16th January 2019

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 21st January 2019 to be followed by a meeting of the Town Council. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

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

Town Clerk

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

Committee Members:

Cllr S G Raikes (Chairman)	**Cllr A Eyre (Vice Chairman)**
Cllr N J L Busvine OBE	Cllr R J Parry
Cllr J M Canet	Cllr E Parson
Cllr M Chakowa	Cllr R L Piper
Cllr A S Clayton	Cllr P E Towell
Cllr R M C Hogarth *[ex officio]*	Cllr Mrs P C Walshe

PUBLIC QUESTION TIME

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

AGENDA

01 APOLOGIES FOR ABSENCE

To receive and note apologies for absence.

02 DECLARATIONS OF INTEREST

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

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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

Town Clerk

03 REQUESTS FOR DISPENSATIONS

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

04 MINUTES

To receive, adopt and sign the minutes of the meeting of the Finance & General Purposes Committee held on 26th November 2018 (copy attached).

05 SUB COMMITTEES

(a) Youth Council

To receive and note the minutes of the Youth Council meeting held on 19th September 2018 and the Annual General Meeting on 7th November 2018 (copies attached).

(b) Sevenoaks Community Centre

To receive and adopt the minutes of the Sevenoaks Community Centre User Group Committee held on 6th December 2018 (copy attached).

06 FINANCE REPORTS

(a) Management Accounts

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

i. 1st to 31st October 2018
ii. 1st to 31st November 2018

(copies attached).

(b) Suppliers' Accounts

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

i. 1st to 31st October 2018
ii. 1st to 31st November 2018

(copies attached).

(c) Payroll Account

To confirm payments from the account listed in the schedules for the period

i. 1st to 31st October 2018
ii. 1st to 31st November 2018

(copies attached).

(d) Petty Cash Account

To confirm payments from the account listed in the schedules for the period

i. 1st to 31st October 2018
ii. 1st to 31st November 2018

(copies attached).

(e) Charges Bat & Ball

To receive the Town Clerk's report on the Hire of the Bat & Ball Station and to review the charges for the Bat & Ball Station for the period to 31st March 2020 (copies attached).

(f) Internal Audit

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

(g) Bank Mandate
To receive and consider the Responsible Finance Officer's recommendation following the recent appointment of the new Responsible Finance Officer (copy attached).

(h) Hospitality and Gifts Register
To receive and note Hospitality or Gifts received by Councillors or Employees for the period 1st November to 31st December 2018. (copy attached).

07 Revenue Estimates and Precept Proposal for 2019 – 20

a) To note the Recommendation from the Finance & General Purposes Committee held on 26th November 2018 to
   - a one-off proposal to transfer £26,000 from reserves to meet the income shortfall expected due to the Community Centre refurbishment due to commence in June 2019, be accepted
   - overall draft budget for the Town Council proposing a 4.19% increase on 2018/2019 Band D of £4.82 (an increase of 9p per week) be accepted.
   - The Proposed 2019/20 Band D at £119.77 (2018/2019 Band D Council Tax was £114.95).
   - Subject to a review of Staff Cost of Living Raise as per Personnel Committee's recommendation and the impact on Band D adjustment from SDC providing details of Band D properties in December 2018.

b) To receive and consider amended Revenue Estimates and Precept Proposals for 2019 – 20 (report attached) incorporating items noted in 07 (a) above.

c) To receive and note the Responsible Finance Officer's recommendation for a Precept of £1,141,385 which equates to a Band D equivalent household rate of £118.43 per annum *[which includes the updated number of household figures received from Sevenoaks District Council of 9,637.63].*

08 REVIEW OF INTERNAL CONTROLS

To receive and review the following internal policies for 2019/2020:
(a) Risk Assessment
(b) Investment Strategy
(c) Reserves
(d) Financial Regulations
(copies attached).

09 GRANT

To receive and consider a grant request for funding the 2019 Sevenoaks Summer Festival and note the history sheet (copies attached).

10 CURRENT MATTERS AND PRIORITIES

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

11 PRESS RELEASE

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

Sevenoaks Town Council

Minutes of the FINANCE & GENERAL PURPOSES COMMITTEE held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 26th November 2018

Meeting Commenced: 7.00 pm

Meeting Concluded: 8:20 pm

Cllr S G Raikes, Chairman	Present	Cllr R M C Hogarth	Present
Cllr N J L Busvine OBE	Present	Cllr R J Parry	Present
Cllr J M Canet	Present	Cllr E Parson	Present
Cllr M A Chakowa	Absent	Cllr R L Piper	Present
Cllr A S Clayton	Present	Cllr P E Towel	Present
Cllr A Eyre, Vice Chairman	Present	Cllr Mrs P C Walshe	Present

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Also in attendance:
Linda Larter MBE, Town Clerk
Ade Ogun, Responsible Finance Officer
Michèle MacDonald, Committee Clerk

Public Question Time
No members of the public were present.

351 APOLOGIES FOR ABSENCE
Cllr S Arnold sent apologies for not being in attendance.

352 DECLARATIONS OF INTEREST
No declarations of interest were received.

353 REQUESTS FOR DISPENSATIONS
There had been no requests for dispensations.

354 MINUTES OF THE MEETING HELD ON 17TH SEPTEMBER 2018
RESOLVED: to receive, accept and sign the Minutes as a true record of the meeting, subject to the following typo amendment:
Minute 242 – Grants: Total sum awarded £2,750 instead of £2,7250.

355 SUB COMMITTEES
RESOLVED: to receive and
a) note the minutes of the Youth Council meetings held on 19th September and the Annual General Meeting held on 7th November 2018
b) adopt the minutes of the Youth Services Sub Committee meetings held on 19th September and 7th November 2018. It was Noted that the minute and page numbering were incorrect and should be amended as follows:
- previous Minute Nos 303 to 309 to be replaced with Minute Nos 323 to 329
- previous Page Numbers 291 to 293 to be replaced with page Nos 302 to 304

c) adopt the minutes of the Sevenoaks Community Centre User Group meeting held on 17th October 2018.

356 FINANCE REPORTS

The Committee congratulated the Responsible Finance Officer for managing to catch up on the past three months and welcomed her back.

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

a) Management Accounts for the periods:
   i. 1st to 31st July 2018 - £35,697 (net income)
   ii. 1st to 31st August 2018 - £32,513 (net income)
   iii. 1st to 30th September 2018 - £65,675 (net income)

b) Supplier's Accounts for the periods:
   i. 1st to 31st July 2018 - £94,152.65
   ii. 1st to 31st August 2018 - £328,148.38
   iii. 1st to 30th September 2018 - £165,126.65

c) Payroll Account for the periods:
   i. 1st to 31st July 2018 - £74,370.61
   ii. 1st to 31st August 2018 - £69,883.89
   iii. 1st to 30th September 2018 - £66,054.79

d) Petty Cash Account for the periods:
   i. 1st to 31st July 2018 - £739.34
   ii. 1st to 31st August 2018 - £867.10
   iii. 1st to 30th September 2018 - £639.79

e) Hospitality and Gifts Register for the period 1st July to 31st October 2018.

357 2019/2020 DRAFT REVENUE ESTIMATES AND ROLLING CAPITAL PROGRAMME

RESOLVED:

a) Draft Revenue Budget

   It was unanimously agreed to adopt the **RECOMMENDATIONS** that the:
   i. draft Open Spaces & Leisure revenue budget allows for savings of 6% on the 2018-2019 OSL budget, be accepted
   ii. one-off proposal to transfer £26,000 from reserves to meet the income shortfall expected due to the Community Centre refurbishment due to commence in June 2019, be accepted
   iii. overall draft budget for the Town Council proposing a 4.19% increase on 2018/2019 Band D of £4.82 (an increase of 9p per week) be accepted.
   The Proposed 2019/20 Band D is £119.77 (2018/2019 Band D Council Tax was £114.95).
   Subject to
   - a review of Staff Cost of Living Raise as per Personnel Committee's recommendation
   - the impact on Band D adjustment from SDC providing details of Band D properties in December 2018.

b) Property Maintenance Programme

   to adopt the future Property Maintenance Programme.

c) Charges
to increase the Town Council's charges by 3% with effect from April 2019 for the 2019/2020 period relating to:
   i. the hire of the Council Chamber
   ii. the charges for the Sevenoaks Community Centre
   iii. It was **NOTED** that the charges for the Bat & Ball Station be deferred to a future meeting of the Finance & General Purposes Committee meeting.
   iv. **RESOLVED** that the Recommendations from the Open Spaces and Leisure Committee relating to General Charges, Sports Fees and Cemetery charges [*Minute 223 OS&L 03.09.2018 refers*] be accepted.

358 RECOMMENDATIONS FROM OPEN SPACES & LEISURE COMMITTEE
RESOLVED to adopt the **RECOMMENDATIONS** from the Open Spaces and Leisure committee meeting held on 12th November 2018 to spend the following:
a) Cemetery:
£5000 - the one off Environment Agency Groundwater testing fee be spent from the 2018/19 contingency funds to meet legislative requirements
[*Minute 314 refers*].
b) Millpond Wood Maintenance:
Maintenance works be carried out to the pathway and steps at Millpond Wood. Necessary funds be allocated from within the budget [*Minute 317 refers*].
c) 9-week Horticultural Course with West Kent MIND:
£4,000 be allocated from the voluntary Grant budget to cover one course in 2019
[*Minute 321 refers].*

359 REVIEW OF INTERNAL CONTROLS
NOTED: that the
a) Risk Assessment
b) Investment Strategy
c) Reserves
d) Financial Regulations
have been reviewed by the officers for the 2019/2020 period and would be submitted for approval at a future meeting of the Finance & General Purposes Committee.

360 COMMUNITY INFRASTRUCTUR LEVEY [CIL]
The Town Clerk's report relating to the October 2018 CIL receipt was received and noted.
RESOLVED: following the spend of £21,000 [*as identified in the 2018/2019 budget and shown in the table below*] from the October 2018 CIL payment received from the District Council of £78,815.08, it was unanimously agreed that the balance of £57,815.08 be earmarked towards the new Bat & Ball Centre.

Bus Shelters 50%	5,000
Pontoise Gates	2,000
Skateboard Park Surface	3,000
Littlewood Fencing	4,000
Cemetery Path Repairs	5,000
Knole Paddock new doors	2,000
Total	£21,000

361 MARKETS

RESOLVED: unanimously to formally request Sevenoaks District Council to permit the Wednesday market to operate on the 'Charter Market' site in the High Street. The Committee requested that negotiations include:

- reduction in charge as the Town Council would vacate the Buckhurst 1 Car Park thereby enabling the District Council additional revenue income
- the same process on Wednesday as exists for the Saturday Market to include parking in the High Street for traders for the three spaces

362 SEVENOAKS TOWN PARTNERSHIP

RESOLVED: to receive and note the minutes of the Annual General Meeting General Meeting held on 24th October 2018.

363 CURRENT MATTERS AND PRIORITIES

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

It was Noted that:

- the Town Council withdrew the planning application for the Business Hub and would re-submit in the New Year
- the Neighbourhood Development Plan for Sevenoaks awaited the District Council's Economic Impact Assessment Report in order to be able to proceed. The Committee requested that the Town Clerk contact Sevenoaks District Council as Members of the committee were concerned with the delay in publishing this report is causing to the progress of the Neighbourhood Development plan.
- the Business Improvement District will be re-considered after the local elections in May 2019.

364 PRESS RELEASE

RESOLVED: that no press releases be issued.

There being no further business the Chairman closed the meeting at 8:20 pm.

Signed .... Dated ....

Chairman

Sevenoaks
Youth Council

MINUTES PLANNING MEETING
HELD ON 4th DECEMBER 2018
HOUSE in the BASEMENT

Roshni Agarwal	Present	Ola Kujawinska	Present
Eva Azazoglu	Apologies	Emily Mahoney	
Alexander Black	Present	Megan Ng	Present
Samuel Crawford		Louisa Phillips	
Tasha Dambacher, Chairman	Present	Michael Roberts	Present
Ronnie Day		Rose Spurling	Present
Charlotte Foulds, Vice Chairman		Gabby Tan	Present
Oscar Goodwin	Present	Loic Thiry	Present
Matthias Jammot	Present	Amy Vickers	Apologies
Meera Jassi	Present	Jacob Watson	Present
Tom Chapman	Absent	Sam Chard	Present
Phoebe Crichtlow	Present	Amber Warrender	Present
Katie Willis	Present		

Also, In Attendance
Linda Larter MBE, Chief Executive/Town Clerk
Michèle MacDonald, Committee Clerk
Charlotte Marchant, Manager HOUSE in the Basement Youth Cafe

The Town Clerk gave a summary of the existence of the HOUSE in the Basement Youth Café [HiTB] and informed all that the Youth Councillors had raised £150,000 to open the venue on 4th July 2012. A video would be shown at a future meeting of the Sevenoaks Youth Council.

The venue is a pop in café where young people may meet friend for 10 minutes, do homework, use the internet if they wish free of charge. Food and drinks are deliberately kept low cost. HiTB is open Wednesday, Friday and Saturdays and hopes to open on Thursdays in the New Year. A Tuesday Club for those living with disabilities was held in the past, to give young people over time the confidence to mingle with other young people on other days of the week. The Town Council is looking at re-opening the Tuesday Club.

Part of the Youth Council's mandate is to act as a development Board of HiTB which includes promoting the venue being involved in activities and menu choices.

HiTB offers an 8-week volunteer course, which has shown universities/colleges/employers that young people are interested in volunteering activities and community engagement outside their peer educational curriculum.

The Town Council is linked to the Stag Community Arts Centre and thus room hire and assistance can be open to the Youth Council for any events they plan. For example, when the Open Mic Nights take off, the Plaza Suite could be available to be used for Soundwaves as in earlier years.

The Town Clerk asked the Youth Council to spread the word in their schools, with their peers at home, and if able to hold assemblies with their year groups.

Youth Councillor Tasha Dambacher took over as Chairman to start the meeting.

10) **APOLOGIES**

RESOLVED: to agree and accept apologies received from Youth Councillors Amy Vickers and Eva Azazoglu.

11) **MINUTES**

RESOLVED: the notes of the meeting of the Youth Council meeting held on 7th November 2018 be received and adopted.

12) **FINANCE REPORT**

The Chairman confirmed the balance the balance of accounts remains unchanged at £944.32.

13) **PLANNING TWO YEAR TERM OF YOUTH COUNCIL**

Five questions were posed at the Annual General Meeting for the new Youth Councillors to answer using Post It Notes and the answers circulated with the minutes.

The Youth Councillors discussed the answers to the five questions:

a. What one improvement would you make for Sevenoaks Town if you could?
b. What is the main problem for young people in the Sevenoaks area?
c. If money was no problem, what facilities would you like?
d. What would do in the next year?
e. What would you do in the next two years?

The Chairman invited all to give suggested items to work on. To summarise, the following suggestions were considered as the way forward:

a. **What one improvement would you make for Sevenoaks Town if you could?**
   i. ***Environmental matters*** – separate bins. The Town Clerk asked Youth Councillors would be willing to assist in promoting an anti-letter campaign digitally potentially including an App. It was hoped that new litter bins with separate sections would be installed in 2019.

The Town Clerk advised that the Sevenoaks Town Partnership [Town Council and local town businesses] will shortly promote the fill up your bottle as other areas do and would welcome the Youth Council's help to campaign for this to happen in Sevenoaks.

ii. ***Mental Health for young people*** – it was suggested that peer mentoring system be set up by Youth Councillors with help from the Town Council and Sevenoaks MIND. The HiTB Manager suggested an evening relaxation event. The Committee Clerk advised that the HiTB is open out of school hours and at the weekend and can be used to help young people requiring some help to pop in for the staff to signpost to those who are trained to assist.

iii. ***Get to know community better*** – Youth Councillors wished to learn more about their local town

iv. ***Train discount for 16-18year olds*** - a former Youth Council had linked up with the British Youth Council to nationally survey the idea to ask Govt to expand this now that the School age had increased from 16-18. This could easily be resurrected by this Youth Council.

v. ***Student discounts*** – youth councillors were interested to learn that the Stag operates "Friends of the Stag" whereby discounts on some shows, three free cinema tickets and a price reduction in the Stag Café for a one off annual payment of £20.

vi. ***Zebra Crossings and Road signs*** – The Town Clerk advised that the KCC and District Council are the providers and that are so many rules and cost factors to consider. A map of the town would be provided at a letter meeting to discuss problem areas.

vii. ***Spread the word about the HiTB Youth Café*** – Youth Councillors suggested they write newsletters and promote via Instagram etc

viii. ***Work Experience*** - Youth Councillors were keen to find employers offering places. The Town Clerk advised that the Town Council, HiTB, The Stag Community Arts Centre, Sevenoaks District Council and the Sevenoaks Town Partnership have spaces available and should be contacted. The Town Clerk agreed to bring the subject up at the Chamber of Commerce meeting the following day asking companies to update the Committee Clerk. The Town Clerk agreed that a list be drawn up of Work Experience Placements with contact and website information and placed on the Youth Council website.

ix. ***Marketing and Advertising Sevenoaks Youth Council*** – The Town Clerk advised that notice boards around the town could be used to market events. Youth Councillor Emily Mahoney volunteered to set up Instagram, Snapchat and social media for Sevenoaks Youth Council. The Committee agreed that the way forward be

   a. To set up the social media platforms – Emily offered to set up Instagram and Oscar offered to set up a What's App Group. Since the meeting is was noted that for those youth councillors younger that these sites permitted, the Committee Clerk would email out the same information to include everyone.

   b. To advertise the Youth Council by word of mouth amongst their school peers and promote to pupils in other schools to interconnect with local schools

c. Then arrange events once these sites have audiences. The Town Clerk advised that the Stag give free cinema tickets as prizes

x. ***Revamping HiTB*** – Youth Councillors agreed that the HiTB needs revamping and offered to meet up with the Manager to make it a minimalistic venue with plants and re-arrange the contents. The Town Clerk advised that the HiTB is their venue and the Youth Council has £900 in the bank which could be used to attract other young people if it remains open and suitable for all.

xi. ***Culture/Art*** – the Stag Café has a wall which is available to hire out free of charge and could be used by the Youth Council to have art events outside their schools for the local people to enjoy. Youth Councillors were keen to include young person's art in HiTB.

xii. ***Free Music lesson and Open Mic Nights*** – Youth Councillors offered to promote the forthcoming event on 14th December 2018 and add to the social media sites soonest. Wagamama provide Free tasters at these events.

xiii. ***Book Club*** – the HiTB cabinet was suggested as a "Swap Book", for young people to donate books they have read to build up a book club.

xiv. ***Chess Club*** – Youth Councillor Jacob Watson, who plays for Kent and is part of the England team, would be happy to run a chess club at HiTB

b. **<u>What is the main problem for young people in the Sevenoaks area?</u>**

i. ***Art Culture*** **-** The Youth Councillors discussed the lack of art galleries locally and aim to set up a mini gallery for school art using the Stag Wall Art and social media to promote this.

a. The HiTB Manager advised that there are 5 spaces to partake in a six-week art project.

b. Youth Cllr suggested a mural could be painted on a HiTB wall.

c. **<u>If money was no problem, what facilities would you like</u>**?

