

19th February 2016

Sevenoaks TOWN council



You are summoned to attend a meeting of the FINANCE AND GENERAL PURPOSES COMMITTEE to be held in the Council Chamber at the address below on Monday 23 February 2015 following a meeting of the Town Council. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

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

L. Lister
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
Cllr N J L Busvine OBE
Cllr J M Canet
Cllr G R S Clack
Cllr A S Clayton

Cllr R J Parry (Vice Chairman)

Cllr Mrs M E Crabtree
Cllr A Eyre
S G Raikes (*ex officio*)
Cllr P E Towell
Cllr Mrs P C Walshe

PUBLIC QUESTION TIME

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

A G E N D A

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)

3 MINUTES

To approved and sign the minutes of the meeting of the Finance & General Purposes Committee held on 12 January 2015 (copy attached).

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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

- 4 SUB COMMITTEES
- (a) Youth Council
 To receive and note that the meetings of the meeting of the Youth Council held on 28 January 2015 (copy attached).
- (b) Youth Services Sub Committee
 To receive and note that the meetings of the Youth Services Sub Committee held on 28 January 2015 (copy 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 2014 (copy attached)
- (b) Suppliers' Accounts
 To authorise payment of the accounts listed in the schedules from 1st to 31st December 2014 (copy attached)
- (c) Payroll Account
 To confirm payments from the account listed in the schedules from 1st to 31st December 2014 (copy attached)
- (d) Petty Cash Account
 To confirm payments from the account listed in the schedules from 1st to 31st December 2014 (copy attached)
- (e) 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 2015.
- 6 GRANTS
 To receive and
- a) consider grant requests [details of grant applications previously circulated to Members]
- b) note reports regarding grants previously awarded
 in relation to the Grant Aid History Schedule (copy attached)
- 7 POLICY & PROCEDURES
 To receive and note a list from the Town Clerk of the Town Council's policies and procedures (copy attached).
- 8 KCC LIBRARIES
 To receive and note a consultation on future delivery of Library, Registration and Archive services in Kent running from 12th January 2015 to 8th April 2015 (copy attached).
- 9 SIGNIFICANT HISTORIC ANNIVERSARIES
 To receive and consider the Town Clerk's updated calendar of events with reference to VJ Day and the Battle of Britain [Minute 354 (b) 12.1.15 refers]. (Copy attached).
- 10 BLIGHS MARKET STALLS
 To receive and note a report on the market at Blighs from the Town Clerk (copy attached).
- 11 RIBA COMPETITION – BAT & BALL CENTRE
 To receive and note a report from the Town Clerk (copy attached).
- 12 VINE CAFE
 To receive and consider the Vine Café Business Plan noting that some matters are commercially sensitive (copy provided separately).

- 13 COMMUNITY RESILIENCE PLAN
To receive and consider a report from the Town clerk on the Community Resilience plan (copy attached)
- 14 CURRENT MATTERS AND PRIORITIES
To receive and note a list of
a) current matters
b) priorities
of the Town Council (copies attached).
- 15 PENSIONS
To consider a Pension Report from the Responsible Finance Officer (copy attached)
- 16 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.

- 17 TOWN COUNCIL OFFICES
To receive and consider the Town Clerk's report on the sale of Sevenoaks Town Council Offices (copied to members only).
- 18 CEMETERY LODGE
To receive and consider the Town Clerk's report on the Cemetery Lodge (copied 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 12 January 2015 at 7:56 pm.

PRESENT

Cllr S L Arnold
Cllr N J L Busvine OBE
Cllr J M Canet
Cllr G R S Clack
Cllr A S Clayton

Cllr R L Piper (Chairman)

Cllr A Eyre
Cllr R J Parry (Vice Chairman)
Cllr S G Raikes *[ex officio]*
Cllr P E Towell

(10)

ALSO IN ATTENDANCE

Chief Executive/Town Clerk
Responsible Finance Officer
Committee Clerk

APOLOGIES

Cllr Mrs M E Crabtree, Cllr Mrs P C Walshe

PUBLIC QUESTION TIME

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

346 DECLARATIONS OF INTEREST

Cllr A Eyre declared a non-pecuniary interest in Agenda Item 7 [*Minute No 352*] in relation to the grant application received from Bullfrog Productions and did not partake in the discussions.

347 DISPENSATION

No requests had been received or approved.

348 MINUTES

RESOLVED: the minutes of the meeting of the Finance & General Purposes Committee held on 15 December 2014 be received, noted and signed as a true record.

349 SUB COMMITTEES

a) Youth Council

RESOLVED: the minutes of the Meeting of the Youth Council held on 17 December 2014 be received and noted as a true record.

b) Youth Services Sub Committee

RESOLVED: the minutes of the Meeting of the Youth Services Sub Committee held on 17 December 2014 be received and noted as a true record. Minute 89 (iii) was noted and will be monitored by the Finance & General Purposes Committee.

350 FINANCE REPORTS

The Finance reports were received and considered

RESOLVED:

a) Statement of Accounts

the statement of accounts together with the Finance Officer's report from 1 to 30 November 2014, be received and adopted.

- b) Suppliers' Accounts
the accounts listed in the schedules from 1 to 30 November 2014 (£66,200.93) having been inspected and compared with the schedules be authorised for payment.
- c) Payroll Account
the payments from the account listed in the schedules from 1 to 30 November 2014 having been compared with the schedules be confirmed.
- d) Petty Cash Account
the payments from the petty cash account from 1 to 30 November 2014 (£1,014.92) having been inspected and compared with the schedules, be confirmed.
- e) Hospitality and Gifts Register
the Hospitality or Gifts received by the employees and Members of Sevenoaks Town Council up to 31 December 2014 be noted.

351 LOCAL GOVERNMENT PENSION FUND MATTERS

RESOLVED: the Financial Topic Note received from the National Association of Local Councils dated 19 December 2014 regarding the Local Government Pension Funding Deficit & Future Arrangements be received and noted and for the Responsible Finance Officer to continue to annually review the Town Councils liability with Kent County Council.

352 GRANT APPLICATION

Further to Minute 245, the Bullfrog Accounts for 2013 were received and discussed. Mrs Jill McCroghan updated Members and answered questions at 7pm prior to the commencement of the meeting of the Town Council.

RESOLVED: to award a grant of £2,000 to Bullfrog Productions and request that they provide a report on the number of Sennokians involved during 2015.

353 LOCAL BUS SERVICE – LETTER FROM KEMSING PARISH COUNCIL DATED 6 NOVEMBER 2014

RESOLVED: to refer the matter to Town Council's consultant currently working on the holistic overview of integrated transport within Sevenoaks.

354 SIGNIFICANT HISTORIC ANNIVERSARIES IN 2015

RESOLVED:

- a) to proceed with the two events on 9 March 2015:
 - i. Commonwealth Day – raising of the Commonwealth Flag at the Vine and at the Town Council offices at 10:00 hours. Commonwealth Affirmation to be read out at both locations.
 - ii. WW1 Single Commemorative event – 4 candles to be lit at Town Council Offices. Moment of Reflection prior to candle being extinguished to represent the lights going out all over Europe. 1 symbolic candle to be lit and remain alight [luminary candle] until the following year.
- b) the Town Clerk to bring an update calendar of events to the next meeting of the Finance & General Purposes Committee keeping them simple and to include reference to VJ Day and Battle of Britain

355 CURRENT MATTERS & PRIORITIES

A list of current matters and Priorities were received and noted.

RESOLVED: to put forward to Sevenoaks District Council for Bradbourne Lakes to be registered as a Community Asset.

356 PRESS RELEASE

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

There being no further business the Chairman closed the meeting at 9:20pm

Signed by the Chairman Dated

MINUTES OF SEVENOAKS YOUTH COUNCIL HELD ON 28th JANUARY 2015 AT 6PM SEVENOAKS TOWN COUNCIL OFFICES

Present: Olivia Kings, Alexander Dunn, Ben Park, Freya Henderson, Thomas Smith, Tanjinna Miah, James Craggs, Taramina Miah, Philip Magee

In Attendance

Cllrs S L Arnold and R J Parry
Mr Shane Mochrie-Cox, KCC Community Youth Tutor
Linda Larter MBE Chief Executive/Town Clerk
Gail Grieves, Manager HITB Youth Cafe
Michèle MacDonald, Committee Clerk and Secretary to Chief Executive/Town Clerk

Apologies

Youth Councillor Kelly Williams
Councillor A Eyre

Guest

Mr Austin Blackburn, Managing Director Go-Coach

The Chairman referred back to the minutes of the last meeting when Youth Council discussed and raised concerns regarding the price of the Freedom Bus Tickets and behaviour on school bus journeys and introduced the Managing Director of Go-Coach, Mr Austin Blackburn.

Mr Austin Blackburn referred to agenda Item No 5a, School Freedom Passes and advised that the Freedom Pass priced at £200 provided value for money since the real term price was in the region of £800 to £1000 per annum depending on where students live. The bus pass entitled young people to travel on a bus if there is one and if there is space but not on any one particular bus.

Mr Austin Blackburn discussed the pricing system and how Go-Coach calculated their service levels vis a vis profit and loss as they are a commercial business. From April 2015, there would be a new service running from Westerham, totalling 5 buses. After half term in May 2015, the number of buses would be reduced to 4 buses [No 431 Kemsing, No 432 Sevenoaks, No 433 Shoreham and No 434 Westerham] as many students would be on study leave. This would not affect the new Westerham bus service.

Mr Austin Blackburn referred to agenda Item No 5b, School Bus journey concerns, advised that the majority of problems on school buses occurred on the route to the Bennett Memorial Diocesan School. New buses with CCTV had been allocated to this route.

Mr Austin Blackburn urged all young people to await their bus. No Go-Coach bus had ever been cancelled but some for whatever reason may have run late. He asked all students using Go-Coach to use Social Media to feedback any bad behaviour in order that Go-Coach could discuss this further with the schools. Go-Coach Social Media contacts:



www.go-coach.co.uk



<https://twitter.com/gocoachhire>



<https://www.facebook.com/gocoachhire>

It was AGREED that Michèle MacDonald would liaise with schools to encourage them to arrange a rota of parents to act as Volunteer Bus Conductors on school buses to enable the bus driver to concentrate on driving. Mr Austin Blackburn welcomed this suggestion and also agreed to look into additional signage encouraging young people to use seating at the rear and to use upstairs seating on the bus.

17 MINUTES OF LAST MEETING

RESOLVED: received and noted as a true record with the following amendment:
Minute 11 c – KCC to read SDC.

18 FINANCE REPORT

RESOLVED: the balance on account as at 15th January 2015 is £1,724.27

19 HOUSE IN THE BASEMENT

RESOLVED:

- a. The HOUSE in the Basement [HITB] report for January 2015 be received and noted.

It was AGREED that Youth Councillors advertise the upcoming events at HITB in school [notice boards], by word of mouth and would bring friends to the events being held there and would advertise that young people can purchase a healthy meal with a drink for £2

- i. 30th January 2015 – Woolly Hats fundraising event
- ii. 6th February 2015 – Soundwaves Records
- iii. 12th February 2015 – Valentine [decoration of Valentine biscuits and making cards]
- iv. 13th February 2015 – DJ/MC workshop
- b. General statistics, including income for December 2014 be received and noted
- c. Geographical data for December 2014 be received and noted

20 STREET LIGHTS PETITION

It was RESOLVED that the suggestions below put forward by Youth Councillor Kelly Williams, be received and noted:

- a. In order for this petition to be effective we need to be able to give evidence of street lights that constantly seem to be out of use
- b. We would also need to make sure that the Kent County Council Highways Team receive it and hear a response from them.
- c. We could make a point that bad street lighting, especially in winter months where it gets dark quite early, poses a threat to the safety of people all ages not just the youth.

It was AGREED that

- i. Youth Councillor Ben Park monitor the street lights over the coming month ready to correlate with young people attending HITB and report back at the next meeting of Youth Council [11th March 2015]
- ii. Youth Councillor Olivia Kings put forward questions based on the above ideas put forward into account for a survey and liaise with Michèle MacDonald

21 EVENTS for 2015

The Youth Council considered and discussed ideas for 2015 as follows:

- a. Fairtrade – **It was AGREED that** fundraising be considered in the future with Youth Councillor Tanjinna Miah investigating the possibility of linking the local loyalty card to Fairtrade to discuss at the next meeting of Youth Council [11th March 2015]. Local schools are educating students during the Fairtrade fortnight, 23rd February to 8th March 2015.

- b. Houses of Parliament – a date is provisionally set for Monday 20th July 2015 with a meeting with Michael Fallon MP. Youth Councillors to inform Michèle MacDonald if they wish to join Linda, Gail and Michèle on this tour as soon as possible [by 13th February 2015] so that permission for leave of absence may be obtained from schools for this educational day trip.

Youth Councillors were also asked to think about the question they want to ask the MP ahead of the visit.

- c. Go Kart Event – Youth Councillor James Craggs discussed the idea of a Go Kart Race Event during the school summer holidays. £5 entry would be charged for families to bring along their home made Go Kart to race. **It was AGREED that** Michèle MacDonald make enquiries with Knole Academy for use of their facilities
- d. Open Air Cinema – The Town Clerk advised that prices for an Open Air Cinema to be held in the Vine Gardens during the early part of July 2015, are currently being sought and that the Youth Council would be given a choice of films set by the company. Details to be brought forward to the next meeting of Youth Council [11th March 2015].

22 DATES OF NEXT MEETINGS

NOTED: the dates for the next meetings are:

11th March 2015 6pm in the Bar Room of the Community Centre, Offord Road,
Off Cramptons Road, Sevenoaks, TN14 5DN

22nd April 2015

3rd June 2015

15th July 2015

9th September 2015

4th November 2015

20th January 2016

16th March 2016

4th May 2016

in the Town Council Chamber at 6pm.

The meeting closed at 6:55pm

**SEVENOAKS TOWN COUNCIL
MINUTES OF THE YOUTH SERVICES SUB COMMITTEE
HELD ON 29 JANUARY 2015
@ 7pm
IN THE SEVENOAKS TOWN COUNCIL OFFICES**

PRESENT

Cllr Mrs P C Walshe (Chairman)
Cllr N J L Busvine OBE (Vice Chairman) *[arrived at 7:08pm]*
Cllr S L Arnold
Cllr C L L Baker
Cllr R J Parry
Cllr S Raikes (*ex officio*)
Youth Councillor Alexander Dunn
Mr Shane Mochrie-Cox, Kent County Council - Community Youth Tutor
Mrs Maxine Quinton, Community Safety Team, SDC
Mrs Caroline Berry - SAYT / Churches Together
Linda Larter MBE, Chief Executive/Town Clerk
Gail Grieves, Manager HITB Youth Cafe
Michèle MacDonald, Committee Clerk

APOLOGIES FOR ABSENCE

Cllr A S Clayton
Cllr A Eyre
Cllr R Hogarth
Mrs Theresa Seal, KCC Area Youth & Community Worker

PUBLIC QUESTION TIME

No members of the public were present

91 DISPENSATION

No requests from Members regarding any requests for Dispensation for Disclosable Pecuniary Interests in any items on the agenda were received [S31 & 33 Localism Act 2011 refers].

92 DECLARATIONS OF INTEREST

None

93 MINUTES

It was RESOLVED that

- i) Youth Services Sub Committee
the minutes of the Youth Services Sub Committee meeting held on 17 December 2014 were agreed to be a true record, noting that there was an outstanding action of inviting two youth councillors to be members of the Youth Services Sub Committee
- ii) Youth Council
The minutes of the Youth Council meeting held on 17 December 2014 be received and adopted.

94 **HOUSE IN THE BASEMENT (HITB) YOUTH CAFÉ**

It was RESOLVED that the

- i) amended HITB report for January 2015 be received and noted *[Appendix A]*.
- ii) General statistics, including income for December 2014 be received and noted.
- iii) Geographical data for December 2014 be received and noted.
- iv) Feedback report for January 2015 be received and noted.

95 **CXK LTD SEVENOAKS**

It was RESOLVED that the Town Clerk write to the Director of CXK Ltd to request how the young people of Sevenoaks have access to their services and to extend and an invitation to attend the next meeting of the Youth Services Sub Committee to update the Town Council.

96 **CABINET YOUTH POLICY**

It was RESOLVED that the Cabinet Office Youth Policy be received and noted.

97 **FAIRTRADE**

It was NOTED that the local schools in Sevenoaks heavily promote and educate their students to understand what Fairtrade stands for. **It was AGREED that the** HITB would promote the Fairtrade fortnight event, 23rd February 2015 to 8 March 2015, with a small display of good sold locally. Cllr C L L Baker to liaise with the Manager of HITB.

98 **REPORTS FROM CO-OPTED PARTNERS**

Verbal reports were received from:

- i) **SAYT** – Mrs Caroline Berry advised that SAYT is holding a joint Woolly Hat event on Friday 30th January 2015 with the HITB.
- ii) **West Kent Extra** – no representative in attendance.
- iii) **Community Safety Partnership** – Ms Maxine Quinton advised that the Strategic Assessment has been drafted by the Community Safety Partnership which will now go through the Council Cabinet process for sign off, after which it will then become a public document to go to all Parish and Town Councils and put on the SDC Website. The Assessment looks at crime and community data addressing trends over a set period and sets the priorities for the ensuing year, 2015/2016 Strategy & Action Plan

The Town Clerk updated the Committee on comments made at the Sevenoaks Youth Council meeting held prior to this meeting following a presentation by the Managing Director of Go-Coach regarding school bus journeys:

- a. Bus drivers and Youth Councillors would like schools to have a system of volunteer adults acting as bus conductors on all school bus journeys. It was believed that a second adult present on school buses be a positive suggestion to help Young People from overcrowding at the front of the bus and for seats to be freed up to allow more to be seated and to address anti-social behaviour which would be intimidating. **It was AGREED that** Ms Maxine Quinton and Michèle MacDonald will progress this with the local schools and that Ms Maxine Quinton will liaise with the local PCSOs to have a presence if possible at bus stops on an ad hoc basis.

- b. Additional signage be put in buses asking students to use seats at the rear of the buses
 - c. The Town Clerk advised that Go-Coach reported their buses to the Bennett Memorial Diocesan School have the highest rate of poor behaviour by students, resulting in one student having been banned with all buses on this route having CCTV.
 - d. Go-Coach have never cancelled any services. Young People are requested to wait for the bus as it will turn up even if it is late.
- iv) **Kent County Council** - Mrs Theresa Seal, KCC Area Youth & Community Worker was not present. In her stead, Mr Shane Mochrie-Cox (KCC) Community Youth Worker advised that the new 0 to 25 model structure would be announced at the beginning of February 2015.

99 **PRESS RELEASE**

It was RESOLVED that a press release be issued regarding the DJ/MC work shop event being held on 13th February 2015.

There being no further business, the Chairman closed the Meeting at 8pm

Signed: Chairman _____

Sevenoaks Town Council**Finance Officer's Report**

Attached to this report are the following:

- Statement of Fund balances (page 1);
- Working Capital summary (page 2);
- Capital Funds (page 3-7);
- Variance analysis (pages 8-11);
- Detailed income and expenditure by department
- Nationwide Business Savings account details

COMMENTARY:**1 Fund balances (page 1)**

The statement of fund balances at 31 December 2014 total £982,746 (31 Dec 2013 - £1,012,308).

Deposits have been invested for varying maturities with National Westminster Bank, the Bank of Scotland, HSBC and Handelsbanken attracting interest rates of 0.5%, 0.57%, 0.35% and 0.3% respectively.

Funds were transferred during the month from NatWest to Handelsbanken so as to comply with the Council's Investment Strategy. Due to the low interest rates earned on the NatWest business reserve account, funds were transferred across into the current account this month, reducing the business reserve to £10.

S&P ratings are as of February 2015.

2 Working capital summary (page 2)

The net current assets have reduced by £13,841 since the beginning of the financial year to a balance of £717,792. This corresponds to a reduction in earmarked/designated funds of £57,153, offset by a net increase in revenue reserves of £43,312 due to the current underspend against budget of £59,406, less net costs of £16,094 (mainly new Christmas lights) charged directly against revenue reserves.

The reduction of £57,153 in other earmarked/designated funds reflects the transfer of income collected for previous mayors' charities from reserves for payment (£24,174) offset by amounts collected for current mayor's charities (£3,852 to December 2014), together with £36,831 net expenditure against Capital Receipts Reserve and Rolling Capital Programme Revenue Reserve (see Item 3 below).

3 Net capital expenditure (i.e. amounts charged against capital reserves) – (pages 3-7)

Net capital expenditure charged against capital receipts reserve up to 31 December 2014 amounted to £14,013 re the following:-

Capital expenditure:	£
Raleys Site – professional fees	22,042
Bandstand renovations	17,020
Greatness outdoor gym equipment	14,615
Purchase of new van GU14 XKZ	17,166
Information pods	1,123
Raleys pitch veranda project	7,058
Less capital receipts	
Grants/donations received	(56,711)
Part exchange of van HD53 WWP	(2,000)
Stag projector income	(6,300)
	14,013

At 31 December 2014 the Capital Receipts Reserve stood at £156,440. See page 3 for further detail.

