment Costs	0	17	17	472	153	-319	200		-272
6320 Staff Training	38	30	-8	260	270	10	357		97
6330 Welfare/Hospitality	0	4	4	36	36	0	51		15
6460 Publicity	0	63	63	452	567	115	760		308
6500 Goods for Resale	97	167	70	1,570	1,503	-67	2,000		430
6550 Soundwaves Expenditure	0	100	100	200	900	700	1,200		1,000
6635 Professional Fees Licensing	0	8	8	98	72	-26	94		-4
6730 Subscriptions	0	7	7	59	63	4	82		23
6900 Sundry Expenses	0	21	21	107	189	82	255		148
Youth Cafe :- Expenditure	3,679	4,721	1,042	36,228	42,489	6,261	56,648	0	20,420
1022 Letting & Hire of Facilities	380	417	-37	3,037	3,753	-716	5,000		
1211 Sale of Goods	154	167	-13	1,804	1,503	301	2,000		
1242 Soundwaves Income	0	100	-100	39	900	-861	1,200		
1350 Grant income	2,595	3,424	-829	31,052	30,808	244	41,080		
1500 Fundraising	0	167	-167	0	1,503	-1,503	2,000		
1990 Sundry Income	0	0	0	295	0	295	0		
Youth Cafe :- Income	3,129	4,275	-1,146	36,228	38,467	-2,239	51,280		
Net Expenditure over Income	550	446	-104	0	4,022	4,022	5,368		
60 Markets									
4010 Gross Pay	190	275	85	2,091	2,475	384	3,300		1,209
5410 Repairs & General Maintenance	75	0	-75	325	0	-325	0		-325

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2015

Month No : 9

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
5420	SDC Management Charge	1,019	1,122	103	9,936	10,094	158	13,460		3,524
5421	SDC mgt charge - Wednesday	1,862	1,608	-254	14,522	14,472	-50	19,295		4,773
6001	Blighs Market Charges	550	1,825	1,275	11,078	16,425	5,347	21,900		10,822
6460	Publicity	250	200	-50	1,132	3,500	2,368	3,500		2,368
7000	Reinvestment	0	0	0	0	0	0	1,623		1,623
	Markets :- Expenditure	3,946	5,030	1,084	39,085	46,966	7,881	63,078	0	23,993
1017	Rental Income Sat Market	1,634	2,125	-491	17,357	19,125	-1,768	25,500		
1018	Rental Income Wed Market	1,557	1,955	-398	15,601	17,595	-1,994	23,460		
1019	Rental Income Blighs Market	2,902	1,593	1,309	12,872	14,337	-1,465	19,118		
	Markets :- Income	6,093	5,673	420	45,830	51,057	-5,227	68,078		
	Net Expenditure over Income	-2,147	-643	1,504	-6,745	-4,091	2,654	-5,000		
	Finance & General Purposes Expenditure	94,580	87,798	-6,782	861,905	898,421	36,516	1,221,084	0	359,179
	Income	33,709	38,732	-5,023	285,345	319,321	-33,976	417,982		
	Net Expenditure over Income	60,871	49,066	-11,805	576,561	579,100	2,539	803,102		

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Internal Reference Number											
Ledger No 1 for Month No 9											
Items marked with a * are disputed invoices.											
Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			
								A/C	Centre	Amount	
20/11/2015	1	18193	S WILLIAMS	SWA001	15,475.00	3,095.00	18,570.00	340	0	15,475.00	18193/B&B Station Archi. Work
09/10/2015	198848	18195	OLIVERS	OBW001	-37.20	-7.44	-44.64	6500	28	-37.20	18195/ CN of Inv 198292
22/10/2015	774330	18196	LISTER WILDER	LIST002	490.00	98.00	588.00	5500	21	490.00	18196/Dakota 412 Top Dresser
08/10/2015	72509	18197	LISTER WILDER	LIST002	0.39	0.08	0.47	5525	21	0.39	18197/ NS-51049 Cover
22/11/2015	081362	18198	SHELL	SHEL001	117.85	23.56	141.41	5700	21	117.85	18198/Shell Bill 22 Nov 15
03/12/2015	67657519	18199	PLUSNET	PLUS01	18.50	3.70	22.20	6101	22	18.50	18199/Cemetery Phone Bill Dec
04/12/2015	67689337	18200	PLUSNET	PLUS01	20.50	4.10	24.60	6101	50	20.50	18200/HitB Phone Bill
09/11/2015	INV4069	18201	IVC	IVC001	64.00	12.80	76.80	6495	32	64.00	18201/PrintedDesignsFor No8Bus
09/11/2015	INV4071	18202	IVC	IVC001	58.00	11.60	69.60	6495	32	58.00	18202/Designs For No8 Bus
17/11/2015	12409520	18203	KCC KCS	KCC003	92.44	18.49	110.93	6010	33	41.47	18203/CleaningSupplies&Towels
								5500	31	50.97	18203/Cable Cover & Handy Hoop
18/11/2015	12410945	18204	KCC KCS	KCC003	6.99	1.40	8.39	5500	31	6.99	18204/Clear Gel Wrist Rest
26/11/2015	95828636	18205	AA MEDIA LTD	AA002	252.00	50.40	302.40	6490	32	252.00	18205/ AAssigns CLSO event
05/11/2015	0758459	18206	BOOKER	BOOK001	69.81	3.08	72.89	6500	50	54.43	18206/ HitB Delivery
								6010	50	15.38	18206/ HitB Delivery
06/11/2015	0758520	18207	BOOKER	BOOK001	120.25	2.51	122.76	6500	28	120.25	18207/Vine Cafe Delivery
26/11/2015	0759293	18208	BOOKER	BOOK001	113.76	2.51	116.27	6500	28	113.76	18208/Vine cafe Food delivery
26/11/2015	37585	18209	CHEESEWORKS	CHS001	-67.77	0.00	-67.77	6500	28	-67.77	18209/Bacon sent back C.N
26/11/2015	37210	18210	CHEESEWORKS	CHS001	128.64	3.52	132.16	6500	28	128.64	18210/CheeseworksFoodDelivery
24/11/2015	00084488	18211	DORMA	DOR001	179.83	35.97	215.80	5410	50	179.83	18211/Labour&Work At HitB
21/11/2015	0001835171	18212	ELITE	EFS001	91.54	1.99	93.53	6500	28	91.54	18212/Food delivery to V.C
27/11/2015	0001839243	18213	ELITE	EFS001	68.76	0.00	68.76	6500	28	68.76	18213/Food Delivery To V.C
05/12/2015	0001845124	18214	ELITE	EFS001	54.54	1.99	56.53	6500	28	54.54	18214/Food Delivery For V.C
30/11/2015	INV-3931	18215	HELIOCENTRIX	HELI001	470.15	94.03	564.18	6240	31	470.15	18215/IT Support
31/10/2015	7988	18216	HARDWARE CENTRE	HARD001	4.92	0.98	5.90	5010	28	4.92	18216/Black Cabin Hook
02/12/2015	10033	18217	KENT CLEANING	KENT009	1,228.50	0.00	1,228.50	5025	21	614.25	18217/Cleaning Services OS
								5020	28	614.25	18217/Cleaning Services cemete
03/12/2015	12427820	18218	KCC KCS	KCC003	17.45	3.49	20.94	6200	31	17.45	18218/ Pencils & Trays

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Ledger No 1 for Month No 9

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Internal Reference Number

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Analysis Detail
								A/C	Centre	Amount	
27/11/2015	I2421639	18219	KCC KCS	KCC003	18.61	3.72	22.33	6200	31	1.63	18219/Dividers & Diaries
09/12/2015	I2433043	18220	KCC KCS	KCC003	100.09	20.02	120.11	6010	33	16.98	18219/Cleaning Supplies
26/11/2015	I2420090	18222	KCC KCS	KCC003	91.00	18.20	109.20	6200	31	100.09	18220/Paper & Stationary
25/11/2015	I2418475	18223	KCC KCS	KCC003	74.94	14.99	89.93	5500	31	91.00	18222/Highback Chair with Arms
03/12/2015	I2427819	18224	KCC KCS	KCC003	18.49	3.70	22.19	6200	31	74.94	18223/Copier Paper
06/12/2015	60605443	18225	KCC KCS	KCC003	78.40	15.68	94.08	6210	31	18.49	18224/Envelopes&Delivery
30/11/2015	2425	18226	N K AUDIO	NKAU001	1,600.00	0.00	1,600.00	6440	31	78.40	18225/SevOaks Chronicle Advert
10/09/2015	23377	18227	SIGNS OF THE TIMES	SIGN001	399.73	79.94	479.67	6490	32	1,600.00	18226/ NKAudio CLSO Work
24/11/2015	132137	18229	SDC DIRECT SERVICES	SDC002	234.65	0.00	234.65	5310	21	399.73	18227/SignsForRemSunday
24/11/2015	132224	18230	SDC DIRECT SERVICES	SDC002	71.00	0.00	71.00	6935	21	234.65	18229/WasteCollection KroleP
24/11/2015	132221	18231	SDC DIRECT SERVICES	SDC002	71.00	0.00	71.00	6935	36	71.00	18230/WasteCollection Com.C
24/11/2015	132341	18232	SDC DIRECT SERVICES	SDC002	72.25	0.00	72.25	6935	22	71.00	18231/WasteCollection Cemetary
02/12/2015	2041537	18233	SDC	SDC001	471.75	94.35	566.10	6935	33	72.25	18232/WasteCollection/Offices
26/11/2015	132413	18234	SDC DIRECT SERVICES	SDC002	475.00	95.00	570.00	6200	31	118.75	18233/ Invoice Paper
08/12/2015	2315	18235	STAG	STAG002	19,796.83	3,959.37	23,756.20	6490	32	353.00	18233/Christmas Decorations
03/12/2015	2311	18236	STAG	STAG002	250.00	50.00	300.00	6491	32	475.00	18234/RoadMarkingsForRemSunday
22/11/2015	2148101287	18237	TAYLOR	TAYL001	1,595.00	0.00	1,595.00	340	0	19,796.83	18235/Air handling upgrade
30/11/2015	VC/301115	18238	V.C HANDYMAN	VCH001	1,100.00	0.00	1,100.00	6460	60	250.00	18236/AdvertsFor'WhatsOnGuide'
30/11/2015	LAO104800	18239	VEOLIA	VEOL001	22.84	4.57	27.41	6490	32	1,595.00	18237/InstallationOfXmasLights
05/12/2015	5112015	18240	WOODSIDE ROAD	WOOD001	165.00	0.00	165.00	6001	60	1,100.00	18238/SettingUpStallsNov.
01/12/2015	277	18241	YOUNG KENT	YOUNG001	38.00	0.00	38.00	6935	36	22.84	18239/WasteDisposal Com.C
09/11/2015	2976310	18242	GREENSHIELDS JCB	JCB001	378.00	75.60	453.60	6812	21	165.00	18240/Woodside Ptv. Rd. Fee
09/11/2015	18201-CN	18243	IVC	IVC001	-64.00	-12.80	-76.80	6320	50	38.00	18241/SafeguardingTraining
09/11/2015	18202-CN	18244	IVC	IVC001	-58.00	-11.60	-69.60	5525	22	378.00	18242/ Repairs to Machine
04/11/2015	30493	18245	ARK TRADING	ARK001	120.85	24.17	145.02	6495	32	-64.00	18243/No.8 Bus work
26/11/2015	298807	18246	EMPRISE SERVICES	EMP001	358.02	71.61	429.63	6495	32	-58.00	18244/No.8 Bus Work IVC - CN
09/12/2015	I015247	18247	FORGE GARAGE	FORG001	408.62	73.73	482.35	6952	21	120.85	18245/Navy uniform (FullSet)