Various ideas were discussed and the following agreed upon:

i. Larger **multi-screen cinema**

ii. ***Bowling alley*** - to have a draw factor for the town of Sevenoaks

iii. ***Cycle Paths*** - The Town Clerk advised that in the forward planning for the Norther Area of Sevenoaks, the local youth had been consulted and cycle paths from the Bat & Ball Station to Dunton Green and around the Leisure Lake [deriving from the quarry] will be implemented and the Town Council is currently looking at how to set up electric bikes for hire.

iv. ***Traffic***

a. There is no Motorway Turn off to Sevenoaks. Local village roads are not suitable or wide enough for large lorries

b. Buses to school are over crowded

c. Benches should be placed at all bus stops for the elderly

d. One-way system with London Road and High Street

e. Pedestrianised Zones in the town

The Town Clerk advised that the Youth Council have the opportunity for their voice to be heard by Town Councillors and any ideas can be discussed and Members involved.

d. **What would do in the next year?**
   i. Ask for the next firework display to use silent fireworks. The Committee Clerk will ask the Roundtable.
   ii. Train Youth Councillors for peer mentoring so that Youth Councillors may help at the HiTB for local youth's mental health issues. The Samaritans to be asked to assist.

e. **What would you do in the next two years?**
   i. Marketing – Youth Council and HiTB
   ii. Peer Mentoring
   iii. Social Media first – then events and campaigns. HiTB Manager to message all with Facebook Page.
   iv. School Assemblies
   v. Word of Mouth – peers – other schools – brownies – scouts – guides – cadets etc
   vi. Shape HiTB – cool venue to draw young people in – minimalistic style - art in HiTB – White Board Walls

14) **DATE OF NEXT MEETING**

To receive and note that the next meeting of Youth Council will be held in the **Council Chamber at 6pm on Wednesday 30th January 2019.**

If any Youth Councillor has items for the Agenda, please email to the Committee Clerk, ten working days in advance of the meeting to be included in the Agenda.

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Sevenoaks Town Council

Minutes of the Community Centre User Group Meeting held at the Sevenoaks Community Centre on Thursday 6th December 2018 at 7.00pm

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 7.26 p.m.

Present:

Cllr Simon Raikes (Chairman)	Sevenoaks Town Council
Cllr Rachel Parry	Sevenoaks Town Council
Linda Larter MBE	Sevenoaks Town Council
Liz Hodgson	Sevenoaks Town Council
Barbara Attwaters	North West Kent Family History
Jan Chambers	Sevenoaks Friendship Centre
Pamela Holmes	The Arts Society-Knole
Cate Pruce	Hollybush Montessori
Bryan Richardson	Sevenoaks District Arts Council
David Williams	Probus

374. Apologies for Absence

Received from Cllr A. Eyre, Stewart Armstrong (Knole U3A), Adrienne Brewin (Breathe Easy), Janet Davies (Sevenoaks Day Nursery), Allan de Turberville (Probus), Bryan Miles (Tea Dance), Marika Townsend (L.A.S.A.G.), John Musselbrook (Line Dancing).

375. Requests for Dispensation

There were no requests for dispensations.

376. Declaration of Interests

There were no declarations of Interest.

377. Minutes of the Meeting of the Community User Group held on 17th October 2018

RESOLVED: That the Minutes were a true record of the meeting and to be signed by the Chairman.

378. Bat & Ball Centre Development

Planning had been approved and tender documents were being prepared. It is expected that work will commence in June2019 and take up to 18 months for completion.

Regular hirers were advised that bookings for the Community Centre could be extended up to the end of May 2019.

External plans were distributed to show the final phase of the site including the positioning of a new tennis court, cycle racks, additional car parking and a stepped pedestrian access from the boundary with the station to Otford Road. Wooden cladding on the external walls of the new centre would meet current fire regulations. Hirers were also shown internal plans.
Some car parking would remain during the works and access to Sevenoaks Day Nursery.
It was noted that storage in the new centre would be limited to accommodate adequate toilet facilities.

379. Bat & Ball Station Building
Work is still in progress and completion is expected to be in January 2019. The building is still to be connected to mains electricity.
Hirers who had attended the Station preview evening on 27th November said how much they enjoyed it and thanks were expressed to Jenny Elliott, Catering Manager, for putting on a superb spread without the use of mains water and electricity.
Work on the building of a pedestrian ramp between the far station platform and the Community Centre site is expected to commence in January/February 2019 and take six weeks

380. Feedback from Hirers
Regular hirers were invited to give feedback.
North West Kent Family History – were concerned that the Booking Hall at the station would not be large enough for their floor space needs and would like to arrange a site visit. They commented that the doors opened directly in to the main events space.
RESOLVED: Liz Hodgson to look into consulting with Linda Redden (Heritage Engagement Officer) to get a date to visit the site.
Sevenoaks Friendship Centre - wanted to know the costs of room hire, how many seats and tables would be available for their use, whether there would be a screen and projector and refreshments.
RESOLVED: 60 chairs and 12 tables have been initially ordered. The room hire costs have been drafted but would not be ratified until January. A screen in both the Booking and Luggage rooms would be available for use with a projector and refreshments could be pre-ordered through the café.
PROBUS – had committed to move elsewhere from April onwards.
The Arts Society – Knole - have made provision for room hire at St. Nicholas Church during the works but would like to come back to the Bat & Ball Centre on completion of the new centre.
Hollybush Montessori – requested to have it minuted that they would be given priority booking of room hire on completion of the new centre. They additionally asked for the provision of a shade in the outdoor play are.
RESOLVED: Consideration would be given to a shade cover if funds were available.

381. Press Releases
There were no press releases.

There being no further business the Chairman closed the meeting.

Signed .... Dated ....
Chairman

To:	Finance & General Purposes Committee, Sevenoaks Town Council
From:	Responsible Finance Officer
Date:	For Committee meeting 21st January 2019
Subject:	Finance Report for period to 30th November 2018
Purpose:	For Information - Agenda Item No 06 (a)

1.0 Summary :
The net income including Precept, is £100,060 against a budget of £51,789 resulting in a year to date favourable variance of £48,271. This does not include capital infrastructure related expenditure and funding, which is covered elsewhere.

The following Appendices are attached in support of the summary information contained in this report
Appendix 1 - Income and Expenditure by cost centre
Appendix 2 – Working Capital
Appendix 3 - Statement of Funds

2.0 Income and Expenditure (Appendix 1)
P[illegible]cept received in advance for December 2018 to March 2019 is £362,864

Highlights of income and expenditure variances (+/- £5,000) by cost centre are:

*Positive variances shown as Favourable (F); Negative variances are shown as Adverse (A)

Cost Centre	Name	Variance £	Comments
21	Open Spaces	23,631 (F)	Please refer to the variance report.
28	Vine Café	16,013 (A)	Please refer to the variance report.
31	Establishment	36,473 (F)	Please refer to the variance report.
36	Community Centre	20,753 (F)	Please refer to the variance report
39	Property	21,797 (A)	Timing on wayleaves
	Subtotal	43,048 (F)	89% of Total Variance
	Other	5,223 (F)	11% of Total Variance
	TOTAL	48,271 (F)	

Budgeted receipts for the year will be £19,250 lower due to the loss of budgeted income from the Vine Waste arrangement. There will have an impact on the No. 8 Bus which was to benefit from receipts.

3.0 Cashflow
Since 1ST April 2018, there has been a net increase in cashflow of £786,644 resulting in cash balance on 30th November 2018 of £2,961,984.

4.0 Working Capital (Appendix 2)
Including precept received in advance, there is a net increase in current assets of £752,499 primarily due to net CIL receipts of £639,150 (Allocations previously approved by Committee). A net outflow of £7,800 from the rolling capital program reserve towards bus shelter and St Nicholas Church Paving Work. Other than items previously reported, there have been no other significant variations in working capital.

To:	Finance & General Purposes Committee, Sevenoaks Town Council
From:	Responsible Finance Officer
Date:	For Committee meeting 21st January 2019
Subject:	Finance Report for period to 30th November 2018
Purpose:	For Information - Agenda Item No 06 (a)

5.0 Fund Balances (Appendix 3)

The statement of fund balances as at 30th November 2018 shows funds totalling £2,961,984 (£2,587,026 at 30th November *2017*). For now, there is sufficient liquidity to cover current commitments.

Deposits have been invested for varying maturities with HSBC, Handelsbanken, Nationwide and Bank of Scotland. Interest rates vary from 0.04% to 0.65%.

6.0 CIL Fund Balances

In April 2018, Sevenoaks Town Council received £312,089. Council resolved to allocate as follows:

Business Hub	£25,000
Vine Pavilion Windows	£35,000
Greatness Public Toilets	£5,000
Bat & Ball Station Store & Waste storage (pending tender value)	£37,000
Bat & Ball Station Building	£110,000
Bat & Ball Centre	£100,000

It was also resolved to prioritise future receipts for Bat & Ball Centre.

Sevenoaks Town Council also received £258,274 specifically for the Bat & Ball station refurbishment and a further amount of £78,815 in October 2018. Council resolved to allocate:

Bus Shelters	£5,000
Pontoise Gates	£2,000
Skateboard Park surface	£3,000
Littlewood Fencing	£4,000
Cemetery path repairs	£5,000
Knole Paddock (Barn doors replacement)	£2,000
Bat & Ball Centre	£57,815

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2018

Month No : 7

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
11	Planning - General									
4010	Gross Pay	2,660	2,660	0	18,620	18,620	0	31,920		13,300
6240	Computer/ Data Base/WP's	334	510	176	334	510	176	510		176
6630	Professional Fees	248	491	243	701	953	252	2,000		1,299
6720	Books and Periodicals	0	0	0	0	0	0	300		300
7500	Local Organisations Grants	0	0	0	150	150	0	150		0
	Planning - General :- Expenditure	**3,241**	**3,661**	**420**	**19,804**	**20,233**	**429**	**34,880**	**0**	**15,076**
	Net Expenditure over Income	**3,241**	**3,661**	**420**	**19,804**	**20,233**	**429**	**34,880**		
21	O/ Spaces & Leisure - General									
4010	Gross Pay	12,102	13,500	1,398	85,148	94,500	9,352	162,000		76,852
4270	Employers Pension Contribution	701	876	175	4,946	6,132	1,186	10,510		5,564
5013	Graffiti Removal	0	0	0	0	500	500	1,500		1,500
5025	Lower St Johns Toilets	346	696	350	5,992	4,872	-1,121	8,350		2,358
5026	Greatness Rec Convenience	199	500	301	1,067	3,500	2,433	6,000		4,933
5040	Footpaths, Bridle Ways, ROW	0	0	0	0	0	0	150		150
5050	Seats And Litter Bins	0	425	425	2,175	2,175	0	2,600		425
5060	Sevenoaks Common	2,730	1,733	-997	2,415	1,733	-682	3,500		1,085
5065	Tree Safety Survey	0	0	0	0	0	0	3,600		3,600
5070	Other Woodlands	0	0	0	420	920	500	3,200		2,780
5110	Raleys/ K P Pavilion	0	100	100	152	700	548	2,080		1,928
5120	Raleys/KP Pitch & Grnd Mtce.	44	1,518	1,474	1,010	2,517	1,507	4,845		3,835
5310	Miscellaneous Open Spaces	5,008	291	-4,717	25,622	20,042	-5,580	21,500		-4,122

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2018

Month No : 7

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
5316	Skatepark Maintenance	2,508	0	-2,508	2,550	2,550	0	2,550		0
5317	Raleys Car Park	0	0	0	488	480	-8	480		-8
5320	Fertilizers	0	0	0	-265	750	1,015	1,200		1,465
5330	Grass Seed	0	0	0	885	0	-885	1,950		1,065
5340	Plants	671	825	154	1,828	2,225	397	2,700		872
5410	Repairs & General Maintenance	4,460	125	-4,335	4,884	875	-4,009	1,500		-3,384
5500	Equipment Hired and New	18	712	694	2,114	4,524	2,410	8,000		5,886
5525	Equipment Maintenance	382	170	-212	3,010	4,120	1,110	8,000		4,990
5550	Vehicle Expenses	253	46	-207	2,426	3,173	747	3,400		974
5700	Fuel	558	670	112	3,925	3,130	-795	6,000		2,075
6000	Rent & Rates	64	150	86	-332	750	1,082	1,500		1,832
6010	Light Heat & Cleaning	-43	170	213	1,240	1,190	-50	2,040		800
6013	Cleaning	43	0	-43	43	0	-43	0		-43
6101	Telephone	11	17	6	116	119	3	200		84
6104	Mobile Telephone	6	25	19	81	175	94	300		219
6320	Staff Training	465	208	-257	465	1,456	991	2,500		2,035
6330	Welfare/Hospitality	0	17	17	79	119	40	200		121
6730	Subscriptions	0	0	0	141	150	9	200		59
6812	Road Dues	0	1,300	1,300	0	1,300	1,300	2,000		2,000
6851	Bus Shelter Maintenance	0	14	14	41	100	59	170		129
6900	Sundry Expenses	0	8	8	0	56	56	100		100
6922	Health&Safety/Risk Assessments	0	50	50	12	1,050	1,038	1,500		1,488
6930	Alarm Maintenance	0	0	0	99	200	102	700		602
6931	CCTV Maintenance	0	0	0	-250	1,200	1,450	1,200		1,450
6934	Waste Bin Collection-Dog Bins	0	0	0	1,893	2,025	132	2,700		807

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2018

Month No : 7

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6935	Waste Bin Disposal-Waste Bins	237	335	98	1,342	2,325	983	4,000		2,658
6952	Protective Clothing	25	117	92	800	817	17	1,400		600
	O/ Spaces & Leisure - General :- Expenditure	**30,789**	**24,598**	**-6,191**	**156,562**	**172,449**	**15,887**	**286,325**	**0**	**129,763**
1022	Letting & Hire of Facilities	15,618	11,600	4,018	20,908	18,350	2,558	20,000		
1316	Raleys Car Park Permits	0	18	-18	5	153	-148	1,030		
1470	Income from Other Departments	13	0	13	25	0	25	0		
1850	Log Sales	199	0	199	1,117	0	1,117	1,200		
1990	Other Income	-13	51	-64	2,080	410	1,670	720		
	O/ Spaces & Leisure - General :- Income	**15,817**	**11,669**	**4,148**	**24,136**	**18,913**	**5,223**	**22,950**		
	Net Expenditure over Income	**14,972**	**12,929**	**-2,043**	**132,426**	**153,536**	**21,110**	**263,375**		
22	O/ Spaces & Leisure - Cemetery									
4010	Gross Pay	5,142	5,000	-142	36,249	35,000	-1,249	60,000		23,751
4270	Employers Pension Contribution	437	492	55	3,375	3,442	67	5,900		2,525
5210	Cemetery Chapel & Office	1	0	-1	1	0	-1	170		169
5230	Cemetery Wshop/Messroom Mtce	10	0	-10	1,049	0	-1,049	170		-879
5410	Repairs & General Maintenance	0	84	84	465	584	119	1,000		535
5500	Equipment Hired and New	0	655	655	809	1,091	282	2,140		1,331
5525	Equipment Maintenance	158	705	547	2,265	1,105	-1,160	2,400		135
5700	Fuel	43	75	32	564	525	-39	900		336
6000	Rent & Rates	450	515	65	3,675	3,180	-495	5,700		2,025
6010	Light Heat & Cleaning	-4	100	104	208	700	492	1,200		992