At 31 December 2014 the Rolling Capital Reserve stood at £32,418. Expenditure/amounts released to revenue reserves so far this year total £22,818 as shown on page 4.

Pages 5-7 attached shows the rolling capital programme including amendments for the impact of the Town Council's capital projects as announced in November 2014. Amounts earmarked to be spent out of the capital receipts reserve in the current year stood at £95k, including £37k Raley's marketing costs. A further £9,500 are expected to be charged as revenue expenses in the current year.

4 Accounts for the nine months to 31 December 2014

The results for the nine months to 31 December 2014 are attached.

For the year to date, there has been an underspend compared with budget of £59,406, which is £22,911 lower than the underspend which existed at the comparable stage last year. The principal variances for the year to date, other than those due to phasing, related to gross pay. Across all cost centres gross pay to December was £31.1k lower than budgeted due to various staff vacancies during the year. Other favourable variances to date include unbudgeted Heritage Fund grant income of £6.8k; Council Chamber hire income of £6.2k and reduced insurance costs £6.1k.

For the month of December, there was an underspend against budget of £25.7k, largely reflecting an insurance receipt for the May Raley's break-in of £4.6k and phasing of irrecoverable VAT £10k.

Detailed explanations of the variances are discussed in the variance analysis on pages 8-11 attached to this report.

5 Staff numbers and full time equivalents summary

The staff numbers at 31 December 2014 amounted to 40 (2013 – 38) with the full-time equivalent being 23.13 (2013 – 22.77). The increase in staff numbers is due to two additional central services staff.

6 New investments Handelsbanken 35 day notice account and Nationwide business instant saver

Handelsbanken have introduced a 35 day notice account which is paying 0.48% interest, compared with 0.3% interest on the instant access account.

At 31 January 2015 funds invested in instant access accounts total £571k. It is considered that a transfer of £200k from the Handelsbanken instant access account to the new 35 day account would still leave the Council with an acceptable level of immediately accessible funds.

Recommendation: Council funds of £200,000 are transferred into the Handelsbanken 35 day notice account from the existing Handelsbanken instant access account.

Nationwide Building Society have introduced a Business Instant Saver account for unincorporated bodies and small businesses (details attached), offering instant access with 1% interest, and a Business 95 Day Saver account offering 1.05% interest. Nationwide currently have a long term S&P rating of A. This investment would offer an opportunity to further spread the Council's risk, as considered by F&GP at the meeting on 15 December 2014.

Recommendation: Council authorises the opening of a new Business Instant Saver account with Nationwide Building Society.

Sevenoaks Town Council

Statement of Fund Balances as at 31 Dec 2014

		S&P Rating Feb 15		£	£	%
		Short term	Long term			
£						
(2013)						
0	<u>Clydesdale</u>					
	Treasury deposit			0	0	0.00%
3,497	<u>Bank of Scotland</u>	A1	A	3,503		
206,112	Deposit account			207,531	211,034	21.47%
	Treasury deposit					
561,409	<u>National Westminster Bank</u>	A2	A-	10		
80,173	Business Reserve Account			297,181		
-11,593	Current Account			1,000		
1,000	Payroll Account			1,000		
20	HITB Youth café			3,373		
20,336	Sevenoaks Town Partnership			6,634	309,198	31.46%
	Mayors Charity Account					
0	<u>Co-operative Bank</u>			0		
0	Investment Account			0		
0	Public Sector Reserve			0		
0	Current and payroll Accounts			0	0	0.00%
150,543	<u>HSBC</u>	A1+	AA-	151,086	151,086	15.37%
	Treasury deposit					
0	<u>Handelsbanken</u>	A1+	AA-	10,245		
	SRFC Escrow account			300,553	310,798	31.63%
	Deposit account					
811	<u>Petty Cash</u>				630	0.06%
1,012,308					982,746	100.00%

Working Capital Summary as at 31 December 2014

	B/fwd 01-Apr-14 £	Movement* £	C/fwd 31-Dec-14 £	31/12/2013 £
Current Assets				
Stock	1,553	-129	1,424	1,750
Trade debtors	18,849	3,548	22,397	22,197
VAT	12,991	12,860	25,851	4,901
Prepayments and other debtors	36,345	-33,812	2,533	23,671
Cash at bank and in hand	844,626	138,120	982,746	1,012,308
	<u>914,364</u>	<u>120,587</u>	<u>1,034,951</u>	<u>1,064,827</u>
Current Liabilities				
Trade creditors	22,137	-14,321	7,816	6,438
Accruals and other creditors	136,765	-31,172	105,593	48,394
Prior Mayors charity account	5,675	-5,150	525	1,326
Precept received in advance	0	187,038	187,038	239,229
Receipts in advance (rent and hall hire)	18,154	-1,967	16,187	13,902
	<u>182,731</u>	<u>134,428</u>	<u>317,159</u>	<u>309,289</u>
Net Current Assets	<u>731,633</u>	<u>-13,841</u>	<u>717,792</u>	<u>755,538</u>
Represented by:				
General Funds				
Revenue Reserves	<u>372,175</u>	<u>43,312</u>	<u>415,487</u> Note 1	<u>449,142</u>
Earmarked/Designated Funds				
Capital Receipts Reserves	170,453	-14,013	156,440	133,365
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	55,236	-22,818	32,418	45,090
Pension Reserve	69,866	-0	69,866	69,581
Street Lighting Reserve	1,568	0	1,568	863
Stag Winding Up Reserve	2,000	0	2,000	1,000
Contingency Provision Reserve	10,263	0	10,263	10,263
Current Mayor's Charity Reserve	24,174	-20,322	3,852	20,336
	<u>359,458</u>	<u>-57,153</u>	<u>302,305</u>	<u>306,396</u>
	<u>731,633</u>	<u>-13,841</u>	<u>717,792</u>	<u>755,538</u>

* Negative numbers denote a decrease

Note 1 Movement in revenue reserves reflects a favourable budget variance of £59,406 and a £3,000 transfer from Rolling Capital Reserve, reflecting reserved funds no longer required, offset by £5,000 WVV1 events costs and £14,094 Christmas lights charged directly to reserves as approved by F&GP

Sevenoaks Town Council
Dec-14

Capital receipts reserve

Bal b/f 1 April 2014 £ 170,453.03

Capital Income

Stag projector hire £700/m 6,300.00 To P9

Grants received

SDC grant re Greatness Gym 1,500.00 P2
KCC re Vine toilets 9,685.66 P3
lbstock cory re Greatness gym 15,000.00 P4
lbstock Cory Vine bandstand grant 9,022.00 P5
lbstock Cory grant re Raleys car park/veranda on rugby clubhouse 21,000.00 P9

Costs expected to be incurred 2014/15

Donations received

SRFC re Raleys car park/veranda 502.50

Part exchange of HD53 WWP van

2,000.00 P6

Capital costs

Greatness Gym costs (fully covered by grants)

- 13,897.50 To P3
- 296.71 P7
- 420.00 P9

Excludes £1,048 expensed in 2013/14
One black metal bin
Move fencing

Vine bandstand
(RCP project 49 - now complete)

- 17,020.02 P3

£9,022 grant received Aug 2014
Excludes £5,298 allocated to rolling capital programme

Raleys development costs
(RCP project 80 - now fully spent)

- 5,840.50 P4
- 1,395.00 P5
- 3,607.80 P6
- 1,846.00 P6
- 2,593.65 P7
- 432.00 P8
- 6,327.50 P9

Knight Frank marketing/Brachers legal
Ian Goemans planning fees
Irrecoverable VAT on Raleys capital project
Brachers legal costs
Ian Goemans planning fees
Brachers legal costs
Brachers legal costs

Purchase of new Van GU14 XKZ
(RCP Project 74)

- 16,500.00 P6
- 475.83 P8
- 190.00 P8

Tracker device for van
Signage on side of van

Information pods (RCP project 89)

- 704.00 P8
- 419.32 P9

Costs for Tesco pod

Raleys/SRFC car park/veranda/pitch project

- 7,057.50 P9

Forge Joinery - balcony materials (part funded by STC Rolling Capital)

Balance @ 31 Dec 2014

156,439.86

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

	RCP No	Dec 2014/15 £	Released in year	B/f 1/4/14 £	
2010/11	48 Raleys car park	1,000.00		1,000.00	Still investigating - may be spent 2014/15
	49 Band stand renovations - spent P3	-	5,298.00	5,298.00	
		-			
2011/12	27 Chapel Gutters	600.00		600.00	Planned 2014/15
	47 Knole Paddock exterior paint and stain	1,718.00		1,718.00	Expected 2015/16
	60 Vine Pavilion Flat roof	20,000.00		20,000.00	Expected 2015/16
	66 Band Practice Room minor repairs	600.00		600.00	Deferred awaiting café conversion
	68 St Nicholas Church path repairs	2,500.00		2,500.00	To be completed 2015/16
		-			
2012/13	90 Raleys Pitch capital project	-	14,520.00	14,520.00	Project commenced Dec 2014 - committed STC funds contributed
		-			
		-			
2013/14	75 Greatness Cemetery chapel internal repaint	-	2,500.00	2,500.00	Completed 13/14 - funds released to Revenue Reserve
	53 Tea Kiosk - paint exterior	2,000.00		2,000.00	Expected 2015/16
	77 Mount Close repairs to steps and handrail	-	500.00	500.00	Funds released to Revenue Reserve - project not yet necessary
	78 Greatness recreation ground. Inner car park reapply roadstone	1,000.00		1,000.00	May be spent 2014/15
	85 Kippington Meadow - Erosion control and repair tarmac rd	3,000.00		3,000.00	May be spent 2014/15
		32,418.00	22,818.00	55,236.00	

Work in Progress and scheduled projects as at 31st December 2014

Summary of when funds to be raised

Sevenoaks Town Council

Report to Finance and General Purposes Committee 23 February 2015

Agenda item 5a

December 2014 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	23,506	24,576	1,070	32,572	£3,802 spent to date this year against the neighbourhood plan provision, including £1,443 spent in December relating to the integrated transport/parking report. The provision (included in 'other creditors') currently stands at £28,540
Open Spaces & Leisure Committee					
General	154,651	175,003	20,352	227,751	Underspend on gross pay to date £12k; YTD letting and hire income £3.8k higher due to earlier invoicing of senior rugby for VAT reasons; unbudgeted insurance income £4.6k, reflecting the receipt for the May Raley's break-in.
Cemetery	13,730	17,089	3,359	20,284	Favourable YTD variance due mainly to unbudgeted insurance income of £3.3k relating to last year's break-in. Cemetery income to date is approximately according to budget.
Allotments	192	(251)	(443)	0	

Cost Centre	Net YTD expenditure			Annual budget costs/ (income)	Explanation of YTD variances
	Actual costs/ (inc)	Budget costs/ (inc)	Fav/(adv) Variance		
Raleys Gym	9,944	5,317	(4,627)	11,323	£13.7k lower gym income for the year to date, of which some may reflect phasing (£6.7k banked in January re spring term gym receipts) partly offset by lower gross pay £2.6k and favourable letting and hire income £4.7k, mainly from Taekwondo and Crossfit hire. Taekwondo receipts (over £400/m) will cease after January as the club are moving to an alternative venue
Street lighting/general	18,663	16,039	(2,624)	17,695	The adverse variance to date includes a £1k overspend on street lighting (expenses exclude £2.2k costs associated with a major repair to lights in Linden Chase which were charged directly against the council's sinking fund within 'other creditors'). Other adverse variances were a net £0.9k overspend on hanging baskets (after deducting £1.5k donations shown in a/c 1990) and a net overspend on summer concerts of £0.7k (after deducting £0.7k craft stall income in a/c 1022).
Finance & General Purposes Comm					
Establishments	271,050	290,542	19,492	407,481	£10k positive YTD variance on gross pay due mainly to staff vacancies earlier in the year which have now been filled; £6.1k positive variance on insurance due to a reduction in Zurich charges; £2.8k favourable variance in irrecoverable VAT (£3.6k relating to the Raleys development was charged against capital reserves)

Net YTD expenditure					
Cost Centre	Actual costs/ (inc)	Budget costs/ (inc)	Fav/(adv) Variance	Annual budget costs/ (income)	Explanation of YTD variances
General	16,262	24,300	8,038	26,370	£8.0 favourable variance to date mainly reflecting the Heritage grant of £8.6k towards WW1 events and publication.
Council Offices	22,045	28,654	6,609	31,606	Positive variance to date of £6.6k due mainly to higher than budgeted letting of the Council chamber.
Community Centre	(7,579)	(1,082)	6,497	(2,899)	Favourable YTD variance mainly reflects £4.7k lower maintenance costs as only urgent repairs are now being carried out
Grants	55,276	52,522	(2,754)	66,775	Youth outreach grants are £2,923 over budget (costs to date exclude the £2,000 contribution to Bullfrog Productions approved at January's F&GP – this will be awarded in March).
Property	(33,970)	(32,789)	1,181	(46,560)	No major variances to date, but rental income from Raley's bungalow to cease from February. No rental income is being received from the band practice room pending its conversion to a cafe
Sevenoaks Town Partnership	3,024	3,634	610	5,000	Small positive YTD variance, however this is after transferring £4,301 vintage bus reserve from other creditors to income (a/c 1437) in the month to cover excess expenses on the Park & Panto. Also included in a/c 1437 is £1,000 grant from Cllr Parry's KCC allocation. <i>Note Excess income b/f £2.4k held in balance sheet creditors</i>

Net YTD expenditure					Explanation of YTD variances
Cost Centre	Actual costs/ (inc)	Budget costs/ (inc)	Fav/(adv) Variance	Annual budget costs/ (income)	
Youth Café	0	7,355	7,355	(662)	£7.4 favourable variance to date relates to favourable gross pay variance £6.8k due to manager's post being unfilled until Sept, and £4.9k additional grant income including £2k received from St James Place in December relating to the Tuesday Accessible Club. Unfavourable variances relate to lower than budgeted income for letting, refreshment sales and Soundwaves income. <i>Note - £12.6k grant income received in advance is currently held in balance sheet creditors.</i>
Markets	(1,503)	(6,211)	(4,708)	(5,000)	£4.7k unfavourable variance resulting from lower income from the Saturday market (£2.5k) and higher publicity costs (£1.4k). However markets remain profitable.
Total	545,292	604,698	59,406	791,736	

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2014

Month No : 9

Cost Centre Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
11 Planning - General									
4010 Gross Pay	2,458	2,458	0	22,122	22,122	0	29,492		7,370
6240 Computer/ Data Base/WP's	0	0	0	318	282	-36	280		-38
6630 Professional Fees	0	208	208	798	1,872	1,074	2,500		1,702
6720 Books and Periodicals	0	0	0	143	150	7	150		7
7500 Local Organisations Grants	0	0	0	125	150	25	150		25
Planning - General :- Expenditure	2,458	2,666	208	23,506	24,576	1,070	32,572	0	9,066
Net Expenditure over Income	2,458	2,666	208	23,506	24,576	1,070	32,572		
21 O/ Spaces & Leisure - General									
4010 Gross Pay	10,468	11,722	1,254	93,470	105,498	12,028	140,666		47,196
4270 Employers Pension Contribution	419	320	-99	3,781	2,880	-901	3,839		58
5010 Vine Area General Maintenance	9	267	258	1,092	2,403	1,311	3,200		2,108
5011 Property Maintenance	0	0	0	2,577	3,000	423	3,000		423
5013 Graffiti Removal	0	125	125	0	1,125	1,125	1,500		1,500
5016 Vine Bandstand Refurbishment	0	0	0	324	0	-324	0		-324
5020 Vine Public Convenience	-38	458	496	2,631	4,122	1,491	5,500		2,869
5025 Lower St Johns Toilets	-268	624	892	5,078	6,992	1,914	8,860		3,782
5030 St Nicholas Burial Ground	0	0	0	0	165	165	165		165
5040 Footpaths, Bridle Ways, ROW	0	18	18	0	162	162	215		215
5050 Seats And Litter Bins	0	200	200	1,187	1,800	613	2,400		1,213
5060 Trees Sevenoaks Common	0	540	540	-125	1,620	1,745	3,250		3,375
5065 Tree Safety Survey	0	0	0	0	3,000	3,000	3,000		3,000

Sevenoaks Town Council

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Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2014

Cost Centre Report

Month No : 9

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
5070 Other Woodlands	0	220	220	945	1,550	605	3,000		2,055
5110 Raleys/ K P Pavilion	0	240	240	1,500	2,160	660	2,885		1,385
5120 Raleys/KP Pitch & Grnd Mtce.	0	380	380	2,075	3,400	1,325	4,565		2,490
5130 Raleys/KP Storage Compound	0	0	0	180	0	-180	0		-180
5310 Miscellaneous Open Spaces	0	500	500	4,845	4,500	-345	6,000		1,156
5316 Skatepark Maintenance	0	208	208	4,510	1,872	-2,638	2,500		-2,010
5317 Raleys Car Park	23	38	15	439	342	-97	460		21
5320 Fertilizers	0	0	0	1,081	1,420	339	1,420		339
5330 Grass Seed	0	0	0	172	300	128	1,850		1,678
5340 Plants	0	155	155	2,052	2,085	33	2,550		498
5410 Repairs & General Maintenance	0	45	45	57	405	348	540		483
5500 Equipment Hired and New	1,326	643	-683	10,174	5,787	-4,387	7,720		-2,454
5525 Equipment Maintenance	214	748	534	9,685	6,732	-2,953	8,975		-710
5550 Vehicle Expenses	4	266	262	3,887	2,394	-1,493	3,195		-692
5700 Fuel	523	678	155	6,020	6,102	82	8,140		2,120
6000 Rent, Rates & Water	307	152	-155	1,808	3,016	1,208	3,475		1,667
6010 Light Heat & Cleaning	375	150	-225	1,277	1,350	73	1,800		523
6101 Telephone	11	17	6	120	153	33	200		80
6104 Mobile Telephone	0	17	17	40	153	113	200		160
6200 Printing & Stationery	0	13	13	186	117	-69	160		-26
6240 Computer/ Data Base/WP's	0	22	22	0	198	198	260		260
6320 Staff Training	508	155	-353	1,863	1,395	-468	1,855		-8
6330 Welfare/Hospitality	0	28	28	85	252	167	330		245
6635 Professional Fees Licensing	0	0	0	170	0	-170	0		-170
6650 Bad debts	0	0	0	694	0	-694	0		-694

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2014

Month No : 9

Cost Centre Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6730 Subscriptions	0	43	43	143	387	244	520		377
6812 Road Dues	0	98	98	165	882	717	2,000		1,835
6851 Bus Shelter Maintenance	0	14	14	0	126	126	165		165
6900 Sundry Expenses	0	13	13	46	117	71	155		109
6922 Health & Safety/Legal advice	0	0	0	300	540	240	540		240
6930 Alarm Maintenance	0	0	0	5,269	0	-5,269	0		-5,269
6931 CCTV Maintenance	0	136	136	485	1,224	739	1,633		1,148
6934 Waste Bin Collection-Dog Bins	564	0	-564	2,083	1,310	-773	1,770		-313
6935 Waste Bin Disposal-Waste Bins	2	337	335	2,206	3,033	827	4,040		1,834
6952 Protective Clothing	40	100	60	827	900	73	1,195		368
O/ Spaces & Leisure - General :- Expenditure	14,488	19,690	5,202	175,404	186,969	11,565	249,693	0	74,289
1022 Letting & Hire of Facilities	-103	0	-103	10,677	6,865	3,812	16,550		
1316 Raleys Car Park Permits	1,262	0	1,262	1,646	1,460	186	1,460		
1330 Forestry Commission Grants	0	0	0	0	368	-368	368		
1470 Income from Other Departments	814	70	744	814	630	184	840		
1550 Insurance Claims	4,602	0	4,602	4,645	0	4,645	0		
1850 Log Sales	415	0	415	1,126	940	186	940		
1870 Vine Club Insurance Contrib.	0	0	0	1,243	1,460	-217	1,460		
1990 Sundry Income	0	27	-27	32	243	-211	324		
2003 Asset/equipment sales	0	0	0	568	0	568	0		
O/ Spaces & Leisure - General :- Income	6,990	97	6,893	20,753	11,966	8,787	21,942		
Net Expenditure over Income	7,498	19,593	12,095	154,651	175,003	20,352	227,751		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2014