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 9

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Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
09/11/2015	04011511	18248	FAIRALLS	FAIR001	39.03	7.80	46.83	5010	28	39.03	18248/Loose Bolts&Round Nails
10/11/2015	04011552	18249	FAIRALLS	FAIR001	0.72	0.15	0.87	5310	21	0.72	18249/ Screws & Nuts
11/11/2015	04011584	18250	FAIRALLS	FAIR001	3.79	0.76	4.55	5500	21	3.79	18250/Junior Hacksaw
17/11/2015	04011716	18251	FAIRALLS	FAIR001	21.60	4.32	25.92	5120	21	21.60	18251/Small bag of Shingle
17/11/2015	04011729	18252	FAIRALLS	FAIR001	138.09	27.61	165.70	5110	21	138.09	18252/Various Equipment
20/11/2015	04011814	18253	FAIRALLS	FAIR001	3.46	0.69	4.15	5110	21	3.46	18253/Wire Balloon
24/11/2015	04011882	18254	FAIRALLS	FAIR001	2.04	0.41	2.45	5110	21	2.04	18254/Gutter Bracket
13/11/2015	SI161820	18255	FAIRALLS	FAIR001	1,710.00	342.00	2,052.00	5120	21	1,710.00	18255/Pitchmarker and refills
18/11/2015	2976351	18256	GREENSHIELDS JCB	JCB001	727.82	145.56	873.38	5525	22	727.82	18256/Repairs made to Vehicle
15/10/2015	H121916DD	18258	EON	E-ON	8.95	0.45	9.40	340	0	8.95	18258/Raleys Centre Gas Bill
10/12/2015	H12515A88	18259	EON	E-ON	19.21	0.96	20.17	340	0	19.21	18259/Raleys Centre Gas Bill
01/12/2015	BANDROOM	18260	EDF ENERGY	SEEB001	25.55	1.28	26.83	5012	39	25.55	18260/Band room final Elec.
10/12/2015	967058449	18261	BRITISH GAS	BRIT003	66.33	3.32	69.65	340	0	66.33	18261/Cricknet Sch. Electric
10/12/2015	967058450	18262	BRITISH GAS	BRIT003	129.45	6.47	135.92	340	0	129.45	18262/Cricknet Sch. Gas Bill
30/11/2015	INV0089159	18263	LANES GROUP	LAN001	617.89	123.58	741.47	5211	39	617.89	18263/ExcavationWork@Cemetery
27/11/2015	950582	18264	OAKS PLANT HIRE	OAKS001	7.50	1.50	9.00	5500	21	7.50	18264/New V Adaptor AMP
26/11/2015	ZZ043	18266	QUAIFE WOODLANDS	QUA001	2,400.00	480.00	2,880.00	5065	21	2,400.00	18266/ Survey&ReportByQuaifeW
30/11/2015	S31221	18267	RAWSTONE HIRE	RAW001	468.45	93.69	562.14	6490	32	468.45	18267/CrowdBarriers&Roadsigns
02/12/2015	119852	18268	RICHMONDS	RICH002	62.15	12.43	74.58	6952	21	32.49	18268/Spare Blade & Visor
								6952	22	29.66	18268/Spare Blade & Visor
04/12/2015	GAC03633	18269	SETYRES	SETY001	160.00	32.00	192.00	5550	21	160.00	18269/Parts for Vehicle
02/12/2015	16057961	18270	BEADLES TOYOTA	BEAD001	100.72	20.14	120.86	5550	21	100.72	18270/N/STK Mirror for Vehicle
27/11/2015	0000355138	18271	TATE FENCING	TATE001	161.09	32.22	193.31	5120	21	161.09	18271/ChestnutPost&Rails
25/11/2015	00612	18272	TAMILLEK TREE CARE	TAM001	995.00	0.00	995.00	5070	21	995.00	18272/14 Tree Works
20/11/2015	727639	18273	WICKSTEEDS	WICK002	1,093.14	218.63	1,311.77	5310	21	1,093.14	18273/GreatnessPlaygroundWork
20/11/2015	18386	18277	PROVENDER	PRO002	270.00	54.00	324.00	5340	21	270.00	18277/PlantsForBritainsCommon
12/10/2015	18001-CN	18278	ARK TRADING	ARK001	-121.86	-24.37	-146.23	6952	28	-121.86	18278/CreditNoteForPrevPaidInv
13/11/2015	SI161820-	18280	FAIRALLS	FAIR001	-1,710.00	-342.00	-2,052.00	5120	21	-1,710.00	18280/CreditNoteRegardsToFleet
13/11/2015	SI161820	18281	FLEET LINE	FLEE001	1,710.00	342.00	2,052.00	5120	21	1,710.00	18281/Pitchmarker Machines

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Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
06/12/2015	60605443	18282	LOCALWORLD	COUR001	78.40	15.68	94.08	6440	31	78.40	18282/SevOaksChronicleAdvert
06/12/2015	60605443-	18283	KCC KCS	KCC003	-78.40	-15.68	-94.08	6440	31	-78.40	18283/CreditNoteForMisposting
03/12/2015	001213	18284	MAYOR16	MAYOR16	285.00	0.00	285.00	6409	31	285.00	18284/PaintingForMayor2015
20/11/2015	727639-CN	18285	WICKSTEEDS	WICK002	-1,093.14	-218.63	-1,311.77	5310	21	-1,093.14	18285/CreditNoteForMispost Inv
20/11/2015	727639	18286	WICKSTEED LEISURE	WICK001	1,093.14	218.63	1,311.77	5310	21	1,093.14	18286/Greatness Park Work
03/12/2015	JLR1291	18287	JLR	JLR001	180.00	0.00	180.00	340	0	180.00	18287/Survey On Sewer Pipes
28/11/2015	ONECARD-	18289	ONECARD	ONE002	2,744.54	432.22	3,176.76	6320	28	120.00	STS
								6210	31	162.00	Royal Mail
								6210	31	9.99	Buller Ltd
								340	0	1,673.88	Nisbets
								5500	28	38.32	UK Surplus
								6240	40	1.51	Simplex Web Design
								6240	28	19.29	Plusnet
								6240	31	6.25	GiffGaff
								6240	40	38.11	Adobe Creative Cloud
								6240	31	6.25	GiffGaff
								6240	40	99.90	Simplex Web Design
								6240	31	11.88	123 Reg
								6240	31	6.25	GiffGaff
								6104	21	8.34	GiffGaff
								6104	21	8.34	GiffGaff
								6104	21	8.34	GiffGaff
								6500	28	92.86	Booker
								6010	28	5.18	Booker
								6200	33	8.41	BrightIdeas
								6200	31	12.98	Amazon
								6330	31	29.13	The Sevenoaks Florist
								6330	31	41.67	The Sevenoaks Florist
								6490	32	37.58	Louis Grace

Ledger No 1 for Month No 9**Internal Reference Number**

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Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Analysis Detail
								A/C	Centre	Amount	
28/11/2015	ONECARD-	18290	ONECARD	ONE002	1,039.31	59.31	1,098.62	6630	36	180.00	Sevenoaks D C
								6630	11	3.00	Land Registry
								6630	11	6.00	Land Registry
								6495	32	64.08	Saxoprint
								6975	31	45.00	NATWEST CARD FEE
								6635	28	126.86	PRS for Music
								6490	32	173.70	Baker Ross
								6490	32	22.48	Robert Dyas
								6490	32	70.95	Ebay
								6490	32	172.92	IKEA
								6490	32	27.50	Hobby Craft
								6490	32	22.50	Sainsburys
								6490	32	13.96	Lidl
								340	0	-149.95	QVS Direct
								6491	32	11.61	Costa
								6240	31	48.75	Plusnet
								6240	36	24.75	Plusnet
								6320	28	150.00	High Speed Training
								6320	33	79.00	Amazon Prime
								6330	31	30.39	Event Bright
								6330	31	125.00	Zizzi
								6409	31	30.39	Event Bright
								5410	33	13.50	Spadeworks
								6975	31	45.00	NATWEST Card Fee
01/12/2015	201605907-	18293	SEWAT	SEWAT001	-15.35	0.00	-15.35	6000	21	-15.35	SEWAT Credit note 18293
01/12/2015	201605907-	18294	SEWAT	SEWAT001	16.87	0.00	16.87	6000	21	16.87	18294/SEWAT Corrected Payment
29/11/2015	081459	18295	SHELL	SHEL001	37.43	7.49	44.92	5700	21	37.43	18295/Fuel Bill 29th Nov
06/12/2015	081562	18296	SHELL	SHEL001	131.13	26.22	157.35	5700	21	131.13	18296/Fuel Bill 6th Dec
13/12/2015	081650	18297	SHELL	SHEL001	15.00	3.00	18.00	5700	21	15.00	18297/Fuel Bill 29th Nov