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2018

Month No : 7

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6013	Cleaning	57	0	-57	57	0	-57	0		-57
6101	Telephone	43	61	18	308	427	119	730		422
6104	Mobile Telephone	17	4	-13	50	27	-23	40		-10
6200	Printing & Stationery	0	17	17	369	119	-250	200		-169
6240	Computer/ Data Base/WP's	328	380	52	328	380	52	380		52
6320	Staff Training	0	0	0	0	1,000	1,000	1,500		1,500
6330	Welfare/Hospitality	23	13	-10	111	88	-23	150		39
6500	Goods for Resale	0	17	17	0	117	117	200		200
6630	Professional Fees	0	0	0	90	100	10	100		10
6730	Subscriptions	0	0	0	90	100	10	100		10
6802	Trees Plants Turf & Fertilizer	329	300	-29	1,021	1,500	479	1,500		479
6822	Roads Path & Boundaries	315	100	-215	472	352	-120	550		78
6832	Lawn/Wall of Remembrance	0	0	0	0	0	0	100		100
6900	Sundry Expenses	12	4	-8	45	28	-17	50		5
6922	Health&Safety/Risk Assessments	0	0	0	0	485	485	970		970
6930	Alarm Maintenance	0	0	0	612	1,150	538	1,150		538
6932	Cemetery Security	360	425	65	2,560	2,975	415	5,100		2,540
6935	Waste Bin Disposal-Waste Bins	115	100	-15	688	700	12	1,200		512
6952	Protective Clothing	0	50	50	166	350	184	600		434
	O/ Spaces & Leisure - Cemetery :- Expenditure	**7,835**	**9,097**	**1,262**	**55,627**	**55,525**	**-102**	**94,200**	**0**	**38,573**
1700	Cemetery Income	13,953	6,167	7,786	54,147	43,167	10,980	74,000		
	O/ Spaces & Leisure - Cemetery :- Income	**13,953**	**6,167**	**7,786**	**54,147**	**43,167**	**10,980**	**74,000**		
	Net Expenditure over Income	**-6,118**	**2,930**	**9,048**	**1,480**	**12,358**	**10,878**	**20,200**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2018

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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
23	O/ Spaces & Leisure- Allotment									
4010	Gross Pay	211	600	389	2,471	2,250	-221	3,300		829
4270	Employers Pension Contribution	0	50	50	0	300	300	500		500
5410	Repairs & General Maintenance	50	350	300	521	1,350	829	1,590		1,069
5500	Equipment Hired and New	0	0	0	195	0	-195	0		-195
6000	Rent & Rates	0	0	0	407	880	473	1,760		1,353
6002	QH Allotments Costs	-35	0	35	672	0	-672	0		-672
6922	Health&Safety/Risk Assessments	0	0	0	0	300	300	300		300
	O/ Spaces & Leisure- Allotment :- Expenditure	**226**	**1,000**	**774**	**4,266**	**5,080**	**814**	**7,450**	**0**	**3,184**
1010	Rental Income	-35	0	-35	840	880	-40	880		
1047	QH Allotments Income	-284	0	-284	5,398	3,150	2,248	3,150		
	O/ Spaces & Leisure- Allotment :- Income	**-319**	**0**	**-319**	**6,238**	**4,030**	**2,208**	**4,030**		
	Net Expenditure over Income	**545**	**1,000**	**455**	**-1,972**	**1,050**	**3,022**	**3,420**		
26	Open Spaces-Street Lighting/Ge									
6861	Public Clock Maintenance	0	200	200	119	600	481	1,000		881
6862	Street Lighting	1,911	917	-994	6,559	8,102	1,543	12,644		6,085
6865	In Bloom Costs	974	0	-974	16,365	16,224	-141	16,224		-141
	Open Spaces-Street Lighting/Ge :- Expenditure	**2,885**	**1,117**	**-1,768**	**23,043**	**24,926**	**1,883**	**29,868**	**0**	**6,825**
1263	Cont'ns to street lighting	0	0	0	0	0	0	7,197		
1997	In Bloom Income	0	0	0	1,280	1,224	56	1,224		
	Open Spaces-Street Lighting/Ge :- Income	**0**	**0**	**0**	**1,280**	**1,224**	**56**	**8,421**		
	Net Expenditure over Income	**2,885**	**1,117**	**-1,768**	**21,763**	**23,702**	**1,939**	**21,447**		

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
28	O/ Spaces & Leisure-Vine Cafe									
4010	Gross Pay	4,028	2,000	-2,028	32,922	33,800	878	43,800		10,878
4270	Employers Pension Contribution	119	136	17	936	1,123	187	1,700		764
5410	Repairs & General Maintenance	0	42	42	346	294	-52	500		154
5500	Equipment Hired and New	1,826	150	-1,676	4,315	1,050	-3,265	1,800		-2,515
5525	Equipment Maintenance	0	42	42	653	294	-359	500		-153
6000	Rent & Rates	55	100	45	451	700	249	1,200		749
6010	Light Heat & Cleaning	-62	0	62	972	800	-172	1,600		628
6013	Cleaning	62	0	-62	62	0	-62	0		-62
6101	Telephone	25	25	0	187	175	-12	300		113
6200	Printing & Stationery	0	0	0	22	30	8	30		8
6210	Postage & Courier	0	0	0	60	160	100	160		100
6240	Computer/ Data Base/WP's	0	12	12	0	90	90	150		150
6320	Staff Training	0	0	0	135	300	165	300		165
6460	Publicity & Democratic notices	130	21	-109	253	147	-106	250		-3
6500	Goods for Resale	1,587	2,350	763	14,706	23,360	8,654	29,000		14,294
6533	Copyright Fees/Royalties	0	300	300	0	300	300	300		300
6635	Professional Fees Licensing	0	0	0	0	100	100	100		100
6900	Sundry Expenses	-66	15	81	115	105	-10	180		65
6922	Health&Safety/Risk Assessments	0	0	0	0	500	500	500		500
6930	Alarm Maintenance	483	300	-183	668	500	-168	500		-168
6935	Waste Bin Disposal-Waste Bins	94	350	256	651	1,400	749	2,100		1,449
6976	Credit card charges	66	46	-20	416	320	-96	550		134
	O/ Spaces & Leisure-Vine Cafe :- Expenditure	**8,346**	**5,889**	**-2,457**	**57,870**	**65,548**	**7,678**	**85,520**	**0**	**27,650**

Sevenoaks Town Council

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Cost Centre Report

Code	Description	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1211	Sale of Goods	4,064	2,750	1,314	40,008	43,250	-3,242	57,000		
1212	Events Management	0	2,113	-2,113	1,673	17,960	-16,288	28,525		
	O/ Spaces & Leisure-Vine Cafe :- Income	**4,064**	**4,863**	**-799**	**41,681**	**61,210**	**-19,529**	**85,525**		
	Net Expenditure over Income	**4,282**	**1,026**	**-3,256**	**16,190**	**4,338**	**-11,852**	**-5**		
29	O/Spaces & Leisure-Vine Ground									
4010	Gross Pay	687	688	1	5,012	4,816	-196	8,250		3,238
4270	Employers Pension Contribution	41	41	0	288	292	4	500		212
5010	Vine Area General Maintenance	20	283	263	3,790	1,984	-1,806	3,400		-390
5020	Vine Public Convenience	1,332	1,000	-332	3,975	7,000	3,026	12,000		8,026
6000	Rent & Rates	108	58	-50	416	409	-7	700		284
6010	Light Heat & Cleaning	-150	0	150	7	34	27	65		58
6460	Publicity & Democratic notices	0	0	0	93	250	157	250		157
6635	Professional Fees Licensing	0	100	100	70	100	30	100		30
6868	Summer Concerts	0	0	0	2,514	3,000	486	3,000		486
6931	CCTV Maintenance	0	0	0	749	620	-129	620		-129
	O/Spaces & Leisure-Vine Ground :- Expenditure	**2,037**	**2,170**	**133**	**16,913**	**18,505**	**1,592**	**28,885**	**0**	**11,972**
1208	Food Fair Income	-100	1,050	-1,150	1,573	2,100	-528	3,152		
1805	Tea Kiosk Rental & Pavilion	0	0	0	2,318	2,385	-68	3,180		
1870	Vine Club Insurance Contrib.	0	0	0	0	0	0	600		
	O/Spaces & Leisure-Vine Ground :- Income	**-100**	**1,050**	**-1,150**	**3,890**	**4,485**	**-595**	**6,932**		
	Net Expenditure over Income	**2,137**	**1,120**	**-1,017**	**13,023**	**14,020**	**997**	**21,953**		

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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
30	F& G P - Bat & Ball Station									
4010	Gross Pay	0	0	0	0	0	0	15,216		15,216
4270	Employers Pension Contribution	0	0	0	0	0	0	5,214		5,214
5410	Repairs & General Maintenance	0	0	0	0	0	0	750		750
6000	Rent & Rates	0	0	0	0	0	0	3,870		3,870
6010	Light Heat & Cleaning	0	0	0	0	0	0	3,498		3,498
6020	Insurance Cost	0	0	0	0	0	0	1,002		1,002
6101	Telephone	0	0	0	0	0	0	210		210
6460	Publicity & Democratic notices	0	0	0	0	0	0	2,802		2,802
6500	Goods for Resale	266	0	-266	266	0	-266	6,528		6,262
6533	Copyright Fees/Royalties	0	0	0	0	0	0	308		308
6635	Professional Fees Licensing	0	0	0	0	0	0	270		270
6730	Subscriptions	140	0	-140	140	0	-140	0		-140
6922	Health&Safety/Risk Assessments	0	0	0	0	0	0	482		482
6930	Alarm Maintenance	0	0	0	0	0	0	600		600
6931	CCTV Maintenance	0	0	0	0	0	0	300		300
6935	Waste Bin Disposal-Waste Bins	0	0	0	0	0	0	600		600
	F& G P - Bat & Ball Station :- Expenditure	**406**	**0**	**-406**	**406**	**0**	**-406**	**41,650**	**0**	**41,244**
1022	Letting & Hire of Facilities	0	0	0	0	0	0	18,017		
1211	Sale of Goods	0	0	0	0	0	0	16,321		
	F& G P - Bat & Ball Station :- Income	**0**	**0**	**0**	**0**	**0**	**0**	**34,338**		
	Net Expenditure over Income	**406**	**0**	**-406**	**406**	**0**	**-406**	**7,312**		

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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
31	F & G P - Establishments									
4010	Gross Pay	25,321	24,750	-571	179,313	173,250	-6,063	297,000		117,687
4270	Employers Pension Contribution	2,586	2,916	330	18,278	20,417	2,139	35,000		16,722
4271	Pension Deficiency	5,833	5,667	-166	40,833	39,669	-1,164	68,000		27,167
5500	Equipment Hired and New	2,139	208	-1,931	5,183	1,456	-3,727	2,500		-2,683
6020	Insurance Cost	1,016	0	-1,016	13,539	13,000	-539	17,000		3,461
6101	Telephone	419	208	-211	3,350	1,458	-1,892	2,500		-850
6103	Fax	0	9	9	0	58	58	100		100
6200	Printing & Stationery	699	1,217	518	8,094	8,518	424	14,600		6,506
6210	Postage & Courier	295	416	121	2,790	2,916	126	5,000		2,210
6240	Computer/ Data Base/WP's	359	165	-194	11,953	7,110	-4,843	13,580		1,627
6241	Website Costs	0	0	0	2,600	880	-1,720	880		-1,720
6242	I.T. Infrastructure	0	0	0	0	0	0	5,200		5,200
6281	Furnishings,Furniture/Eqpt	0	0	0	288	300	12	1,400		1,112
6300	Computers Accountancy	149	0	-149	1,948	2,930	982	4,000		2,052
6315	Recruitment Costs	660	333	-327	1,008	2,334	1,326	4,000		2,992
6320	Staff Training	0	416	416	250	2,916	2,666	5,000		4,750
6321	Investors in People	0	0	0	0	0	0	790		790
6330	Welfare/Hospitality	328	164	-164	1,159	1,148	-11	1,970		811
6410	Civic Exps/Annual Reception	0	0	0	707	825	118	1,650		943
6415	Gifts/hospitality	0	55	55	413	275	-138	400		-13
6420	Annual Parish Meeting	0	0	0	0	0	0	100		100
6421	Honour Bd. Badges & Insignia	95	15	-80	95	175	80	250		155
6433	Mayors Allowance 2017/18	0	0	0	-436	0	436	0		436

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Month No : 7

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6435	Members Expenses	0	0	0	2,526	3,930	1,404	3,930		1,404
6437	Mayors Allowance 2018/19	738	433	-305	2,657	3,031	375	5,200		2,544
6438	Mayors Car Allowance 2018/19	0	0	0	0	0	0	2,340		2,340
6440	Press Notices	187	460	273	811	1,240	429	1,500		689
6450	Bye Laws	0	0	0	0	0	0	100		100
6460	Publicity & Democratic notices	-402	0	402	3,241	1,190	-2,051	2,400		-841
6461	Banner Costs	0	85	85	1,050	595	-455	1,020		-30
6610	Audit Fees	0	3,065	3,065	-60	4,410	4,470	5,200		5,260
6619	Irrecoverable VAT	0	0	0	0	0	0	6,000		6,000
6620	Legal Expenses	0	690	690	339	1,430	1,091	5,000		4,661
6635	Professional Fees Licensing	0	223	223	1,105	1,980	876	1,980		876
6650	Bad debts	0	0	0	125	0	-125	0		-125
6710	Conference Fees & Expenses	126	200	75	1,020	1,200	180	2,300		1,280
6720	Books and Periodicals	0	32	32	371	224	-147	380		9
6730	Subscriptions	0	50	50	3,093	3,450	357	3,500		407
6889	Waste Sacks	74	0	-74	1,375	700	-675	1,400		25
6900	Sundry Expenses	-2	41	43	438	287	-151	490		52
6922	Health&Safety/Risk Assessments	0	0	0	-324	2,430	2,754	3,000		3,324
6975	Bank Charges	96	116	20	1,106	811	-295	1,390		284
6976	Credit card charges	67	42	-25	370	294	-76	500		130
7010	Election Expenses	0	0	0	0	0	0	3,000		3,000
7611	Contingency provision	0	18,000	18,000	3,391	19,900	16,509	108,330		104,939
7614	Stag reserve	0	0	0	0	0	0	1,000		1,000
	F & G P - Establishments :- Expenditure	**40,781**	**59,976**	**19,195**	**313,999**	**326,737**	**12,738**	**640,880**	**0**	**326,881**

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2018

Month No : 7

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1115	Interest on Deposits	814	500	314	6,021	3,500	2,521	6,000		
1231	Banner Income	215	250	-35	1,891	1,750	141	4,500		
1350	Revenue Grant income	0	0	0	500	0	500	0		
1889	Waste Sacks Income	267	150	117	1,546	950	596	1,200		
1990	Other Income	84	109	-25	677	1,155	-479	1,700		
	F & G P - Establishments :- Income	**1,379**	**1,009**	**370**	**10,634**	**7,355**	**3,279**	**13,400**		
	Net Expenditure over Income	**39,402**	**58,967**	**19,565**	**303,364**	**319,382**	**16,018**	**627,480**		
32	F & G P - General									
6490	Christmas Lights Switch On	5,552	4,250	-1,302	7,048	6,500	-548	26,000		18,952
6491	Remembrance Day/Civic Serv.	355	375	20	1,043	375	-668	2,700		1,657
6495	Number 8 bus expenses	4,351	3,542	-809	23,934	21,632	-2,302	36,056		12,122
6869	Special Events	285	370	85	5,895	5,970	75	6,500		605
	F & G P - General :- Expenditure	**10,544**	**8,537**	**-2,007**	**37,920**	**34,477**	**-3,443**	**71,256**	**0**	**33,336**
1490	Christmas Lights Switch On	7,010	4,000	3,010	7,580	4,500	3,080	5,000		
1495	Number 8 bus income	1,042	3,542	-2,500	20,625	21,632	-1,007	36,056		
1990	Other Income	0	500	-500	0	500	-500	4,000		
	F & G P - General :- Income	**8,052**	**8,042**	**10**	**28,205**	**26,632**	**1,573**	**45,056**		
	Net Expenditure over Income	**2,491**	**495**	**-1,996**	**9,715**	**7,845**	**-1,870**	**26,200**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2018

Month No : 7

Cost Centre Report

Code	Description	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
33	F & G P - Council Offices									
4010	Gross Pay	174	1,575	1,401	7,548	11,025	3,477	18,900		11,352
4270	Employers Pension Contribution	0	47	47	344	332	-12	570		226
5410	Repairs & General Maintenance	0	167	167	622	1,167	545	2,000		1,378
6000	Rent & Rates	2,217	1,958	-259	14,798	13,710	-1,088	23,500		8,702
6010	Light Heat & Cleaning	-330	215	545	2,924	3,605	681	6,000		3,076
6013	Cleaning	895	0	-895	895	0	-895	0		-895
6510	Catering Expenses	0	0	0	0	0	0	130		130
6900	Sundry Expenses	0	7	7	22	52	30	90		68
6922	Health&Safety/Risk Assessments	0	0	0	0	150	150	300		300
6930	Alarm Maintenance	0	0	0	668	655	-13	1,400		732
6935	Waste Bin Disposal-Waste Bins	94	62	-32	526	433	-93	740		214
	F & G P - Council Offices :- Expenditure	**3,051**	**4,031**	**980**	**28,349**	**31,129**	**2,779**	**53,630**	**0**	**25,280**
1022	Letting & Hire of Facilities	1,212	1,193	19	8,059	8,354	-295	14,319		
	F & G P - Council Offices :- Income	**1,212**	**1,193**	**19**	**8,059**	**8,354**	**-295**	**14,319**		
	Net Expenditure over Income	**1,839**	**2,838**	**999**	**20,290**	**22,775**	**2,484**	**39,311**		
36	F & G P - Community Centre									
4010	Gross Pay	2,516	2,684	168	18,217	18,785	568	32,200		13,983
4270	Employers Pension Contribution	122	125	3	838	875	37	1,500		662
5410	Repairs & General Maintenance	143	242	99	1,101	1,694	593	2,900		1,799
6000	Rent & Rates	368	502	134	4,882	3,839	-1,043	6,700		1,818