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
22 O/ Spaces & Leisure - Cemetery									
4010 Gross Pay	4,624	4,645	21	41,540	41,805	265	55,737		14,197
4270 Employers Pension Contribution	472	376	-96	4,128	3,384	-744	4,508		380
5210 Cemetery Chapel & Office	0	13	13	187	117	-70	160		-27
5230 Cemetery Wshop/Messroom Mitce	0	13	13	22	117	95	160		138
5340 Plants	0	0	0	891	1,400	509	1,400		509
5410 Repairs & General Maintenance	0	375	375	1,689	3,375	1,686	4,500		2,811
5500 Equipment Hired and New	0	150	150	2,338	1,350	-988	1,795		-543
5525 Equipment Maintenance	530	189	-341	4,121	1,701	-2,420	2,265		-1,856
5700 Fuel	48	73	25	606	657	51	875		269
6000 Rent, Rates & Water	378	350	-28	4,870	5,350	480	5,665		795
6010 Light Heat & Cleaning	0	150	150	278	1,350	1,072	1,805		1,527
6101 Telephone	53	58	5	483	522	39	690		207
6104 Mobile Telephone	0	10	10	10	90	80	120		110
6200 Printing & Stationery	286	21	-265	340	189	-151	250		-90
6240 Computer/ Data Base/WP's	0	30	30	286	270	-16	360		74
6320 Staff Training	58	86	28	748	774	26	1,030		282
6330 Welfare/Hospitality	0	12	12	64	108	44	150		86
6730 Subscriptions	0	0	0	90	100	10	100		10
6802 Trees Plants Turf & Fertilizer	0	0	0	110	596	486	596		486
6822 Roads Path & Boundaries	0	44	44	720	396	-324	530		-190
6832 Lawn/Wall of Remembrance	89	0	-89	245	350	105	350		105
6900 Sundry Expenses	0	12	12	10	108	98	150		140
6922 Health & Safety/Legal advice	174	0	-174	474	264	-210	264		-210

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2014

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	0	36	36	542	838	296	950		408
6932 Cemetery Security	0	362	362	2,916	3,258	342	4,350		1,434
6935 Waste Bin Disposal-Waste Bins	0	91	91	737	819	82	1,095		358
6952 Protective Clothing	20	55	35	553	495	-58	664		111
O/ Spaces & Leisure - Cemetery :- Expenditure	6,731	7,151	420	68,996	69,783	787	90,519	0	21,523
1011 Cemetery Lodge Water Contr.	0	34	-34	134	170	-36	201		
1550 Insurance Claims	0	0	0	3,250	0	3,250	0		
1700 Cemetery Income	5,641	5,836	-195	51,882	52,524	-642	70,034		
O/ Spaces & Leisure - Cemetery :- Income	5,641	5,870	-229	55,266	52,694	2,572	70,235		
Net Expenditure over Income	1,090	1,281	191	13,730	17,089	3,359	20,284		
<u>23 O/ Spaces & Leisure- Allotment</u>									
5410 Repairs & General Maintenance	0	0	0	665	164	-501	164		-501
6000 Rent, Rates & Water	0	0	0	155	35	-120	286		131
O/ Spaces & Leisure- Allotment :- Expenditure	0	0	0	820	199	-621	450	0	-370
1010 Rental Income	-14	16	-30	628	450	178	450		
O/ Spaces & Leisure- Allotment :- Income	-14	16	-30	628	450	178	450		
Net Expenditure over Income	14	-16	-30	192	-251	-443	0		

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2014

Month No : 9

Cost Centre Report

		Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
24	O/Spaces & Leisure - Gym									
4010	Gross Pay	2,011	2,108	97	16,344	18,972	2,628	25,296		8,952
4270	Employers Pension Contribution	54	55	1	480	495	15	665		185
4600	Gym Instructors-Summer Term	0	0	0	7,348	6,801	-547	6,801		-547
4604	Gym Instructors-Autumn Term	3,496	3,621	125	8,902	7,721	-1,181	7,721		-1,181
4608	Gym Instructors-Spring Term	0	0	0	105	0	-105	7,119		7,014
4613	Gym Instructors-Summer Hols	0	0	0	614	1,215	601	1,215		601
4617	Gym Instructors-Easter Hols	0	0	0	1,177	1,100	-77	1,100		-77
5410	Repairs & General Maintenance	0	110	110	320	990	670	1,319		999
5525	Equipment Maintenance	0	27	27	305	243	-62	328		23
6000	Rent, Rates & Water	0	0	0	2,826	3,028	202	3,028		202
6010	Light Heat & Cleaning	685	808	123	1,493	2,424	931	3,232		1,739
6020	Insurance Cost	0	0	0	903	907	5	907		5
6101	Telephone	15	22	7	136	198	62	264		128
6200	Printing & Stationery	0	115	115	321	1,035	714	1,375		1,054
6210	Postage & Courier	0	6	6	68	54	-14	75		7
6240	Computer/ Data Base/WP's	51	27	-24	253	243	-10	328		75
6241	Website Costs	0	10	10	0	90	90	125		125
6281	Furnishings,Furniture/Eqpt	0	68	68	0	612	612	815		815
6315	Recruitment Costs	0	43	43	368	387	19	515		147
6320	Staff Training	0	43	43	0	387	387	515		515
6330	Welfare/Hospitality	0	9	9	5	81	76	106		101
6340	Staff Uniforms	0	27	27	118	243	125	319		201
6460	Publicity	97	312	215	2,863	2,808	-55	3,750		887

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2014

Cost Centre Report

Month No : 9

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6560 Badges	203	25	-178	203	225	22	300		97
6567 Judo Grading	0	8	8	33	72	39	100		67
6568 Course Material	0	9	9	0	81	81	109		109
6630 Professional Fees	0	0	0	20	0	-20	0		-20
6635 Professional Fees Licensing	0	0	0	180	191	11	191		11
6730 Subscriptions	0	0	0	270	0	-270	0		-270
6871 Gym Equipment	0	51	51	0	459	459	607		607
6872 Gym Equipment-Repairs & Mtce	0	18	18	0	162	162	211		211
6900 Sundry Expenses	0	35	35	368	315	-53	422		54
6922 Health & Safety/Legal advice	0	22	22	300	198	-102	264		-36
6939 Healthcare Services	0	0	0	693	0	-693	0		-693
O/Spaces & Leisure - Gym :- Expenditure	6,613	7,579	966	47,015	51,737	4,722	69,122	0	22,107
1020 Insurance	6	66	-61	427	594	-167	790		
1022 Letting & Hire of Facilities	2,832	484	2,348	9,072	4,356	4,716	5,807		
1260 Sale of Badges	82	32	50	242	288	-46	390		
1262 Sale of leotards	13	0	13	13	0	13	0		
1567 Judo Grading	0	26	-26	139	234	-96	306		
1600 Gym Courses-Summer Term	0	0	0	12,102	14,625	-2,523	14,625		
1604 Gym Courses-Autumn Term	127	0	127	12,371	16,887	-4,516	16,887		
1608 Gym Courses-Spring Term	0	6,000	-6,000	-7	6,000	-6,007	15,541		
1613 Gym Courses-Summer Hols	0	0	0	2,185	2,000	185	2,000		
1617 Gym Courses-Easter Hols	0	0	0	523	1,400	-877	1,400		
1990 Sundry Income	0	4	-4	4	36	-32	53		
O/Spaces & Leisure - Gym :- Income	3,058	6,612	-3,554	37,071	46,420	-9,349	57,799		
Net Expenditure over Income	3,555	967	-2,588	9,944	5,317	-4,627	11,323		

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2014

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	216	44	-172	426	396	-30	530		104
6862 Street Lighting	150	507	357	5,613	4,563	-1,050	6,085		472
6865 Hanging Baskets	0	0	0	9,610	7,205	-2,405	7,205		-2,405
6868 Summer Concerts	0	0	0	5,304	3,875	-1,429	3,875		-1,429
Open Spaces-Street Lighting/Ge :- Expenditure	366	551	185	20,953	16,039	-4,914	17,695	0	-3,258
1022 Letting & Hire of Facilities	0	0	0	745	0	745	0		
1990 Sundry Income	0	0	0	1,545	0	1,545	0		
Open Spaces-Street Lighting/Ge :- Income	0	0	0	2,290	0	2,290	0		
Net Expenditure over Income	366	551	185	18,663	16,039	-2,624	17,695		
<u>31 F & G P - Establishments</u>									
4010 Gross Pay	17,229	17,914	685	151,172	161,226	10,054	214,970		63,798
4011 Employee benefits	0	0	0	1,580	0	-1,580	0		-1,580
4270 Employers Pension Contribution	937	830	-107	8,713	7,470	-1,243	9,954		1,241
4271 Pension Deficiency	4,583	4,583	0	41,250	41,247	-3	55,000		13,750
5410 Repairs & General Maintenance	0	0	0	36	0	-36	0		-36
5500 Equipment Hired and New	0	27	27	347	243	-104	325		-22
6010 Light Heat & Cleaning	0	0	0	83	0	-83	0		-83
6020 Insurance Cost	0	1,000	1,000	16,919	23,000	6,081	25,000		8,081
6101 Telephone	205	116	-89	873	1,044	171	1,395		522
6103 Fax	0	12	12	87	108	21	150		63

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2014

Cost Centre Report

Month No : 9

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6200 Printing & Stationery	245	462	217	4,783	4,158	-625	5,545		762
6210 Postage & Courier	100	311	211	2,421	2,799	378	3,730		1,309
6240 Computer/ Data Base/WP's	77	800	723	7,706	7,200	-506	12,722		5,016
6241 Website Costs	0	69	69	451	621	170	825		374
6242 I.T. Infrastructure	0	0	0	24	0	-24	5,000		4,976
6281 Furnishings,Furniture/Eqpt	0	109	109	1,832	981	-851	1,305		-527
6300 Computers Accountancy	0	165	165	1,987	2,220	234	2,720		734
6315 Recruitment Costs	266	0	-266	836	0	-836	0		-836
6320 Staff Training	390	168	-222	2,165	1,803	-362	1,803		-362
6321 Investors in People	0	0	0	0	775	775	775		775
6330 Welfare/Hospitality	513	106	-407	1,261	954	-307	1,275		14
6410 Civic Exps/Annual Reception	0	236	236	1,430	1,236	-194	1,236		-194
6412 Mayor's Allowance 2014/15	321	400	79	3,509	3,200	-309	4,822		1,313
6414 Mayors Car Allowance 2014/15	0	160	160	1,060	1,280	220	2,143		1,083
6415 Gifts/hospitality	0	0	0	285	272	-13	272		-13
6418 Mayor Travel Allowance 2013/14	0	0	0	-703	0	703	0		703
6420 Annual Parish Meeting	0	8	8	0	72	72	100		100
6421 Honour Bd. Badges & Insignia	0	18	18	90	162	72	218		128
6435 Members Expenses	0	0	0	2,276	4,170	1,894	4,170		1,894
6440 Press Notices	0	112	112	904	1,008	104	1,339		435
6450 Bye Laws	0	8	8	0	72	72	100		100
6460 Publicity	1,090	168	-922	2,202	1,512	-690	2,015		-187
6610 Audit Fees	0	0	0	2,275	2,740	465	3,475		1,200
6619 Irrecoverable VAT	0	10,000	10,000	7,191	10,000	2,809	10,000		2,809
6620 Legal Expenses	0	500	500	4,003	4,500	497	6,000		1,997

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Month No : 9

Cost Centre Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6635 Professional Fees Licensing	0	126	126	0	250	250	250		250
6710 Conference Fees & Expenses	37	163	126	1,705	1,467	-238	1,957		252
6720 Books and Periodicals	0	30	30	0	270	270	358		358
6730 Subscriptions	175	0	-175	3,101	2,650	-451	3,193		92
6900 Sundry Expenses	98	18	-80	334	162	-172	218		-116
6922 Health & Safety/Legal advice	0	0	0	2,050	2,100	50	2,163		113
6939 Healthcare Services	0	0	0	7	0	-7	0		-7
6975 Bank Charges	162	106	-56	800	954	154	1,267		467
7010 Election Expenses	0	0	0	0	0	0	3,000		3,000
7611 Contingency provision	0	0	0	0	0	0	20,206		20,206
7614 Stag reserve	0	0	0	0	0	0	1,000		1,000
F & G P - Establishments :- Expenditure	26,428	38,725	12,297	277,045	293,926	16,881	411,996	0	134,951
1115 Interest on Deposits	707	333	374	3,380	2,997	383	4,000		
1350 Grant income	0	0	0	850	0	850	0		
1990 Sundry Income	635	43	592	1,765	387	1,378	515		
F & G P - Establishments :- Income	1,342	376	966	5,995	3,384	2,611	4,515		
Net Expenditure over Income	25,087	38,349	13,262	271,050	290,542	19,492	407,481		
32 F & G P - General									
5410 Repairs & General Maintenance	0	0	0	140	0	-140	0		-140
5500 Equipment Hired and New	0	0	0	2,224	0	-2,224	0		-2,224
6490 Christmas Decorations	16,849	18,000	1,151	18,268	18,000	-268	19,570		1,302

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2014

Cost Centre Report

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	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6491 Remembrance Day/Civic Serv.	0	0	0	2,472	1,800	-672	1,800		-672
6869 Special Events	2,279	0	-2,279	7,371	4,500	-2,871	5,000		-2,371
6952 Protective Clothing	0	0	0	22	0	-22	0		-22
F & G P - General :- Expenditure	19,127	18,000	-1,127	30,497	24,300	-6,197	26,370	0	-4,127
1350 Grant Income	0	0	0	8,550	0	8,550	0		
1490 Christmas Decs. Contributions	920	0	920	3,685	0	3,685	0		
1500 Fundraising	0	0	0	2,000	0	2,000	0		
F & G P - General :- Income	920	0	920	14,235	0	14,235	0		
Net Expenditure over Income	18,207	18,000	-207	16,262	24,300	8,038	26,370		
33 F & G P - Council Offices									
4010 Gross Pay	397	299	-98	3,555	2,691	-864	3,591		36
4270 Employers Pension Contribution	32	24	-8	282	216	-66	283		1
5410 Repairs & General Maintenance	137	154	17	1,084	1,386	302	1,849		765
6000 Rent, Rates & Water	613	743	130	22,189	22,929	740	23,675		1,486
6010 Light Heat & Cleaning	972	472	-500	4,131	4,248	117	5,665		1,534
6510 Catering Expenses	0	9	9	0	81	81	108		108
6705 Job Club	0	46	46	0	414	414	546		546
6900 Sundry Expenses	0	5	5	0	45	45	57		57
6922 Health & Safety/Legal advice	675	0	-675	675	264	-411	264		-411
6930 Alarm Maintenance	0	0	0	542	655	113	1,268		726
6939 Healthcare Services	12	0	-12	12	0	-12	0		-12
F & G P - Council Offices :- Expenditure	2,838	1,752	-1,086	32,470	32,929	459	37,306	0	4,836

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2014

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
1022 Letting & Hire of Facilities	682	475	207	10,425	4,275	6,150	5,700		
F & G P - Council Offices :- Income	682	475	207	10,425	4,275	6,150	5,700		
Net Expenditure over Income	2,156	1,277	-879	22,045	28,654	6,609	31,606		
36 F & G P - Community Centre									
4010 Gross Pay	2,009	2,135	126	18,598	19,215	617	25,617		7,019
4270 Employers Pension Contribution	20	26	6	214	234	20	308		94
5410 Repairs & General Maintenance	514	625	111	1,707	5,625	3,918	7,500		5,793
6000 Rent, Rates & Water	838	1,000	162	5,252	5,600	348	6,180		928
6010 Light Heat & Cleaning	0	0	0	323	0	-323	0		-323
6011 Electricity-SCC	278	188	-90	1,176	1,692	516	2,251		1,075
6012 Gas-SCC	0	0	0	518	1,890	1,372	2,596		2,078
6013 Cleaning-SCC	0	86	86	487	774	287	1,033		546
6101 Telephone	16	21	5	140	189	49	250		110
6104 Mobile Telephone	0	5	5	30	45	15	60		30
6200 Printing & Stationery	0	5	5	0	45	45	65		65
6230 Office Furniture/Machinery	0	45	45	0	405	405	544		544
6240 Computer/ Data Base/WP's	16	0	-16	117	0	-117	0		-117
6281 Furnishings,Furniture/Eqpt	0	68	68	300	612	312	816		516
6320 Staff Training	0	14	14	0	126	126	164		164
6460 Publicity	0	42	42	0	378	378	500		500
6520 Refreshments for Resale	57	60	3	686	540	-146	721		35
6533 Copyright Fees/Royalties	0	0	0	304	450	146	450		146

Sevenoaks Town Council

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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
6630 Professional Fees	0	0	0	180	0	-180	0	0	-180
6635 Professional Fees Licensing	0	0	0	0	200	200	200	200	200
6650 Bad debts	0	0	0	224	0	-224	0	0	-224
6842 Grounds Maintenance	0	88	88	0	792	792	1,055	1,055	1,055
6900 Sundry Expenses	0	5	5	36	45	9	55	55	19
6922 Health & Safety/Legal advice	675	0	-675	675	272	-403	272	272	-403
6930 Alarm Maintenance	0	0	0	1,563	920	-643	1,420	1,420	-143
6931 CCTV Maintenance	0	0	0	332	280	-52	280	280	-52
6935 Waste Bin Disposal-Waste Bins	44	109	65	1,495	981	-514	1,305	1,305	-190
6939 Healthcare Services	47	50	3	995	1,150	155	1,500	1,500	505
F & G P - Community Centre :- Expenditure	4,514	4,572	58	35,352	42,460	7,108	55,142	0	19,790
1022 Letting & Hire of Facilities	5,302	4,542	760	39,623	40,878	-1,255	54,500	54,500	
1250 Sale of Refreshments	49	86	-37	569	774	-205	1,030	1,030	
1350 Grant income	0	0	0	732	0	732	0	0	
1445 Outdoor Activities	0	47	-47	81	423	-342	559	559	
1457 Indoor Activities	133	163	-30	1,925	1,467	458	1,952	1,952	
F & G P - Community Centre :- Income	5,484	4,838	646	42,930	43,542	-612	58,041		
Net Expenditure over Income	-970	-266	704	-7,579	-1,082	6,497	-2,899		
38 F & G P - Grants									
6937 Annual Subsidy-Comm Centre	0	83	83	271	747	476	1,000	1,000	729
6938 Annual Subsidy-Council Chamber	157	83	-74	1,349	747	-602	1,000	1,000	-349

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2014

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Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
7500 Local Organisations Grants	0	0	0	7,608	7,778	170	16,275		8,667
7502 Sevenoaks Summer Festival	0	0	0	5,000	5,000	0	5,000		0
7520 Twinning Support	0	0	0	125	500	375	1,000		875
7552 Youth Outreach	0	0	0	13,423	10,500	-2,923	15,000		1,577
7555 Youth Council Support	-149	0	149	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	8	166	158	55,276	52,522	-2,754	66,775	0	11,499
Net Expenditure over Income	8	166	158	55,276	52,522	-2,754	66,775		
39 F & G P - Property									
5012 Vine Band Practice Room	0	0	0	57	0	-57	0		-57
5015 Vine Club	0	200	200	0	600	600	800		800
5103 Bungalow & Garage	0	0	0	205	0	-205	0		-205
5105 Raleys Centre Maintenance	159	66	-93	159	594	435	0		-159
5211 Cemetery Lodge Maintenance	0	0	0	3,594	4,255	661	4,624		1,030
5410 Repairs & General Maintenance	0	9	9	0	81	81	106		106
6922 Health & Safety/Legal advice	0	0	0	0	0	0	262		262
F & G P - Property :- Expenditure	159	275	116	4,015	5,530	1,515	5,792	0	1,777
1012 Rental Income Cemetery Lodge	0	0	0	9,954	9,954	0	14,931		
1013 Rental Income Bungalow	1,030	1,030	0	9,270	9,270	0	12,360		
1014 Rental Income Red Cross	50	50	0	150	150	0	200		
1016 Rental Income Raley's Centre	1,114	1,114	0	10,029	10,026	3	13,372		

Sevenoaks Town Council

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Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1046	SCC Ground Rents & Wayleaves	375	375	0	2,367	2,367	0	2,742		
1469	O/S Ground Rents & Wayleaves	1,001	400	601	3,820	3,600	220	4,811		
1805	Tea Kiosk Rental & Pavilion	773	750	23	2,318	2,250	68	3,000		
1806	Band Practice Room Rental	0	78	-78	78	702	-624	936		
	F & G P - Property :- Income	4,343	3,797	546	37,986	38,319	-333	52,352		
	Net Expenditure over Income	-4,184	-3,522	662	-33,970	-32,789	1,181	-46,560		
40 Sevenoaks Town Partnership										
4010	Gross Pay	0	0	0	0	1,200	1,200	1,200		1,200
6322	Business Awards	409	0	-409	6,107	3,420	-2,687	3,420		-2,687
6900	Sundry Expenses	85	456	371	1,575	4,104	2,529	5,470		3,895
7607	Christmas gift guide expenses	1,689	0	-1,689	1,689	0	-1,689	0		-1,689
7608	Friends of Bat & Ball	0	0	0	320	0	-320	0		-320
7609	Vintage Bus Expenses	-241	0	241	11,095	13,000	1,905	13,000		1,905
7615	Park & Panto expenses	5,546	0	-5,546	5,546	0	-5,546	0		-5,546
	Sevenoaks Town Partnership :- Expenditure	7,489	456	-7,033	26,332	21,724	-4,608	23,090	0	-3,242
1206	Business Awards	42	0	42	6,536	7,500	-964	7,500		
1435	Vintage Bus income	0	0	0	9,841	10,590	-749	10,590		
1436	Christmas gift guide income	1,348	0	1,348	1,348	0	1,348	0		
1437	Park & Panto income	5,563	0	5,563	5,563	0	5,563	0		
1990	Sundry Income	-1,348	0	-1,348	20	0	20	0		
	Sevenoaks Town Partnership :- Income	5,605	0	5,605	23,309	18,090	5,219	18,090		
	Net Expenditure over Income	1,884	456	-1,428	3,024	3,634	610	5,000		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2014