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Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
11/12/2015	53501	18298	APPOINTMENT BUS	APP001	94.06	18.81	112.87	6200	31	94.06	18298/Printer Ink Cartridges
15/12/2015	0447078	18299	BOOKER	BOOK001	194.46	15.83	210.29	7552	38	194.46	18299/HitB Xmas Food Delivery
16/12/2015	27306	18300	BSP LIMITED	BSP001	360.00	72.00	432.00	6935	24	360.00	18300/Remaining waste from R.C
12/12/2015	0001850369	18301	ELITE	EFSS001	75.82	0.00	75.82	6500	28	75.82	18301/V.C goods for resale
11/12/2015	0001894944	18302	ELITE	EFSS001	37.09	0.00	37.09	6500	28	37.09	18032/V.C Goods for Resale
10/12/2015	0001848486	18303	ELITE	EFSS001	52.59	0.00	52.59	6500	28	52.59	18303/V.C Goods for Resale
07/12/2015	05706229	18304	GREENHAM	GREE001	78.16	15.64	93.80	6952	22	15.99	18304/ Wellington boots
								5525	21	9.34	18304/ Nylon Line
08/12/2015	61435	18305	HERBERT & WARD	HAW001	145.83	29.17	175.00	6500	28	52.83	18304/ Padlocks (Pro & Squire)
10/12/2015	2041650	18306	SDC	SDC001	570.00	0.00	570.00	6635	31	145.83	18305/Coffee for Vine Cafe
09/12/2015	201684	18307	OLIVERS	OBW001	34.45	6.89	41.34	6500	28	570.00	18306/Premise Licence SevTown
03/12/2015	2041551	18308	SDC	SDC001	3,135.70	0.00	3,135.70	5421	60	34.45	18307/Drinks for resale V.C
								5420	60	1,861.82	18308/Rents for Markets
										1,273.88	18308/Rents for Markets
08/12/2015	SP15024379	18309	ST JOHN	STJO001	259.20	51.84	311.04	6490	32	259.20	18309/CLSO Medical Cover
20/11/2015	30578615-	18310	SEWAT	SEWAT001	10.97	0.00	10.97	6000	28	10.97	18310/SEWAT Water bill 20thNov
01/12/2015	140778	18311	SAFEGUARD PEST	SAFE001	47.00	9.40	56.40	6939	36	47.00	18311/Hire of Fly killer unit
30/11/2015	182695	18312	TRANSFIRE	TRAN001	190.00	38.00	228.00	6930	36	190.00	18312/ServiceOfFireAlarms C.C
11/12/2015	2148101288	18313	TAYLOR	TAYL001	150.00	0.00	150.00	6490	32	150.00	18313/InstallIRCDSocketW/timers
21/12/2015	1000636	18314	KALL KWIK	KALL001	540.00	108.00	648.00	6322	40	540.00	18314/ B.A Prints & Designs
21/12/2015	1000633	18315	KALL KWIK	KALL001	1,204.00	240.80	1,444.80	6323	40	1,204.00	18315/B.Show Prints & Banners
17/12/2015	VP-	18317	BT	BRIT002	6.03	1.20	7.23	6101	31	6.03	18317/BT December Bill
23/12/2015	H125CDAEE	18318	EON	E-ON	17.69	0.88	18.57	340	0	17.69	18318/RaleysElectricityBill
31/10/2015	CN-3881	18319	HELIOCENTRIX	HELI001	-374.00	-74.80	-448.80	6240	31	-374.00	18319/Credit For Inv. 3456
08/12/2015	31766288	18320	INITIAL WASHROOMS	INIT001	12.48	2.50	14.98	6010	33	12.48	18320/1 Sanitact Unit
08/12/2015	2976517	18321	GREENSHIELDS JCB	JCB001	731.10	146.22	877.32	5550	22	731.10	18321/JCB Work done on vehicle
13/12/2015	121215	18322	KAREN RICKWOOD	RICK001	61.60	0.00	61.60	6500	28	61.60	18322/V.C Cakes for Resale
02/12/2015	281115	18323	KAREN RICKWOOD	RICK001	61.60	0.00	61.60	6500	28	61.60	18323/V.C Brownies for Resale
11/12/2015	I2436175	18324	KCC KCS	KCC003	30.79	6.16	36.95	6200	31	30.79	18324/OfficeStationary&Equipmt

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 9

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Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
22/10/2015	600011005	18326	KENT COUNTY COUNCIL	KCC002	290.00	58.00	348.00	6610	31	290.00	18326/Audit Visit Payment
30/12/2015	132849	18329	SDC DIRECT SERVICES	SDC002	71.00	0.00	71.00	6935	36	71.00	18329/WasteCollection C.C
30/12/2015	132966	18330	SDC DIRECT SERVICES	SDC002	57.80	0.00	57.80	6935	33	57.80	18330/WasteCollection/Offices
30/12/2015	132846	18331	SDC DIRECT SERVICES	SDC002	71.00	0.00	71.00	6935	22	71.00	18332/WasteCollection/Cem.
30/12/2015	132763	18332	SDC DIRECT SERVICES	SDC002	225.90	0.00	225.90	6935	21	225.90	18332/WasteCollection/Knole.Pd
24/12/2015	VC241215	18333	V.C HANDYMAN	VCH001	550.00	0.00	550.00	6001	60	550.00	18333/SettingUpMarketStalls
30/12/2015	INV-0368	18334	SEV CHAMBER OF COMM	SEV008	175.00	0.00	175.00	6730	31	175.00	18334/7OaksChamberOfCommPayment
25/12/2015	103930219	18335	SCOTTISH POWER	SCOT001	20.49	1.02	21.51	340	0	20.49	18335/Electricity Bill Nov
22/12/2015	CN151390	18336	KCC KCS	KCC003	-12.99	-2.60	-15.59	6200	31	-12.99	18336/Returned Drywipe Markers
30/11/2015	54259	18337	SGE	SGE001	12.42	0.62	13.04	5700	21	12.42	18337/Fuel for Cemetery
24/11/2015	54194	18338	SGE	SGE001	12.42	0.62	13.04	5700	21	12.42	18338/Fuel for Cemetery
08/12/2015	39682	18339	PRIMO	PRIMO001	60.50	0.00	60.50	6330	31	60.50	18339/FairtradeCoffee
18/12/2015	141895	18340	PREMIER ALARMS	PREM001	29.65	5.93	35.58	6930	33	29.65	18340
17/12/2015	134930854	18341	NEWWEY & EYRE	NEWWEY001	75.20	15.05	90.25	5410	60	75.20	18341/Cable, Plug & a Socket
17/12/2015	STLTG3811	18342	LASER	LASE001	27.53	1.38	28.91	6862	26	27.53	18342/HalfNight PreDawn Nov.
17/12/2015	STLTG3811	18343	LASER	LASE001	263.43	52.69	316.12	6862	26	263.43	18343/Dusk To Dawn Nov Bill
17/12/2015	STLTG3811	18344	LASER	LASE001	11.46	0.57	12.03	6862	26	11.46	18344/Continuous Nov Bill
31/12/2015	60643922	18345	LOCALWORLD	COUR001	78.40	15.68	94.08	6440	31	78.40	18345/ChronicleAdvert 31Dec
23/12/2015	590444	18346	EXPRESS FACTORS	EXPR001	6.69	1.34	8.03	5500	21	2.50	18346/Tape Measure
								5525	22	4.19	18346/Wiper Blade for Vehicle
23/12/2015	1003407	18347	DIGITAL BARRIERS	DIG002	520.00	104.00	624.00	6931	22	520.00	18347/AirtimeRenewalForCCTV
14/12/2015	SO-025157	18348	OAKS PLANT HIRE	OAKS001	25.25	5.05	30.30	5500	21	25.25	18348/CableAvoidingTool War.M
24/12/2015	776714	18349	LISTER WILDER	LIST002	172.80	34.56	207.36	5525	21	172.80	18349/Wiring&ChecksOnChipper
16/12/2015	INV374328	18350	GAZA TIMBER	GAZA001	6.97	1.39	8.36	5410	22	6.97	18350/ Site Pins & Wood
15/12/2015	120086	18351	RICHMONDS	RICH002	60.50	12.10	72.60	5500	21	60.50	18351/Spare Cutting Blade
21/12/2015	300637	18352	EMPRISE SERVICES	EMP001	388.92	77.79	466.71	6932	22	388.92	18352/Security For Cemetery
17/12/2015	20622954-6-	18353	SEWAT	SEWAT001	352.50	0.00	352.50	6000	22	352.50	18353/SEWAT Bill Seal Road
17/12/2015	0760157	18354	BOOKER	BOOK001	84.62	8.03	92.65	6500	28	84.62	18354/GoodsForResale VineCafe
19/12/2015	0001855578	18355	ELITE	EFS001	45.76	0.00	45.76	6500	28	45.76	18355/Goods for Resale V.C

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 9

Ledger No 1 for Month No 9

Internal Reference Number

Items marked with a * are disputed invoices.

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
30/11/2015	100177666	18356	BRACHERS	BRA001	751.00	150.20	901.20	340	0	751.00	18356/RaleysRe-DevelopmentWork
04/01/2016	58829	18357	JIK	JK001	180.00	36.00	216.00	6315	31	180.00	18357/VacanciesOnJobsiteAdvert
30/12/2015	133023	18359	SDC DIRECT SERVICES	SDC002	218.65	0.00	218.65	6935	28	218.65	18359/VineCafeWasteCollection
31/12/2015	2015/078	18361	REINDEER CENTRE	TRC001	1,100.00	220.00	1,320.00	6490	32	1,100.00	18361/Reindeers For CLSO Night
04/01/2015	STC0116	18362	MAGIC BEANS	TMB001	3,000.00	600.00	3,600.00	7552	38	3,000.00	18362/CLSO EducationProject
26/11/2015	82378-CN	18363	PROVENDER	PRO002	-132.50	-26.50	-159.00	5340	21	-132.50	18363/Provender C.N 16156
31/12/2015	MANADJ/G	18364	SDC	SDC001	-1,152.00	0.00	-1,152.00	6000	24	-1,152.00	18364/Gym - old rates reversal
10/12/2015	2015/16-	18365	SDC	SDC001	1,139.56	0.00	1,139.56	6000	24	1,139.56	18365/Gym rates - last 3 payme
30/12/2015	2015/16-1/2-	18366	SDC	SDC001	-399.54	0.00	-399.54	340	0	-399.54	18366/Cric School rates refund
21/12/2015	CHQ-001222	18368	TIM CLEAVER	PEA001	11.82	0.00	11.82	6330	31	11.82	18368/Milk for December 01-19
21/12/2015	TCPA15/157	18369	TOWN & COUNTRY	TOWN002	105.00	0.00	105.00	6730	32	105.00	18369/TCPA Memebership (1yr)
14/12/2015	CHQ-001216	18370	QUORUM	QUOR001	250.00	0.00	250.00	506	0	250.00	18370/ChoirApperance@STAG
10/03/2015	3020	18371	PROVENDER	PRO002	29.10	5.82	34.92	5340	22	29.10	18371/Plants For Cemetry
27/11/2015	381579980/	18372	SSE	SSE001	59.53	2.97	62.50	5025	21	59.53	18372/StJohnsToiletsPowerBill
26/11/2015	911569468/	18373	SSE	SSE001	395.65	19.78	415.43	6011	36	395.65	18373/CommCentrePowerBill Dec.
15/12/2015	15122015	18374	BANKLINE	BANKL01	99.90	0.00	99.90	6975	31	99.90	18374/BanklineMonthlyFeeDec.
01/12/2015	H9397783	18375	WORLDPAY	WOR001	57.11	9.29	66.40	6975	31	57.11	18375/WorldpayBankCharges Dec.
02/12/2015	481582274/	18376	SSE	SSE001	96.16	4.80	100.96	6010	22	96.16	18376/ChapelPowerBill December
02/12/2015	731498107/	18377	SSE	SSE001	242.78	48.55	291.33	6011	36	242.78	18377/CommCentrePowerBill Dec.
03/12/2015	WM8750437	18378	WORLDPAY	WOR001	7.50	1.50	9.00	6976	31	7.50	18378/CreditCardCharges Dec.
20/12/2015	3033285849	18379	BOC	BOC001	5.90	1.18	7.08	6010	50	5.90	18379/HitB Gas Bill December
10/11/2015	8668-CN	18380	EDWARD TYRRELL	EDW002	-66.72	-13.34	-80.06	5010	28	-66.72	18380/Reversed Double Posting
06/01/2016	84056	18381	PROJUICE	PROJ001	64.00	1.00	65.00	6500	28	64.00	18381/ SticksOfChoc-o-Lait V.C
12/09/2015	1086875	18382	OPUS	OPUS001	280.14	56.03	336.17	6101	36	15.98	Community Centre Bill
								6101	22	13.50	Cemetery Bill
								6101	50	41.22	Youth Cafe (HitB) Bill
								6101	33	133.79	Council Offices Bill
								6101	22	41.22	Cemetery ADSL
								6101	31	11.44	Council Offices Redcare/Fax