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2018

Month No : 7

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6010	Light Heat & Cleaning	-22	0	22	-22	0	22	0		22
6011	Electricity	0	225	225	1,454	1,575	121	2,700		1,246
6012	Gas	0	0	0	207	900	693	1,800		1,593
6013	Cleaning	165	67	-98	165	466	301	800		635
6101	Telephone	36	34	-2	299	234	-65	400		101
6104	Mobile Telephone	8	7	-1	42	47	5	80		38
6200	Printing & Stationery	9	6	-3	93	42	-51	70		-23
6230	Office Furniture/Machinery	0	50	50	0	350	350	600		600
6240	Computer/ Data Base/WP's	24	25	1	24	175	151	300		276
6281	Furnishings,Furniture/Eqpt	10	0	-10	41	224	183	320		279
6320	Staff Training	0	17	17	0	119	119	200		200
6460	Publicity & Democratic notices	0	42	42	0	292	292	500		500
6520	Refreshments for Resale	66	58	-8	296	408	112	700		404
6533	Copyright Fees/Royalties	0	0	0	28	470	442	470		442
6635	Professional Fees Licensing	0	0	0	180	210	30	210		30
6842	Grounds Maintenance	0	42	42	0	294	294	500		500
6900	Sundry Expenses	5	4	-1	74	28	-46	50		-24
6922	Health&Safety/Risk Assessments	0	0	0	-978	300	1,278	300		1,278
6930	Alarm Maintenance	0	0	0	336	450	114	2,000		1,664
6931	CCTV Maintenance	0	0	0	300	300	0	300		0
6935	Waste Bin Disposal-Waste Bins	127	150	23	807	1,050	243	1,800		993
6939	Healthcare Services	0	159	159	948	1,109	161	1,900		952
	F & G P - Community Centre :- Expenditure	**3,576**	**4,439**	**863**	**29,332**	**34,236**	**4,904**	**59,300**	**0**	**29,968**
1022	Letting & Hire of Facilities	7,563	5,192	2,371	50,898	36,343	14,555	62,300		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2018

Month No : 7

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Commited Expenditure	Funds Available
1457	Indoor Activities	235	227	8	1,475	1,591	-116	2,728		
	F & G P - Community Centre :- Income	**7,798**	**5,419**	**2,379**	**52,373**	**37,934**	**14,439**	**65,028**		
	Net Expenditure over Income	**-4,222**	**-980**	**3,242**	**-23,041**	**-3,698**	**19,343**	**-5,728**		
38	F & G P - Grants									
6937	Annual Subsidy-Comm Centre	0	83	83	125	581	456	1,000		875
6938	Annual Subsidy-Council Chamber	210	83	-127	1,091	581	-510	1,000		-91
7500	Local Organisations Grants	9,950	6,000	-3,950	9,950	8,500	-1,450	16,500		6,550
7502	Sevenoaks Summer Festival	0	0	0	0	0	0	5,000		5,000
7520	Twinning Support	0	500	500	0	500	500	1,000		1,000
7552	Youth Outreach	64	0	-64	803	2,500	1,697	5,000		4,197
7555	Youth Council Support	0	0	0	66	250	184	500		434
7556	Stag Community Arts Centre	0	0	0	27,000	27,000	0	27,000		0
	F & G P - Grants :- Expenditure	**10,224**	**6,666**	**-3,558**	**39,035**	**39,912**	**877**	**57,000**	**0**	**17,965**
	Net Expenditure over Income	**10,224**	**6,666**	**-3,558**	**39,035**	**39,912**	**877**	**57,000**		
39	F & G P - Property									
5410	Repairs & General Maintenance	0	25	25	0	75	75	100		100
6000	Rent & Rates	166	0	-166	1,162	0	-1,162	0		-1,162
6010	Light Heat & Cleaning	0	0	0	501	0	-501	0		-501
	F & G P - Property :- Expenditure	**166**	**25**	**-141**	**1,663**	**75**	**-1,588**	**100**	**0**	**-1,563**

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2018

Month No : 7

Cost Centre Report

Code	Heading	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1044	Knole Padck Gd Rents&Wayleaves	0	4,812	-4,812	8,663	19,250	-10,588	19,250		
1045	Vine Ground Rents & Wayleaves	0	962	-962	0	6,738	-6,738	11,550		
1046	SCC Ground Rents & Wayleaves	375	1,320	-945	1,125	2,610	-1,485	3,900		
1469	O/S Ground Rents & Wayleaves	0	0	0	2,943	3,000	-58	5,000		
	F & G P - Property :- Income	**375**	**7,094**	**-6,719**	**12,730**	**31,598**	**-18,868**	**39,700**		
	Net Expenditure over Income	**-209**	**-7,069**	**-6,860**	**-11,067**	**-31,523**	**-20,456**	**-39,600**		
40	Sevenoaks Town Partnership									
6101	Telephone	0	8	8	13	56	44	100		88
6200	Printing & Stationery	0	9	9	0	58	58	100		100
6240	Computer/ Data Base/WP's	997	42	-955	1,186	292	-894	500		-686
6244	Information Screens	0	125	125	1,070	875	-195	1,500		430
6322	Business Awards	177	0	-177	7,207	7,500	293	7,500		293
6323	Business Show	0	0	0	1,538	2,500	962	2,500		962
6710	Conference Fees & Expenses	0	58	58	0	406	406	700		700
6869	Special Events	135	0	-135	135	0	-135	0		-135
6900	Sundry Expenses	0	50	50	1,682	350	-1,332	600		-1,082
7000	Reinvestment	0	0	0	0	0	0	2,500		2,500
7608	Friends of Bat & Ball	80	150	70	80	1,000	920	1,000		920
7609	Vintage Bus Expenses	0	0	0	6,420	9,250	2,830	10,000		3,580
7616	Wellbeing show	0	0	0	1,073	2,500	1,427	2,500		1,427
	Sevenoaks Town Partnership :- Expenditure	**1,390**	**442**	**-948**	**20,404**	**24,787**	**4,383**	**29,500**	**0**	**9,096**

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2018

Month No : 7

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1206	Business Awards	0	0	0	6,750	7,000	-250	7,000		
1207	Business Show	0	0	0	3,230	3,000	230	3,000		
1209	Wellbeing show income	0	0	0	2,390	3,500	-1,110	3,500		
1350	Revenue Grant income	0	0	0	0	0	0	1,000		
1435	Vintage Bus income	0	0	0	5,641	9,250	-3,609	10,000		
1990	Other Income	0	0	0	2,987	0	2,987	0		
	Sevenoaks Town Partnership :- Income	**0**	**0**	**0**	**20,998**	**22,750**	**-1,752**	**24,500**		
	Net Expenditure over Income	**1,390**	**442**	**-948**	**-594**	**2,037**	**2,631**	**5,000**		
50	Youth Cafe									
4010	Gross Pay	1,275	3,333	2,058	16,469	23,331	6,862	40,000		23,531
4270	Employers Pension Contribution	3	42	39	261	290	29	500		239
5410	Repairs & General Maintenance	35	83	48	396	581	185	1,000		604
6010	Light Heat & Cleaning	-2	42	44	-456	294	750	500		956
6013	Cleaning	2	0	-2	2	0	-2	0		-2
6101	Telephone	44	47	3	307	326	19	560		253
6200	Printing & Stationery	0	42	42	441	294	-147	500		59
6240	Computer/ Data Base/WP's	17	62	45	948	436	-512	750		-198
6281	Furnishings,Furniture/Eqpt	0	225	225	830	225	-605	500		-330
6320	Staff Training	0	0	0	155	400	245	400		245
6340	Staff Uniforms	0	50	50	50	150	100	200		150
6460	Publicity & Democratic notices	0	42	42	282	291	9	500		218
6500	Goods for Resale	45	225	180	332	1,575	1,243	2,700		2,368

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2018

Month No : 7

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6573	Youth Magazine Expenditure	0	8	8	0	56	56	100		100
6635	Professional Fees Licensing	0	0	0	260	200	-60	200		-60
6900	Sundry Expenses	20	12	-8	209	88	-121	150		-59
6922	Health&Safety/Risk Assessments	0	0	0	8	0	-8	400		392
	Youth Cafe :- Expenditure	**1,438**	**4,213**	**2,775**	**20,493**	**28,537**	**8,044**	**48,960**	**0**	**28,467**
1022	Letting & Hire of Facilities	1,696	325	1,371	2,261	2,275	-14	3,900		
1211	Sale of Goods	122	276	-154	1,060	1,932	-872	3,315		
1350	Revenue Grant income	0	0	0	10,000	10,000	0	10,000		
1500	Fundraising	0	1,507	-1,507	0	10,549	-10,549	18,085		
	Youth Cafe :- Income	**1,818**	**2,108**	**-290**	**13,322**	**24,756**	**-11,434**	**35,300**		
	Net Expenditure over Income	**-380**	**2,105**	**2,485**	**7,172**	**3,781**	**-3,391**	**13,660**		
60	Markets									
4010	Gross Pay	159	241	82	1,284	1,693	409	2,900		1,616
5410	Repairs & General Maintenance	0	0	0	262	50	-212	100		-162
5420	Saturday market charges	1,346	1,125	-221	8,346	7,875	-471	13,500		5,154
5421	Wednesday Market charges	2,452	1,750	-702	15,241	12,250	-2,991	21,000		5,759
5423	Friday market charges	0	1,125	1,125	0	7,875	7,875	13,500		13,500
6001	Blighs Market Charges	910	864	-46	7,955	6,048	-1,907	10,370		2,415
6010	Light Heat & Cleaning	46	42	-4	93	293	200	500		407
6460	Publicity & Democratic notices	0	292	292	1,178	2,044	866	3,500		2,322
6900	Sundry Expenses	1,668	0	-1,668	1,536	0	-1,536	0		-1,536

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/10/2018

Month No : 7

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
7000	Reinvestment	0	0	0	0	0	0	16,957		16,957
	Markets :- Expenditure	**6,581**	**5,439**	**-1,142**	**35,895**	**38,128**	**2,233**	**82,327**	**0**	**46,432**
1017	Rental Income Sat Market	1,828	2,028	-200	13,056	14,196	-1,140	24,337		
1018	Rental Income Wed Market	1,184	1,768	-584	8,071	12,373	-4,302	21,212		
1019	Rental Income Blighs Market	1,131	1,523	-392	8,818	10,661	-1,844	18,278		
1024	Rental Income Friday Market	0	1,542	-1,542	0	10,790	-10,790	18,500		
	Markets :- Income	**4,143**	**6,861**	**-2,718**	**29,944**	**48,020**	**-18,076**	**82,327**		
	Net Expenditure over Income	**2,438**	**-1,422**	**-3,860**	**5,951**	**-9,892**	**-15,843**	**0**		
70	Precept									
1995	Precept	90,716	90,716	0	635,013	635,012	1	1,088,593		
	Precept :- Income	**90,716**	**90,716**	**0**	**635,013**	**635,012**	**1**	**1,088,593**		
	Net Expenditure over Income	**-90,716**	**-90,716**	**0**	**-635,013**	**-635,012**	**1**	**-1,088,593**		
	Finance & General Purposes Expenditure	**133,517**	**141,300**	**7,783**	**861,583**	**920,284**	**58,701**	**1,651,731**	**0**	**790,148**
	Income	**148,909**	**146,191**	**2,718**	**942,650**	**975,440**	**-32,790**	**1,644,419**		
	Net Expenditure over Income	**-15,392**	**-4,891**	**10,501**	**-81,067**	**-55,156**	**25,911**	**7,312**		

October 2018 Year to Date Variance analysis

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

Cost Centre	Actual costs	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Planning Committee					
General	19,804	20,233	429	34,880	Tracking budget through October.
Open Spaces & Leisure Committee					
General	132,426	153,536	21,110	263,375	Favourable variance on Salaries & Pensions to date (£9,352 & £1,186). Adverse variance on Misc. Open Spaces due to 2 replacement Bus Shelters. A grant of £4,000 is expected to be received in due course to offset the cost. Underspend on Greatness Rec Conveniences (£2,433) due to lower than expected cleaning costs. Positive variance on Letting & Hire of Facilities due to extra bookings of pitches for the Winter Season. Positive variance in Other Income to offset 2 Memorial Benches in Seats & Litter Bins.
Cemetery	1,480	12,358	10,878	20,200	Overspend on Gross Pay due to higher than expected volume of Out of Hours Funerals, resulting in more additional overtime. More than budgeted Cemetery Income to date (£10,980) due to Out of Area applications.
Allotments	(1,972)	1,050	3,022	3,420	Positive Variance in QH Allotments Income (£2,248) due to actual occupancy at over 90% (& £3.50 per rod) compared to budget at 80% (& £2 per rod).
Street lighting/ general	21,763	23,702	1,939	21,447	Streetlighting costs are less than budget to date (£1,543).
Vine Café	16,190	4,338	(11,852)	(5)	Favourable expenditure on Goods for Resale (£8,654). Adverse expenditure in Equipment New & Hired due to capital spend on new Till System and Freezer, as well as misc. smaller replacements. Adverse Sale of Goods income against budgeted to date (£3,242). Total adverse variance due to Events Management.
Vine Grounds	13,023	14,020	997	21,953	

October 2018 Year to Date Variance analysis

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

Cost Centre	Actual costs	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Finance & General Purposes Committee					Favourable variance largely due to the new contract for the Vine Public Convenience cleaning starting in April18, but no invoice is due until May18. Unfavourable expenditure in Vine Area General Maintenance due to Anti-Slip work done on the bridge.
Bat & Ball Station	406		(406)	7,312	Due to open later in the year.
Establishments	303,364	319,382	16,018	627,480	Adverse variance on Gross Pay to date (£6,063). Overspend in Equipment Hired & New due to purchase of air coolers and storage containers. Overspend to date on Telephones due to additional new phones & associated set up costs being required in Main Offices for staff. Adverse variance in Computers (£4,843) due to new computers and laptops. Favourable income in 1115/31 Interest on Deposits (£2,020) due to high fund balances.
General	9,715	7,845	(1,870)	26,200	CLSO income is higher than the annual budgeted value due to higher than expected number of stalls and donations.
Council Offices	20,290	22,775	2,485	39,311	Tracking budget through October. Caretaker leaving resulted in small favourable Gross Salary variance.
Community Centre	(23,041)	(3,698)	19,343	(5,728)	Adverse variance in Rent and Rates due to timing of water bills from new supplier. Favourable variance mainly due to much higher than expected income from Letting & Hire of Facilities (£14,555). Additional Favourable variance due to accrued invoice in 6922/36 Health & Safety/Risk Assessments that has not been received.
Grants	39,035	39,912	877	57,000	Favourable variance due to phasing of Local Organisation Grants.
Property	(11,067)	(31,523)	(20,456)	(39,600)	Variance due to budgeting for SDC to use both the Vine Waste and Knole Paddock as a solution to their temporary parking need, but then SDC opting only for Knole Paddock, at the lower total rate.