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Cost Centre Report

		Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
50 Youth Cafe										
4010	Gross Pay	2,688	3,872	1,184	28,019	34,848	6,829	46,460		18,441
4270	Employers Pension Contribution	0	112	112	0	1,008	1,008	1,346		1,346
5410	Repairs & General Maintenance	0	167	167	1,089	1,503	414	2,000		911
6010	Light Heat & Cleaning	0	62	62	208	558	350	750		542
6101	Telephone	40	42	2	362	378	16	500		138
6200	Printing & Stationery	57	38	-19	238	342	104	450		212
6210	Postage & Courier	0	1	1	0	9	9	10		10
6240	Computer/ Data Base/WP's	12	0	-12	661	0	-661	0		-661
6281	Furnishings,Furniture/Eqpt	0	12	12	754	108	-646	150		-604
6315	Recruitment Costs	0	0	0	281	0	-281	0		-281
6320	Staff Training	0	29	29	0	261	261	350		350
6330	Welfare/Hospitality	62	4	-58	97	36	-61	50		-47
6340	Staff Uniforms	0	0	0	209	0	-209	0		-209
6460	Publicity	0	62	62	329	558	229	750		421
6500	Goods for Resale	6	167	161	1,539	1,503	-36	2,000		461
6550	Soundwaves Expenditure	0	150	150	1,228	1,350	122	1,800		572
6571	Music Equipment	0	0	0	15	0	-15	0		-15
6573	Youth Magazine Expenditure	0	0	0	675	0	-675	0		-675
6574	NEW BLOOD DJ WORKSHOPS	50	0	-50	100	0	-100	0		-100
6635	Professional Fees Licensing	0	8	8	388	72	-316	92		-296
6730	Subscriptions	0	7	7	59	63	4	80		21
6900	Sundry Expenses	0	21	21	109	189	80	250		141
6922	Health & Safety/Legal advice	0	0	0	300	0	-300	0		-300

Sevenoaks Town Council

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Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6975 Bank Charges	0	0	0	75	0	-75	0		-75
Youth Cafe :- Expenditure									
1022 Letting & Hire of Facilities	2,915	4,754	1,839	36,734	42,786	6,052	57,038	0	20,304
1211 Sale of Goods	-15	417	-432	2,942	3,753	-811	5,000		
1242 Soundwaves Income	93	250	-157	1,024	2,250	-1,226	3,000		
1350 Grant income	0	225	-225	342	2,025	-1,683	2,700		
1351 Educational Kits Income	2,557	0	2,557	30,814	25,900	4,914	45,000		
1500 Fundraising	0	0	0	305	0	305	0		
1990 Sundry Income	-120	167	-287	905	1,503	-598	2,000		
	400	0	400	403	0	403	0		
Youth Cafe :- Income	2,915	1,059	1,856	36,734	35,431	1,303	57,700		
Net Expenditure over Income	0	3,695	3,695	0	7,355	7,355	-662		
60 Markets									
4010 Gross Pay	283	252	-31	2,636	2,268	-368	3,030		394
4270 Employers Pension Contribution	0	2	2	0	18	18	20		20
5410 Repairs & General Maintenance	55	0	-55	334	0	-334	0		-334
5420 SDC Management Charge	2,870	2,667	-203	24,734	24,003	-731	32,000		7,266
5500 Equipment Hired and New	0	0	0	279	0	-279	0		-279
6001 Blighs Market Charges	1,821	0	-1,821	14,035	0	-14,035	0		-14,035
6281 Furnishings,Furniture/Eqpt	0	0	0	51	0	-51	0		-51
6460 Publicity	1,103	200	-903	4,923	3,500	-1,423	3,500		-1,423
6730 Subscriptions	0	0	0	52	0	-52	0		-52

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Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6900 Sundry Expenses	0	0	0	5	0	-5	4,450		4,445
Markets :- Expenditure									
1017 Rental Income Sat Market	6,131	3,121	-3,010	47,049	29,789	-17,260	43,000	0	-4,049
1018 Rental Income Wed Market	1,709	2,083	-374	16,202	18,747	-2,545	25,000		
1019 Rental Income Blighs Market	1,261	1,917	-656	16,670	17,253	-583	23,000		
	3,751	0	3,751	15,680	0	15,680	0		
Markets :- Income	6,721	4,000	2,721	48,552	36,000	12,552	48,000		
Net Expenditure over Income	-590	-879	-289	-1,503	-6,211	-4,708	-5,000		
Finance & General Purposes Expenditure	100,266	109,458	9,192	881,464	895,269	13,805	1,186,560	0	305,096
Income	43,686	27,140	16,546	336,173	290,571	45,602	394,824		
Net Expenditure over Income	56,581	82,318	25,737	545,292	604,698	59,406	791,736		

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Business Instant Saver

Choose a Nationwide Business Instant saver account if you want a competitive rate of interest and need easy access to your money without loss of interest.

Key features

- 1.00% gross p.a./AER variable annual interest with instant access
- Minimum deposit £10,000, maximum balance £10 million.
- Choose from annual interest or monthly interest
- Choose to have interest paid to this or another account
- Operate by post or fax
- For businesses with less than 250 employees and less than £45m turnover or assets. If you exceed these criteria [please click here for details of our Corporate Saver Accounts](#)
- Eligible deposits are protected up to £85,000 by the [Financial Services Compensation Scheme](#) (FSCS), the UK's deposit protection scheme.

See how much you will earn

Business Instant Saver				
Annual interest		Monthly interest		
	Gross p.a %	AER %	Gross p.a %	AER %
£10,000+	1.00%	1.00%	0.95%	0.95%

AER Stands for Annual Equivalent Rate and illustrates what the interest rate would be if interest was paid and compounded once each year.

The gross rate of interest is the interest rate payable before any income tax is deducted (if you do pay tax).

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- Registered United Kingdom charities
- Unincorporated bodies or associations based in the United Kingdom with three or fewer directors
- United Kingdom sole traders or partnerships.

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Business 95 Day Saver

Choose a Business 95 Day Saver account if you don't need immediate access to your savings and want to earn a higher rate of interest

Key features

- 1.05% gross p.a./AER variable annual interest
- Minimum deposit £10,000, maximum balance £10 million
- Choose from annual interest or monthly interest
- Choose to have interest paid to this or another account
- Operate by post or fax
- For businesses with less than 250 employees and less than £45m turnover or assets. If you exceed these criteria [please click here for details of our Corporate Saver Accounts](#)
- Paying a higher rate of interest and requiring 95 days prior notice for any withdrawals
- Eligible deposits are protected up to £85,000 by the [Financial Services Compensation Scheme](#) (FSCS), the UK's deposit protection scheme.

See how much you will earn

Business 95 Day Saver				
Annual interest		Monthly Interest		
Gross p.a %	AER %	Gross p.a %	AER %	
£10,000+	1.05%	1.05%	1.00%	1.00%

AER Stands for Annual Equivalent Rate and illustrates what the interest rate would be if interest was paid and compounded once each year.

The **gross** rate of interest is the interest rate payable before any income tax is deducted (if you do pay tax).

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Sevenoaks Town Council

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PURCHASE LEDGER INVOICE LISTING FOR MONTH No 9

USER : ELC

Ledger No 1 for Month No 9

Supplier A/c Order

Items marked with a * are disputed invoices.

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
15/12/2014	1/IC2048	16296	ALTOFFICE	ALTO001	104.19	20.83	125.02	6200	31	104.19	1/IC2048/16296/Altdigital UK
17/12/2014	118260-131	16263	AMENITY TRAINING	AMEN001	450.00	0.00	450.00	6320	21	450.00	118260-131/16263/Amenity Train
20/12/2014	3027539832	16229	BOC	BOC001	5.70	1.14	6.84	6500	50	5.70	3027539832/16229/BOC Ltd
31/10/2014	100163392(	16294	BRACHERS	BRA001	6,327.50	1,265.50	7,593.00	9001	91	6,327.50	100163392(SEV0630)/16294/Brach
25/11/2014	1012647	16321	BRITISH GYMNASTICS	BRIT001	203.24	40.65	243.89	6560	24	203.24	1012647/16321/Gymnastics Enter
17/12/2014	VP4171457	16337	BT	BRIT002	6.61	1.32	7.93	6101	31	6.61	VP41714570M04701/16337/BT Paym
03/12/2014	704176352	16325	BRITISH GAS	BRIT003	-61.40	-3.07	-64.47	6010	21	-61.40	704176352/16325/British Gas Bu
03/12/2014	704176359	16333	BRITISH GAS	BRIT003	-214.17	-42.83	-257.00	6010	21	-214.17	704176359/16333/British Gas Bu
03/12/2014	704176365	16335	BRITISH GAS	BRIT003	549.44	109.88	659.32	6010	21	549.44	704176365/16335/British Gas Bu
03/12/2014	704177206	16330	BRITISH GAS	BRIT003	-433.56	-86.71	-520.27	6010	21	-433.56	704177206/16330/British Gas Bu
03/12/2014	704177210	16326	BRITISH GAS	BRIT003	-209.17	-10.45	-219.62	6010	21	-209.17	704177210/16326/British Gas Bu
03/12/2014	704177211	16327	BRITISH GAS	BRIT003	211.13	10.55	221.68	6010	21	211.13	704177211/16327/British Gas Bu
03/12/2014	0007041772	16331	BRITISH GAS	BRIT003	389.72	77.94	467.66	6010	21	389.72	000704177207/16331/British Gas
03/12/2014	0007041772	16328	BRITISH GAS	BRIT003	-481.09	-96.21	-577.30	6010	21	-481.09	000704177208/16328/British Gas
03/12/2014	0007041772	16329	BRITISH GAS	BRIT003	457.78	91.55	549.33	6010	21	457.78	000704177209/16329/British Gas
03/12/2014	0007041772	16334	BRITISH GAS	BRIT003	-549.44	-109.88	-659.32	6010	21	-549.44	000704177212/16334/British Gas
03/12/2014	0007041772	16336	BRITISH GAS	BRIT003	457.76	91.55	549.31	6010	21	457.76	000704177213/16336/British Gas
03/12/2014	64999771/1	16340	BRITISH GAS	BRIT003	209.17	10.46	219.63	6010	21	209.17	64999771/1/16340/British Gas B
16/12/2014	191271078	16343	BRITISH GAS	BRIT003	579.58	28.97	608.55	6010	33	579.58	191271078/16343/British Gas Bu
07/12/2014	59807897	16342	LOCALWORLD	COUR001	210.01	42.00	252.01	6460	60	210.01	59807897/16342/Local World Ltd
07/12/2014	59807896	16367	LOCALWORLD	COUR001	266.00	53.20	319.20	6315	31	266.00	Job Adverts
28/12/2014	59841215	16366	LOCALWORLD	COUR001	78.40	15.68	94.08	6460	60	78.40	Adverts Sevenoaks Chronicle
30/11/2014	INV002804	16307	CREATCONS	CREA001	1,443.93	288.79	1,732.72	505	0	1,443.93	INV002804/16307/Create Consult
08/12/2014	6985	16272	STREETLIGHTS	DIR001	76.40	15.28	91.68	6862	26	76.40	6985/16272/Streetlights
11/12/2014	6998	16271	STREETLIGHTS	DIR001	850.00	170.00	1,020.00	505	0	850.00	6998/16271/Streetlights
04/11/2014	903144	16230	ERNEST DOE	DOE001	15.84	3.17	19.01	5500	21	15.84	903144/16230/Ernest Doe & Sons
04/12/2014	905009	16347	ERNEST DOE	DOE001	419.33	83.87	503.20	5500	21	419.33	905009/16347/Ernest Doe & Sons
05/12/2014	964548	16346	ERNEST DOE	DOE001	625.66	125.13	750.79	5500	21	625.66	964548/16346/Ernest Doe & Sons

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PURCHASE LEDGER INVOICE LISTING FOR MONTH No 9

Ledger No 1 for Month No 9

Items marked with a * are disputed invoices.

Supplier A/c Order

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Analysis Detail
								A/C	Centre	Amount	
10/12/2014	964853	16345	ERNEST DOE	DOE001	99.58	19.92	119.50	550	0	99.58	964853/16345/Ernest Doe & Sons
23/12/2014	906054	16353	ERNEST DOE	DOE001	244.29	48.86	293.15	5525	22	244.29	906054/16353/Ernest Doe & Sons
02/12/2014	MIS/416	16256	EDENBRIDGE	EDENB001	116.67	23.33	140.00	6320	21	58.34	MIS/416/16256/Edenbridge Town
12/12/2014	31849	16308	EJPFIREPROTECT	EJPFIRE001	195.00	39.00	234.00	6320	22	58.33	MIS/416/16256/Edenbridge Town
01/12/2014	533996	16239	EXPRESS FACTORS	EXPR001	1.04	0.21	1.25	5550	21	1.04	31849/16308/EJP Fire Protectio
17/12/2014	536245	16354	EXPRESS FACTORS	EXPR001	3.00	0.60	3.60	5550	21	3.00	533996/16239/Express Factors
01/12/2014	2296	16248	FAMILY GRAPEVINE	FAM002	97.00	0.00	97.00	6460	24	97.00	536245/16354/Express Factors
18/12/2014	DW1412/11	16306	FIRSTRESCUE	FIRSTRES00	2,025.00	405.00	2,430.00	510	0	675.00	2296/16248/Family Grapevine
12/11/2014	93	16359	FORGE JOINERY	FORGJO001	9,000.00	1,800.00	10,800.00	316	0	1,942.50	DW1412/1104-936/16306/First Re
04/12/2014	INV352555	16348	GAZA TIMBER	GAZA001	3.37	0.67	4.04	340	0	7,057.50	DW1412/1104-936/16306/First Re
19/12/2014	INV353375	16350	GAZA TIMBER	GAZA001	8.75	1.75	10.50	6922	33	675.00	DW1412/1104-936/16306/First Re
08/12/2014	17935	16267	GEER	GEER001	82.00	16.40	98.40	6922	33	675.00	DW1412/1104-936/16306/First Re
15/12/2014	10683	16288	GEMINI	GEM001	89.25	17.85	107.10	316	0	1,942.50	93/16359/Forge Joinery
11/12/2014	138907	16269	GODFREYS	GOD001	38.44	7.69	46.13	6900	40	3.37	93/16359/Forge Joinery
01/12/2014	143990	16315	HEALTHSAFETY	HEALTH001	173.60	0.00	173.60	6900	40	3.37	INV352555/16348/RBS Invoice Fi
05/11/2014	S2085	16360	HUNTRJ	HUNTRJ001	12,000.00	2,400.00	14,400.00	5010	21	8.75	INV353375/16350/RBS Invoice Fi
19/12/2014	14276676	16338	INITIAL WASHROOMS	INIT001	12.48	2.50	14.98	5410	33	82.00	17935/16267/J V Geer & Sons Lt
05/12/2014	3447	16266	IVC	IVC001	165.00	33.00	198.00	6832	22	89.25	10683/16288/Gemini CCS
08/12/2014	2992555	16247	GREENSHIELDS JCB	JCB001	285.90	57.18	343.08	5525	22	38.44	138907/16269/Godfrey's
30/09/2014	48176	16293	KALL KWIK	KALL001	234.00	46.80	280.80	6922	22	173.60	143990/16315/Health and Safety
27/11/2014	48334	16302	KALL KWIK	KALL001	1,689.00	86.00	1,775.00	316	0	12,000.00	S2085/16360/R J Hunt
27/11/2014	48335	16301	KALL KWIK	KALL001	269.00	53.80	322.80	6939	33	12.48	14276676/16338/Initial Washroo
01/12/2014	48370	16292	KALL KWIK	KALL001	395.00	79.00	474.00	7609	40	165.00	3447/16266/IVC Signs
31/10/2014	48309	16320	KALL KWIK	KALL001	270.00	54.00	324.00	5525	22	285.90	2992555/16247/Greenshields JCB
31/10/2014	48310	16316	KALL KWIK	~ALL001	289.00	57.80	346.80	6322	40	234.00	48176/16293/Kall Kwik

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 9

Ledger No 1 for Month No 9

Supplier A/c Order

Items marked with a * are disputed invoices.

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
18/12/2014	48411	16314	KALL KWIK	KALL001	695.00	0.00	695.00	6460	31	695.00	48411/16314/Kall Kwik
02/12/2014	1210266002	16238	KCC KCS	KCC003	159.49	31.90	191.39	6010	33	159.49	1210266002/02/12/201/16238/Ken
09/12/2014	12110255	16280	KCC KCS	KCC003	96.11	19.22	115.33	6200	31	96.11	12110255/16280/Kent County Cou
12/12/2014	12114473	16282	KCC KCS	KCC003	63.17	12.64	75.81	6010	33	63.17	12114473/16282/Kent County Cou
28/11/2014	5446	16311	KENT PROFILE	KENT005	265.00	53.00	318.00	6460	60	265.00	5446/16311/Kent Profile
05/12/2014	120131	16286	LAMBERHURSTENG	LAMBER001	126.55	25.31	151.86	5525	21	126.55	120131/16286/Lamberhurst Engin
05/12/2014	STLTG3524	16283	LASER	LASE001	34.78	1.74	36.52	6862	26	34.78	STLTG3524374/16283/Laser Energ
05/12/2014	STLTG3524	16285	LASER	LASE001	2.56	0.13	2.69	6862	26	2.56	STLTG3524375/16285/Laser Energ
16/12/2014	STLTG3541	16277	LASER	LASE001	246.44	49.29	295.73	6862	26	246.44	STLTG3541930/16277/Laser Energ
16/12/2014	STLTG3541	16276	LASER	LASE001	238.49	47.70	286.19	6862	26	238.49	STLTG3541931/16276/Laser Energ
16/12/2014	STLTG3541	16275	LASER	LASE001	256.25	51.25	307.50	6862	26	256.25	STLTG3541932/16275/Laser Energ
16/12/2014	STLTG3541	16274	LASER	LASE001	247.98	49.60	297.58	6862	26	247.98	STLTG3541933/16274/Laser Energ
12/12/2014	STLTG3537	16304	LASER	LASE001	33.66	1.68	35.34	6862	26	33.66	STLTG3537673/16304/Laser Energ
12/12/2014	STLTG3537	16303	LASER	LASE001	2.47	0.12	2.59	6862	26	2.47	STLTG3537675/16303/Laser Energ
04/12/2014	04/12/2014S	16251	MAYOR15	MAYOR15	37.00	0.00	37.00	6412	31	37.00	04/12/2014SEASBLESS/16251/May
10/12/2014	10/12/2014C	16250	MAYOR15	MAYOR15	45.00	0.00	45.00	6412	31	45.00	10/12/2014CROYDON/16250/Mayor
16/12/2014	17/11/15TUN	16259	MAYOR15	MAYOR15	25.00	0.00	25.00	6412	31	25.00	17/11/15TUNBWELLS/16259/Mayor R
16/12/2014	23/11/15ASH	16260	MAYOR15	MAYOR15	64.00	0.00	64.00	6412	31	64.00	23/11/15ASHFORD/16260/Mayor Rai
16/12/2014	24/11/15BRIG	16261	MAYOR15	MAYOR15	90.00	0.00	90.00	6412	31	90.00	24/11/15BRIGHTON/16261/Mayor Ra
07/01/2015	TANDRIDGE	16361	MAYOR15	MAYOR15	60.00	0.00	60.00	6412	31	60.00	TANDRIDGE/16361/Mayor Rai
04/12/2014	810471	16305	NALC	NALC001	390.00	78.00	468.00	6320	31	390.00	810471/16305/National Associat
03/12/2014	132431050	16268	NEWWEY & EYRE	NEWWEY001	30.62	6.12	36.74	6010	21	30.62	132431050/16268/Newwey & Eyre L
05/12/2014	132450071	16264	NEWWEY & EYRE	NEWWEY001	46.94	9.39	56.33	6010	33	46.94	132450071/16264/Newwey & Eyre L
18/12/2014	132540820	16369	NEWWEY & EYRE	NEWWEY001	18.54	3.71	22.25	6010	21	18.54	flood light and Plugs
18/12/2014	944918	16349	OAKS PLANT HIRE	OAKS001	25.00	5.00	30.00	5105	39	25.00	944918/16349/Oaks Plant Hire
05/12/2014	ONECARDA	16364	ONECARD	ONE002	798.80	138.36	937.16	6412	31	9.44	ONECARDANN/16364/NATWEST
								6900	31	12.91	ONECARDANN/16364/NATWEST
								6900	31	5.54	ONECARDANN/16364/NATWEST
								6200	50	7.88	ONECARDANN/16364/NATWEST

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Date 15/01/2015

Sevenoaks Town Council

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PURCHASE LEDGER INVOICE LISTING FOR MONTH No 9

USER : ELC

Ledger No 1 for Month No 9

Supplier A/c Order

Items marked with a * are disputed invoices.