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 9

Ledger No 1 for Month No 9											
Items marked with a * are disputed invoices.											
Internal Reference Number					Nominal Ledger Analysis						
Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
12/10/2015	1088065	18383	OPUS	OPUS001	-81.04	-16.21	-97.25	6101	21	19.22	Open Spaces / Raleys
								6101	32	3.77	Early Termination Fee
								6101	36	-6.17	Community Centre
								6101	22	-6.11	Cemetery
								6101	50	-9.41	Youth Cafe
								6101	33	-38.03	Council Offices
								6101	22	-9.75	Cemetery ADSL
								6101	31	-5.39	Council Office Redcare / Fax
								6101	21	-6.18	Open Spaces / Raleys
22/12/2015	1091198	18384	OPUS	OPUS001	-39.71	-7.94	-47.65	6101	50	-19.85	Youth Cafe (HitB)
								6101	22	-19.86	Cemetery ADSL
11/12/2015	900139949	18386	WINTERHALTER	WIN001	282.01	56.40	338.41	340	0	282.01	18386/V.C Dishwasher + Install
17/11/2015	CHQ-	18387	MAYOR16	MAYOR16	-140.00	0.00	-140.00	6408	31	-140.00	18387/Chq-000034-Credit Note
09/12/2015	CHQ-001215	18389	STEPHANIES	STEPH001	665.00	0.00	665.00	6410	31	665.00	18389/ReceptionOn14thDecember
31/12/2015	CHQ34	18390	MAYOR16	MAYOR16	140.00	0.00	140.00	6408	31	140.00	Reverse 18387 posted incorrect
31/12/2015	CHQ0034	18391	MAYOR'S CHARITY	MAYCHAR	-140.00	0.00	-140.00	6409	31	-140.00	18391/Reverse 17796 Chees & Wi
28/12/2015	LINDADEC15	18392	ONECARD	ONE002	564.31	120.22	684.53	6900	31	31.10	18392/Travel to NALC conference
								6300	31	533.21	18392/Staff Xmas Meal
								6200	50	11.18	18393/Product labels
28/12/2015	ANNDEC15	18393	ONECARD	ONE002	485.37	37.86	523.23	5410	33	4.87	18393/Telephone untanglers
								6900	40	24.75	18393/White paper bags
								6240	28	18.87	18393/Vine cafe phone bill
								6240	31	48.75	18393/STC business fibre
								6240	36	24.75	18393/SCC Internet
								6240	40	38.11	18393/Adobe creative cloud fee
								6240	31	6.25	18393/Main office ipad top-up
								6240	31	6.25	18393/Linda ipad top-up
								5500	50	2.38	18393/Pool cue screw on tips
								5500	50	2.03	18393/Pool cue chalk

Ledger No 1 for Month No 9

Items marked with a * are disputed invoices.

Internal Reference Number

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Analysis Detail
								A/C	Centre	Amount	
								5500	31	26.43	18393/Sevenoaks Picture books
								5500	28	26.42	18393/Sevenoaks Picture books
								6210	31	216.00	18393/STC office stamps
								316	0	7.50	18393/2 Keys Cut - Cem. Lodge
								316	0	12.49	18393/Lodge Net curtain wire
								6104	21	8.34	18393/Nicholas phone top-up
26/03/2015	6035328	18394	VODAFONE		21.27	4.25	25.52	6240	24	21.27	18394/Raleys Broadband bill
28/04/2014	4588864	18395	VODAFONE		55.27	11.05	66.32	6240	40	55.27	18395/Raleys broadband bill
TOTAL INVOICES								80,036.33		12,560.52	
										92,596.85	
										80,036.33	

Date: 12/01/2016

Sevenoaks Town Council

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Bank Reconciliation Statement as at: 31/12/2015 for Cash Book 6 Petty Cash

F16P
22-2-16 50

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/12/2015		861.10
			<u>861.10</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			861.10
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			861.10
		Balance per Cash Book is :-	861.10
		Difference is :-	0.00

Date: 12/01/2016

Sevenoaks Town Council

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Cash Book 6

User : MB

Petty Cash

For Month No : 9

Receipts for Month 9

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		686.10				686.10	
Banked on : 09/12/2015		388.51					
	Nat West - Current Account	388.51			210	388.51	Petty Cash Transfer
Banked on : 21/12/2015		0.20					
Discount	The London Lawn Turf Co.	0.20			5410 21	0.20	Discount on turf
Banked on : 22/12/2015		237.50					
	Nat West - Current Account	237.50			210	237.50	Petty Cash Transfer
Banked on : 22/12/2015		0.20					
	Nat West - Current Account	0.20			210	0.20	Cheque entered incorrectly
Total Receipts for Month		626.41	0.00	0.00		626.41	
Cash Book Totals		1,312.51	0.00	0.00		1,312.51	

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Sevenoaks Town Council

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Cash Book 6

User : MB

Petty Cash

For Month No : 9

Payments for Month 9

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/12/2015	Open Spaces Petty Cash	1331	15.00			6330 21	15.00	Tea/Coffee/Milk/Hot Choc
03/12/2015	Sainsburys	1332	27.30		0.01	6330 31	27.29	Refreshments for meetings
04/12/2015	Richards & Sons	1333	38.50		6.42	5410 33	32.08	Xmas Tree for Offices
04/12/2015	HitB Petty Cash	1334	48.31		1.38	6500 50 6200 50	42.78 4.15	Cafe food supplies Marker Pens
08/12/2015	Vine Cafe Petty Cash	1335	39.51		1.27	6500 28	38.24	Cafe food supplies
09/12/2015	Sainsburys	1336	25.99		4.33	6869 32	21.66	Champagne - Best Dressed Windo
09/12/2015	Sainsburys	1337	20.00			6900 40	20.00	Sandwiches - Council Meetings
09/12/2015	Sevenoaks District Council	1338	4.00		0.67	6900 31	3.33	Parking - Linda Market Filming
11/12/2015	Sainsburys	1339	30.00			6330 31	30.00	Chamber meeting sandwiches
11/12/2015	Zizzi's	1340	15.00			6330 31	15.00	Christmas Party Deposit
16/12/2015	Tesco	1341	18.60		1.16	6500 28	17.44	Milk & Supplies
16/12/2015	Tesco	1342	9.25			6500 28	9.25	Milk & Crumpets
16/12/2015	Sainsburys	1343	24.65		0.80	6500 28	23.85	Various food supplies
16/12/2015	Tesco	1344	5.50			6500 28	5.50	Baguettes
16/12/2015	Sainsburys	1345	8.30			6500 28	8.30	Baguettes/Teacake
21/12/2015	The London Lawn Turf Co.	1346	16.20		2.70	5410 21	13.50	Turf - O/S
21/12/2015	Motorparts	1347	4.00		0.67	5500 21	3.33	Cable Ties
21/12/2015	Sevenoaks District Council	1348	2.00		0.33	6900 31	1.67	Linda Parking - Handelsbanken
22/12/2015	Nat West - Current Account	CHQ 1225	0.40			210	0.40	Cheque entered incorrectly
23/12/2015	Cllr Arnold	1349	2.00			6210 31	2.00	Extra postage fee for letter
23/12/2015	Community Centre Petty Cash	1350	18.46			6520 36	18.46	Cakes & Coffee
23/12/2015	The Co-operative Food	1351	15.43			6500 28	15.43	Milk & salad & ham
23/12/2015	ASDA	1352	8.00		1.33	5500 28	6.67	Baskets
23/12/2015	Cook	1353	23.05			6500 28	23.05	cakes
23/12/2015	Sainsburys	1354	7.30		0.01	6500 28	7.29	Various Food supplies
23/12/2015	Tesco	1355	2.64			6500 28	2.64	Salad supplies
23/12/2015	Robert Dyas	1356	22.02		3.67	5500 28	18.35	Blender & Sellotape
Total Payments for Month			451.41	0.00	24.75		426.66	
Balance Carried Fwd			861.10					
Cash Book Totals			1,312.51	0.00	24.75		1,287.76	

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Date: 08/01/2016

Sevenoaks Town Council

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22-2-16

Ed

Bank Reconciliation Statement as at: 31/12/2015 for Cash Book 5 Payroll A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Payroll A/C	02/12/2013	520	0.00
NatWest payroll A/C	24/12/2015	134	1,000.00
			<u>1,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			<u>1,000.00</u>
<u>Receipts not Banked/Cleared (Plus)</u>			<u>0.00</u>
			<u>1,000.00</u>
		Balance per Cash Book is :-	1,000.00
		Difference is :-	0.00

Date: 08/01/2016

Sevenoaks Town Council

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Cash Book 5

User : RM

Payroll A/c

For Month No : 9

Receipts for Month 9

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	1,000.00				1,000.00	
	Banked on : 04/12/2015	97.34					
L&G	LEGAL AND GENERAL	97.34			516	97.34	REFUND RE RM AND MB
	Banked on : 17/12/2015	18,864.93					
	Nat West - Current Account	18,864.93			205	18,864.93	PENSIONS & PAYE
	Banked on : 18/12/2015	36,676.53					
	Nat West - Current Account	36,676.53			205	36,676.53	MONTHLY SALARIES
	Banked on : 23/12/2015	2,003.43					
	Nat West - Current Account	2,003.43			205	2,003.43	LEGAL AND GENERAL PRINT
Total Receipts for Month		57,642.23	0.00	0.00		57,642.23	
Cash Book Totals		58,642.23	0.00	0.00		58,642.23	

Date: 08/01/2016

Sevenoaks Town Council

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Cash Book 5

User : RM

Payroll A/c

For Month No : 9

Payments for Month 9

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
04/12/2015	Nat West - Current Account	L&G 04 12	48.67			205	48.67	Legal and General refund 04 12
04/12/2015	LEGAL AND GENERAL	PENS	48.67			516	48.67	REFUNDS RM AND MB
17/12/2015	HM REVENUE & CUSTOMS	HMRC NOV	18,864.93			515	18,864.93	NOV PAYE AND PENSIONS
18/12/2015	STC STAFF	DEC SALS	36,676.53			520	36,676.53	DEC 2015 SALARIES
23/12/2015	LEGAL AND GENERAL	L&G DEC	2,003.43			516	2,003.43	AE PENSIONS DEC 2015
Total Payments for Month			57,642.23	0.00	0.00		57,642.23	
Balance Carried Fwd			1,000.00					
Cash Book Totals			58,642.23	0.00	0.00		58,642.23	

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Reserves policy

At the last F&GP meeting it was resolved that reserves policy should feature on every F&GP agenda.

The attached reserves forecast (page 1) shows that the level of the revenue reserve fund expressed as a percentage of the current precept is 44% at 31 December 2015, compared with the 50% required to meet the current policy.