October 2018 Year to Date Variance analysis

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

Cost Centre	Actual costs	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Sevenoaks Town Partnership	(594)	2,037	2,631	5,000	Positive variance mainly due to underspend on events and additional income from the pocket map sponsorships which was less than budgeted. The running cost of the Vintage bus resulted in a slight negative variance due to the lesser no. of days it was running.
Youth Cafe	7,172	3,781	(3,391)	13,660	Variance due to Fundraising (£9,042). Lowering of the opening hours and closures due to management changes have both contributed to the lower than budgeted Gross Pay and Goods for Resale. Adverse variance in Computers due to a new laptop for HitB. Adverse on Sundry Expenses due to earphones, originally purchased for Live in the Vine, being coded to CC50.
Markets	5,951	(9,892)	(15,843)	-	Variance mainly due to income from the markets is below budget and expenses for running the markets being above budget. Friday Market not running contributed £2,915 to the adverse variance.
Precept	(635,013)	(635,013)	-	(1,088,593)	Annual total is the same, but the budget and actual figures have been adjusted on an accruals basis, so it shows 1/12 of the precept per month.
Rolling Cap Budget	543,531	-	(543,531)		
Total (exc. capital items)	(81,068)	(55,157)	25,911		

Summary by Committee:

Planning	19,804	20,233	429	34,880
Open spaces & Leisure	166,720	204,666	37,946	330,395
Vine Café	16,190	4,338	(11,852)	(5)
Finance & General Purpose	351,231	350,619	(612)	730,635
Precept	(635,013)	(635,013)	-	(1,088,593)
Rolling Capital Budget	543,531	-	(543,531)	-
Total (exc. Capital items)	(81,068)	(55,157)	25,911	

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2018

Month No : 8

Cost Centre Report

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Code	Heading	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
11	Planning - General									
4010	Gross Pay	2,660	2,660	0	21,280	21,280	0	31,920		10,640
6240	Computer/ Data Base/WP's	0	0	0	334	510	176	510		176
6630	Professional Fees	0	0	0	701	953	252	2,000		1,299
6720	Books and Periodicals	0	0	0	0	0	0	300		300
7500	Local Organisations Grants	0	0	0	150	150	0	150		0
	Planning - General :- Expenditure	**2,660**	**2,660**	**0**	**22,464**	**22,893**	**429**	**34,880**	**0**	**12,416**
	Net Expenditure over Income	**2,660**	**2,660**	**0**	**22,464**	**22,893**	**429**	**34,880**		
21	O/ Spaces & Leisure - General									
4010	Gross Pay	13,133	13,500	367	98,281	108,000	9,719	162,000		63,719
4270	Employers Pension Contribution	769	876	107	5,715	7,008	1,292	10,510		4,795
5013	Graffiti Removal	0	500	500	0	1,000	1,000	1,500		1,500
5025	Lower St Johns Toilets	154	696	542	6,146	5,568	-579	8,350		2,204
5026	Greatness Rec Convenience	70	500	430	1,137	4,000	2,863	6,000		4,863
5040	Footpaths, Bridle Ways, ROW	0	0	0	0	0	0	150		150
5050	Seats And Litter Bins	0	0	0	2,175	2,175	0	2,600		425
5060	Sevenoaks Common	0	0	0	2,415	1,733	-682	3,500		1,085
5065	Tree Safety Survey	0	0	0	0	0	0	3,600		3,600
5070	Other Woodlands	0	1,400	1,400	420	2,320	1,900	3,200		2,780
5110	Raleys/ K P Pavilion	0	100	100	152	800	648	2,080		1,928
5120	Raleys/KP Pitch & Grnd Mtce.	0	110	110	1,010	2,627	1,617	4,845		3,835
5310	Miscellaneous Open Spaces	2,227	292	-1,935	27,849	20,334	-7,515	21,500		-6,349

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2018

Month No : 8

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
5316	Skatepark Maintenance	0	0	0	2,550	2,550	0	2,550		0
5317	Raleys Car Park	0	0	0	488	480	-8	480		-8
5320	Fertilizers	10	0	-10	-254	750	1,004	1,200		1,454
5330	Grass Seed	0	0	0	885	0	-885	1,950		1,065
5340	Plants	0	0	0	1,828	2,225	397	2,700		872
5410	Repairs & General Maintenance	0	125	125	4,884	1,000	-3,884	1,500		-3,384
5500	Equipment Hired and New	3	712	709	2,118	5,236	3,118	8,000		5,882
5525	Equipment Maintenance	75	250	175	3,085	4,370	1,285	8,000		4,915
5550	Vehicle Expenses	0	45	45	2,426	3,218	792	3,400		974
5700	Fuel	282	574	292	4,207	3,704	-503	6,000		1,793
6000	Rent & Rates	311	150	-161	-21	900	921	1,500		1,521
6010	Light Heat & Cleaning	0	170	170	1,240	1,360	120	2,040		800
6013	Cleaning	0	0	0	43	0	-43	0		-43
6101	Telephone	11	17	6	128	136	8	200		72
6104	Mobile Telephone	6	25	19	88	200	112	300		212
6320	Staff Training	388	208	-180	853	1,664	812	2,500		1,648
6330	Welfare/Hospitality	19	17	-2	98	136	38	200		102
6730	Subscriptions	0	50	50	141	200	59	200		59
6812	Road Dues	145	0	-145	145	1,300	1,155	2,000		1,855
6851	Bus Shelter Maintenance	0	14	14	41	114	73	170		129
6900	Sundry Expenses	3	8	5	3	64	61	100		97
6922	Health&Safety/Risk Assessments	0	50	50	12	1,100	1,088	1,500		1,488
6930	Alarm Maintenance	601	500	-101	699	700	1	700		1
6931	CCTV Maintenance	0	0	0	-250	1,200	1,450	1,200		1,450
6934	Waste Bin Collection-Dog Bins	0	0	0	1,893	2,025	132	2,700		807

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2018

Month No : 8

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6935	Waste Bin Disposal-Waste Bins	172	335	163	1,515	2,660	1,145	4,000		2,485
6952	Protective Clothing	85	116	31	885	933	48	1,400		515
	O/ Spaces & Leisure - General :- Expenditure	**18,466**	**21,340**	**2,874**	**175,028**	**193,789**	**18,761**	**286,325**	**0**	**111,297**
1022	Letting & Hire of Facilities	687	0	687	21,596	18,350	3,246	20,000		
1316	Raleys Car Park Permits	0	18	-18	5	171	-166	1,030		
1470	Income from Other Departments	0	0	0	25	0	25	0		
1850	Log Sales	210	1,200	-990	1,327	1,200	127	1,200		
1990	Other Income	20	51	-31	2,100	461	1,639	720		
	O/ Spaces & Leisure - General :- Income	**917**	**1,269**	**-352**	**25,052**	**20,182**	**4,870**	**22,950**		
	Net Expenditure over Income	**17,549**	**20,071**	**2,522**	**149,976**	**173,607**	**23,632**	**263,375**		
22	O/ Spaces & Leisure - Cemetery									
4010	Gross Pay	5,329	5,000	-329	41,578	40,000	-1,578	60,000		18,422
4270	Employers Pension Contribution	469	491	22	3,844	3,933	89	5,900		2,056
5210	Cemetery Chapel & Office	0	170	170	1	170	169	170		169
5230	Cemetery Wshop/Messroom Mtce	0	85	85	1,049	85	-964	170		-879
5410	Repairs & General Maintenance	0	83	83	465	667	202	1,000		535
5500	Equipment Hired and New	0	295	295	809	1,386	577	2,140		1,331
5525	Equipment Maintenance	36	300	264	2,302	1,405	-897	2,400		98
5700	Fuel	42	75	33	606	600	-6	900		294
6000	Rent & Rates	450	515	65	4,125	3,695	-430	5,700		1,575
6010	Light Heat & Cleaning	101	100	-1	309	800	491	1,200		891

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2018

Month No : 8

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6013	Cleaning	0	0	0	57	0	-57	0		-57
6101	Telephone	41	61	20	349	488	139	730		381
6104	Mobile Telephone	0	4	4	50	31	-19	40		-10
6200	Printing & Stationery	0	17	17	369	136	-233	200		-169
6240	Computer/ Data Base/WP's	0	0	0	328	380	52	380		52
6320	Staff Training	78	500	423	78	1,500	1,423	1,500		1,423
6330	Welfare/Hospitality	22	12	-10	133	100	-33	150		17
6500	Goods for Resale	0	16	16	0	133	133	200		200
6630	Professional Fees	0	0	0	90	100	10	100		10
6730	Subscriptions	0	0	0	90	100	10	100		10
6802	Trees Plants Turf & Fertilizer	0	0	0	1,021	1,500	479	1,500		479
6822	Roads Path & Boundaries	0	0	0	472	352	-120	550		78
6832	Lawn/Wall of Remembrance	0	0	0	0	0	0	100		100
6900	Sundry Expenses	33	4	-29	78	32	-46	50		-28
6922	Health&Safety/Risk Assessments	0	0	0	0	485	485	970		970
6930	Alarm Maintenance	0	0	0	612	1,150	538	1,150		538
6932	Cemetery Security	0	425	425	2,560	3,400	840	5,100		2,540
6935	Waste Bin Disposal-Waste Bins	77	100	23	765	800	35	1,200		435
6952	Protective Clothing	45	50	5	211	400	189	600		389
	O/ Spaces & Leisure - Cemetery :- Expenditure	**6,723**	**8,303**	**1,580**	**62,350**	**63,828**	**1,478**	**94,200**	**0**	**31,850**
1700	Cemetery Income	5,894	6,167	-273	60,041	49,334	10,707	74,000		
	O/ Spaces & Leisure - Cemetery :- Income	**5,894**	**6,167**	**-273**	**60,041**	**49,334**	**10,707**	**74,000**		
	Net Expenditure over Income	**829**	**2,136**	**1,307**	**2,309**	**14,494**	**12,185**	**20,200**		

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2018

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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
23	O/ Spaces & Leisure- Allotment									
4010	Gross Pay	413	210	-203	2,884	2,460	-424	3,300		416
4270	Employers Pension Contribution	0	40	40	0	340	340	500		500
5410	Repairs & General Maintenance	0	0	0	521	1,350	829	1,590		1,069
5500	Equipment Hired and New	0	0	0	195	0	-195	0		-195
6000	Rent & Rates	0	0	0	407	880	473	1,760		1,353
6002	QH Allotments Costs	0	0	0	672	0	-672	0		-672
6922	Health&Safety/Risk Assessments	0	0	0	0	300	300	300		300
	O/ Spaces & Leisure- Allotment :- Expenditure	**413**	**250**	**-163**	**4,679**	**5,330**	**651**	**7,450**	**0**	**2,771**
1010	Rental Income	0	0	0	840	880	-40	880		
1047	QH Allotments Income	-65	0	-65	5,333	3,150	2,183	3,150		
	O/ Spaces & Leisure- Allotment :- Income	**-65**	**0**	**-65**	**6,173**	**4,030**	**2,143**	**4,030**		
	Net Expenditure over Income	**478**	**250**	**-228**	**-1,494**	**1,300**	**2,794**	**3,420**		
26	Open Spaces-Street Lighting/Ge									
6861	Public Clock Maintenance	386	0	-386	505	600	95	1,000		495
6862	Street Lighting	507	917	410	7,067	9,019	1,952	12,644		5,577
6865	In Bloom Costs	415	0	-415	16,780	16,224	-556	16,224		-556
	Open Spaces-Street Lighting/Ge :- Expenditure	**1,308**	**917**	**-391**	**24,351**	**25,843**	**1,492**	**29,868**	**0**	**5,517**
1263	Cont'ns to street lighting	0	0	0	0	0	0	7,197		
1997	In Bloom Income	950	0	950	2,230	1,224	1,006	1,224		
	Open Spaces-Street Lighting/Ge :- Income	**950**	**0**	**950**	**2,230**	**1,224**	**1,006**	**8,421**		
	Net Expenditure over Income	**358**	**917**	**559**	**22,121**	**24,619**	**2,498**	**21,447**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2018

Month No : 8

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
28	O/ Spaces & Leisure-Vine Cafe									
4010	Gross Pay	3,872	2,000	-1,872	36,794	35,800	-994	43,800		7,006
4270	Employers Pension Contribution	128	117	-11	1,064	1,240	176	1,700		636
5410	Repairs & General Maintenance	0	42	42	346	336	-10	500		154
5500	Equipment Hired and New	0	150	150	4,315	1,200	-3,115	1,800		-2,515
5525	Equipment Maintenance	0	42	42	653	336	-317	500		-153
6000	Rent & Rates	1,180	100	-1,080	1,630	800	-830	1,200		-430
6010	Light Heat & Cleaning	0	400	400	972	1,200	228	1,600		628
6013	Cleaning	0	0	0	62	0	-62	0		-62
6101	Telephone	24	25	1	211	200	-11	300		89
6200	Printing & Stationery	27	0	-27	49	30	-19	30		-19
6210	Postage & Courier	0	0	0	60	160	100	160		100
6240	Computer/ Data Base/WP's	0	12	12	0	102	102	150		150
6320	Staff Training	0	0	0	135	300	165	300		165
6460	Publicity & Democratic notices	0	21	21	253	168	-85	250		-3
6500	Goods for Resale	820	1,130	310	15,527	24,490	8,963	29,000		13,473
6533	Copyright Fees/Royalties	0	0	0	0	300	300	300		300
6635	Professional Fees Licensing	0	0	0	0	100	100	100		100
6900	Sundry Expenses	16	15	-1	131	120	-11	180		49
6922	Health&Safety/Risk Assessments	0	0	0	0	500	500	500		500
6930	Alarm Maintenance	65	0	-65	733	500	-233	500		-233
6935	Waste Bin Disposal-Waste Bins	62	0	-62	714	1,400	686	2,100		1,386
6976	Credit card charges	96	46	-50	512	366	-146	550		38
	O/ Spaces & Leisure-Vine Cafe :- Expenditure	**6,291**	**4,100**	**-2,191**	**64,161**	**69,648**	**5,487**	**85,520**	**0**	**21,359**

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2018

Month No : 8

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1211	Sale of Goods	2,893	2,750	143	42,901	46,000	-3,099	57,000		
1212	Events Management	0	2,113	-2,113	1,673	20,073	-18,401	28,525		
	O/ Spaces & Leisure-Vine Cafe :- Income	**2,893**	**4,863**	**-1,970**	**44,573**	**66,073**	**-21,500**	**85,525**		
	Net Expenditure over Income	**3,398**	**-763**	**-4,161**	**19,588**	**3,575**	**-16,013**	**-5**		
29	O/Spaces & Leisure-Vine Ground									
4010	Gross Pay	694	688	-6	5,706	5,504	-202	8,250		2,544
4270	Employers Pension Contribution	42	42	0	330	334	4	500		170
5010	Vine Area General Maintenance	79	284	205	3,869	2,268	-1,601	3,400		-469
5020	Vine Public Convenience	0	1,000	1,000	3,975	8,000	4,026	12,000		8,026
6000	Rent & Rates	-1,125	58	1,183	-708	467	1,175	700		1,408
6010	Light Heat & Cleaning	0	0	0	7	34	27	65		58
6460	Publicity & Democratic notices	0	0	0	93	250	157	250		157
6635	Professional Fees Licensing	0	0	0	70	100	30	100		30
6868	Summer Concerts	146	0	-146	2,660	3,000	340	3,000		340
6869	Special Events	120	0	-120	120	0	-120	0		-120
6931	CCTV Maintenance	0	0	0	749	620	-129	620		-129
	O/Spaces & Leisure-Vine Ground :- Expenditure	**-45**	**2,072**	**2,117**	**16,868**	**20,577**	**3,709**	**28,885**	**0**	**12,017**
1208	Food Fair Income	0	1,052	-1,052	1,573	3,152	-1,580	3,152		
1805	Tea Kiosk Rental & Pavilion	0	0	0	2,318	2,385	-68	3,180		
1870	Vine Club Insurance Contrib.	350	600	-250	350	600	-250	600		
	O/Spaces & Leisure-Vine Ground :- Income	**350**	**1,652**	**-1,302**	**4,240**	**6,137**	**-1,897**	**6,932**		
	Net Expenditure over Income	**-395**	**420**	**815**	**12,628**	**14,440**	**1,812**	**21,953**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2018

Month No : 8

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
30	F& G P - Bat & Ball Station									
4010	Gross Pay	0	0	0	0	0	0	15,216		15,216
4270	Employers Pension Contribution	0	0	0	0	0	0	5,214		5,214
5410	Repairs & General Maintenance	0	0	0	0	0	0	750		750
6000	Rent & Rates	0	0	0	0	0	0	3,870		3,870
6010	Light Heat & Cleaning	0	0	0	0	0	0	3,498		3,498
6020	Insurance Cost	0	0	0	0	0	0	1,002		1,002
6101	Telephone	0	0	0	0	0	0	210		210
6460	Publicity & Democratic notices	0	0	0	0	0	0	2,802		2,802
6500	Goods for Resale	0	0	0	266	0	-266	6,528		6,262
6533	Copyright Fees/Royalties	0	0	0	0	0	0	308		308
6635	Professional Fees Licensing	290	0	-290	290	0	-290	270		-20
6730	Subscriptions	0	0	0	140	0	-140	0		-140
6922	Health&Safety/Risk Assessments	0	0	0	0	0	0	482		482
6930	Alarm Maintenance	0	0	0	0	0	0	600		600
6931	CCTV Maintenance	0	0	0	0	0	0	300		300
6935	Waste Bin Disposal-Waste Bins	0	0	0	0	0	0	600		600
	F& G P - Bat & Ball Station :- Expenditure	**290**	**0**	**-290**	**696**	**0**	**-696**	**41,650**	**0**	**40,954**
1022	Letting & Hire of Facilities	0	0	0	0	0	0	18,017		
1211	Sale of Goods	0	0	0	0	0	0	16,321		
	F& G P - Bat & Ball Station :- Income	**0**	**0**	**0**	**0**	**0**	**0**	**34,338**		
	Net Expenditure over Income	**290**	**0**	**-290**	**696**	**0**	**-696**	**7,312**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2018