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
								6200	50	64.97	ONECARDANN/16364/NATWEST
								6200	50	-15.50	ONECARDANN/16364/NATWEST
								6240	31	6.99	ONECARDANN/16364/NATWEST
								6240	31	13.99	ONECARDANN/16364/NATWEST
								6240	31	398.34	ONECARDANN/16364/NATWEST
								6240	31	5.00	ONECARDANN/16364/NATWEST
								6240	31	7.50	ONECARDANN/16364/NATWEST
								6240	31	48.75	ONECARDANN/16364/NATWEST
								6240	36	16.25	ONECARDANN/16364/NATWEST
								6240	31	6.99	ONECARDANN/16364/NATWEST
								6240	50	12.31	ONECARDANN/16364/NATWEST
								6240	40	38.11	ONECARDANN/16364/NATWEST
								6240	31	9.10	ONECARDANN/16364/NATWEST
								5317	21	22.68	ONECARDANN/16364/NATWEST
								6330	31	82.55	ONECARDANN/16364/NATWEST
								6975	31	45.00	ONECARDANN/16364/NATWEST
05/12/2014	ONECARDLI	16365	ONECARD	ONE002	81.98	0.00	81.98	6900	31	36.98	ONECARDLINDANOV14/16365/NATW
								6975	31	45.00	ONECARDLINDANOV14/16365/NATW
08/12/2014	74584	16287	OPUS	OPUS001	86.00	17.20	103.20	6101	31	86.00	74584/16287/Opus Network Servi
14/12/2014	1076624	16284	OPUS	OPUS001	247.05	49.41	296.46	6101	36	15.87	1076624/16284/Opus Network Ser
								6101	22	12.56	1076624/16284/Opus Network Ser
								6101	24	14.85	1076624/16284/Opus Network Ser
								6101	50	40.23	1076624/16284/Opus Network Ser
								6101	31	100.69	1076624/16284/Opus Network Ser
								6101	22	40.23	1076624/16284/Opus Network Ser
								6101	31	11.25	1076624/16284/Opus Network Ser
								6101	21	11.37	1076624/16284/Opus Network Ser
15/10/2014	D4609479	16368	ORCABOOKSERV	ORCA001	1,873.75	0.00	1,873.75	6869	32	1,873.75	War Memorial publication
27/12/2014	27/12/2014	16309	DAIRY CREST	NEA001	15.36	0.00	15.?	6330	31	15.36	27/12/2014/16309/Dairy Crest

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PURCHASE LEDGER INVOICE LISTING FOR MONTH No 9

USER : ELC

Ledger No 1 for Month No 9

Items marked with a * are disputed invoices.

Supplier A/c Order

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Analysis Detail
								A/C	Centre	Amount	
09/12/2014	PRO-	16249	PLANT JW	PLANTJW001	116.00	23.20	139.20	6869	32	116.00	PRO-FORMA9/12/14/16249/J W Pla
31/12/2014	INV8746	16374	PRESTIGE	PREST001	1,125.00	225.00	1,350.00	6001	60	1,125.00	Blighs Xmas Markets Security
11/12/2014	S20418	16262	RAWSTONE HIRE	RAW001	453.55	90.71	544.26	6869	32	453.55	S20418/16262/Rawstone Hire Ltd
31/12/2014	S20770	16370	RAWSTONE HIRE	RAW001	165.60	33.12	198.72	550	0	165.60	Log Splitter and Generator
29/11/2014	15394	16313	RIGHT GUARD	RIGHT001	740.00	148.00	888.00	6460	32	740.00	15394/16313/Right Guard Securi
01/12/2014	130107	16273	SAFE GUARD PEST	SAFE001	47.00	9.40	56.40	6939	36	47.00	130107/16273/Safeguard Pest Co
08/12/2014	0610413465	16289	SCREWFIX	SCREW001	59.97	0.00	59.97	6952	21	39.99	0610413465/16289/Screwfix Dire
02/12/2014	2037914	16278	SDC	SDC001	2,869.67	0.00	2,869.67	6952	22	19.98	0610413465/16289/Screwfix Dire
16/12/2014	2037989	16295	SDC	SDC001	195.50	0.00	195.50	510	0	195.50	2037989/16295/Sevenoaks Distri
30/12/2014	2038118	16341	SDC	SDC001	570.00	0.00	570.00	6869	32	570.00	2038118/16341/Sevenoaks Distri
31/12/2014	2038158	16352	SDC	SDC001	564.20	112.84	677.04	6934	21	564.20	2038158/16352/Sevenoaks Distri
11/12/2014	126194	16281	SEV DIRECT SERVICES	SDC002	180.00	0.00	180.00	6010	33	180.00	126194/16281/Sevenoaks Distric
07/01/2015	2XBUNDLES	16363	SEV DIRECT SERVICES	SDC002	70.00	0.00	70.00	6010	33	70.00	2XBUNDLESACKS/16363/Sevenoaks
02/12/2014	JUBCLOCKD	16290	EDF ENERGY	SEEB001	84.40	4.22	88.62	6861	26	84.40	JUBCLOCKDEC14/16290/UK Power N
08/12/2014	08/12/2014	16242	SEV CHAMBER OF COMM	SEV008	25.00	0.00	25.00	6710	31	25.00	08/12/2014/16242/Sevenoaks Cha
01/01/2015	INV-0057	16240	SEV CHAMBER	SEV038	175.00	0.00	175.00	6730	31	175.00	INV-0057/16240/Sevenoaks & Dis
26/11/2014	48	16243	SEWAT	SEWAT001	85.68	0.00	85.68	6000	21	85.68	48/16243/South East Water
16/12/2014	20853386-	16298	SEWAT	SEWAT001	177.64	0.00	177.64	5025	21	177.64	20853386-X16/12/14/16298/South
17/12/2014	20619166-	16300	SEWAT	SEWAT001	837.74	0.00	837.74	6000	36	837.74	20619166-51/12/2014/16300/Sou
17/12/2014	20622954-	16299	SEWAT	SEWAT001	377.78	0.00	377.78	6000	22	377.78	20622954-61/12/14/16299/South
23/12/2014	20605907-	16323	SEWAT	SEWAT001	84.08	0.00	84.08	6000	21	84.08	20605907-5DEC14/16323/South Ea
01/02/2015	20618833-	16322	SEWAT	SEWAT001	137.61	0.00	137.61	6000	21	137.61	20618833-44DEC14/16322/South E
15/02/2015	20564396-	16324	SEWAT	SEWAT001	612.58	0.00	612.58	6000	33	612.58	20564396-0DEC14/16324/South Ea
11/11/2014	48878	16244	SGE	SGE001	14.40	0.72	15.12	5700	22	14.40	48878/16244/SGE (Seal) Ltd
25/11/2014	49030	16245	SGE	SGE001	14.40	0.72	15.12	5700	22	14.40	49030/16245/SGE (Seal) Ltd
30/11/2014	49169	16246	SGE	SGE001	48.78	9.76	58.54	5525	21	48.78	49169/16246/SGE (Seal) Ltd
22/12/2014	241999	16357	SHAW & SONS	SHAW001	286.00	57.20	343.20	6200	22	286.00	241999/16357/Shaw & Sons Ltd
14/12/2014	076366	16355	SHELL	SHEL001	185.38	37.08	222.46	5700	21	185.38	076366/16355/Shell Account

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PURCHASE LEDGER INVOICE LISTING FOR MONTH No 9

USER : ELC

Ledger No 1 for Month No 9

Items marked with a * are disputed invoices.

Supplier A/c Order

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
28/12/2014	076582	16356	SHELL	SHEL001	24.71	4.94	29.65	5700	21	24.71	076582/16356/Shell Account
07/12/2014	076263	16371	SHELL	SHEL001	171.46	34.30	205.76	5700	22	19.08	076263/16371/Shell Account
21/12/2014	9801692	16372	SHELL	SHEL001	160.43	32.08	192.51	5700	21	152.38	076263/16371/Shell Account
08/12/2014	0000086634	16265	SMITH OF DERBY	SMIT003	132.00	26.40	158.40	6861	26	160.43	9801692/16372/Shell Account
14/11/2014	981579265/	16215	SSE	SSE001	610.47	122.09	732.56	6010	33	132.00	0000086634/16265/Smith of Derby
18/11/2014	481578233/	16224	SSE	SSE001	103.18	5.16	108.34	5025	21	610.47	981579265/0005/16215/SSE
19/11/2014	75158150/0	16236	SSE	SSE001	759.85	37.99	797.84	6010	24	103.18	481578233/0003/16224/SSE
28/11/2014	381579980/	16221	SSE	SSE001	311.61	15.58	327.19	5025	21	759.85	75158150/0003/16236/SSE
03/12/2014	981579265	16214	SSE	SSE001	759.57	151.91	911.48	6010	33	311.61	381579980/0003/16221/SSE
03/12/2014	381579980/0	16216	SSE	SSE001	-321.38	-16.07	-337.45	5025	21	759.57	981579265/16214/SSE
03/12/2014	381579980/	16220	SSE	SSE001	-311.61	-15.58	-327.19	5025	21	-321.38	381579980/0006/16216/SSE
03/12/2014	381579980/	16218	SSE	SSE001	-301.70	-15.09	-316.79	5025	21	-311.61	381579980/0004/16220/SSE
03/12/2014	381579980/	16217	SSE	SSE001	58.10	2.90	61.00	5025	21	-301.70	381579980/0005/16218/SSE
03/12/2014	381579980/	16219	SSE	SSE001	60.49	3.02	63.51	5025	21	58.10	381579980/00074/16217/SSE
03/12/2014	381579980/	16222	SSE	SSE001	59.29	2.96	62.25	5025	21	60.49	381579980/0008/16219/SSE
03/12/2014	481578233/	16223	SSE	SSE001	-103.18	-5.16	-108.34	5025	21	59.29	381579980/0009/16222/SSE
03/12/2014	481578233/	16225	SSE	SSE001	-99.73	-4.99	-104.72	5025	21	-103.18	481578233/0004/16223/SSE
03/12/2014	481578233/	16226	SSE	SSE001	29.34	1.47	30.81	5020	21	-99.73	481578233/0005/16225/SSE
03/12/2014	481578233/	16227	SSE	SSE001	32.45	1.62	34.07	5025	21	29.34	481578233/0006/16226/SSE
03/12/2014	981579265/	16213	SSE	SSE001	-610.47	-122.09	-732.56	6010	33	32.45	481578233/0007/16227/SSE
04/12/2014	751581508/	16235	SSE	SSE001	-759.85	-37.99	-797.84	6010	24	-610.47	981579265/0006/16213/SSE
04/12/2014	751581508/	16234	SSE	SSE001	685.31	34.26	719.57	6010	24	-759.85	751581508/0004/16235/SSE
05/12/2014	481582274/	16232	SSE	SSE001	82.54	4.12	86.66	6011	36	685.31	751581508/0005/16234/SSE
05/12/2014	731598107/	16233	SSE	SSE001	195.65	39.13	234.78	6011	36	82.54	481582274/0007/16232/SSE
18/12/2014	1935	16319	STAG	STAG002	250.00	50.00	300.00	6460	60	195.65	731598107/0004/16233/SSE
21/11/2014	RSO17	16241	STARS COACHING	STAR001	803.50	0.00	803.50	4604	24	250.00	1935/16319/Stag Community Arts
14/12/2014	RSO18	16279	STARS COACHING	STAR001	402.00	0.00	402.00	4604	24	803.50	RSO17/16241/Stars Coaching Age
11/12/2014	SP14026375	16297	ST JOHN	~TJO001	268.00	53.60	321.6	6490	32	402.00	RSO18/16279/Stars Coaching Age
										268.00	SP14026375/16297/St John Ambul

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 9

Ledger No 1 for Month No 9

Items marked with a * are disputed invoices.

Supplier A/c Order

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
01/12/2014	2296	16237	TAYLOR	TAYL001	55.00	0.00	55.00	5410	33	55.00	2296/16237/J.S.Taylor
11/12/2014	2148101200	16270	TAYLOR	TAYL001	55.00	0.00	55.00	5410	60	55.00	2148101200/16270/J.S.Taylor
22/12/2014	0000001831	16351	TGO	TGO001	420.00	0.00	420.00	340	0	420.00	0000001831/16351/The Great Out
23/11/2014	1649	16291	ULTRALITE	ULTRA001	600.00	120.00	720.00	6490	32	600.00	1649/16291/Ultralite
29/12/2014	1670	16310	ULTRALITE	ULTRA001	21,240.00	4,248.00	25,488.00	6490	32	10,500.00	1670/16310/Ultralite
								6490	32	3,000.00	1670/16310/Ultralite
								1990	35	1,500.00	1670/16310/Ultralite
								510	0	5,040.00	1670/16310/Ultralite
								310	0	1,200.00	1670/16310/Ultralite
30/12/2014	LAO100989	16317	VEOLIA	VEOL001	11.09	2.22	13.31	6935	36	11.09	LAO1009891/16317/Veolia Enviro
31/12/2014	LAO101276	16373	VEOLIA	VEOL001	33.27	6.65	39.92	6935	36	33.27	Sev Com Centre Glass dsposal
29/12/2014	5691282	16339	VODAFONE	VODA001	51.27	10.25	61.52	6240	24	51.27	5691282/16339/Vodafone
30/11/2014	10110	16228	WAYTE BINDING	WAYTE001	45.00	3.00	48.00	6200	31	45.00	10110/16228/Wayte Binding Ltd
22/12/2014	239	16318	YOUNG KENT	YOUNG001	50.00	0.00	50.00	6330	50	50.00	239/16318/Young Kent
09/12/2014	28	16258	ZENZERO	ZENZERO	300.00	0.00	300.00	6460	60	300.00	28/16258/Zenzero Events
TOTAL INVOICES						13,649.09	96,442.63	82,793.54			

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Date: 14/01/2015

Sevenoaks Town Council

Page No: 1

Time: 09:57

User : ELC

Bank Reconciliation Statement as at: 31/12/2014 for Cash Book 5 Payroll A/c

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23-2-15 5 c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Payroll A/C	02/12/2013	520	0.00
NatWest payroll A/C	31/12/2014	110	1,000.00
			1,000.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			1,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			1,000.00
		Balance per Cash Book is :-	1,000.00
		Difference is :-	0.00

Date: 14/01/2015

Sevenoaks Town Council

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Cash Book 5

User : ELC

Payroll A/c

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 :		843.44				843.44	
Banked on : 09/12/2014		156.56					
	Nat West - Current Account	156.56			205	156.56	Payroll transfer
Banked on : 18/12/2014		51,707.36					
	Nat West - Current Account	51,707.36			205	51,707.36	Payroll transfer
Banked on : 22/12/2014		80.15					
	Nat West - Current Account	80.15			205	80.15	Payroll transfer
Total Receipts for Month		51,944.07	0.00	0.00		51,944.07	
Cash Book Totals		<u>52,787.51</u>	<u>0.00</u>	<u>0.00</u>		<u>52,787.51</u>	

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Date: 14/01/2015

Sevenoaks Town Council

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Time: 09:55

Cash Book 5

User: ELC

Payroll A/c

For Month No : 9

Payments for Month 9

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
18/12/2014	NatWest	BACS1812	51,707.36			520	51,707.36	December payroll
22/12/2014	Moorepay Limited	DD221214	54.39	54.39		500		Purchase Ledger
22/12/2014	Moorepay Limited	DD221214B	25.76	25.76		500		Purchase Ledger
Total Payments for Month			51,787.51	80.15	0.00		51,707.36	
Balance Carried Fwd			1,000.00					
Cash Book Totals			52,787.51	80.15	0.00		52,707.36	

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Date: 14/01/2015

Sevenoaks Town Council

Page No: 1

Time: 09:57

User : ELC

Bank Reconciliation Statement as at: 31/12/2014 for Cash Book 6 Petty Cash

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5 d

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/12/2014		630.00
			<u>630.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			630.00
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			630.00
		Balance per Cash Book is :-	630.00
		Difference is :-	0.00

Date: 14/01/2015

Sevenoaks Town Council

Page No: 293

Time: 09:55

Cash Book 6

User : ELC

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 :		660.00				660.00	
Banked on : 08/12/2014		170.40					
	Nat West - Current Account	170.40			210	170.40	Petty Cash Transfer
Banked on : 18/12/2014		308.44					
	Nat West - Current Account	308.44			210	308.44	Petty Cash Transfer
Total Receipts for Month		478.84	0.00	0.00		478.84	

Cash Book Totals	<u>1,138.84</u>	<u>0.00</u>	<u>0.00</u>	<u>1,138.84</u>
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Continued on Page 294

Date: 14/01/2015

Sevenoaks Town Council

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Time: 09:55

Cash Book 6

User : ELC

Petty Cash

For Month No : 9

Payments for Month 9

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
03/12/2014	VINCI Park Services	1034	6.70		1.12	6900 31	5.58	Parking
03/12/2014	London Taxi	1035	12.00			6710 31	12.00	Taxi Fare NALC Conference
04/12/2014	Courier Expenses	1036	25.00			6210 31	25.00	Courier Expenses
05/12/2014	Hitb Workshop	1037	50.00			6550 50	50.00	DJ Payment
05/12/2014	Sainsburys	1038	1.70		0.29	6330 31	1.41	Mayors cheese & wine eve drink
05/12/2014	Sainsburys	1039	25.00		4.17	6330 31	20.83	Champagne best dressed window
10/12/2014	Sainsbury	1040	8.50		0.50	6330 31	8.00	Refreshments STP meeting 10/12
10/12/2014	Sainsburys	1041	13.90			6330 31	13.90	STP Meeting refreshments
10/12/2014	Tesco	1042	39.03		1.95	6010 33	37.08	Kitchen Supplies for STC
11/12/2014	Courier Expenses	1043	25.00			6210 31	25.00	Courier Expenses
15/12/2014	SCC Petty Cash	1044	67.94		2.12	5410 36	65.82	Refreshments and batteries
16/12/2014	SimplexWebs	1045	21.99			6900 31	21.99	Hugh SimplexWebs
16/12/2014	Robert Dyas	1046	25.00		4.17	6900 31	20.83	Kettle for Kitchen STC
16/12/2014	Sainsburys	1047	4.99		0.83	6900 31	4.16	Batteries meetings recorded
16/12/2014	Sainsburys	1048	7.99		1.33	6900 31	6.66	Batteries for STC
16/12/2014	Sainsburys	1049	13.80		2.30	6330 50	11.50	Refreshments Xmas staff meetin
16/12/2014	Sainsburys	1050	5.30			6330 31	5.30	Refreshments staff meeting
17/12/2014	Hitb Xmas Celebration petty cs	1051	100.00			6330 50	100.00	Hitb Xmas Celeb petty cash
17/12/2014	Courier expenses	1052	25.00			6210 31	25.00	courier expenses
18/12/2014	Linda Larter	1053	5.00			6900 31	5.00	Car parking
23/12/2014	courier expenses	1054	25.00			6210 31	25.00	courier expenses
Total Payments for Month			508.84	0.00	18.78		490.06	
Balance Carried Fwd			630.00					
Cash Book Totals			1,138.84	0.00	18.78		1,120.06	

PETTY CASH RECONCILIATION @ 31st DECEMBER 2014

Receipts	Description	Total	Payments Description	Total	VAT	Net	
Balance Brought Forward		660.00					
08-Dec	Withdrawal	170.40	03-Dec	Parking	6.70	1.12	5.58
17-Dec	Withdrawal	308.44	03-Dec	Taxi fare (LL to NALC Conference)	12.00	0.00	12.00
			04-Dec	Courier Expenses	25.00	0.00	25.00
			05-Dec	Payment for DJ Workshop at HitB	50.00	0.00	50.00
			05-Dec	Mayor's cheese & wine eve - soft drinks	1.70	0.29	1.41
			05-Dec	Champagne (best dressed window prize)	25.00	4.17	20.83
			10-Dec	Refreshments re STP meeting	8.50	0.50	8.00
			10-Dec	Refreshments re STP meeting	13.90	0.00	13.90
			10-Dec	Kitchen supplies for STC	39.03	1.95	37.08
			11-Dec	Courier expenses	25.00	0.00	25.00
			15-Dec	SCC petty cash	67.94	2.12	65.82
			16-Dec	Simplex/Webs hosting service	21.99	0.00	21.99
			16-Dec	Kettle for STC offices	25.00	4.17	20.83
			16-Dec	Batteries for meetings recorder	4.99	0.83	4.16
			16-Dec	Batteries for STC	7.99	1.33	6.66
			16-Dec	Refreshments for Christmas staff meeting	13.80	2.30	11.50
			16-Dec	Refreshments for Christmas staff meeting	5.30	0.00	5.30
			17-Dec	Christmas Celebration at HitB	100.00	0.00	100.00
			17-Dec	Courier expenses	25.00	0.00	25.00
			16-Dec	Car Parking for Linda	5.00	0.00	5.00
			23-Dec	Courier Expenses	25.00	0.00	25.00
Total Receipts		1,138.84	Total Payments		508.84		