The attached capital receipts reserve forecast to 31 March 2016 (page 2) shows that based on current forecasts the expected negative balance at 31 March 2016 excluding the receipt of proceeds from sales of the Raleys properties and Cemetery Lodge is £204,056. While this expenditure will be more than covered by the receipts from the capital disposals, the timing of these receipts remain uncertain. Our internal auditors have determined that they are comfortable for the reserve to be run at a negative value pending the capital receipts as long as no deficit exists at the year end. If the proceeds have not been received by 31 March 2016 then this entire deficit will have to be covered by a transfer from Revenue Reserves.

The reserves forecast therefore shows the impact of the possible reserves transfer from the revenue reserve fund to capital receipts reserve – which would bring the revenue reserve to 19% of the precept, compared with the 50% required to meet current policy.

Reserves Forecast as at 31 Dec 2015

The current reserves policy of the Sevenoaks Town Council is that the General Reserve Fund should equate to at least 6 months (50%) of the current precept.

	£	% of precept
Current precept	803,102	
6m of precept	401,551	50%

The current/predicted levels of reserves expressed as a % of the precept are shown below:

Revenue Reserve at 31/12/2015	356,079	44%
Reserves transfer required if capital proceeds not received by 31 March 2016	-204,056	
Revised revenue reserve	<u>152,023</u>	19%

Note

The above analysis excludes capital receipts from grants or property sales.

Proceeds from the Raleys sale or additional capital grant income will eliminate the deficit in the Capital Receipts Reserve

Capital receipts must be used for capital spend, so cannot be transferred to the Revenue Reserve

**Sevenoaks Town Council
Dec-15**

Capital receipts reserve forecast

Balance on Capital Receipts Reserve @ 31 Dec 2015
£ - 106,098.04

According to the rolling capital programme the following has been allocated towards projects to be charged to Capital Receipts Reserve in 2015/16 (excluding Community Development Plan projects/receipts- subject to review):

RCP Project no		2015/16				2016/17			
		Per Rolling Capital Programme budget							
		£	Jan	Feb	Mar	£	Jan	Feb	Mar

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Cash flow/investments report

At the last F&GP meeting it was resolved that cash flow/investments should feature on every F&GP agenda.

The Council's policy is to retain not less than 3 months estimated working capital and capital requirements in current and deposit accounts giving immediate access. The attached cashflow forecast (page 1) shows that expected cash outflows over the next 3 months total approximately £386k. Instant access funds available at 31 December 2015 totalled £394k. To ensure sufficient availability of cash a further £100k was drawn down from the Bank of Scotland treasury deposit on 19 January 2016 (and further funds have been drawn down in early February).

The expected total cash balance expected at 31 March 2016 is £440k (of which some £95 relates to the KCC No8 bus grant). The next precept receipt of £487k is due 30 April 2016.

Given the current levels of funds held, it is not considered necessary to establish additional investments at this time. However, discussions have taken place with a prospective broker used by SDC and with the CCLA deposit fund representative, and it is recommended that following the forthcoming staff changes within the finance team, mandates are put in place so that funds can quickly be placed in appropriate deposits.

Cashflow Forecast as at 31 December 2015

£

Cashbook balances at 31 December 2015

826,458

Precept receivable

0

Income and Expenditure per budget

-69,618

-89,125

-224,002

Provision spend

Elections

-13,500

-13,500

Streetslights

-2,500

-7,500

Accruals/other creditors (est)

-37,232

-39,833

-100,058

Committed Capital projects (a/c 340)

-1,869

-30,500

-41,369

Committed Capital projects (a/c 316)

-1,869

-30,500

-41,369

Cash outflow/inflow

-111,219

-134,752

-386,429

Predicted total cashbook balance EXCLUDING PROPERTY RECEIPTS

715,239

580,487

440,029

Analysis of available funds to cover requirements to 31/3/16

Available funds	Date available	£	£	£
Instant access funds for STC general use	N/A	394,289		394,289
<i>Additional funds available</i>				
From Handelsbanken 35 day notice a/c				0
				394,289
From BOS Treasury Deposit	19/01/2016		100,000	100,000
				494,289
Cumulative outflows to 31 March 2016				-386,429

Adequate liquid funds are available to cover maximum cash outflows during the following 3 months.

GRANT REQUESTS FOR TAX YEAR 2015/2016 or 2016/2017

Grant No (Nos historically allocated)	Organisation	Sum Applied For February 2016 £	Statutory Provision under LGA 1972 General Power of Competence (GPC)	History of STC Grants		No. of beneficiaries	No. of Sevenoaks Residents	Purpose of Grant	Print Page Nos
				Finance Year	Amount £				
1 (a)	Relate West & Mid Kent	£4,900 750	GPC s133	2016 (Feb)	tbc	4000	1152 (=28.8%)	2015/2016 To install a PC, scanner, copier in Sevenoaks, replace old furniture and buy 6 x iPads.	1-31
				2010	750.00	230			
1 (b)	Relate Sevenoaks	£6,352	GPC	2016 (Feb)	tbc	2010	1152 (=57.31%)	2015/2016 To employ a fundraiser at a salary of £10,400pa to raise money to deliver service in Dunton Green and taster days.	31-38
2	Sevenoaks Volunteer transport Group	£500	GPC	2016 (Feb) 2015 Feb 2014 Feb (2013/14) 2013 (April) 2012 2011 2009	tbc 500 500 500 500 500	300 370 380 3320	160 (= 53.33%) 160 + 12 drivers+ chairman+ Treasurer 170 152	2015/2016 Weekly transport for beneficiaries to attend clinics & facilities help disabled	39-56
3	Sevenoaks Literary Celebration	£200.00	GPC	2016 (Feb) 2015 Feb Feb (2013/14) 2013 (April) 2012 2011 2009 2008	tbc 300 300 600 600 600 850 550	650 600 370 380 3320	500 (=76.92%) 500 160 + 12 drivers+ chairman+ Treasurer 170 152	2015/2016 Local literary festival to help fund free event for local school children in Sevenoaks.	57-64

Grant No (Nos historically allocated)	Organisation	Sum Applied For February 2016 £	Statutory Provision under LGA 1972 General Power of Competence (GPC)	History of STC Grants		No. of beneficiaries	No. of Sevenoaks Residents	Purpose of Grant	Print Page Nos
				Finance Year	Amount £				
4	Sevenoaks & Swanley CAB	1,402.70		2016 (Feb)	Tbc	3355	498 (=14.84%)	2015/2016 To purchase secure cupboard doors £387.50 & chairs £326.40 Cleaning 20 chairs £90 High performance shredder £598.80	65-116
				2014 (Sept) 2014 Feb (2014/15) 2011 2011 2011	780 1,628 2052 1,569 2025 1510	2864 400 4089	550 481 go more than once 566		
5	Friends of Portoise	£500.00 +	GPC	2016 (Feb)	Tbc	49	38 (=77.55%)	2015/2016 To provide a firm base, continually update, to widen horizons in both communities & promote international friendships	117-128
				2015 Feb 2014 Feb (2013/14) 2013(April) 2012 2011 2010 2009 2008 2007 2006	250 300 250 500 250 600 500 500 600 600 600 600	49	38		

Grant No (Nos historically allocated)	Organisation	Sum Applied For February 2016 £	Statutory Provision under LGA 1972 General Power of Competence (GPC)	History of STC Grants		No. of beneficiaries	No. of Sevenoaks Residents	Purpose of Grant	Print Page Nos
				Finance Year	Amount £				
6	Sevenoaks Three Arts Festival (young musician of the year June 2016)	£600		2016 (Feb)	Tbc	1700	80-90% (=1530)	2016/2017 Hire of piano and performance space for competitive classes and Prize-winners Concert	129-140
	Two grant applications - In retrospect – annual June competition	£600.00	GPC	Sept 2015 for June 2015	600	1700	80-90%		
	- (Piano)	£500.00		Sept 2015	500	1000	80-90%		
		£500.00		Sept 2014	500	1000	80-90%		
		£600.00		2014 Feb (2013)	600	1700	80-90%		
				2013 (Sept)	[for 16.3.2014]	1000+	80-90%		
7	Sevenoaks Home Library service	£400.00	GPC	2013 (piano)	600	1700	85-90%		
				2012 (Sept)	500	1000+	85-90%		
				2012	600	1700	85-90%		
				2011 (Sept)	500				
				2011	600				
				2010 (Sept)	500				
				2009	600				
				2008	600				
				2007	600				
				2006	600				
				2016 (Feb)	135	120 (=88.88%)		2016/2017 Delivery of library books, videos etc to disabled and elderly people.	141-148
				2015 Feb	200	120/150	90-110		
				2014 Feb (2014/15)	150	120	90-100		
				2013 (April)	200	80-85	70-72		
				2012	200	80	70		
				2011	400 200				
				2009	200				

Grant No (Nos historically allocated)	Organisation	Sum Applied For February 2016 £	Statutory Provision under LGA 1972 General Power of Competence (GPC)	History of STC Grants		No. of beneficiaries	No. of Sevenoaks Residents	Purpose of Grant	Print Page Nos
				Finance Year	Amount £				
9	Friends of Rheinbach	£250.00	GPC	2016 (Feb) 2015 Feb 2014 Feb (2013/14) 2013 (April) 2012 2011 2009 2008 2007 2006	tbc 250 500-250 500 250 600 500 600 600 600 600	53 57 53 53 58	22 (=41.51%) 35 34 34 39	2015/2016 To exchange visits between the 2 towns. Develop social artistic sporting and educational links.	149-156
23	Kent Youth Jazz Orchestra "Kyjo"	£500.00 But cost to them is £750	GPC	2016 (Feb) 2015 Feb 2014 Feb (2013/14) 2013 (April) 2,500	tbc 500 4250-500 750	25 playing members Potentially whole town	All Sevenoaks schools invited play Potentially whole town	2015/2016 Youth Jazz Workshop on Tuesday evening during Sevenoaks Summer Festival. Open to any young musician with interest playing big band jazz. FREE of charge to participants	157-162

Grant No (Nos historically allocated)	Organisation	Sum Applied For February 2016 £	Statutory Provision under LGA 1972 General Power of Competence (GPC)	History of STC Grants		No. of beneficiaries	No. of Sevenoaks Residents	Purpose of Grant	Print Page Nos
				Finance Year	Amount £				
25	Circle Support – Sevenoaks Refuge	£458.46		2016 (Feb) 2012 (Sept)	tbc 500	44 23	44 100%	2015/2016 Vulnerable women fleeing abuse reside in Sevenoaks Town. To set up an in house project GRAFT to teach new skills to recycle furniture to sell to raise money for Sevenoaks Refuge.	163- 228
43	Divine Singers	£1,000	GPC	2016 (Feb)	tbc	113,700 (2006)	Potentially whole town 113,700 (2006)	2015/2016 Singing and mental wellbeing NHS fund research – funds ceased December 2015. Members benefit & bring locals joy.	229- 235 Pages 236-244 blank

Later applications:

Grant No (Nos historically allocated)	Organisation	Sum Applied For February 2016 £	Statutory Provision under LGA 1972 General Power of Competence (GPC)	History of STC Grants		No. of beneficiaries	No. of Sevenoaks Residents	Purpose of Grant	Print Page Nos
				Finance Year	Amount £				
12	South East Open Studios	£200.00	GPC	2016 (Feb)	tbc	2000	80% (=1,600)	2015/2016 To have 2 x reusable roadside banners to publicise SEOS and to pay to update previous signs	245-274
				2015 Feb	250	42	80% in 2014		
				2014 Feb (2013/14)	250				
				2013 (April) 2012	250				
				2011	250				
				2009	250				
				2008	500				
				2007	500				
						32	2000 in 2013		
						32	27		

Balance as at 31.12.2015

Budget	2015/2016		2016/2017	
	2015/2016 budget	Available as @ 31.12.2015	2016/2017 budget	02.02.2016 comments
Budget 2014/2015 Local Organisations F & GP & Youth Support Services	➤ £16,275	£9,950	➤ £16,275	
Twinning Support	£1,000	£1,000	£1,000	
Grant Subsidies Chamber	£1,000	£0	£1,000	
Sevenoaks Summer Festival	£5,000	£0	£5,000	❖ £0
Grant Subsidies Sevenoaks Community Centre	£1,000	£586	£1,000	
Annual Donation to Sevenoaks Conservation Council	£153	£0	£156	
Youth Outreach	£15,000	£10,501	£15,000	
Youth Council Support (b/f £1,495) plus 2016/2017 budget £500	£500	£1,495	£500	

- Excludes £900 Indoor Cricket Club awarded in 2014/2015 which has not yet been paid and is included within accruals on the balance sheet
- ❖ allocated F&GP 11.01.2016

Finance and General Purposes Committee – 22nd February 2016**Agenda Item 6 (b)****Grant Aid Requests**

To receive and consider applications for Grant Aid (copies attached).