Month No : 8

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
31	F & G P - Establishments									
4010	Gross Pay	31,305	24,750	-6,555	210,618	198,000	-12,618	297,000		86,382
4270	Employers Pension Contribution	2,480	2,917	437	20,758	23,334	2,576	35,000		14,242
4271	Pension Deficiency	5,833	5,667	-166	46,667	45,336	-1,331	68,000		21,333
5500	Equipment Hired and New	0	208	208	5,183	1,664	-3,519	2,500		-2,683
6020	Insurance Cost	1,016	1,000	-16	14,555	14,000	-555	17,000		2,445
6101	Telephone	737	208	-529	4,087	1,666	-2,421	2,500		-1,587
6103	Fax	0	8	8	0	66	66	100		100
6200	Printing & Stationery	-633	1,216	1,849	7,462	9,734	2,272	14,600		7,138
6210	Postage & Courier	269	416	147	3,059	3,332	273	5,000		1,941
6240	Computer/ Data Base/WP's	1,169	895	-274	13,122	8,005	-5,117	13,580		458
6241	Website Costs	0	0	0	2,600	880	-1,720	880		-1,720
6242	I.T. Infrastructure	0	0	0	0	0	0	5,200		5,200
6281	Furnishings,Furniture/Eqpt	0	0	0	288	300	12	1,400		1,112
6300	Computers Accountancy	0	0	0	1,948	2,930	982	4,000		2,052
6315	Recruitment Costs	0	333	333	1,008	2,667	1,659	4,000		2,992
6320	Staff Training	0	417	417	250	3,333	3,083	5,000		4,750
6321	Investors in People	0	0	0	0	0	0	790		790
6330	Welfare/Hospitality	70	164	94	1,229	1,312	83	1,970		741
6410	Civic Exps/Annual Reception	220	0	-220	927	825	-102	1,650		723
6415	Gifts/hospitality	0	0	0	413	275	-138	400		-13
6420	Annual Parish Meeting	0	0	0	0	0	0	100		100
6421	Honour Bd. Badges & Insignia	0	15	15	95	190	95	250		155
6433	Mayors Allowance 2017/18	0	0	0	-436	0	436	0		436

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
6435	Members Expenses	0	0	0	2,526	3,930	1,404	3,930		1,404
6437	Mayors Allowance 2018/19	570	433	-137	3,227	3,464	238	5,200		1,974
6438	Mayors Car Allowance 2018/19	0	0	0	0	0	0	2,340		2,340
6440	Press Notices	0	130	130	811	1,370	559	1,500		689
6450	Bye Laws	0	0	0	0	0	0	100		100
6460	Publicity & Democratic notices	691	60	-631	3,932	1,250	-2,682	2,400		-1,532
6461	Banner Costs	210	85	-125	1,260	680	-580	1,020		-240
6610	Audit Fees	0	0	0	-60	4,410	4,470	5,200		5,260
6619	Irrecoverable VAT	0	0	0	0	0	0	6,000		6,000
6620	Legal Expenses	0	0	0	339	1,430	1,091	5,000		4,661
6635	Professional Fees Licensing	0	0	0	1,105	1,980	876	1,980		876
6650	Bad debts	0	0	0	125	0	-125	0		-125
6710	Conference Fees & Expenses	20	505	485	1,040	1,705	665	2,300		1,260
6720	Books and Periodicals	0	32	32	371	256	-115	380		9
6730	Subscriptions	0	50	50	3,093	3,500	407	3,500		407
6889	Waste Sacks	48	350	302	1,423	1,050	-373	1,400		-23
6900	Sundry Expenses	123	40	-83	561	327	-234	490		-71
6922	Health&Safety/Risk Assessments	0	0	0	-324	2,430	2,754	3,000		3,324
6975	Bank Charges	175	116	-59	1,282	927	-355	1,390		108
6976	Credit card charges	73	42	-31	443	336	-107	500		57
7010	Election Expenses	0	0	0	0	0	0	3,000		3,000
7611	Contingency provision	0	23,030	23,030	3,391	42,930	39,539	108,330		104,939
7614	Stag reserve	0	0	0	0	0	0	1,000		1,000
	F & G P - Establishments :- Expenditure	**44,376**	**63,087**	**18,711**	**358,375**	**389,824**	**31,449**	**640,880**	**0**	**282,505**

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Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1115	Interest on Deposits	2,441	500	1,941	8,462	4,000	4,462	6,000		
1231	Banner Income	0	250	-250	1,891	2,000	-109	4,500		
1350	Revenue Grant income	0	0	0	500	0	500	0		
1889	Waste Sacks Income	173	50	123	1,718	1,000	718	1,200		
1990	Other Income	41	109	-68	718	1,264	-547	1,700		
	F & G P - Establishments :- Income	**2,654**	**909**	**1,745**	**13,289**	**8,264**	**5,025**	**13,400**		
	Net Expenditure over Income	**41,722**	**62,178**	**20,456**	**345,087**	**381,560**	**36,473**	**627,480**		
32	F & G P - General									
6490	Christmas Lights Switch On	832	2,600	1,768	7,880	9,100	1,220	26,000		18,120
6491	Remembrance Day/Civic Serv.	941	2,075	1,134	1,984	2,450	466	2,700		716
6495	Number 8 bus expenses	3,309	2,404	-905	27,242	24,036	-3,206	36,056		8,814
6868	Summer Concerts	-120	0	120	-120	0	120	0		120
6869	Special Events	136	530	394	6,030	6,500	470	6,500		470
	F & G P - General :- Expenditure	**5,098**	**7,609**	**2,511**	**43,017**	**42,086**	**-931**	**71,256**	**0**	**28,239**
1490	Christmas Lights Switch On	500	500	0	8,080	5,000	3,080	5,000		
1495	Number 8 bus income	3,309	2,404	905	23,934	24,036	-102	36,056		
1990	Other Income	0	500	-500	0	1,000	-1,000	4,000		
	F & G P - General :- Income	**3,809**	**3,404**	**405**	**32,014**	**30,036**	**1,978**	**45,056**		
	Net Expenditure over Income	**1,289**	**4,205**	**2,916**	**11,004**	**12,050**	**1,046**	**26,200**		

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2018

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Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
33	F & G P - Council Offices									
4010	Gross Pay	175	1,575	1,400	7,723	12,600	4,877	18,900		11,177
4270	Employers Pension Contribution	0	48	48	344	380	36	570		226
5410	Repairs & General Maintenance	0	167	167	622	1,334	712	2,000		1,378
6000	Rent & Rates	2,055	1,958	-97	16,853	15,668	-1,185	23,500		6,647
6010	Light Heat & Cleaning	187	215	28	3,111	3,820	709	6,000		2,889
6013	Cleaning	1,499	0	-1,499	2,395	0	-2,395	0		-2,395
6510	Catering Expenses	0	0	0	0	0	0	130		130
6900	Sundry Expenses	0	8	8	22	60	38	90		68
6922	Health&Safety/Risk Assessments	0	0	0	0	150	150	300		300
6930	Alarm Maintenance	0	0	0	668	655	-13	1,400		732
6935	Waste Bin Disposal-Waste Bins	62	61	-1	589	494	-95	740		151
	F & G P - Council Offices :- Expenditure	**3,978**	**4,032**	**54**	**32,328**	**35,161**	**2,833**	**53,630**	**0**	**21,302**
1022	Letting & Hire of Facilities	927	1,193	-266	8,986	9,547	-561	14,319		
	F & G P - Council Offices :- Income	**927**	**1,193**	**-266**	**8,986**	**9,547**	**-561**	**14,319**		
	Net Expenditure over Income	**3,051**	**2,839**	**-212**	**23,342**	**25,614**	**2,272**	**39,311**		
36	F & G P - Community Centre									
4010	Gross Pay	2,704	2,683	-21	20,920	21,468	548	32,200		11,280
4270	Employers Pension Contribution	135	125	-10	973	1,000	27	1,500		527
5410	Repairs & General Maintenance	0	241	241	1,101	1,935	834	2,900		1,799
6000	Rent & Rates	368	502	134	5,250	4,341	-909	6,700		1,450

Sevenoaks Town Council

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Month No : 8

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6010	Light Heat & Cleaning	22	0	-22	0	0	0	0		0
6011	Electricity	180	225	45	1,634	1,800	166	2,700		1,066
6012	Gas	418	0	-418	625	900	275	1,800		1,175
6013	Cleaning	4	67	63	169	533	364	800		631
6101	Telephone	36	33	-3	336	267	-69	400		64
6104	Mobile Telephone	0	6	6	42	53	11	80		38
6200	Printing & Stationery	0	6	6	93	48	-45	70		-23
6230	Office Furniture/Machinery	0	50	50	0	400	400	600		600
6240	Computer/ Data Base/WP's	0	25	25	24	200	176	300		276
6281	Furnishings,Furniture/Eqpt	0	0	0	41	224	183	320		279
6320	Staff Training	0	17	17	0	136	136	200		200
6460	Publicity & Democratic notices	0	42	42	0	334	334	500		500
6520	Refreshments for Resale	39	59	20	335	467	132	700		365
6533	Copyright Fees/Royalties	0	0	0	28	470	442	470		442
6635	Professional Fees Licensing	0	0	0	180	210	30	210		30
6842	Grounds Maintenance	0	42	42	0	336	336	500		500
6900	Sundry Expenses	0	4	4	74	32	-42	50		-24
6922	Health&Safety/Risk Assessments	0	0	0	-978	300	1,278	300		1,278
6930	Alarm Maintenance	0	225	225	336	675	339	2,000		1,664
6931	CCTV Maintenance	0	0	0	300	300	0	300		0
6935	Waste Bin Disposal-Waste Bins	89	150	61	896	1,200	305	1,800		905
6939	Healthcare Services	0	158	158	948	1,267	319	1,900		952
	F & G P - Community Centre :- Expenditure	**3,995**	**4,660**	**665**	**33,327**	**38,896**	**5,569**	**59,300**	**0**	**25,973**
1022	Letting & Hire of Facilities	5,895	5,191	704	56,793	41,534	15,259	62,300		

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
1457	Indoor Activities	268	227	41	1,743	1,818	-75	2,728		
	F & G P - Community Centre :- Income	**6,163**	**5,418**	**745**	**58,536**	**43,352**	**15,184**	**65,028**		
	Net Expenditure over Income	**-2,168**	**-758**	**1,410**	**-25,209**	**-4,456**	**20,753**	**-5,728**		
38	F & G P - Grants									
6937	Annual Subsidy-Comm Centre	124	83	-41	249	664	415	1,000		751
6938	Annual Subsidy-Council Chamber	235	83	-152	1,326	664	-662	1,000		-326
7500	Local Organisations Grants	0	0	0	9,950	8,500	-1,450	16,500		6,550
7502	Sevenoaks Summer Festival	0	0	0	0	0	0	5,000		5,000
7520	Twinning Support	0	0	0	0	500	500	1,000		1,000
7552	Youth Outreach	0	0	0	803	2,500	1,697	5,000		4,197
7555	Youth Council Support	0	0	0	66	250	184	500		434
7556	Stag Community Arts Centre	0	0	0	27,000	27,000	0	27,000		0
	F & G P - Grants :- Expenditure	**359**	**166**	**-193**	**39,394**	**40,078**	**684**	**57,000**	**0**	**17,606**
	Net Expenditure over Income	**359**	**166**	**-193**	**39,394**	**40,078**	**684**	**57,000**		
39	F & G P - Property									
5410	Repairs & General Maintenance	0	0	0	0	75	75	100		100
6000	Rent & Rates	166	0	-166	1,328	0	-1,328	0		-1,328
6010	Light Heat & Cleaning	1,460	0	-1,460	1,961	0	-1,961	0		-1,961
	F & G P - Property :- Expenditure	**1,626**	**0**	**-1,626**	**3,289**	**75**	**-3,214**	**100**	**0**	**-3,189**

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
1044	Knole Padck Gd Rents&Wayleaves	0	0	0	8,663	19,250	-10,588	19,250		
1045	Vine Ground Rents & Wayleaves	0	962	-962	0	7,700	-7,700	11,550		
1046	SCC Ground Rents & Wayleaves	0	0	0	1,125	2,610	-1,485	3,900		
1469	O/S Ground Rents & Wayleaves	1,247	0	1,247	4,190	3,000	1,190	5,000		
	F & G P - Property :- Income	**1,247**	**962**	**285**	**13,977**	**32,560**	**-18,583**	**39,700**		
	Net Expenditure over Income	**379**	**-962**	**-1,341**	**-10,688**	**-32,485**	**-21,797**	**-39,600**		
40	Sevenoaks Town Partnership									
6101	Telephone	0	8	8	13	64	52	100		88
6200	Printing & Stationery	0	8	8	0	66	66	100		100
6240	Computer/ Data Base/WP's	0	41	41	1,186	333	-853	500		-686
6244	Information Screens	0	125	125	1,070	1,000	-70	1,500		430
6322	Business Awards	-53	0	53	7,154	7,500	346	7,500		346
6323	Business Show	0	0	0	1,538	2,500	962	2,500		962
6710	Conference Fees & Expenses	0	58	58	0	464	464	700		700
6869	Special Events	0	0	0	135	0	-135	0		-135
6900	Sundry Expenses	0	50	50	1,682	400	-1,282	600		-1,082
7000	Reinvestment	0	0	0	0	0	0	2,500		2,500
7608	Friends of Bat & Ball	0	0	0	80	1,000	920	1,000		920
7609	Vintage Bus Expenses	-28	0	28	6,393	9,250	2,858	10,000		3,608
7616	Wellbeing show	0	0	0	1,073	2,500	1,427	2,500		1,427
	Sevenoaks Town Partnership :- Expenditure	**-80**	**290**	**370**	**20,323**	**25,077**	**4,754**	**29,500**	**0**	**9,177**

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2018

Month No : 8

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1206	Business Awards	-421	0	-421	6,328	7,000	-672	7,000		
1207	Business Show	0	0	0	3,230	3,000	230	3,000		
1209	Wellbeing show income	0	0	0	2,390	3,500	-1,110	3,500		
1350	Revenue Grant income	0	0	0	0	0	0	1,000		
1435	Vintage Bus income	0	0	0	5,641	9,250	-3,609	10,000		
1990	Other Income	0	0	0	2,987	0	2,987	0		
	Sevenoaks Town Partnership :- Income	**-421**	**0**	**-421**	**20,576**	**22,750**	**-2,174**	**24,500**		
	Net Expenditure over Income	**341**	**290**	**-51**	**-253**	**2,327**	**2,580**	**5,000**		
50	Youth Cafe									
4010	Gross Pay	1,627	3,333	1,706	18,096	26,664	8,568	40,000		21,904
4270	Employers Pension Contribution	4	42	38	266	332	66	500		234
5410	Repairs & General Maintenance	175	83	-92	571	664	93	1,000		429
6010	Light Heat & Cleaning	0	42	42	-456	336	792	500		956
6013	Cleaning	0	0	0	2	0	-2	0		-2
6101	Telephone	44	47	3	350	373	23	560		210
6200	Printing & Stationery	0	42	42	441	336	-105	500		59
6240	Computer/ Data Base/WP's	0	63	63	948	499	-449	750		-198
6281	Furnishings,Furniture/Eqpt	0	0	0	830	225	-605	500		-330
6320	Staff Training	0	0	0	155	400	245	400		245
6340	Staff Uniforms	0	0	0	50	150	100	200		150
6460	Publicity & Democratic notices	0	41	41	282	332	50	500		218
6500	Goods for Resale	149	225	76	481	1,800	1,319	2,700		2,219

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2018

Month No : 8

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6573	Youth Magazine Expenditure	0	8	8	0	64	64	100		100
6635	Professional Fees Licensing	0	0	0	260	200	-60	200		-60
6900	Sundry Expenses	17	12	-5	225	100	-125	150		-75
6922	Health&Safety/Risk Assessments	0	0	0	8	0	-8	400		392
	Youth Cafe :- Expenditure	**2,016**	**3,938**	**1,922**	**22,509**	**32,475**	**9,966**	**48,960**	**0**	**26,451**
1022	Letting & Hire of Facilities	0	325	-325	2,261	2,600	-339	3,900		
1211	Sale of Goods	54	276	-222	1,114	2,208	-1,094	3,315		
1350	Revenue Grant income	0	0	0	10,000	10,000	0	10,000		
1500	Fundraising	0	1,507	-1,507	0	12,056	-12,056	18,085		
	Youth Cafe :- Income	**54**	**2,108**	**-2,054**	**13,375**	**26,864**	**-13,489**	**35,300**		
	Net Expenditure over Income	**1,962**	**1,830**	**-132**	**9,133**	**5,611**	**-3,522**	**13,660**		
60	Markets									
4010	Gross Pay	192	242	50	1,477	1,935	458	2,900		1,423
5410	Repairs & General Maintenance	0	25	25	262	75	-187	100		-162
5420	Saturday market charges	1,077	1,125	48	9,423	9,000	-423	13,500		4,077
5421	Wednesday Market charges	1,962	1,750	-212	17,202	14,000	-3,202	21,000		3,798
5423	Friday market charges	0	1,125	1,125	0	9,000	9,000	13,500		13,500
6001	Blighs Market Charges	0	864	864	7,955	6,912	-1,043	10,370		2,415
6010	Light Heat & Cleaning	0	42	42	93	335	242	500		407
6460	Publicity & Democratic notices	0	292	292	1,178	2,336	1,158	3,500		2,322
6900	Sundry Expenses	0	0	0	1,536	0	-1,536	0		-1,536