Total Receipts Less
Total Payments 630.00

Accounted for by:

Petty Cash Tin	
CASH	
Cash	370.00
Total Floats	260.00

Total Petty Cash 630.00

Floats	
Vintage Bus	0
HitB Computer Shop Float	0
SCC	50
O/S	20
CEM	20
GYM	50
Sacks Float	20
Youth Café Float	100

Balance Carried Forward as at 31st December 2014

£ 630.00

Difference Between Receipts and Ca: 0.00

+ve Amount means too much in tin
-ve Amount means not enough in tin

GRANT APPLICATIONS

6 a Grant Request

To receive and consider Applications for Grant Aid as below (copies previously circulated to members):

Grant Ref No	Organisation	Sum Requested £
2	Sevenoaks Volunteer Transport Group	£300
3	Sevenoaks Literary Celebration	£500
5	Friends of Pontoise	£500
7	Sevenoaks Home Library Service	£200
9	Friends of Rheinbach	£250
12	South East Open Studios	£250
13	Sevenoaks Art Club	£250
20	Sevenoaks Summer Festival	£5000+
23	Kent Youth Orchestra (KYJO)	£500
29	Summer Festival Committee (children's entertainment)	Tbc
30	Summer Festival Committee (musical stage)	£2,500/£3,000
34	The Sevenoaks Society	£500

6 b Grant Reports

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

Grant Ref No	Organisation	Sum Awarded & date £	Report attached
3	Sevenoaks Literary Celebration	300 February 2014	✓
4	Sevenoaks & Swanley CAB	£780 September 2014	✓
11	Sevenoaks Christian Counselling Service	£1900 September 2014	✓

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Agencia 6b
Grant Ref
3

SEVENOAKS LITERARY CELEBRATION

19.09.14 – 16.10.14

Monday 22 September: Schools Event withj Christopher Lloyd

The free schools event was sponsored by Sevenoaks Town Council. This annual event was again held at Sevenoaks Primary School and other local schools were invited to attend. In the year of Shakespeare's 450th birthday, it was timely to invite Christopher Lloyd, local author of the wonderful Wallbooks series, to run a session for Years 5 and 6 on Shakespeare. Christopher's most recent publication was his *What on Earth? Wallbook of Shakespeare* produced in collaboration with The Shakespeare Birthplace Trust. It is 8 m long and illustrated all 37 plays, set in the iconic Globe Theatre. It was a very interactive session, in which children were invited to take part and to read from Shakespeare's plays. It was much enjoyed, and appreciated by the schools, as Shakespeare was on the curriculum.

The grant of £300 covered Christopher's fee, and there was a small amount over which was used to buy a copy of his Wallbook for all participating schools.

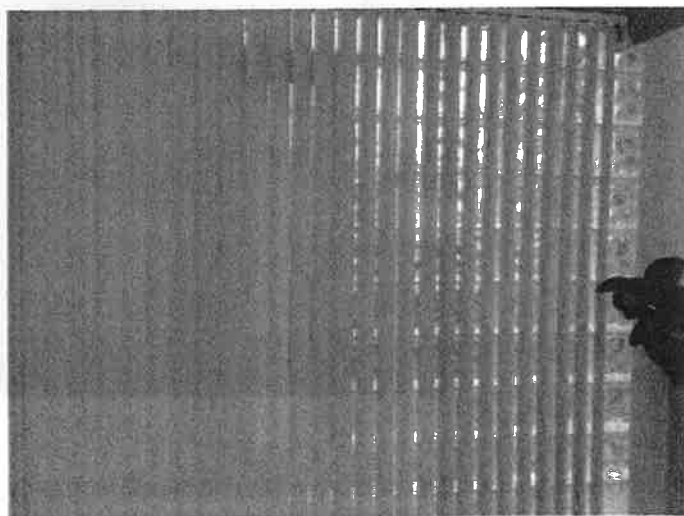
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Grant Ref
4

From: Angela Newey
To: Sevenoaks Town Council
REPORT - GRANTS

Dear Michele

Please find attached the monitoring letter which explains how we have spent the grant monies. I have also attached the invoices and some pictures below:





Please accept my sincere apologies for the delay. As you will see we have not quite completed the process; we have commissioned work tops for desks and these will be installed next Wednesday. It has been a long process but the bureau looks so much better for it and it is a much more inviting place to work!

Best wishes

Angela Newey

Partnership Manager of Gravesham/ Sevenoaks & Swanley/ Tonbridge & Malling CABx

Sevenoaks and Swanley Citizens Advice Bureau

6b
Grant Ref
4



Ms Michele MacDonald
Committee Clerk, Sevenoaks Town
Council, Council Offices
Bradbourne Vale Road
Sevenoaks
TN13 3QG

**Buckhurst Lane
Sevenoaks
Kent
TN13 1HW
Tel. 01732 373821**

18 February 2015

Dear Ms MacDonald

Monitoring report – refurbishment of the Sevenoaks Bureau

This is a report to let you know how we have used the two grants of £1,628 and £780 for the refurbishment of our Sevenoaks Bureau. We are very grateful to Sevenoaks Town Council for the grants which have enabled us to transform our premises into a bright, more professional, and welcoming working environment for our volunteer advisers and staff. The equipment purchased through these grants has also enabled us to assist clients (via the new computer) and to securely lock away our client files.

We unfortunately had major delays in undertaking our refurbishment due to structural problems with the building which caused an ingress of water through windows and onto the walls. Our landlord, Sevenoaks District Council, had to investigate the problems, commission remedial works and then undertake them. The repairs to the windows, replastering and repainting was finalised late last year and then we were finally in a position to undertake the refurbishment and purchase the equipment.

The grant of £1,628 was allocated to be spent in the following way, based on quotations at the time of the application:

- Blinds £470.70
- 6 chairs £360
- Desks £300
- A computer £498

The grant of £780 was to be spent on new secure metal cabinets for the office and arch lever files for our client files.



Charity registration number 1110484
Company No.5359969
A company limited by guarantee & registered in England & Wales
Financial Conduct Authority FRN 617730

I have attached receipts for the various items for the first grant as follows:

- Blinds £470.40, Invoice 1
- Chairs £360, Invoice 2 (the sum bought 4.7 chairs at £76.20 per chair inc VAT)
- Desking £300, Invoice 3
- A computer £498, Invoice 4 (Contribution to computer costing £474.07 plus VAT)

These items total £1628.40.

For the second grant of £780, I have attached receipts for the items as follows:

- Tambour cupboard £175 plus VAT = £210, Invoice 5
- Arch Lever files, stationery transparent pockets for the files, 332.05 + VAT = £398.46, and Rotadex Lever Arch File Filing Rack £152.01 inc VAT, Invoices 6 and 7.

These items total £760.47.

I have also attached some photographs of the premises and the equipment which shows how the Sevenoaks Bureau now looks.

We do wish to thank the Sevenoaks Town Council for their continued support of the Bureau which helps some of the most vulnerable people in the community with their problems.

I am looking forward to seeing you again at the Sevenoaks Town Council AGM on Monday 23rd March 2015 at the Stag Plaza Suite where a team from SSCAB will be manning a stall at the event.

Yours sincerely

Angela Newey

Angela Newey
Manager of Sevenoaks and Swanley Citizens Advice Bureau

Grant Ref
11**SEVENOAKS CHRISTIAN COUNSELLING SERVICE****(Registered Charity no 288191)**Report to Sevenoaks Town Council on the use of grant of £1,900

The Sevenoaks Christian Counselling service continues to be very grateful to Sevenoaks Town Council for the annual grants which it receives. In its letter dated 23 September 2014 the Council states....."We note and endorse that *'there is absolutely no requirement for those we help to be Christians or to have any particular beliefs.'* " We fully understand that the award of the grant is made on the understanding that this undertaking is implemented at all levels within the Counselling Service. It is made clear that everyone is welcome in all publicity (posters and leaflets) which we issue.

We have noted that the grant is awarded to supplement the bursary fund which is used to enable clients to receive counselling who cannot afford the full recommended charge of £45 per session. A recent analysis of statistics has shown that in the six month period from 1 April - 30 September 2014 over 600 counselling sessions were provided for clients paying only £20 per session or less. No one is turned away through lack of funds. We rely on grants from Sevenoaks Town and District Councils together with donations from churches and individuals in the area to make up the considerable shortfall between the actual cost of the counselling and what clients can afford.

We continue to operate with a full team of 15 counsellors which includes a clinical psychologist and a family therapist. This enables us to help a wide range of clients including couples and family groups.

In accordance with your instructions this is a brief report but if the Council would like additional information or clarification, do let me know.

Stephen Day
Trustee
Sevenoaks Christian Counselling Service

January 2015

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GRANT AID HISTORY SCHEDULE 2014/2015

Balance as at 09.02.2015

Budget	2014/2015			2015/2016	
	2014/2015 Budget	Awarded/ Committed to date	Available As @ 04.02.2015	Amount	
Budget 2014/2015 Local Organisations F & GP & Youth Support Services	£16,275	£7,608 *	£8,667.00	£16,601	
Twinning Support	£1,000	£125	£875.00	£1,000	
Grant Subsidies Chamber	£1,000	£1,349	(£349.00)	£1,020	
Sevenoaks Summer Festival	£5,000	£5,000	£0.00	£5,000	
Grant Subsidies Sevenoaks Community Centre	£1,000	£271	£729.00	£1,020	
Annual Donation to Sevenoaks Conservation Council	£150	£125	£25.00	£153	
Youth Outreach	£15,000	£15,423**	(£423.00)	£15,000	

*Includes £900 Indoor Cricket Club has not been paid and included within accruals on the balance sheet

** NB Bullfrog Productions is included in Youth Outreach but won't be paid out until March 2015

GRANT AID HISTORY SCHEDULE – APPLICATION REQUESTS 2014/2015 & 2015/2016

Grant No (Nos historically allocated)	Organisation	Sum Applied For February 2015 £	Statutory Provision under LGA 1972 General Power of Competence (GPC)	History of STC Grants		No. of beneficiaries	No. of Sevenoaks Residents	Purpose of Grant
				Finance Year	Amount £			
2	Sevenoaks Volunteer transport Group	£300	GPC	2015 Feb	tbc			STC Tax Year 2014/15
				2014 Feb (2013/14)	500	370	160 + 12 drivers+ chairman+ Treasurer	Service – provides low cost transport scheme for elderly & disabled
				2013 (April) 2012	500	380		
				2011	500	3320	170	
				2009	500		152	

Total Grants applied for February 2015:

From 2014/2015 Budget = £6,800 – £7,300

From 2015/2016 Budget = £5,200

Grant No (Nos historically allocated)	Organisation	Sum Applied For February 2015 £	Statutory Provision under LGA 1972 General Power of Competence (GPC)	History of STC Grants		No. of beneficiaries	No. of Sevenoaks Residents	Purpose of Grant
				Finance Year	Amount £			
3	Sevenoaks Literary Celebration	£500.00	GPC	2015 Feb	tbc	600	500	STC Tax Year 2014/15 Local literary festival 13 th year entertaining the people in Sevenoaks
				Feb (2013/14) 2013 (April) 2012	300 600 600	370 380	160 + 12 drivers+ chairman+ Treasurer	
				2011 2009 2008	600 850 550	3320	170 152	
5	Friends of Pontoise	£500.00	GPC	2015 Feb 2014 Feb (2013/14) 2013(April) 2012 2011 2010 2009 2008 2007 2006	Tbc 300 250 500 250 600 500 500 600 600 600 600	49	38	STC Tax Year 2014/15 to provide a firm base, continually update, to widen horizons in both communities
7	Sevenoaks Home Library service	£200.00	GPC	2015 Feb 2014 Feb (2014/15) 2013 (April) 2012 2011 2009	Tbc 150 200 200 400 200 200	120/150 120 80-85 80	90-110 90-100 70-72 70	STC Tax Year 2015/16 Collect, deliver books, cds to those house bound

Total Grants applied for February 2015:

From 2014/2015 Budget = £6,800 – £7,300

From 2015/2016 Budget = £5,200

Grant No (Nos historically allocated)	Organisation	Sum Applied For February 2015 £	Statutory Provision under LGA 1972 General Power of Competence (GPC)	History of STC Grants		No. of beneficiaries	No. of Sevenoaks Residents	Purpose of Grant
				Finance Year	Amount £			
9	Friends of Rheinbach	£250.00	GPC	2015 Feb	tbc	57	35	STC Tax Year 2014/15
				2014 Feb (2013/14)	500-250	53	34	To offset costs during Freunde von sevenoaks
				2013 (April) 2012	500 250	53	34	visits, meeting expenses, hall hire, publicity, website
				2011	600 500	58	39	maintenance , secretarial and insurance expenses
				2009	600			
				2008	600			
				2007	600			
12	South East Open Studios	£250.00	GPC	2015 Feb	tbc	42	80% 2000 in 2014	STC Tax Year 2014/15 Banner to go inside Marks & Spencer
				2014 Feb (2013/14)	250	32	2000 in 2013	12
				2013 (April) 2012	250	32	27	
				2011	250			
				2009	250			
				2008	500			
				2007	500			
13	Sevenoaks Art Club	£250.00	GPC	2015 Feb	tbc	70	2000 visitors 2014	STC Tax Year 2014/15 To buy 4 new banners using new logo
				2014 Feb (2013/14)	250			
				2013(April) 2012	250	2000 visitors 2013		
				2011	250	60		
				2009	250	65		

Total Grants applied for February 2015:
 From 2014/2015 Budget = £6,800 – £7,300
 From 2015/2016 Budget = £5,200

Grant No (Nos historically allocated)	Organisation	Sum Applied For February 2015 £	Statutory Provision under LGA 1972 General Power of Competence (GPC)	History of STC Grants		No. of beneficiaries	No. of Sevenoaks Residents	Purpose of Grant
				Finance Year	Amount £			
20	Sevenoaks Summer Festival	£5,000.00+	GPC	2015 Feb	Tbc	Potentially Whole population 20,000 20,000	Potentially Whole population 20,000+ 20,000+	STC Tax year 2015/16 To provide showcase for the town
23	Kent Youth Jazz Orchestra "Kyjo"	£500.00	GPC	2014 Feb (2014/15) 2013(April) 2012 (Dec 11) 2015 Feb	5000 5000 5000 tbc	25 playing members Potentially whole town	All Sevenoaks schools invited play Potentially whole town	STC's Tax Year 2014/15 All schools in Sevenoaks will be invited to attend workshop at the Stag on 23.06.2015 free of charge
29	Summer Festival Committee (children's entertainment)	Tbc £1,250.00		2014 Feb (2013/14) 2013 (April) 2,500 2015 Feb	4250-500 750 Tbc	Potentially whole town	Potentially whole town	STC Tax Year 2014/15 SSF letter advised may apply childrens entertainment at a later date (last sentence paragraph 6)

Total Grants applied for February 2015:
 From 2014/2015 Budget = £6,800 – £7,300
 From 2015/2016 Budget = £5,200

Grant No (Nos historically allocated)	Organisation	Sum Applied For February 2015 £	Statutory Provision under LGA 1972 General Power of Competence (GPC)	History of STC Grants		No. of beneficiaries	No. of Sevenoaks Residents	Purpose of Grant
				Finance Year	Amount £			
30	Summer Festival Committee (music stage)	£2,500/£3000	GPC	2015 Feb	tbc	Potentially whole population	Potentially whole population	STC's tax year 2014/15
				2014 Feb (2013/14) 2013 (April) 2,500	2,500 1,250	Potentially whole population	Potentially whole town	Stage in Blighs Meadow on 20.06.2015 youth to showcase their skills
34	The Sevenoaks Society	£500.00	GPC	2015 Feb 2013(Sept)	tbc 500	750 800	250 700	STC's Tax year 2014/15 Remarkable Trees of Sevenoaks Exhibition

Total Grants applied for February 2015:
 From 2014/2015 Budget = £6,800 – £7,300
 From 2015/2016 Budget = £5,200

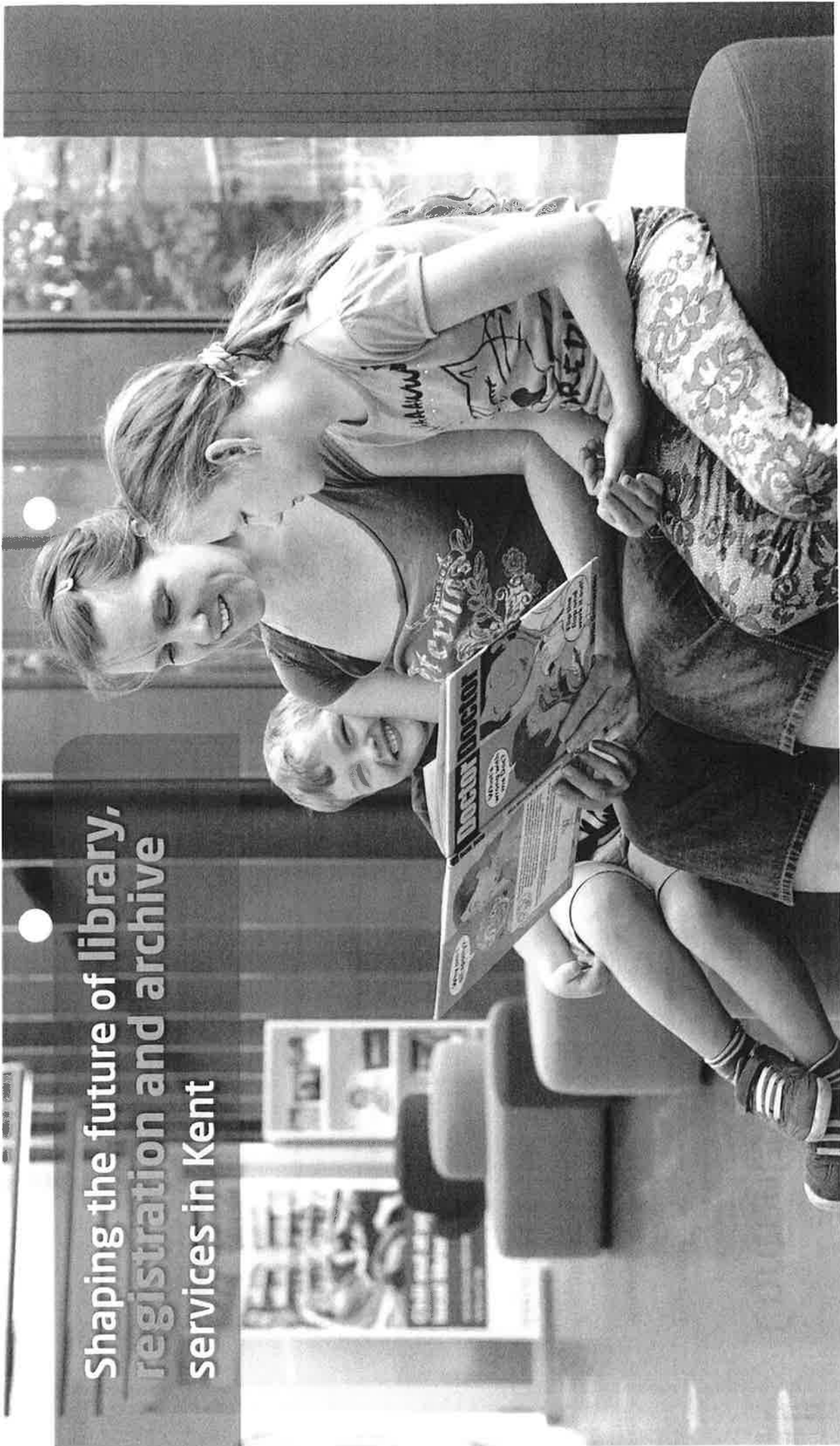
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STC POLICIES AND PROCEDURES

1	STC Strategy
2	Standing Orders
3	Terms of Reference for Committees
4	Financial Regulations
5	Employee Handbook (see separate file)
6	Health & Safety Policies and Procedures (see Separate file)
7	STC Environmental Policy
8	STC Community Engagement Strategy
9	Freedom of Information Publication List
10	Sevenoaks Sports Strategy (in draft form)
11	Policy re STC Leases
12	STC Equal Opportunity Policy
13	STC Social Media Policy
14	Committee Procedures – Minutes, agendas etc
15	Protocol for the recording or reporting of Council and Committee meetings
16	Complaint Procedure
17	Personal Development Plans (Appraisal) Procedures
18	Recruitment Policy
19	Investment Strategy
20	IT Security Policy
21	Employment Stability Policy (Redundancy)
22	Recruitment of Ex-Offenders
23	Fraud Policy
24	Merit Awards Policy (original and new)
25	Recruitment and Retention Policy
26	Vehicle and Equipment Policy
27	Cheque Signing
28	Petty Cash
29	Safeguarding Policy
30	Hospitality & Gifts Policy
31	Long Service Bonus Policy
32	Stress Management Policy

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Shaping the future of library, registration and archive services in Kent



F+GP 23-2-15

8



Library, Registration and Archive service consultation document
12 January - 8 April 2015

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Our mission in action	6
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Foreword

Our library, registration and archive services are at the heart of communities throughout Kent. You can access books and information, learn new skills, register births and deaths, explore Kent's rich history, celebrate key life events and so much more.