Grant Ref No	Organisation	Application Sum Requested
01 A	Relate West & Mid Kent	£4,900.00
01 B	Relate Sevenoaks	£6,352.00
02	Sevenoaks Volunteer Transport Group	£500.00
03	Sevenoaks Literary Festival	£200.00
04	Citizens Advice Bureau in North and West Kent Sevenoaks and Swanley CAB	£1,402.70
05	Friends of Pontoise	£500.00
06	Sevenoaks Three Arts Festival	£600.00
07	Sevenoaks Home Library Service	£400.00
09	Friends of Rheinbach	£250.00
12	South East Open Studios	£200.00
23	Kent Youth Jazz Orchestra	£500.00
25	Centra Care and Support – Cornfield House Refuge (Circle Support Sevenoaks)	£458.46
43	Divine Singers	£1,000.00
TOTAL requested from the Town Council		17,263.16

Finance and General Purposes Committee – 22nd February 2016**Agenda Item 6 (c)****Grant Reports**

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

Grant Ref No	Organisation	Sum Awarded & date £	Report attached
06	Sevenoaks Three Arts Festival	£600 – festival £500 – STC Prize	✓
13	Sevenoaks Art Club	£250 February 2015 – event November 2015	✓
17	West Kent Mediation	£750	✓
34	Sevenoaks Society	£500	✓
41	Bullfrog Productions	£2000	✓
42	Bradbourne RA	£250	✓

Sevenoaks Town Council
Finance and General Purposes Committee
Summer Play Provision 2016

Each year Sevenoaks Town Council provides Summer Play dates at the following locations:

The Vine

Greatness Recreation Ground

Hillingdon Rise Play Area

Julian's Meadow Play Area

The costings for Play Place to provide the Sevenoaks Summer Play Provision 2016 are considerably higher than 2015, please see comparison below:

Core Activities	2015	2016	Entertainment	2015	2016
3 hour session, 4 staff, ¾ gazebos, garden games, large sport activities, 3 craft activities, inflatable, board games and team activities	£381	£432 for under 50 participants £576 for 50 + participants	Magic person/entertainer	£155	£225

Other costs to consider is toilet hire and printing costs. Projected cost for 2016:

Core activities = £2304

Entertainment = £675

Printing = £95.00 tbc (2015 price)

Toilet Hire = £180.00 tbc (2015 price)

Total = £3254.00

The total budget set for 2016 is £2,000.

RECOMMENDATION: To allocate £1400 from the Youth Outreach budget to summer play days budget

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Minutes of Sevenoaks Town Partnership meeting held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks at 6.30pm on Wednesday 27th January 2016

Present:

Executive board:

Clive Andrews	Bligh's	Apologies
Cllr Stephen Arnold Vice Chairman	Sevenoaks Town Council	Apologies
Elizabeth Dolding	Chamber of Commerce	Present
Cllr Tony Clayton	Sevenoaks Town Council	Present
Cllr Maxine Chakowa Chairman	Sevenoaks Town Council/Specsavers	Present
Knole Representative	Knole	Apologies
Cllr Avril Hunter	Sevenoaks District Council	Present
Neil Jackson	Coolings	Apologies
Gabriel Shepard	Sevenoaks Chronicle	Apologies
Linda Larter	Sevenoaks Town Council	Present
Roger Walshe	Sevenoaks Society	Present
Jane Parish	Sencio	Apologies
Andrew Eyre	Stag Community Arts Centre	Present
Fergal Parkinson	Sevenoaks Round Table	Apologies

Also in Attendance:

Bonnie Tarling – Committee Clerk
 Austin Blackburn – Go Coach
 Roberta Ware – Francis Jones Jewellers
 Geoff Brown – SJRA/SAHA
 Stephanie Harrison – Breast Cancer Care
 Cllr Simon Raikes – Sevenoaks Town Council
 Cllr Richard Parry – Sevenoaks Town Council
 Marius Le Roux – Sevenoaks Round Table

1. Apologies for absence:

In addition to those noted above apologies for absence were received from:
 The Rt Hon Michael Fallon MP and Cllr Mrs P Walshe.

2. Declarations of interest:

None Received.

3. Minutes.

The minutes from the Town Partnership meeting held on 16th December 2015 were received and noted.

4. Finance Matters

A current finance report was received and noted.

5. Give and Gain Day 20th May 2016

A small amount of information regarding Give and Gain Day was received. Please see further information attached. It was agreed to participate in the Give and Gain Day and it was agreed to arrange a volunteer party to help with the following Sevenoaks volunteer activities. Further details would be brought to the next meeting.

- Sevenoaks in Bloom
- Knole
- Stag
- Bat & Ball Station
- Buckhurst Lane Play Area

6. Business Show Friday 22nd April 2016

An update was received from the Committee Clerk. Stand bookings had been going well and two sponsors, Kall Kwik and SDC had been confirmed. The Rt Hon Michael Fallon MP would open the show. It was noted that SDC had refused to give out car parking permits for exhibitors as per previous years. This could be an issue as exhibitors will have trouble finding all day parking and possibly be unwilling to participate in future events held at the Stag Plaza.

7. Wellbeing Show Saturday 14th May 2016

This is a Chairman's initiative and a new event for the Town Partnership. Two sponsors, The Better Body Group and Sevenoaks Medical Centre had already been confirmed. Positive feedback had been received with several stand space already booked. It was noted that although a meeting had taken place with Hayley Brooks at SDC they were not interested in sponsoring or promoting the event and were not sure they would be having a stand on the day.

8. Parking for events at the Stag

It was noted that SDC had refused to provide parking permits in the car park for events at the Stag Plaza. This could become an issue as exhibitors would have to park further away from the event space and possibly have trouble finding an available all day parking space in the town. It was noted that if the policy didn't change the Town Partnership would have to look at holding events such as the Business Show at the Community Centre as this has free parking next to the building.

9. Member Organisations.

Sevenoaks Town Council – In Bloom 2016. A recent meeting regarding the Action Plan for 2016 has gone well. The Town was 12 points in total away from receiving Gold. The brochure produced for 2015 would be used to show businesses and groups how to get involved and hopefully generate more funds to be used for hanging baskets and planters especially near the Pembroke Road traffic light

junction (cost £1,500). Planting colours would be yellow/gold and purple for 2016. Justyna Nunn, Facilities Manager for Suffolk House had already expressed an interest in planting the large brick planters outside their building.

Bat & Ball Centre Survey – The Town Clerk requested that everyone complete the survey emailed to them recently. It was agreed to ask the Chronicle if it would also promote on it's website.

Mayor's Fundraising Lunch on Friday 29th January at the Town Council Chamber from 12-2pm - The Town Clerk invited members to attend this event with entrance costing only £5.

Stephanie Harrison – The Pink Party meeting had gone well with lots of new ideas for the 2016 event. The Pink Party would take place on the Vine Gardens on Saturday 1st October from 2-5pm. It was hoped a showing of the new Absolutely Fabulous film would take place at the Stag Cinema with an after party in the bar, tickets would be £15. Thanks were given to everyone involved with the 2015 event and to date £12,907.54 had been raised for Breast Cancer Care. (see letter attached).

Fairtrade – Fair Trade was now back up and running in the town with a Fairtrade Fortnight happening on 29th February to 13th March at various venues around the town.

Sevenoaks Rail Travellers Association - It was noted that Oyster cards would be accepted at Sevenoaks station shortly, with further information to follow. All stations including Dunton Green would now be staffed at all times.

Cllr Clayton and Austin Blackburn would discuss ways to get bus information posters at the rail station and report back ant progress to a future meeting.

Sevenoaks Society – A residents association meeting was being planned to take place regarding parking in the area.

Chamber of Commerce – 1st Wednesday meeting would be held on 3rd February at A Plan. A new entertainment and events group had been formed with further details about future events being brought to the next meeting.

Stag – The refurbishment of the Cinema was now completed. The Stag would be taking over the running of the café from Wednesday 3rd February.

Cllr Robert Piper – The launch of the Sevenoaks Summer Festival meeting had gone well with committee member numbers strengthening. Plans for the festival were positive.

Go Coach – The refurbishment to the bus station area was now complete. The business was struggling currently and need of more staff and space for parking buses overnight.

Route 8 figures were better than predicted. New timetable cases on all bus stops for the route would be installed shortly.

Francis Jones Jewellers - Business was very busy.

The Round Table – Thanks were given to all involved in the 2015 Torchlight Parade. Nearly £18,000 had been raised to be given back into the community. £6,000 had been given to the Sevenoaks Town Council to be used for the new Buckhurst Lane Play Area.

The Torchlight Parade would take place on Saturday 5th November with the fireworks company already booked.

10. Dates of next meeting

- Wednesday 9th March 2016
- Wednesday 20th April 2016

11. Press Release

No items for a press release.

With no further issues to discuss the Chairman closed the meeting at 7:50 pm.

Sevenoaks Town Council**Finance & General Purposes Committee – 22nd February 2016****Current Matters****Agenda Item 11 (a)**

Item		Status	Latest update
1	Council Priorities list	Ongoing working document attached – agenda item 16b)	Updated following Blue Skies. 2014 priorities updated by Council. Further Blue Skies meeting arranged for 19.09.2015. Priorities updated to reflect new priorities.
2	Wall at Rear of Chamber	Wall monitored in September 2012 and continues to be less than 2° off true.	
3	Street Lighting Safe & Sensible Street Lighting	A meeting was held on 04.12.2013 with a representative from KCC who is arranging for quotations to be forwarded to the Town Council for removal of columns, together with a maintenance proposal. Report to be presented to F&GP when quotes have been received. 17.01.2014 - SDC confirmed that the removal of redundant poles on the pavement in Vine Court Road will go ahead with other works within the next 3 – 4 months.	Report to F&GP 15.06.2015 07.09.2015 02.11.2015 30.11.2015 First meeting of working Party took place 11.01.2016.
4	Raleys Development	Legal negotiations completed with developer(s). Cllrs Blue Skies event arranged for 01.11.2014.	Exchange subject to planning permission approved. SDC Planning Officer provided objections.