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/11/2018

Month No : 8

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
7000	Reinvestment	0	0	0	0	0	0	16,957		16,957
	Markets :- Expenditure	**3,231**	**5,465**	**2,234**	**39,126**	**43,593**	**4,467**	**82,327**	**0**	**43,201**
1017	Rental Income Sat Market	1,828	2,028	-200	14,884	16,224	-1,340	24,337		
1018	Rental Income Wed Market	730	1,768	-1,038	8,801	14,141	-5,340	21,212		
1019	Rental Income Blighs Market	1,053	1,523	-470	9,871	12,184	-2,314	18,278		
1024	Rental Income Friday Market	0	1,542	-1,542	0	12,332	-12,332	18,500		
	Markets :- Income	**3,611**	**6,861**	**-3,250**	**33,555**	**54,881**	**-21,326**	**82,327**		
	Net Expenditure over Income	**-380**	**-1,396**	**-1,016**	**5,571**	**-11,288**	**-16,859**	**0**		
70	Precept									
1995	Precept	90,716	90,716	0	725,729	725,728	1	1,088,593		
	Precept :- Income	**90,716**	**90,716**	**0**	**725,729**	**725,728**	**1**	**1,088,593**		
	Net Expenditure over Income	**-90,716**	**-90,716**	**0**	**-725,729**	**-725,728**	**1**	**-1,088,593**		
	Finance & General Purposes Expenditure	**100,705**	**128,889**	**28,184**	**962,288**	**1,049,173**	**86,885**	**1,651,731**	**0**	**689,443**
	Income	**119,698**	**125,522**	**-5,825**	**1,062,347**	**1,100,962**	**-38,615**	**1,644,419**		
	Net Expenditure over Income	**-18,993**	**3,367**	**22,360**	**-100,060**	**-51,789**	**48,271**	**7,312**		

November 2018 Year to Date Variance analysis

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

Cost Centre	Actual costs	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Planning Committee					
General	22,464	22,893	429	34,880	Tracking budget through November.
Open Spaces & Leisure Committee					
General	149,976	173,607	23,631	263,375	Favourable variance on Salaries & Pensions to date (£9,719 & £1,292). Underspend on Greatness Rec Conveniences (£2,863) due to lower than expected cleaning costs. Adverse variance on Misc. Open Spaces due to 2 replacement Bus Shelters. A grant of £4,000 is expected to be received in due course to offset the cost. Repairs & General Maintenance is currently overbudget due to an infrastucture invoice to be offset by CIL income. Positive variance on Letting & Hire of Facilities due to extra bookings of pitches for the Winter Season. Positive variance in Other Income to offset 2 Memorial Benches in Seats & Litter Bins.
Cemetery	2,309	14,494	12,185	20,200	Overspend on Gross Pay due to higher than expected volume of Out of Hours Funerals, resulting in more additional overtime. More than budgeted Cemetery Income to date (£10,707) due to Out of Area applications.
Allotments	(1,494)	1,300	2,794	3,420	Positive Variance in QH Allotments Income (£2,183) due to actual occupancy at over 90% (& £3.50 per rod) compared to budget at 80% (& £2 per rod)
Street lighting/ general	22,121	24,619	2,498	21,447	Streetlighting costs are less than budget to date (£1,952).
Vine Café	19,588	3,575	(16,013)	(5)	Favourable expenditure on Goods for Resale (£8,963). Adverse expenditure in Equipment New & Hired due to capital spend on new Till System(£1622.67),Freezer(£710.80), Parasols(£230) and silver frame(£230) as well as misc. smaller replacements. Adverse Sale of Goods income against budgeted to date (£3,099). Total adverse variance due to less than budgeted events income.
Vine Grounds	12,628	14,440	1,812	21,953	Favourable variance largely due to the new contract for the Vine Public Convenience cleaning starting mid-April and being less than budgeted. Adverse expenditure in Vine Area General Maintenance due to Anti-Slip work done on the bridge. Food Fair Income is below budget due to less Food Fairs being run throughout the year.

November 2018 Year to Date Variance analysis

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

Cost Centre	Actual costs	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Finance & General Purposes Committee					
Bat & Ball Station	696	-	(696)	7,312	Due to open later in the year.
Establishments	345,087	381,560	36,473	627,480	Adverse variance on Gross Pay to date (£12,618). Overspend in Equipment Hired & New due to purchase of air coolers and storage containers. Overspend to date on Telephones due to additional new phones & associated set up costs being required in Main Offices for staff. Adverse variance in Computers (£5,117) due to new computers and laptops. Favourable income in 1115/31 Interest on Deposits (£4,462) due to high fund balances.
General	11,004	12,050	1,046	26,200	CLSO income is higher than the annual budgeted value due to higher than expected number of stalls and donations.
Council Offices	23,342	25,614	2,272	39,311	Tracking budget through October. Caretaker leaving resulted in small favourable Gross Salary variance.
Community Centre	(25,209)	(4,456)	20,753	(5,728)	Favourable variance mainly due to much higher than expected income from Letting & Hire of Facilities (£15,259). Additional Favourable variance due to accrued invoice in 6922/36 Health & Safety/Risk Assessments that has not been received.
Grants	39,394	40,078	684	57,000	Favourable variance due to phasing of Local Organisation Grants.
Property	(10,688)	(32,485)	(21,797)	(39,600)	Variance due to budgeting for SDC to use both the Vine Waste and Knole Paddock as a solution to their temporary parking need, but then SDC opting only for Knole Paddock, at the lower total rate.

November 2018 Year to Date Variance analysis

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

Cost Centre	Actual costs	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Sevenoaks Town Partnership	(253)	2,327	2,580	5,000	Positive variance mainly due to underspend on events and additional income from the pocket map sponsorships. Less than budgeted running of the Vintage bus resulted in a slight negative variance due to the lesser no. of days it was running.
Youth Cafe	9,133	5,611	(3,522)	13,660	Variance due to Fundraising (£12,056). Lowering of the opening hours and closures due to management changes have both contributed to the lower than budgeted Gross Pay and Goods for Resale. Adverse variance in Computers due to a new laptop for HitB. Adverse variance on Sundry Expenses due to earphones, originally purchased for Live in the Vine, being coded to Youth Cafe.
Markets	5,571	(11,288)	(16,859)	-	Variance mainly due to income from the markets is below budget and expenses for running the markets being above budget. Friday Market not running contributed £3,332 to the adverse variances. Storage containers of £1667.50 will be offset against this in December.
Precept	(725,729)	(725,728)	1	(1,088,593)	Annual total is the same, but the budget and actual figures have been redone on an accruals basis, so it shows 1/12 of the precept per month.
Rolling Cap Budget	557,411	-	(557,411)		
Total (exc. capital items)	(100,060)	(51,789)	48,271		

Summary by Committee:

Planning	22,464	22,893	429	34,880
Open spaces & Leisure	185,540	228,460	42,920	330,395
Vine Café	19,588	3,575	(16,013)	(5)
Finance & General Purpose	398,077	419,011	20,934	730,635
Precept	(725,729)	(725,728)	1	(1,088,593)
Rolling Capital Budget	557,411	-	(557,411)	-
Total (exc. Capital items)	(100,060)	(51,789)	48,271	

Agenda item

Sevenoaks Town Council

Working Capital Summary as at 31 October 2018

	B/fwd 01-Apr-18 £	Movement* £	C/fwd 31-Oct-18 £		31-Oct-17 £
Current Assets					
Stock	1,041	-	1,041		1,680
Trade debtors	46,260	17,620	63,880		39,985
VAT	27,715	93,986	121,701		49,329
Prepayments and other debtors	61,185	(34,289)	26,896		22,965
Cash at bank and in hand	2,175,341	930,993	3,106,334		2,620,407
	2,311,542	1,008,310	3,319,851		2,734,367
Current Liabilities					
Trade creditors	85,507	101,144	186,651		54,102
Accruals and other creditors	269,270	(164,854)	104,416		121,677
Prior Mayors charity account	-	-	-		-
Precept received in advance of budget	-	460,094	460,094	Note 1	429,010
Receipts in advance (rent and hall hire)	26,042	(22,630)	3,412		7,555
	380,819	373,754	754,573		612,345
Net Current Assets	1,930,723	634,555	2,565,278		2,122,022
Represented by:					
General Funds					
Revenue Reserves	307,905	(462,883)	(154,978)	Note 2	(96,110)
Earmarked/Designated Funds					
Pension Reserve	2,814	-	2,814		2,814
Rolling Capital Prog Revenue Reserve	53,502	(7,818)	45,684		27,969
Street Lighting Reserve	7,737	-	7,737		7,337
Community Centre Reserve	16,398	-	16,398		13,398
Stag Winding Up Reserve	6,000	-	6,000		5,000
Planning Fees Reserve	12,500	-	12,500		12,500
Youth Activities Reserve	-	-	-		
Contingency Provision Reserve	55,442	-	55,442		10,263
Pension Deficit Reserve	-	-	-		-
Capital Receipts Reserve	1,279,584	455,058	1,734,641		1,968,976
CIL Earmarked Reserve	99,993	639,150	739,143		131,527
Capital Projects Reserve	-	-	-		-
No 8 bus Reserve	63,529	28,447	91,977	Note 3	22,064
QH Allotments Key Reserve	4,035	240	4,275		2,140
Mayor's Charity Reserve	21,284	(17,639)	3,645	Note 4	14,144
	1,622,818	1,097,438	2,720,256		2,218,132
	1,930,723	634,555	2,565,278		2,122,022

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

Note 1 Difference between precept received and budgeted year to date income and expenditure-representing 5 months operational costs

Note 2 Year to date net inflow in revenue reserves of £81,067 less net capital expenditure of £544,111

Note 3

Balance in No.8 Reserve is reduced monthly to offset operational costs of £3308.66 per month

Note 4

Balance in mayor's charity reserve relates to income collected for the mayor's charities.

Agenda Item

Sevenoaks Town Council

Working Capital Summary as at 30th November 2018

	B/fwd 01-Apr-18 £	Movement* £	C/fwd 30-Nov-18 £		30-Nov-17 £
Current Assets					
Stock	1,041	-	1,041		1,680
Trade debtors	46,260	822	47,083		28,746
VAT	27,715	3,505	31,221		14,244
Prepayments and other debtors	61,185	(38,472)	22,713		18,075
Cash at bank and in hand	2,175,341	786,644	2,961,984		2,587,026
	2,311,542	752,499	3,064,041		2,649,772
Current Liabilities					
Trade creditors	85,507	(70,248)	15,259		89,455
Accruals and other creditors	269,270	(164,854)	104,416		114,386
Prior Mayors charity account	-	-	-		-
Precept received in advance of budget	-	368,462	368,462	Note 1	343,208
Receipts in advance (rent and hall hire)	26,042	(22,630)	3,412		7,206
	380,819	110,730	491,549		554,256
Net Current Assets	1,930,723	641,769	2,572,492		2,095,516
Represented by:					
General Funds					
Revenue Reserves	307,905	(457,190)	(149,285)	Note 2	(119,051)
Earmarked/Designated Funds					
Pension Reserve	2,814	-	2,814		2,814
Rolling Capital Prog Revenue Reserve	53,502	(7,818)	45,684		23,969
Street Lighting Reserve	7,737	-	7,737		7,337
Community Centre Reserve	16,398	-	16,398		13,398
Stag Winding Up Reserve	6,000	-	6,000		5,000
Planning Fees Reserve	12,500	-	12,500		12,500
Youth Activities Reserve	-	-	-		
Contingency Provision Reserve	55,442	-	55,442		10,263
Pension Deficit Reserve	-	-	-		-
Capital Receipts Reserve	1,279,584	455,057	1,734,641		1,968,976
CIL Earmarked Reserve	99,993	639,150	739,143		131,478
Capital Projects Reserve	-	-	-		-
No 8 bus Reserve	63,529	28,447	91,977	Note 3	19,059
QH Allotments Key Reserve	4,035	280	4,315		2,065
Mayor's Charity Reserve	21,284	(16,157)	5,126	Note 4	17,709
	1,622,818	1,098,959	2,721,777		2,214,568
	1,930,723	641,769	2,572,492		2,095,517

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

Note 1 Difference between precept received and budgeted year to date income and expenditure-representing 4 months operational costs

Note 2 Year to date net inflow in revenue reserves of £100,060 less net capital expenditure of £557,411

Note 3

Balance in No.8 Reserve is reduced monthly to offset operational costs of £3308.66 per month

Note 4

Balance in mayor's charity reserve relates to income collected for the mayor's charities.

Sevenoaks Town Council

Statement of Fund Balances as at 31 October 2018

£ (2017/18)			S&P Rating 30/06/2018 Long term	Short term	Values £	Total Values £	Percent of Total Funds %	Interest rate
	Bank of Scotland							
800,000		Treasury deposit (1m)	A+	A1	800,000			
						800,000	25.75%	0.65%
	National Westminster Bank		A-	A2				
496		Business Reserve Account			668			
608,036		Current Account			697,352			0.01%
725		Payroll Account			444			
1,000		HITB Youth café			1,000			
7,253		Sevenoaks Town Partnership			7,933			
16,470		Mayors Charity Account			6,856			
						714,252	22.99%	
	HSBC		AA-	A1+				
50,169		Business money manager			50,202			0.04%
						50,202	1.62%	
	Handelsbanken		AA-	A1+				
62,386		Deposit account			63,068			0.15%
260,005		35 day notice account			260,005			0.25%
						323,073	10.40%	
	Nationwide		A	A1				
803,259		Instant Saver			1,207,927			0.45%
10,024		Sevenoaks Fund Instant Saver			10,071			0.45%
						1,217,998	39.21%	
	Clydesdale							
1		Current account	BBB+	A2	1	1		
583	Petty Cash					808	0.03%	
2,620,407						3,106,334	100.00%	

Sevenoaks Town Council

Statement of Fund Balances as at 30 November 2018

£ (2017/18)			S&P Rating 30/06/2018 Long term	S&P Rating 30/06/2018 Short term	Values £	Total Values £	Percent of Total Funds %	Interest rate
	Bank of Scotland							
800,000		Treasury deposit (1m)	A+	A1	750,000			
						750,000	25.32%	0.65%
	National Westminster Bank		A-	A2				
496		Business Reserve Account			668			
570,658		Current Account			801,311			0.01%
725		Payroll Account			444			
1,000		HITB Youth café			1,000			
7,253		Sevenoaks Town Partnership			7,933			
20,135		Mayors Charity Account			7,887			
						819,243	27.66%	
	HSBC		AA-	A1+				
50,169		Business money manager			50,202			0.04%
						50,202	1.69%	
	Handelsbanken		AA-	A1+				
62,448		Deposit account			63,129			0.15%
260,005		35 day notice account			260,005			0.25%
						323,134	10.91%	
	Nationwide		A	A1				
803,490		Instant Saver			1,008,516			0.45%
10,027		Sevenoaks Fund Instant Saver			10,076			0.45%
						1,018,593	34.39%	
	Clydesdale							
1		Current account	BBB+	A2	1	1		
620	Petty Cash					812	0.03%	
2,587,026						2,961,984	100.00%	

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Ledger No 1 for Month No 7

Items marked with a * are disputed invoices.

Supplier A/c Order

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
								Nominal Ledger Analysis			
29/10/2018	2509	24404	ACRP	ACRP001	80.00	16.00	96.00	7608	40	80.00	24404/membership of ACoRP
08/10/2018	QU-7823	24221	BIKEDOCK SOLUTION	AGG001	200.00	40.00	240.00	9062	91	200.00	24221/galvanised&powder coated
24/04/2018	ASO96158	24388	AGRIFRAMES	AGR001	974.12	194.83	1,168.95	6865	26	974.12	24388/bespoke arch
09/10/2018	118564-034	24274	AMENITY TRAINING	AMEN001	465.00	0.00	465.00	6320	21	465.00	24274/1day certificate/8ppl
30/10/2018	60233	24418	APPOINTMENT BUS	APP001	71.28	14.26	85.54	6200	31	61.96	24418/finance-counter charges
								6200	36	9.32	24418/CC-counter charges
12/10/2018	11662	24339	ARK TRADING	ARK001	24.95	4.99	29.94	6952	21	24.95	24339/K.Hills HiVis Jacket
15/10/2018	15/10/2018	24336	BANKLINE	BANKL01	73.10	0.00	73.10	6975	31	73.10	24336/Bankline monthly bill
31/10/2018	100015823	24401	BEERMATS	BEER001	1,333.72	266.74	1,600.46	110	0	1,333.72	24401/coffee sleeves/clutches
15/10/2018	SO30456	24322	BLACHERE	BLA001	1,355.00	271.00	1,626.00	6490	32	1,355.00	24322/Christmas lights
10/10/2018	3535919	24275	BOOKER	BOOK001	235.52	15.82	251.34	6500	28	235.52	24275/goods for resale
25/10/2018	3536582	24412	BOOKER	BOOK001	212.60	16.81	229.41	6500	28	212.60	24412/goods for resale
24/10/2018	769	24358	BRAND IMPRESSION	BRA003	355.00	71.00	426.00	6500	28	88.75	24358/travel mug
		769						6500	30	266.25	24358/travel mug
11/10/2018	SVO/345826	24338	BREWERS	BREW001	29.87	5.97	35.84	5310	21	29.87	24338/materials-repair work
17/10/2018	VP4171457	24350	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	24350/phone charges
17/10/2018	301096622	24381	CANON UK	CAN001	400.00	80.00	480.00	6200	31	400.00	24381/toners
08/10/2018	1436506	24321	CASTLE WATER	CAS001	64.39	0.00	64.39	6000	21	64.39	24321/water charges
17/10/2018	1451436	24344	CASTLE WATER	CAS001	162.03	0.00	162.03	6000	31	162.03	24344/water offices
24/10/2018	01466365	24405	CASTLE WATER	CAS001	107.88	0.00	107.88	6000	29	107.88	24405/water VC
16/10/2018	2053	24345	A CHAILI	CHAI001	80.00	0.00	80.00	5025	21	80.00	24345/replacing leaking sectio
29/10/2018	2056	24450	A CHAILI	CHAI001	100.00	0.00	100.00	5025	21	100.00	24450/mains pipe replace
11/10/2018	116841	24276	CURD & CURE	CHS001	70.55	0.00	70.55	6500	28	70.55	24276/goods for resale
11/10/2018	116842	24277	CURD & CURE	CHS001	30.40	0.00	30.40	6500	28	30.40	24277/goods for resale
11/10/2018	116843	24278	CURD & CURE	CHS001	43.20	0.00	43.20	6500	28	43.20	24278/goods for resale
08/03/2018	98483	24389	CURD & CURE	CHS001	21.95	0.00	21.95	6500	28	21.95	24389/goods for resale
26/04/2018	102045	24390	CURD & CURE	CHS001	27.00	5.40	32.40	6500	28	27.00	24390/goods for resale
15/10/2018	STCO-01	24314	CJ`S CLEANING	CJS002	560.00	0.00	560.00	6010	31	560.00	24314/4week regular clean

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

Items marked with a * are disputed invoices.