We know the impact these services have on communities; they aid and enrich lives. However, the needs of residents are changing and budgets are tighter than ever before. So, to maintain this impact we have had to adapt.

We have overseen big changes, including the introduction of self-service technology, and combining the Maidstone Library with the County Archive Centre to create the Kent History & Library Centre. The rewards are great. More efficient and cost-effective, our services are benefiting more residents than ever before.

But we can't stop there. The financial climate remains uncertain and what works now may not be viable in the future. So, we must look to adapt again, to safeguard the excellent services we have and to build a platform for future improvements.

We have explored a number of different ways to run the service and our preferred option is that an independent charitable trust is set up to run Kent's Library, Registration and Archive service.

We believe that a charitable trust gives us greater flexibility and financial freedom; a model that is less susceptible than other options to possible future changes to council funding. This means better opportunities to improve services and give residents more input and influence over future decisions.

Now we want to know what you think. We are consulting on the options presented on page 9 of this document, with transferring to a charitable trust our preferred option. No decision has been taken and your views will be vital to help council members make their final decision.

The consultation will run from 12 January to 8 April 2015. You can register your views online at kent.gov.uk/lraconsultation or complete the questionnaire at the end of this booklet. If you have any queries, want further information or have alternative suggestions, we want to hear from you.

Mike Hill, Cabinet Member for Community Services

What we currently deliver in Kent



Our Mission

We have a statutory duty to provide most of our services. However, our mission is to go beyond this duty. We strive to continually affect people's lives in a positive way and deliver services for every community in Kent, with some specially targeted services to help those who need it most.

We see our mission as:

- to continue to support local people with our services, throughout their lives
- to adapt, and improve library, registration and archive services in Kent, so that we continue to meet the changing needs of local communities
- to make sure we are as efficient and cost effective as possible
- Using the latest technology to benefit Kent's residents.

This mission will continue to be at the heart of library, registration and archive services, whatever delivery model we choose for the future.

See our mission in action:
Pages 6 and 7



Our mission in action:

In the last financial year:

- you borrowed over 5.6million items
- you used computers for over 600,000 hours
- more than 165,000 of you attended our events
- we delivered more than 5,800 ceremonies
- over 31,000 of you registered a birth or death

Because of what we do...

...young readers are inspired

Bookstart: 40,000 Bookstart packs delivered in the last financial year, helping parents and carers enjoy books with their children from an early age.

Summer reading challenge: 14,157 Kent children took part in our 2013 challenge, boosting their confidence and igniting imaginations.

Workshops and events: thousands of children attended a workshop or event at Kent libraries in 2013.



...families and communities are connected

Baby Rhyme Time: 2,804 sessions throughout our libraries in 2013, introducing infants to reading and rhymes, and giving parents a chance to make new friends.

Supporting reading groups: 650 reading groups in Kent currently enjoy access to our book collections and a space to meet.

Ceremonies: thousands of ceremonies delivered each year, from weddings and civil partnerships, to renewal of vows and welcoming events for new citizens.

...vulnerable residents are supported

Home Library service 13,034 visits to Home Library customers in the last year. The service is a vital lifeline bringing the library to people who can't leave their home due to ill health, a disability or caring responsibilities.

Dementia-friendly sessions in the last financial year more than 500 people living with dementia, and their carers, have benefited from library sessions that use pictures, stories and poetry to stimulate memories and build connections.

...new skills and information are at your fingertips

History and archives: thousands of historic archival documents relating to Kent and dating back to 699AD at the Kent History and Library Centre, Maidstone as well as collections of local materials at our main town centre libraries.

Helping you to find work: 124 new jobseekers have joined our Work Club in the past 12 months, where they can get help with searching for jobs online, creating or updating CVs, application forms and much more.

Business toolkit: 3,194 people accessed our free online business services in the last financial year. This year we are putting on 41 workshops and clinics for business start-ups and micro businesses.

Why we need to change

As the face of public services continues to change, councils need to find new ways to deliver flexible and more cost effective services.

We have always tried to be on the front foot and in the past six years we've made some important changes, including the introduction of self-service equipment.

The services we provide are richer and more varied than ever before, enhancing the lives of hundreds of thousands of Kent residents each year. These changes have also delivered £6million of savings to Kent County Council.

Whatever option we choose following this consultation, we will need to make savings of around £3.27million over the next three years as part of KCC's medium term financial plan. In addition to this, the needs of communities are changing, particularly as new technology drives people to access information in new ways, and we cannot be sure that the resources we have now will be the same in the future. To maintain the positive impact we have on residents' lives and to continue to improve services, we must change again. We feel that operating as a charitable trust will put library, registration and archive services in the best position to make these savings through innovation, income generation and additional grant funding.

This is an opportunity to enhance the long-term future of our services. Finding the the best way of doing this is not an easy task and we need your help to make the right decision.

The background to this consultation

As already outlined, the changes made in the last six years have improved our library, registration and archive services. However, there is still a growing gap between demand for these services and resources available.

So, in late 2013, we started a review, looking for a new way to deliver our service that will:

- give us the flexibility to look for other sources of income, rather than just cutting budgets
- give residents more influence over our service and how it is run and delivered.

The process

We researched different ways to run the service, and talked in-depth with various groups and other councils. All local authorities we approached are looking for new ways to deliver their services and some have already made considerable changes. *For a list of key findings see appendix A.*

We also started, and continue to progress, positive discussions with the statutory regulators for Registration Services, about the possibility of delivering registration services through a charitable trust.

Options that we have considered

A summary of the options considered

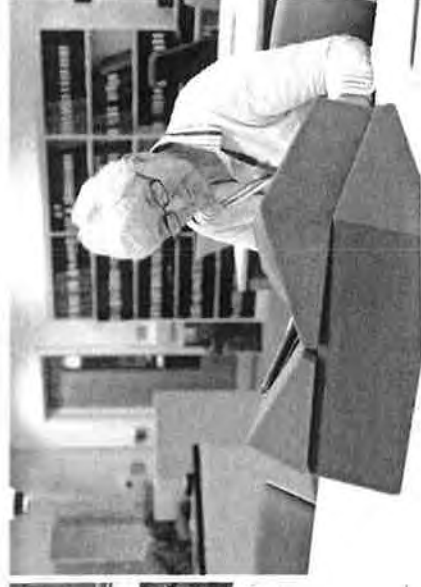
- **Keep the service in house:** this means that, as it does now, Kent County Council would continue to run the service.
- **Transfer the service to a charitable trust:** a not-for-profit organisation, the charitable trust would be commissioned by Kent County Council to run the service.
- **Run the service in partnership with a provider:** Kent County Council would form a partnership with another suitable organisation or business to run the service.
- **Outsource the service to a 3rd party:** a suitable organisation or business would take over the running of the service.

See appendix B for advantages and disadvantages of all options considered.

Our preferred option, and why

As a result of the review our preferred option is to create an independent charitable trust which could be contracted to run our Library, Registration and Archive service.

All options could potentially deliver the required financial savings. However, of all the options available, it is our view that a charitable trust is the best option to safeguard the fantastic services we have and build a platform for future improvements. See page 10 for the additional benefits of this approach.



Libraries are more than just books; we offer a range of activities, including arts and crafts for our younger visitors.

In more detail - a charitable trust

Our preferred option – overview

Our library, registration and archive services would be managed and delivered by a charitable trust. The trust would be required to meet our current statutory obligations. However, it would be a company in its own right and, as such, would have greater freedom and flexibility to adapt services to best meet the needs of local communities. It could also access additional sources of funding not currently available to the service.

It is envisaged that the move to the trust model would still see the delivery of the full range of library, registration and archive services. The trust may want to review and develop services into the future. However, any significant changes must be agreed by KCC, and following consultation with you, the public.

The delivery of Registration Services by the proposed charitable trust is still under discussion with the statutory regulator for these services. For more information, see page 12.

Key benefits of this option

- operating outside of Kent County Council, we believe the charitable trust will be more responsive and better able to involve communities in the management and delivery of services
- we believe it will help to ensure that library, registration and archive services are available and accessible to all Kent residents and continue to play a positive role at the heart of local communities
- the charitable trust will be free from certain local authority restrictions, enabling access to alternative sources of funding not available to the council
- the charitable trust will be able to deliver services under contract to other organisations – in Kent and beyond – to generate additional income
- the trust will be able to deliver financial savings to the council, through both the preferential business rates it will enjoy and the greater freedom to generate income helping to protect the services that are most important to our communities



Many of our services, such as Baby Rhyme Time sessions, bring people together in a welcoming and safe environment.

Tell us what you think: Go to p 17 to complete the consultation questionnaire, or visit kent.gov.uk/traconsultation

How will the charitable trust work?

A board of volunteer trustees will be accountable for the management and oversight of the charitable trust. This will include ensuring that library, registration and archive services are delivered to the highest possible standard with the funding available.

- KCC will continue to fund, and remain accountable for library, registration and archive services
- KCC will retain the statutory obligations, e.g. to provide a free book-lending and information service and deliver statutory registration services
- Once set up, a charitable trust could take a fresh look at how services are delivered.

A board of volunteer trustees will be recruited to manage and oversee the charitable trust. To obtain charitable status the trust must be independent of the county council and work in the interest of the aims of the charity.

This could mean that you could be more involved in decision making and shaping services that the trust delivers.

If the charitable trust wants to make significant changes to services it must secure the approval of Kent County Council and will consult with residents before any final decisions are made.

As explained throughout this document, our proposal is to deliver registration services via a charitable trust alongside library and archive services. The statutory regulator for registration services has acknowledged that this change would represent an innovative way of working.

Under current UK law, registration services must be delivered via a Local Government approved scheme, and because of this, we are working with the statutory regulator to understand what the timeline could be for delivering KCC's registration services under this new model. It may be that moving registration services into a charitable trust will take longer than moving across library and archive services.

KCC's preferred option is to deliver library, registration and archive services through one charitable trust. We strongly

believe that the trust model offers the greatest benefit for these services into the future, and therefore, if necessary, we will consider taking a phased approach to the delivery of this proposal:

- Phase one: Create a charitable trust to deliver library and archive services
- Phase two: Move registration services across to the charitable trust

Whether libraries, registration and archive services move to the charitable trust at the same time or whether we take the phased approach outlined above, our customers will still be able to register births and deaths in our libraries.

As soon as we are in a position to confirm the timescales for the possible delivery of our preferred option, we will publish them on kent.gov.uk.



In summary

What we do

We (Kent County Council) currently deliver, and are accountable for library, registration and archive services across Kent.

Our preferred option and key benefits

Kent's Library, Registration and Archive service would be run by a charitable trust, delivering significant benefits:

- sustainable services for a future that we want you to shape
- greater freedom to adapt and improve services to meet the needs of local communities
- the opportunity to access more funding and explore greater income-generating opportunities
- contribute savings for the council.

Although this document sets out our preferred option at this time, our plans are at a formative stage. Your feedback as part of this consultation, as well as discussions with our staff, partners and stakeholders, will inform our next steps as we develop our plans further.

How to get involved and have your say

We are consulting on the options presented in this document, with transferring to a charitable trust our preferred option. No decision has been taken yet and your views will be vital to help council members make the final decision.

Please visit kent.gov.uk/lraconsultation and complete the online questionnaire. Alternatively, complete the questionnaire on page 17 and return to **Freepost LRA Consultation**.

What happens next?

This consultation will be open from **12 January to 8 April 2015**. We will then consider all of the feedback and alternative suggestions in full, before a final decision is made in early 2015.

Appendices

Appendix A

Key findings from research. After an in-depth review we found that:

- all the 21 local authorities that we approached are looking for new ways to deliver their services in light of financial challenges, and some have already made considerable changes
- compared to other local authorities, looking at per 1,000 population, Kent's LRA service:
 - is low-cost
 - is below average in terms of visits and book issues, although there are good levels of user satisfaction
- the service has a higher proportion of volunteers, compared to the national average
- the number of ceremonies delivered by registration services is increasing year on year.

For more information please visit:

kent.gov.uk/lraconsultation

Appendix B

Options: advantages and disadvantages

Structural Option	Advantages	Disadvantages
Retain service in house	• no set-up costs • guaranteed Kent County Council control	• may not lead to radical transformation • potential for saving/income generation restricted without significant change to services • higher levels of savings to make as no rates relief available
Transfer to charitable trust	• guarantees community involvement • maximum opportunity to identify new funding streams • most flexible model	• existing models of operation still in their infancy • phased implementation may be required
Partnership with a provider	• ability to tap into partner's expertise to deliver improved service • increased purchasing power, shared systems and intellectual property	• no commercial acumen for providing registration services • any new income or savings would be shared; potential for conflicting approach
Outsource to 3rd Party	• a model proven to reduce costs • increased purchasing power, shared systems and intellectual property	• no proven track record of running large library network equivalent to Kent • no market for providing registration services • risk that cost efficiencies are not fully realised for Kent



Libraries, registration and archive services touch everyone in Kent, whether you are registering a life event, studying for your exams, or researching your family tree.

Consultation closes 8 April 2015

Libraries, Registration and Archive Service: Proposed Charitable Trust Consultation Questionnaire

(if you need more space for your answers
please include an additional piece of
paper with your response).

1. Having read Kent County Council's mission for the future of its Libraries, Registration and Archives, which of the following statements best describes your thoughts? (Please tick one box)

- ☐ Strongly agree ☐ Disagree
☐ Agree ☐ Strongly disagree
☐ Neither disagree or agree ☐ Don't know

2. If there are any other services you would like to suggest or anything you would like to see the Libraries, Registration and Archive service deliver that it doesn't at present please tell us here:

3. Having read Kent County Council's proposal to establish a charitable trust, which of the following statements best describes your thoughts? (Please tick one box)

- ☐ Strongly agree ☐ Disagree
☐ Agree ☐ Strongly disagree
☐ Neither disagree or agree ☐ Don't know

Please let us know the reasons for your choice in the box below:

4. Which of the following statements best describes the impact you feel the proposed charitable trust model will have on you/your organisation: (please tick one box)

- ☐ The proposed changes will not affect me/my organisation
☐ The proposed changes will have some impact on me/my organisation
☐ The proposed changes will have a significant impact on me/my organisation
☐ I don't know

Consultation closes 8 April 2015

If you feel that the proposed changes to the Library, Registration and Archive service will have some or a significant impact on you/ your organisation, whether positive or negative, or you have any other comments you wish to make, please provide details below:

5. If you have any alternative ideas of how we should deliver the Library, Registration and Archive service or if you consider any of the other options to be preferable, please tell us here:



6. When did you last use the Library, Registration and Archive service?

- ☐ In the last month
 ☐ Between 7 and 12 months
☐ Between 2 and 6 months
 ☐ More than 12 months

If you have not visited the service in the last 12 months, please tell us why:

7. We have completed an Equality Impact Assessment and we welcome your views on the assumptions we have made. To view the document, go to kent.gov.uk/lraconsultation. Please write your comments here:

8. Are you completing this questionnaire as a private individual or as a member of a group/organisation? (Please tick)

☐ Individual ☐ Group/organisation

If you have selected 'Individual' for question 8, please go on to question 10

9. If group/organisation

Which of the following best describes your role (please tick):

- ☐ Public sector partner
☐ Business organisation
☐ Voluntary, community or faith sector
☐ Service provider
☐ Other (please specify in the box below):

If you answered 'Individual' to **Question 8**, we would be grateful if you could complete the 'About you' questions on the following page.

About you...

We want to make sure that everyone is treated fairly and equally, and that no one gets left out. That's why we are asking you these questions. We won't share the information you give us with anyone else. We'll use it only to help us make decisions, and improve our services.

If you would rather not answer any of these questions, you don't have to.

Q10. Are you...? Male ☐ Female ☐ I prefer not to say ☐

Q11. How old are you?

Q12. What is your postcode? (We only use this for geographical mapping)

Q13. To which of these ethnic groups do you feel you belong?

(Source: 2011 census)

White	Mixed	Asian or Asian British	Caribbean
British ☐	White & Black Caribbean ☐	Indian ☐	Caribbean ☐
Irish ☐	White & Black African ☐	Pakistani ☐	African ☐
Gypsy/Roma ☐	White & Asian ☐	Bangladeshi ☐	Other* ☐
Irish Traveller ☐	Other* ☐	Other* ☐	I prefer not to say ☐
Other* ☐	Arab ☐	Chinese ☐	☐

*Other ethnic group - if your ethnic group is not specified in the list, please describe it here:

Consultation closes 8 April 2015

The Equality Act 2010 describes a person as disabled if they have a longstanding physical or mental condition that has lasted, or is likely to last, at least 12 months; and this condition has a substantial adverse effect on their ability to carry out normal day-to-day activities. People with some conditions (cancer, multiple sclerosis and HIV/AIDS, for example), are considered to be disabled from the point that they are diagnosed.

Q14. Do you consider yourself to be disabled as set out in the Equality Act 2010?

Yes ☐ No ☐ I prefer not to say ☐

Q15. If you answered Yes to Q14, please tell us which type of impairment applies to you. You may have more than one type of impairment, so please select all the impairments that apply to you. If none of these applies to you, please select other, and write in the type of impairment you have.

- ☐ Physical impairment ☐ Mental health condition
☐ Sensory impairment (hearing, sight or both) ☐ Learning disability
☐ Long standing illness or health condition, such as cancer, HIV/AIDS, heart disease, diabetes or epilepsy
☐ Other, please specify: ☐ I prefer not to say



Q16. Do you regard yourself as belonging to any particular religion or belief?

Yes ☐ No ☐ I prefer not to say ☐

Q17. If you answered Yes to Q16, which of the following applies to you?

- ☐ Christian ☐ Hindu ☐ Muslim ☐ Buddhist
☐ Jewish ☐ Sikh ☐ Any other religion, please specify:

Thank you for taking the time to give us your views

Kent County Council (KCC) collects and processes personal information in order to provide a range of public services. KCC respects the privacy of individuals and endeavours to ensure personal information is collected fairly, lawfully, and in compliance with the Data Protection Act 1998.