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Finance & General Purposes Committee – 22nd February 2016
Priorities [Note updated with 2015 Blue Skies Proposals]
11 (b)

Agenda Item

PRIORITY ONE

No	Project	Details	Proposed target timescale	£	Update / comment
1	Disposal of Raleys Gym, Indoor Cricket School and bungalow	Disposal of land to enable reinvestment into fit for purpose replacement and additional recreational facilities		£30,000 £95,000 £150,000	Negotiations with Knole Estates Change to covenant agreed – legal documentation completed. SP10 discussions completed with SDC – S.106 unilateral agreement signed. McCullochs submitted planning application to SDC 9.10.2015. STC paid when planning application approved. Unfortunately SDC Planning Office has raised objections to planning application resulting in delays. Noted Indoor Cricket School could be accommodated within Indoor Bowls Centre or Wildernesse Site (meeting held with KCC) Negotiations progressing well. Decision received regarding Grammar School, negotiations recommenced.
2	Bat & Ball Community/Conference Centre	Research feasibility of building new multi-purpose community centre, including commission plans to tender stage.	March 2017	£60,000 £20,000 £170,000 £3,000,000	RIBA Competition completed. Report to Community Infrastructure Committee 29.06.2015. New build centre. Additional feasibility work being undertaken for mixed use of site to include residential. Presented to Cllrs 22.12.2015. Pre-build professional fees including planning application and tender process. On hold until capital receipts received. Capital Build.
3	Bat & Ball Station building	STC acquire station building on long peppercorn lease. Use as community building.	January 2016	£250,000	South Eastern Railways providing structural engineering report. Initial negotiation completed. Reported to CIC 08.02.2016. Meeting 08.01.2016.

Sevenoaks Town Council

Finance & General Purposes Committee – 22nd February 2016
Priorities [Note updated with 2015 Blue Skies Proposals]
11 (b)

Agenda Item

No	Project	Details	Proposed target timescale	£	Update / comment
4	Farmers Market	Local Food Promotion. Hold Farmers Market 1 x monthly on a Sunday 6 months April to September in Vine Gardens	April 2016	0	Arrangements to be put in place from April 2016. Income generating.
5	Greatness Football Pavilion	Review under proposals for improvements to Greatness area	March 2015	£1,500,000 £50,000*	Football Club submitting planning application and seeking funding. Consultation needed with football club(s) and local residents. GRA prefer this ambitions scheme and have submitted scheme for pre-planning advice. Funding to be obtained. Second option being investigated - Football Club to have separate building to replace current portacabins, current pavilion * refurbished to accommodate public toilets, café and community space for hire. Consideration to be given to joint management of facility. STC Awaiting drawings and costing relating to conversion of pavilion to enable access to public toilets.

Sevenoaks Town Council

Finance & General Purposes Committee – 22nd February 2016
Priorities [Note updated with 2015 Blue Skies Proposals]
11 (b)

Agenda Item

No	Project	Details	Proposed target timescale	£	Update / comment
6	Neighbourhood Development Plan for Town Centre	To provide a long term sustainable plan for the Town Centre	March 2017	£20,000 approx £300,000 (Cap projects)	Questionnaire for public on line and distributed to all households from 11.04.2014. Children competition – excellent entries received. Questionnaire responses being analysed. SDC circulating questionnaire re Economic Development and willing to share data. Integrated transport study and information banners for public consultation during December. Consultation on NDP main themes open until 31.12.2015.
7	Community Right to Bid.	To nominate assets of community value to Sevenoaks District Council which Sevenoaks Town Council would be interested in purchasing if they were to be sold.			CLRs to be asked to provide information of such buildings within their wards Registration process for STAG commenced. Now registered. Registration process for Bradbourne Lakes completed.
8	Play Area Town Centre	New large play area in town centre	2015	£100,000	Negotiations completed for 10 year lease of land within Environmental Park. Knole Trustees offered 5 year lease and have been requested to review term. Knole agreed to extend to 10 years commencing 01.10.2015. STC requested extension of area. Consultation taking place and external funding applied for £36,000. Obtained. Round Table agreed grant of £6,000 from 2015 Fireworks event. Balance to be funded by CL. Order placed to be installed by Easter 2016 (subject to weather). Installation to commence 15.02.2016.

Sevenoaks Town Council

Finance & General Purposes Committee – 22nd February 2016
Priorities [Note updated with 2015 Blue Skies Proposals]
11 (b)

Agenda Item

No	Project	Details	Proposed target timescale	£	Update / comment
9	Free Recreational facilities	To include outdoor gym, table tennis, basketball play facilities.	2015 onwards	£120,000	Agreed to put on hold until Capital Receipts received.

PRIORITY TWO

No	Project	Details	Proposed target timescale	£	Update / comment
1	Vine Cricket Pavilion	Research and feasibility to be undertaken into rebuild and refurbishment of the building			Grant to KCC applied for refurbishment of toilets. Grant successful. Plans being prepared for Grant to be applied for disabled access to pavilion. Consideration needs to be undertaken whether disabled access is to be front or rear of building. – Open Spaces and Leisure Committee agree for front. Planning permission delayed, awaiting feedback from Pavilion Club on design. Indicative quotes being obtained to support applications for funding once plan approved. Planning application being prepared for submission.
2	South East in Bloom	Provide action plan for obtaining gold award.			Specification being prepared for tenders for robust maintenance programme for exterior of building. Action Plan agreed at Open Spaces Committee November 2015.

Sevenoaks Town Council

Finance & General Purposes Committee – 22nd February 2016
Priorities [Note updated with 2015 Blue Skies Proposals]
11 (b)

Agenda Item**PRIORITY THREE**

No	Project	Details	Proposed target timescale	£	Update / comment
1	Bradbourne Lakes	To seek continued improvements with facility			To work with SDC to achieve this. Bradbourne Residents Association had started to create a plan. SDC agreed at Town Forum 10.03.2014 to involve STC.
2	Junction 5 / slipway	To re-open dialogue with organisations involved in this matter			Agreed at KALC AGM to create a working party to work on this. STC agreed at Planning Committee 18.08.14 to provide grant.
3	Night time economy	To seek to develop night time economy via Sevenoaks Town Partnership initiatives, entertainment on the Vine one evening per week	June to August 2014		Programme being put in place for bands on Vine Bandstand. Evening bands to be funded by presence of arts and craft stalls, now premises licence in place. Preparing application for Purple Flag Award.

Sevenoaks Town Council

Finance & General Purposes Committee – 22nd February 2016
Priorities [Note updated with 2015 Blue Skies Proposals]
11 (b)

Agenda Item

No	Project	Details	Proposed target timescale	£	Update / comment
4	Library (Kaleidoscope)	Research feasibility for taking over the management of facility and moving STC administration into the venue	May 2013		To liaise with KCC Informal STC meeting 04.03.2013 Progress delayed until after KCC elections 02.05.2013. Officer meeting arranged for 24.05.2013 To prepare architect drawings with STC functions within current perimeter and second set of plans with extension. Completed, discussions ongoing. Progress delayed due to KCC internal review / reorganisation. KCC confirmed willing to continue discussions. KCC consultation paper to F&GP 23.02.2015. Project not being progressed by KCC. KCC requested meeting for January 2016. Further discussion underway.
5	MUGA Multi Use Games Area	Install to replace facility at Community centre	Tbc	£100,000	Await outcome of plans for Community Centre.

Finance & General Purposes Committee – 22nd February 2016
Priorities [Note updated with 2015 Blue Skies Proposals]
11 (b)

Agenda Item

COMPLETED

No	Project	Details	Date Completed	£	Comment/Update
1	Process Efficiency Investigation	STC to review its structure. Is it fit for purpose to meet current and potential future needs	June 2013	0	Carried out internally and also relevant to Investor in People independent examination. Report presented to F&GP June 2013. Further report to be prepared.
2	Asset Management Review	Obtain valuation of land owned by STC	March 2013	0	Budget £3,000 – no charge for evaluation from Clive Emson.
3	Cemetery Frontage	Register frontage of planning allocations for residential			Planning advice commissioned, and appeal submitted. Appeal lost.
4	Digital Tourist Information	Close TIC facility and invest in alternative tourism provision	December 2012	£7,500	TIC closed December 2012 STP website created Info pods being installed during 2013
5	Stag Community Arts Centre	To continue to support to ensure long term sustainability of the facility			
6	Markets	To seek to manage and improve facilities	April 2013		Tender submitted to SDC January 2012 – decision confirmed. Contract started 01.04.2013. In addition from March 2014 STC operates Blighs Market.

Sevenoaks Town Council

Finance & General Purposes Committee – 22nd February 2016
Priorities [Note updated with 2015 Blue Skies Proposals]
11 (b)

Agenda Item

No	Project	Details	Date Completed	£	Comment/Update
7	Sevenoaks Town Partnership	To continue to support, including administration to enable the partnership to provide sustainable initiatives for the improvement to Sevenoaks – see Sevenoaks Town Partnership's strategy.		£5,000 per annum	
8	STC Strategy		March 2013 – May 2015	0	STC adopted strategy May 2013
9	Youth Café	To provide youth facility within town centre	July 2012	£150,000 Capital £50,000 p.a. revenue	Grant obtained from ICET KCC commissioning to cover £40,000 salaries p.a. x 3 years
10	Investors in People	Apply for continuation of accreditation	September 2013	£2,600	Re-accreditation obtained September 2013
11	Quaker Hall Allotments	Consultation ref allotment land being used for car parking	February to March 2014		Original proposal to convert land comprising of four allotment plots to 40 space car parking. Agreed to open up to wider consultation re Quaker Hall Allotments and Car Parking provision. Closing date 17 April 2014. Completed no further action required.

Sevenoaks Town Council

Finance & General Purposes Committee – 22nd February 2016
Priorities [Note updated with 2015 Blue Skies Proposals]
11 (b)

Agenda Item

No	Project	Details	Date Completed	£	Comment/Update
12	Bandstand	Seek funding for refurbishment	April 2014	£20,000	One application made for funding February 2013. Successful with £9,000 from ICET. Further application to Heritage Lottery Fund for approx. £70,000 for renovation and repositioning. Agreed not to reposition. Refurbishment of band stand to commence 14.04.2014. Completed.
13	Modern Apprentices	To recruit two Modern Apprentices	April 2013		Advertisements placed <i>February</i> 2013. New Social Media and Event Apprentice Charlie Joy started October 2015. Two current vacancies for Catering Assistants for Café on the Vine and HITB.
14	WWI Commemorations	To put in place a programme to commemorate WWI (separate paper)	All 2014	£10,000	Report produced for F&GP 10.02.2014 and 08.09.2014 Grant of £6,800 obtained from Heritage Lottery Fund. Book launched 09.11.2014. Information postcard printed.

Sevenoaks Town Council

Finance & General Purposes Committee – 22nd February 2016
Priorities [Note updated with 2015 Blue Skies Proposals]
11 (b)

Agenda Item

No	Project	Details	Date Completed	£	Comment/Update
15	Neighbourhood Development Plan / Order at Wildernesse	To work with Wildernesse Residents Association and Seal Parish Council to develop		£20,000 approx. STC £0	Wildernesse Residents Association to provide funding Seal Parish Council will not be proceeding with being involved in a joint Neighbourhood Development Order. Not being progressed.
16	Band Practice Room – to convert to café	To enable more public use and keep building operational	May 2014		Completed – opened September 2015.
17	Sports Strategy	To involve all sports clubs in the creation of a Sevenoaks Sports Strategy to establish future needs and opportunities for joint ventures		£1,000,000 £150,000	Ongoing work taking place on creation of document. Main Aims being established. Indicative plans being prepared for (a) combining indoor cricket with indoor bowls or (b) at Wildernesse site. STC funding available for Match funded project. 28.07.2015. Provided final document with recommendations for Open Spaces and Leisure Committee and public consultation.

Sevenoaks Town Council

Finance & General Purposes Committee – 22nd February 2016
Priorities [Note updated with 2015 Blue Skies Proposals]
11 (b)

Agenda Item

No	Project	Details	Date Completed	£	Comment/Update
18	(Car Parking) Integrated Transport Survey	To review current and future provision of car parking for the town.	Dec 2014	£16,000	Arrange for independent survey – quotations being sought. Review STC assets in line with car parking possibilities STP held community meeting Thursday 30.01.2014 now combined with Integrated Transport Report for NDP Contractor appointed. Draft Report for consultation August/September 2015.
19	Christmas Lights in St John's shopping area	To improve the lighting infrastructure to enable provision of Christmas Lights in the secondary shopping centre	November 2014	£10,000	Quotation being sought. Lamp posts required infrastructure. Install lights similar to new in High Street and London Road for 2015. Separate small switch on event being arranged for 5pm Wednesday 25.12.2015.

Streetlighting report

Action taken in January 2016

In January 2016 letters approved by the Streetlighting working party were sent to all the residents in private roads that were not funding their streetlights (other than Linden Chase and associated cul-de-sacs – see below) to advise residents of the forthcoming upgrade to LED lanterns, the associated costs, and the alternatives open to the residents of these roads.

It was explained that residents could take one of the following courses of action:

- Fund their streetlights through STC, paying invoices issued by STC covering maintenance, power and upgrade costs from 1 April 2016;
- Fund the streetlights independently, in which case STC would not provide any funding for the maintenance, upgrade or power for the lights after 1 April 2016;
- Not fund the lights and accept that lights would be removed after 1 April 2016.

As reported at the last F&GP meeting, Linden Chase has appealed against KCC's recent PROW decision, and consequently letters to Linden Chase and its cul de sacs have been delayed pending the appeal decision.

Letters were also sent to the residents of private roads where agreement had been reached some years earlier that lights should be removed, but the considerable passage of time meant it was felt that this agreement should be reconfirmed prior to removal.

Private roads that have been funding their streetlights to date were written to advising of the costs associated with the upgrade to LED planned for the forthcoming year, and given the opportunity to confirm their decision for the continued funding of their lights through STC. It was advised that the costs of the upgrade were already partially covered by the reserve that these roads have been paying into for some time, and that the remaining cost could be spread over the following 3 years.

Results to date

As at 11 February 2016, the following developments have occurred:

Phone calls and letters of concern have been received from Woodside Road and Wildernes Mount, and responded to.

St Nicholas Drive - lights were previously funded by one resident that has decided to withdraw funding from 31 March 2016 to avoid the additional upgrade costs. Letters to be sent to all residents to ensure this course of action is acceptable to them.

Wildernes Mount – residents have agreed to fund their lights through STC after 1 April 2016, and a service agreement will be drawn up for signature. The deposit for the upgrade costs (£200 per light) has been paid and will be recorded in a separate earmarked reserve until required.

A detailed status report is attached.

STREET LIGHTING IN PRIVATE & UNADOPTED ROADS**11 Feb 2016****STATUS UPDATE REPORT**

Site	No. Cols	Current Position	Action
Clockhouse Lane	2	Officers contacted KHS and PROW officer, negative response – they will not maintain lights. Public footpath on private land established.	STC to continue to maintain lights as public footpath established. Upgrade lights to LED as part of KCC project
Clarendon Road	3	Residents have funded lights through STC since 2011. Invoice sent 27/1/16 with letter advising of forthcoming costs of upgrade to LED and requesting confirmation of continued funding	Awaiting response
South Park	4 (+1)	Residents have funded lights through STC since 2011. One column is on a footpath, not in South Park, and is excluded from the agreement. Invoice sent 27/1/16 with letter advising of forthcoming costs of upgrade to LED and requesting confirmation of continued funding	Awaiting response
Grassy Lane	3	Residents have maintained their own lights and funded their power through STC since 2011. Invoice sent 27/1/16 with letter advising of forthcoming upgrade to LED and confirming that this will not impact Grassy Lane.	No further action required
Heathfield Road	2	Resident has funded 1 light (outside no 8) through STC since 2011. Invoice sent 27/1/16 with letter advising of forthcoming costs of upgrade to LED and requesting confirmation of continued funding In 2011 residents advised second light (on property of No 2, damaged in traffic accident) is not required. Residents contacted 27/1/16 to request update on whether light outside no 2 is required, and if not to request permission from homeowner to remove.	Awaiting responses
Linden Chase	19	) Residents Association requesting exemption on grounds of extensive use by local schoolchildren and Adult Education Centre attendees. Public footpath status applied for by residents. Application rejected Nov 2015 by KCC and appealed Dec 2015 (last date for comment 27/1/16). Residents have not been contacted regarding removal	Awaiting result of appeal against PROW decision

STREET LIGHTING IN PRIVATE & UNADOPTED ROADS
11 Feb 2016

STATUS UPDATE REPORT

Lyle Park	4	) As above		Action as proposed above
Pineneedle Lane	3	) As above		Action as proposed above
Wilderness Avenue	7	Residents have funded lights through STC since 2011. Invoice sent 27/1/16 with letter advising of forthcoming costs of upgrade to LED and requesting confirmation of continued funding (6 streetlights recorded for Wilderness Avenue until September 2015, when amended to 7 to reflect STC inventory. Invoiced for 7 lights from January 2016).		Awaiting response
Wilderness Mount	3	Residents refuse to pay for maintenance. STC sent letter January 2016 requiring decision on future funding (from 1 April 2016) with proforma invoice for upgrade to LED if lights are required. Residents have replied that they will fund their lights from 1 April 2016 and have paid deposit for LED upgrade.		Service agreement to be sent for signature
Wood Drive	3	Residents have funded lights through STC since 2011. Residents have paid invoice sent 27/1/16 and confirmed they will continue funding their lights		Upgrade lights to LED as part of KCC project
Woodland Rise	7	Residents have maintained their own lights since 2011. 8 streetlights recorded for Woodland Rise until Jan 2016 - resident confirmed that 1 light (outside Little Garnstone Manor) was installed privately by a resident. Removed from inventory 27/1/16. Investigation in Jan 2016 showed residents not yet paying for electricity – lights still recorded on STC unmetered UMISO inventory. Work commenced in January 2016 to assist residents in taking over the supply (possible issue that no company representing residents).		Continue working with residents to transfer the streetlights from STC inventory to residents.
Woodside Road (Excl nos 2-10)	7	) No Residents Association acting for this section of the road. Individual responses negative. STC sent letter January 2016 requiring decision on future funding (from 1 April 2016) with proforma invoice for upgrade to LED if lights are required. Otherwise removal proceedings to commence from April 2016		Awaiting response
The Glade	2	)		As Woodside Road

STREET LIGHTING IN PRIVATE & UNADOPTED ROADS**11 Feb 2016****STATUS UPDATE REPORT**

Holyoake Terrace	6	Residents have maintained their own lights since 2012. Lights remained on STC unmetered electricity supply inventory until January 2016 but now removed.	No further action required
Sevenoaks Tenants (St Botolphs Ave)	2	Residents have funded lights since 2011. Invoice sent 27/1/16 with letter advising of forthcoming costs of upgrade to LED and requesting confirmation of continued funding Residents have paid invoice, awaiting confirmation that they will continue funding from 1 April 2016.	Awaiting response
Quarry Hill	1	Residents have funded lights since 2011. Invoice sent 27/1/16 with letter advising of forthcoming costs of upgrade to LED and requesting confirmation of continued funding Residents have paid invoice, awaiting confirmation that they will continue funding from 1 April 2016.	Awaiting response
Coombe Avenue	2	STC maintain lights at no charge to residents	Upgrade lights to LED as part of KCC project
St James Road Frontages	2	Residents have funded lights since 2011. Invoice sent 27/1/16 with letter advising of forthcoming costs of upgrade to LED and requesting confirmation of continued funding	Awaiting response
Kincraig Drive	1	Residents who replied in 2011 say light is hidden and ineffective and they do not want it. Due to elapse of time residents recontacted January 2016 to confirm lights not required. Otherwise removal proceedings to commence from April 2016	Awaiting response
Farnaby Drive	7	Residents accepted STC to maintain lights provided repairs undertaken to lights as identified by residents engineers report. Repairs completed - then Residents Association was disbanded and no funding received to date. STC sent letter January 2016 requiring decision on future funding (from 1 April 2016) with proforma invoice for upgrade to LED if lights are required - otherwise removal proceedings to commence from April 2016	Awaiting response

STREET LIGHTING IN PRIVATE & UNADOPTED ROADS
11 Feb 2016

STATUS UPDATE REPORT

Garvock Drive	1	Residents have funded lights through STC since 2011. Invoice sent 27/1/16 with letter advising of forthcoming costs of upgrade to LED and requesting confirmation of continued funding	Awaiting response
Yeomans Meadow	3	Residents have funded lights through STC since 2011. Invoice sent 27/1/16 with letter advising of forthcoming costs of upgrade to LED and requesting confirmation of continued funding	Awaiting response
St Nicholas Drive	1	One resident has funded the light through STC since 2011. Invoice sent 27/1/16 with letter advising of forthcoming costs of upgrade to LED and requesting confirmation of continued funding One resident currently funding the light has paid the invoice, and accepted STC to continue maintenance up to 31 March 2016 then agreed light to be removed.	All residents in road to be contacted to determine if they are prepared for light to be removed after 1/4/2016 or whether they would elect to fund it.
Harrison Way	9	Properties owned by West Kent Housing who do not own road. SDC acknowledge ownership of road and have funded lights through STC since 2011. Invoice sent 27/1/16 with letter advising of forthcoming costs of upgrade to LED and requesting confirmation of continued funding	Awaiting response

Date: 9 Feb 2016

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