If you would like to be kept informed of future developments on the Library, Registration and Archive service please provide your contact details below:

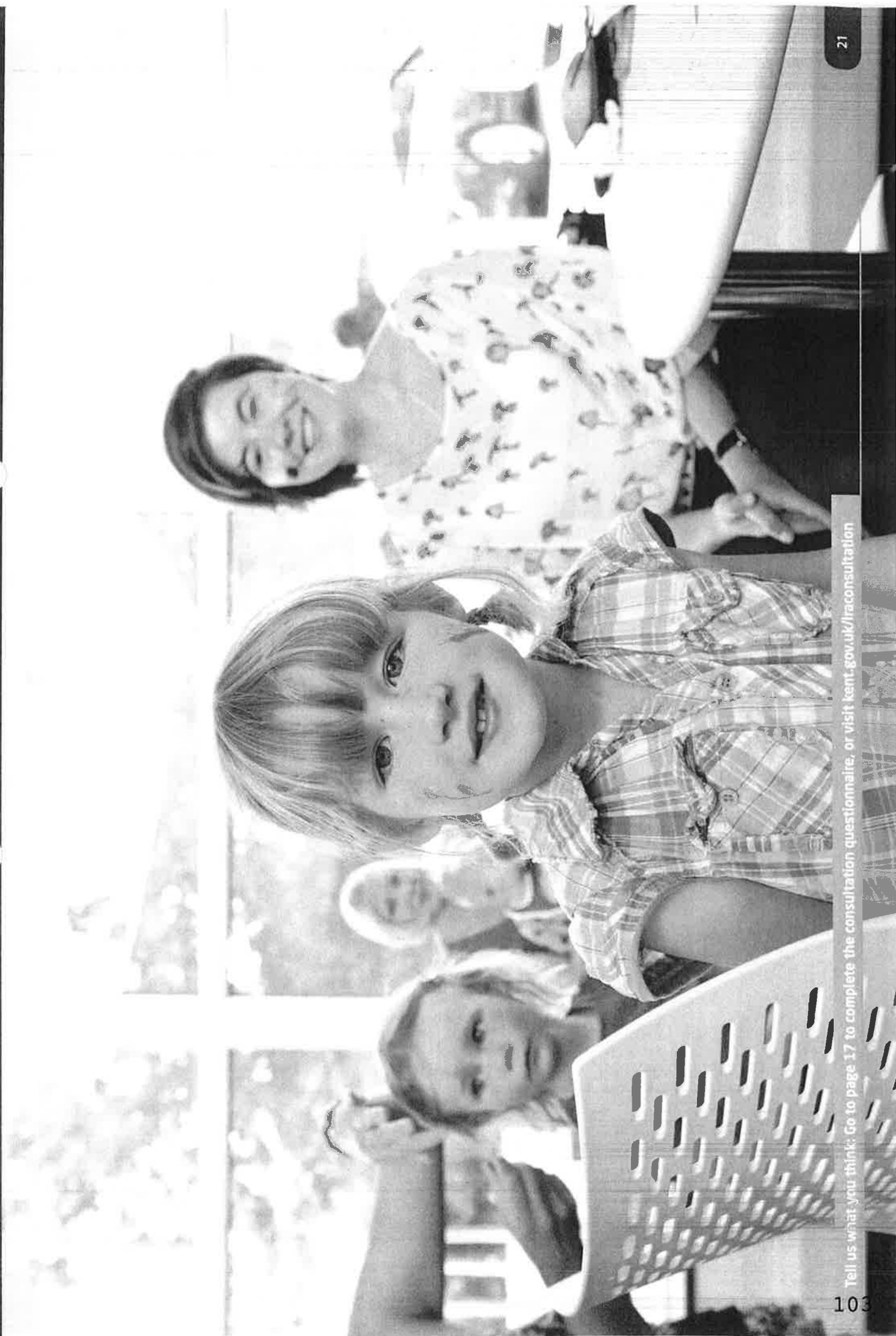
Name

Address

Email

Telephone

Please address your completed questionnaire to 'Freepost LRA Consultation'



Tell us what you think: Go to page 17 to complete the consultation questionnaire, or visit kent.gov.uk/raconsultation

This document is available in alternative formats and languages.

Please phone **0300 3335540** or speak to a member of staff at your Library who can phone on your behalf.

Text Relay: **18001 0300 3335540**

Sevenoaks Town Council Significant Historic Anniversaries in 2015

Date	Time	Anniversary	Recommendation	Budget
9 March 2015 Monday	10.00	Commonwealth Day	Raise Commonwealth Flag at The Vine Raise Commonwealth Flag at Town Council Offices Commonwealth Affirmation to be read out at both locations Mayor and Councillors at Town Council Offices. Local Dignitaries and Service organisations to be invited	£140
9 March 2015 Monday	10.25	WW1 Single Commemorative event	4 candles to be lit at Town Council Offices Moment of reflection prior to candles being extinguished to represent the lights going out all over Europe 1 symbolic candle to be lit and remain alight [luminary candle] until the following year	£40
8 May 2015 Friday		70 th Anniversary VE Day	Food Festival at The Vine during the day Evening event in partnership with Friday Night Live – similar to Ightham Moat Live in 2014. Details to be considered at STP Event Cttee. Unfortunately not able to hold VE Event on the Vine due to cricket activities – need to find an alternative venue.	tbc
15 June 2015 Monday		800 th Anniversary of signing of Magna Carta Commemorations run throughout the year	Sevenoaks Town Council to sponsor lecture or similar event being organised at the Stag?	tbc
18 June 2015 Thursday		200 th Anniversary of Battle of Waterloo	Mayor's walk along Wildernes Avenue to visit the 'Waterloo Limes' planted by Lord Camden	tbc
12 July 2015 Sunday		75 th Anniversary of start of Battle of Britain 10/7/1940	Fly Union Flag at The Vine Showing of classic film at Stag? Church Service? This is a commemoration rather than a celebration day	tbc



CELEBRATE THE 70TH ANNIVERSARY

VE DAY

LIVE MUSIC FROM
THE DIARYS
THE LANDED
JOSH RENTON & BAND

FRIDAY 8TH MAY
8pm - 11.30pm
THE VINE
SEVENOAKS

FRIDAY NIGHT
LIVE

Sevenoaks Town Council**Finance & General Purposes Committee 23rd February 2015****Blighs Market Stalls****Agenda Item 10**Licence from Sevenoaks District Council

Following a lengthy negotiation on terms and conditions, Sevenoaks District Council has offered a Licence for the storage of the Blighs stalls on the same land as existing for a sum of £1,000 per annum.

RECOMMENDED: To enter into the Licence agreement with Sevenoaks District Council for the storage of the stalls for £1,000 per annum.

Moving of Stalls to and from storage

The sharp increase in cost in 2014 for Sevenoaks District Council moving the Blighs stalls to and from storage made the operation of the Blighs Market uneconomically viable for Sevenoaks Town Council and therefore alternative solutions needed to be found if the market was to continue.

Sevenoaks Town Council looked at purchasing marquees (it purchased one as a sample, which will be used) these would be easier to erect, dismantle and store – however there would have been a need to recruit manpower to do this.

This matter was raised with the Bligh's market traders operating in the stalls who strongly objected to any change. A meeting was held with them in December 2014 and it was agreed that they would work with Sevenoaks Town Council to find a more economical method of moving the stalls and increasing their weekly rate.

From this the town council have recruited V.C. Handyman Services on an initial one year contract to carry out the work previously done by SDC (rate £365) for a daily rate of £275.

The seven stall holders have also agreed to an increase each of rent by £10 per week.

This new operation commenced on 7th February 2015 and will move the Blighs market from a monthly deficit of -£331 to income of £279 per month. This sum includes allowance for the storage of the stalls.

RECOMMENDED: That the arrangement be reviewed in six months' time.

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Sevenoaks Town Council**Finance & General Purposes Committee 23rd February 2015****Bat & Ball Centre – RIBA Competition**

The RIBA Competition for architects to bid to design the new Bat & Ball Centre was launched at the beginning of February 2015 with the following timetable:-

ACTIVITY DATE

Issue of OJEU Notice	3 February 2015
Competition launched and press release issued	4 February 2015
Deadline for receipt of Expressions of Interest	Thursday 12 March 2015 by 2pm
Appraisal of Expression of Interest documents and selection of shortlist	17 March 2015
Shortlist notified	19 March 2015
Stage 2 Design Brief issued to shortlist	23 March 2015
Group site visit & open briefing session for shortlisted teams	25 March 2015
Deadline to raise questions on the Brief	31 March 2015
Memo issued in response to questions raised	7 April 2015
Mid-term workshop	21 April 2015
Submission of design concepts	6 May 2015
Public exhibition and digital exhibition of design concepts	15 May & 16 May 2015
Final assessment and interviews	21 May 2015
Winner notified and 10 day Standstill period commences	27 May 2015
Standstill period concludes, result announced	8 June 2015

The RIBA Competition requires seven judges and the Committee are requested to nominate to complete the panel:-

1	Cllr Robert Piper	Sevenoaks Town Council
2	Cllr	Sevenoaks Town Council
3	Cllr	Sevenoaks Town Council
4	Cllr	Sevenoaks Town Council
5	Chief Executive / Town Clerk	Sevenoaks Town Council
6	Janet Davies	Sevenoaks Day Nursery
7	Sarah Williams	RIBA Advisor

Prior to launching the competition the town council obtained a feasibility price and design to ensure that the proposed building could be accommodated on site and could be completed for £1.8m. Since working with RIBA it has become clear that although the town council could deliver the project for this sum the facility would not meet the aspirations and quality of build hoped for. The town council has appointed a Quantity Surveyor to assist with providing a more accurate costing. (Noting that the RICS Building Cost Information Centre states building for Sevenoaks are +23% to the national average). The Quantity Surveyor will also analyse design concepts when submitted in May.

In moving forward with this project the town council will need to review can it make the building smaller, is it still possible to accommodate its original aims, would more facilities generate more income, could the building generate income to pay for a loan if it was needed. **A meeting has been arranged for town councillors with the RIBA Advisor and Quantity Surveyor to discuss all of these points on Monday 16th March 2015 at 6.30 p.m.**

As part of the feasibility of the project the Sevenoaks Day Nursery are reviewing how it could contribute financially towards its part of the build. The Sevenoaks Day Nursery has also requested confirmation from the Town Council about its security of current tenure if they could not be accommodated within the new build.

RECOMMENDED: That should it be found that the Sevenoaks Day Nursery could not be accommodated within the new build, its current lease be renewed for a period of 10 years.

Sevenoaks Town Council

Finance & General Purposes Committee 23rd February 2015

Community Resilience Plan

At a previous meeting the Town Clerk was instructed to review how the Town Council could work with Sevenoaks District Council in relation to its Community Resilience Plan and whether the Town Council needed to create its own separate plan.

The Town Clerk has met with Kevin Tomsett from Sevenoaks District Council who stated the following:-

1. Sevenoaks District Council will be issuing an up to date Community Resilience Plan in the next couple of months.
2. It was not thought necessary given the locations of both local authorities for the Town Council to have a separate plan, however improved communication and identification of key emergency contacts and facilities available would be useful.
3. Sevenoaks District Council will be holding workshops with local parishes to work on the points raised in 2 above.

RECOMMENDATION: Sevenoaks Town Council does not create its own Community Resilience Plan but works with Sevenoaks District Council to be able to actively participate in theirs.

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Sevenoaks Town Council

Finance & General Purposes Committee – 23 February 2015

Current Matters

Agenda Item 14 (a)

Item		Status	Latest update
1	Cemetery Frontage	SDC submitted the LDF Allocations and Development Plan to the Planning Inspectorate on 27.11.2013. The Inspector's Hearing held on 11.03.2014. Sevenoaks District Council began consultation on the main modifications to the Allocations and Development Management DPD (as recommended by the Inspector) on 21.08.2014. Sevenoaks Town Council's request to release the cemetery frontage from the green belt does not feature in the list of modifications	
3	Council Priorities list	Ongoing working document attached – agenda item 16b)	Updated following Blue Skies. 2014 priorities updated by Council.
4	Wall at Rear of Chamber	Wall monitored in September 2012 and continues to be less than 2° off true.	
5	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.	
6	Process Efficiency Review	Minute 239 - The report from the Working Party was received and discussed. It was RESOLVED that Cllr Hogarth together with officers and Chairmen meet once more and a progress report with actions be presented to a future meeting of the Finance and General Purposes Committee.	
8	Markets	Replacement Marquees being sought. Sample ordered	Sample arrived. Recruitment of Market Officers to take place. Officers reviewing alternative and lower cost option for moving market stalls. See report to F&GP 23.02.2015 (Agenda Item No 10).

Sevenoaks Town Council**Finance & General Purposes Committee – 23 February 2015
Current Matters****Agenda Item 14 (a)**

Item		Status	Latest update
9	Stag Lease	Final documents with lawyers	Stag Lawyers to approve final amendment 30.01.2015.
10	Car Park @ STC Offices	Agreed F&GP 08.09.2014 to: i. Designate a white line area for residents ii. Review arrangements in 6months iii. Put information on website	
11	Raleys Development	Legal negotiations taking place with developer. Cllrs Blue Skies event arranged for 01.11.2014.	Staff provided with "At Risk" letters. Tenant served notice. Legal negotiations continue. Unilateral agreement with SDC close to finalising. Proposed closure date for Raleys 01.06.2015. Also see priorities. Staff redundancy schedule in place.

Sevenoaks Town Council**Finance & General Purposes Committee – 23 February 2015
Priorities****Agenda Item 14 b)****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 being prepared. SP10 discussions continuing with SDC – draft unilateral agreement prepared. Noted Indoor Cricket School could be accommodated within Indoor Bowls Centre or Wildernesse Site (meeting held with KCC) Negotiations progressing well. 12 bids received on 13.08.14. Council meeting 06.10.2014 Resolution for Developer Legal Documents being prepared. Unilateral agreement £95,000 to Sencio for replacement facilities. Unilateral agreement key points finalised – due to complete asap. Legal exchange with developer hoped to be completed asap.

Sevenoaks Town Council**Finance & General Purposes Committee – 23 February 2015****Priorities****Agenda Item 14 b)**

No	Project	Details	Proposed target timescale	£	Update / comment
2	Band Practice Room – to convert to café	To enable more public use and keep building operational	May 2014	£50,000	Early discussions with Vine Pavilion Committee who are keen to refurbish and operate. Site visit with Conservation Officer (14.03.2013) no problem in principle with idea and new rear door subject to normal planning permissions. Vine Pavilion committee successful in obtaining £50,000 grant. Project Management meeting to take place 10.04.2014. Plans submitted to September 2014 Open Spaces & Leisure committee. Pre-Planning meeting for 8.12.2014 arranged. Vine Cttee asked to provide commitment by end of 2014 that they will progress with project to open 2015. Due to information from CETB received that funding agreement had not been signed; no discussion taken place between Vine Pavilion Clerk and CETB, funding agreement due to expire end of December 2014 it was agreed that STC take over the project and request extension to funding agreement. Agreements have been signed. 05.01.2015 – Pre Planning advice received 17.01.2015 – planning application to be submitted. Target to have builders on site end of March. Opening date 20.06.2015 (festival Day). STC Officers renewing Business Plan and operational commitments. See separate report to F&GP 23.02.2015

Sevenoaks Town Council**Finance & General Purposes Committee – 23 February 2015****Priorities****Agenda Item 14 b)**

No	Project	Details	Proposed target timescale	£	Update / comment
3	Community Centre	Research feasibility of building new multi-purpose community centre	March 2015	£1,800,000	Consultation exercise Indicative plans prepared (STC provide development fund) Include within LEP/Bat & Ball Regeneration area. Also included within Sports Strategy to include potential replacement Raleys Gym. Subject of Blue Skies meeting 01.11.2014. Agreed sale of STC offices to invest capital receipts. Expressions of interest due 16.12.2014. Combine new offices into new build. RIBA to run competition. See also Community Investment Plan. Due to festive break and election and potential purdah matters, timetable revisited for announcement of competition 12.05.2015. See separate report to F&GP 23.02.2015.
4	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 Wilderness site. STC funding available for Match funded project. Next meeting scheduled for 28.04.2015.
5	Greatness Football Pavilion	Review under proposals for improvements to Greatness area	March 2015	£1,500,000 £50,000*	Consider within proposed Sports Strategy Consultation needed with football club(s) and local residents. GRA prefer this ambitions scheme. 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.

Sevenoaks Town Council**Finance & General Purposes Committee – 23 February 2015****Priorities****Agenda Item 14 b)**

No	Project	Details	Proposed target timescale	£	Update / comment
6	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
7	Neighbourhood Development Plan for Town Centre	To provide a long term sustainable plan for the Town Centre	March 2015	£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 progressing arrangements for first public exhibition/consultation to be made asap. Quote for consultant services to move project forward.
8	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. Decision will be reached by 15.12.2014. Now registered. Agreed to commence registration process for Bradbourne Lakes.

Sevenoaks Town Council**Finance & General Purposes Committee – 23 February 2015****Priorities****Agenda Item 14 b)**

No	Project	Details	Proposed target timescale	£	Update / comment
9	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.
10	(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
11	Play Area Town Centre	New large play area in town centre	2015	£100,000	Negotiations taking place for land.
12	MUGA Multi Use Games Area	Install to replace facility at Community centre	Tbc	£100,000	Await outcome of plans for Community Centre.
13	Free Recreational facilities	To include outdoor gym, table tennis, basketball play facilities.	2015 onwards	£120,000	

Sevenoaks Town Council

Finance & General Purposes Committee – 23 February 2015

Priorities

Agenda Item 14 b)

PRIORITY TWO

No	Project	Details	Proposed target timescale	£	Update / comment
1	Vine Cricket Pavilion	Research and feasibility to be undertaken into rebuild and refurbishment of the building			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.

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.

Sevenoaks Town Council**Finance & General Purposes Committee – 23 February 2015****Priorities****Agenda Item 14 b)**

No	Project	Details	Proposed target timescale	£	Update / comment
					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.
4	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. Potential to install lights similar to new in High Street and London Road.

Finance & General Purposes Committee – 23 February 2015
Priorities

Agenda Item 14 b)

COMPLETED

No	Project	Details	Date Completed	£	Comment
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 Infopods 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.

Finance & General Purposes Committee – 23 February 2015
Priorities

Agenda Item 14 b)

No	Project	Details	Date Completed	£	Comment
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 – 23 February 2015****Priorities****Agenda Item 14 b)**

No	Project	Details	Date Completed	£	Comment
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 February 2013. Social Media and Administration Apprentice being interviewed August 2014. Catering Apprentice started Sept 2013. Gardening Apprentice appointed.
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

Staff Pensions Report

The automatic enrolment pension scheme introduced by the Government is being rolled out across all employers. Brief details of the scheme and our responsibilities as an employee are set out below:

1. All employers are legally required to automatically enrol staff who are aged between 22 and their State Pension Age and earn over £10,000 p.a. into a pension scheme and make contributions from a set 'staging date', for STC this is 1st April 2015. However given the imminent reduction in staff numbers owing to the closure of Raleys, the Pensions Regulator has advised us that the joining date could be postponed for up to 3 months, which would avoid the need for unnecessary enrolment of Raleys staff.
2. We are obliged to tell our staff about the scheme and allow those that we do not automatically enrol an opportunity to join the pension scheme if they wish.
3. An auto-enrolment compliant pension scheme must be opened before our staging date. Our current stakeholder scheme is with Prudential. The Pension Regulator requires that the scheme used for auto-enrolment is 'well-run and offers good value for money'.
4. From our staging date we are obliged to identify which members of staff we have to automatically enrol and which will have a right to opt in or join the scheme. Every payday, checks have to be made to determine which members of staff should be automatically enrolled. This will include casual members of staff if their earnings in that month exceed £833.
5. After staff have been automatically enrolled, they may 'opt out' of the pension scheme. STC must then stop making deductions and arrange a refund of any contributions they have made. If a member of staff opts out, they must be automatically re-enrolled in 3 years time at which time they may choose to opt out again. A member of staff cannot opt out in advance.
6. It is illegal to take any action which may induce any-one to opt out.

Current Stakeholder Scheme

We were advised by Prudential that the current stakeholder scheme is capable of being adapted to become an auto-compliant scheme, and it has been assumed that contributions will be paid into this scheme going forward. However, Prudential have recently informed us that the charges associated with our current scheme may be too high for an auto-enrolment scheme and they need to assess the commercial viability of our proposed scheme. We therefore await guidance from them as to the way forward.

Costs of Auto-Enrolment

The compulsory employer contributions are the main costs associated with the pension scheme on an annual basis:

Date	Employer minimum contribution	Total minimum contribution, (inclu employee)
Before 30/09/17	1%	2%
01/10/17 – 30/09/18	2%	5%
01/10/18 onwards	3%	8%

The terms of the STC pension scheme is that STC will match the employees contribution up to 6% of gross salary, including overtime. It is assumed that this will continue going forward, subject always to any legal obligations imposed by the Government. As this is better than the legal minimum STC complies with its obligations for auto-enrolment.

The additional annual cost to STC of employer contributions for those staff who are auto-enrolled are difficult to quantify precisely:

Excluding Raleys staff, (see below), 8 members of staff not currently contributing to a pension meet the auto-enrolment criteria. 1 of these is due to retire by the end of May and we are advised that we can defer her auto-enrolment so she is not forced to enrol for just a 2 month period. Accordingly we have 7 members of staff who we propose to auto-enrol and *assuming no-one opts out*, the annual cost to STC would range from £1,254 assuming they all wish to pay 1%, to £7,522 assuming they all paid 6%.

All other members of staff not currently in the pension scheme (with the exception of one on age grounds) are eligible to either opt in or join voluntarily. Assuming every employee opted to join the pension fund, the cost at 1% employer funding would be £1,625 and £9,746 at 6%. However, all employees currently have the option to join the stakeholder scheme and they have not done so to date. The publicity and awareness raised by auto-enrolment may encourage some members of staff to join but it must be considered unlikely that they all will.

The most likely scenario is that the majority of the 7 members of staff who will be automatically enrolled will remain in the pension scheme, (to date, one member of staff has expressed his intention to opt out) but few members of staff who have the option to opt in will do so. Of those auto-enrolled, a range of contributions is anticipated and the cost to STC is expected to be in the region of £4k -£5k p.a., based on the assumption that all auto-enrolled staff remain in the scheme, at a mid-cost of 3%, and an assumption that one or two additional staff members join the scheme.

A cost of £5k has been included in the budget for 2015/16.

RECOMMENDATION: to take advantage of the three month delay for the opt-in to the pension as identified in the report.