								Nominal Ledger Analysis			
Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
31/10/2018	24287	24451	CTP COLIN TOMS&PRTRS	COL001	4,975.00	995.00	5,970.00	9063	91	4,975.00	24451/acces ramp,bin,cycle sto
16/10/2018	148307	24326	CONNECTAPHONE	CON001	389.36	77.87	467.23	6101	36	11.49	24326/CC phone bill
								6101	22	16.09	24326/Cemetery phone bill
								6101	21	11.49	24326/Knole Paddock phone bill
								6101	31	350.29	24326/offices phone bill
01/10/2018	17106	24357	CONNECT CONSULTANTS	CON002	850.00	170.00	1,020.00	9063	91	850.00	24357/draft transport assesmen
29/10/2018	INV-4604	24384	CREATIVE PRODUCTIONS	CPR001	45.00	9.00	54.00	6491	32	45.00	24384/WW1 board
31/10/2018	INV2018100	24399	DANCEON	DANCE001	50.00	0.00	50.00	6491	32	50.00	24399/town crier 4 beacon ligh
08/10/2018	76991	24409	DE JAGER &SONS	DEJAG001	267.80	53.56	321.36	5340	21	126.30	24409/plants
								6802	22	141.50	24409/plants
18/10/2018	78635	24408	DE JAGER &SONS	DEJAG001	135.50	27.10	162.60	5340	21	86.47	24408/plants
								6802	22	49.03	24408/plants
12/10/2018	9904	24327	STREETLIGHTS	DIR001	8.00	1.60	9.60	6862	26	8.00	24327/St James Rd
25/10/2018	10001	24403	STREETLIGHTS	DIR001	1,381.45	276.29	1,657.74	6862	26	1,381.45	24403/maintenance contract
26/10/2018	10036	24433	STREETLIGHTS	DIR001	96.25	19.25	115.50	6862	26	96.25	24433/Shoreham Ln,repairs
31/10/2018	10045	24434	STREETLIGHTS	DIR001	97.75	19.55	117.30	6862	26	97.75	24434/Clarendon Rd, repairs
02/10/2018	H1651FE21E	24280	E-ON	E-ON	327.78	65.56	393.34	6862	26	327.78	24280/charges September
12/10/2018	32616	24279	EDGE IT	EDG001	661.60	132.32	793.92	6240	11	333.80	24279/annual fee,AdvantEdge
								6240	22	327.80	24279/annual fee,Epitaph
06/10/2018	0002711511	24282	ELITE	EFS001	92.89	4.20	97.09	6500	28	92.89	24282/goods for resale
12/10/2018	0002716715	24281	ELITE	EFS001	77.71	0.00	77.71	6500	28	77.71	24281/goods for resale
17/10/2018	0002721490	24349	ELITE	EFS001	54.76	2.65	57.41	6500	28	54.76	24349/goods for resale
26/10/2018	0002728983	24413	ELITE	EFS001	138.05	7.36	145.41	6500	28	138.05	24413/goods for resale
26/10/2018	0002734287	24414	ELITE	EFS001	-31.10	-1.58	-32.68	6500	28	-31.10	24414/CN goods for resale
31/10/2018	12683	24411	ATLAS FM/EMPRISE SVS	EMP001	359.81	71.96	431.77	6932	22	359.81	24411/cem open&lockup
31/10/2018	12684	24396	ATLAS FM/EMPRISE SVS	EMP001	620.00	124.00	744.00	4010	21	620.00	24396/high street gardens lock
08/10/2018	04037137	24452	FAIRALLS	FAIR001	1.54	0.31	1.85	5010	29	1.54	24452/coach screw
11/10/2018	9586	24330	FLAG WORKSHOP	FLA001	236.70	47.34	284.04	5500	31	236.70	24330/blue STC flag
22/10/2018	9665	24407	FRESH ACRES	FRE001	444.48	88.90	533.38	5340	21	444.48	24407/plants

Ledger No 1 for Month No 7

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
22/10/2018	9666	24406	FRESH ACRES	FRE001	138.60	27.72	166.32	6802	22	138.60	24406/plants
11/10/2018	INV438951	24347	GAZA TIMBER	GAZA001	30.00	6.00	36.00	5410	23	30.00	24347/pegs
23/10/2018	GEN1035B	24359	GENECOON	GEN001	5,975.00	1,195.00	7,170.00	9000	91	5,975.00	24359/business hub
23/10/2018	223717	24343	SEVENOAKS GLAZING	GLA001	120.00	24.00	144.00	5010	29	120.00	24343/new glass fitting
23/10/2018	CN223717	24417	SEVENOAKS GLAZING	GLA001	-120.00	-24.00	-144.00	5010	29	-120.00	24417/CN new glass fitting
31/10/2018	INV-2078	24453	GO COACH	GO001	3,308.66	0.00	3,308.66	6495	32	4,351.11	24453/October service
								1495	32	-1,042.45	24453/October service
02/10/2018	05/795329	24283	GREENHAM	GREE001	43.60	8.72	52.32	5120	21	43.60	24283/football goal fitting
03/10/2018	05/795328	24337	GREENHAM	GREE001	108.77	21.75	130.52	5010	29	12.29	24337/LPG light
								5230	22	10.44	24337/Petroleum spirit
								5310	21	86.04	24337/steel pole,post cap,plt
31/10/2018	9578	24516	HARDWARE CENTRE	HARD001	75.66	15.13	90.79	5010	29	4.98	24516/garden wire
								5525	21	27.29	24516/maintenance
								5525	22	10.82	24516/maintenance
								5500	21	18.26	24516/equipement
								5410	50	14.31	24516/materials
17/10/2018	70899	24348	HERBERT & WARD	HAW001	211.00	0.00	211.00	6500	28	211.00	24348/goods for resale
31/10/2018	11348	24397	HELIOCENTRIX	HELI001	938.00	187.60	1,125.60	6240	31	938.00	24397/agreed IT support
24/10/2018	24/10/18	24354	IBBETT MOSELY	IBB001	299.00	7.80	306.80	9062	91	299.00	24354/furniture
09/10/2018	979	24323	JANE CHURCHILL	JCH001	2,358.61	0.00	2,358.61	6490	32	2,358.61	24323/lantern workshop
18/10/2018	1003564	24333	KALL KWIK	KALL001	135.00	27.00	162.00	6869	40	135.00	24333/district bid document
18/10/2018	1003565	24332	KALL KWIK	KALL001	10.00	2.00	12.00	6322	40	10.00	24332/email sign offs
25/10/2018	1003580	24382	KALL KWIK	KALL001	135.00	27.00	162.00	6491	32	135.00	24382/war graves folded bookle
19/10/2018	C185	24454	H J KELSEY & CO	KELS001	4,400.00	880.00	5,280.00	316	0	3,500.00	24454/paving work
								5310	21	900.00	24454/paving work
11/10/2018	11/10/18	24429	KENT PAINTERS GROUP	KENT014	500.00	0.00	500.00	7500	38	500.00	24429/grant award
16/10/2018	SL002635	24511	LENGARD LTD	LENG001	77,516.70	15,503.34	93,020.04	9062	91	77,516.70	24511/AA192
16/10/2018	730530	24311	LISTER WILDER	LIST002	-70.18	-14.04	-84.22	5525	21	-70.18	24311/Cr Note-rearview mirror
31/10/2018	1931	24473	LITTLETHORPE	LIT001	10,210.00	2,042.00	12,252.00	5310	21	10,210.00	24473/bus shelters,Brittains C

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

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
								Nominal Ledger Analysis			
07/10/2018	61929734	24284	LOCAL WORLD LTD	LOCA001	166.25	33.25	199.50	6460	31	166.25	24284/advertisement
07/10/2018	61929733	24515	LOCAL WORLD LTD	LOCA001	78.00	15.60	93.60	6440	31	78.00	24515/advertismement
27/10/2018	ROUND028	24346	MILK & MORE	MILK001	3.28	0.00	3.28	6330	31	3.28	24346/milk
23/10/2018	4884	24383	MK CONTAINERS	MKC001	3,335.00	667.00	4,002.00	6900	60	1,667.50	24383/storage containers
								5500	31	1,667.50	24383/storage containers
24/10/2018	1236714	24455	NETWORK RAIL	NET001	4,202.82	840.56	5,043.38	9062	91	4,202.82	24455/project LSE2305-ramp
03/10/2018	17629770	24245	NISBETS	NIS001	59.99	11.99	71.98	5500	31	59.99	24245/buffalo water boiler
03/10/2018	17629772	24244	NISBETS	NIS001	159.99	31.99	191.98	5500	31	159.99	24244/buffalo coffee machine
03/10/2018	17629771	24285	NISBETS	NIS001	203.23	40.65	243.88	5500	28	203.23	24285/cups,jugs,plates
17/10/2018	17718121	24328	NISBETS	NIS001	15.20	3.04	18.24	5500	31	15.20	24328/tea spoons
11/10/2018	966238	24512	OAKS PLANT HIRE	OAKS001	135.00	27.00	162.00	5525	21	135.00	24512/service&calibrate cscope
13/09/2018	0001/00009	24456	OBM	OBM001	10.80	2.16	12.96	5010	29	10.80	24456/long link chain
19/09/2018	0001/00009	24458	OBM	OBM001	8.28	1.66	9.94	5010	29	8.28	24458/rope grips,wire rope
20/09/2018	0001/00009	24457	OBM	OBM001	31.93	6.39	38.32	5410	23	19.69	24457/bend gutters
								5010	29	12.24	24457/dowel,clips,wire grips
28/10/2018	ANN/OCT18	24387	ONECARD	ONE002	1,461.42	113.26	1,574.68	6240	40	10.95	24387/Acrobat Standard Lic
								6240	50	16.64	24387/Adobe Illustartor
								6240	40	71.94	24387/domain renewal STNP
								6240	40	22.98	24387/domain renewal Sev Bid
								6240	40	41.62	24387/creative cloud membershi
								6630	11	247.67	24387/planning appl Business H
								6330	31	8.95	24387/sugar sachets
								6330	31	300.00	24387/deposit STC Christm meal
								6500	28	61.15	24387/goods for resale
								6500	28	48.49	24387/goods for resale
								6500	28	54.55	24387/goods for resale
								6500	28	40.00	24387/goods for resale
								6500	28	57.09	24387/goods for resale
								6500	28	-2.00	24387/Sainsbury`s refund

Ledger No 1 for Month No 7

Supplier A/c Order

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Detail
								6104	22	8.34	24387/giffgaff mobile bill
								6104	21	6.25	24387/giffgaff OS ipad
								6104	36	8.34	24387/giffgaf mobile bill
								6104	22	8.34	24387/giffgaff mobile bill
								6101	31	8.34	24387/Linda ipad giffgaff
								6101	31	6.25	24387/giffgaff main off. ipad
								6101	31	6.25	24387/giffgaff tesco ipad
								9062	91	87.00	24387/fees for indirect connec
								9062	91	73.30	24387/new glass platform scale
								9062	91	3.71	24387/train cookie cutter
								9062	91	7.76	24387/cokkie cutter&stamp
								9062	91	2.42	24387/paper punch
								9062	91	4.66	24387/Tech Rise audio cable
								9062	91	7.47	24387/paper tags
								9062	91	4.98	24387/paper tags
								506	0	21.00	24387/temp event notice ch&win
								6900	50	9.91	24387/facepaint
								6200	31	17.84	24387/legal wallet
								5210	22	0.79	24387/song for funeral
								6491	32	139.08	24387/outdoor candles
								6491	32	124.92	24387/outdoor candles
								6491	32	-139.08	24387/outdoor candles
								7552	38	26.56	24387/table place inserts
								7552	38	36.96	24387/table place name holders
28/10/2018	LIN/OCT18	24386	ONECARD	ONE002	83.59	0.00	83.59	6900	50	9.99	24386/Halloween Game
								6710	31	73.60	24386/Linda train ticket
09/10/2018	SIN027862	24286	ONLINE PLAYGROUNDS	ONP001	123.20	24.64	147.84	5310	21	123.20	24286/materials
03/10/2018	0000302867	24291	PLUS PUBLISHING SERV	PLUS001	18.50	3.70	22.20	6101	22	18.50	24291/internet-Cemetery
04/10/2018	0000297694	24287	PLUS PUBLISHING SERV	PLUS001	25.33	5.07	30.40	6101	28	25.33	24287/internet-Vine Cafe

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

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Detail
04/10/2018	0000302865	24288	PLUS PUBLISHING SERV	PLUS001	43.65	8.73	52.38	6101	50	43.65	24288/internet-HITB
08/10/2018	0000249844	24289	PLUS PUBLISHING SERV	PLUS001	47.50	9.50	57.00	6101	31	47.50	24289/internet-offices
09/10/2018	0000249846	24290	PLUS PUBLISHING SERV	PLUS001	24.23	4.85	29.08	6101	36	24.23	24290/internet-Comm Cent.
03/10/2018	CN0000302	24374	PLUS PUBLISHING SERV	PLUS001	-18.50	-3.70	-22.20	6101	22	-18.50	24374/internet Cemetery
04/10/2018	CN0000297	24370	PLUS PUBLISHING SERV	PLUS001	-25.33	-5.07	-30.40	6101	28	-25.33	24370/internet Vine Cafe
04/10/2018	CN0000302	24371	PLUS PUBLISHING SERV	PLUS001	-43.65	-8.73	-52.38	6101	50	-43.65	24371/internet HITB
08/10/2018	CN0000249	24372	PLUS PUBLISHING SERV	PLUS001	-47.50	-9.50	-57.00	6101	31	-47.50	24372/internet STC
09/10/2018	CN0000249	24373	PLUS PUBLISHING SERV	PLUS001	-24.23	-4.85	-29.08	6101	36	-24.23	24373/internet Comm Centre
03/10/2018	0000302867	24379	PLUSNET	PLUS01	18.50	3.70	22.20	6101	22	18.50	24379/internet Cemetery
04/10/2018	0000297694	24375	PLUSNET	PLUS01	25.33	5.07	30.40	6101	28	25.33	24375/internet Vine Cafe
04/10/2018	0000302865	24376	PLUSNET	PLUS01	43.65	8.73	52.38	6101	50	43.65	24376/internet Youth Cafe
08/10/2018	0000249844	24377	PLUSNET	PLUS01	47.50	9.50	57.00	6101	31	47.50	24377/internet STC
09/10/2018	0000249846	24378	PLUSNET	PLUS01	24.23	4.85	29.08	6101	36	24.23	24378/internet Comm Cent.
15/10/2018	166965	24313	PREMIER ALARMS	PREM001	447.57	89.51	537.08	6930	28	447.57	24313/annual contract
29/10/2018	167331	24398	PREMIER ALARMS	PREM001	35.16	7.03	42.19	6930	28	35.16	24398/proximity key tag
17/10/2018	6551	24329	PRIME PERFORMERS	PRIM002	1,500.00	300.00	1,800.00	6490	32	1,500.00	24329/Ian Waite performance
17/10/2018	6550	24352	PRIME PERFORMERS	PRIM002	4,000.00	800.00	4,800.00	9062	91	4,000.00	34352/M.Portillo event
25/10/2018	4102230	24360	PRICE AND MYERS	PRM	2,913.75	582.75	3,496.50	9063	91	2,913.75	24360/consulting fees
12/10/2018	18/0254	24292	PRO-FORMA	PRO005	140.00	28.00	168.00	6900	30	140.00	24292/B&BCafe membership1yr
19/10/2018	28004	24353	REPOSS LTD	REP001	1,622.67	324.53	1,947.20	5500	28	1,622.67	24353/Epos System
08/10/2018	436926054	24331	REXEL	REX001	20.55	4.11	24.66	6010	36	20.55	24331/light bulbs
11/10/2018	SM19479	24225	RIALTAS	RIAL001	149.00	29.80	178.80	6300	31	149.00	24225/data backup service
05/10/2018	509648	24293	SABERCOM	SAB001	850.00	170.00	1,020.00	6240	40	850.00	24293/Hosted Server fee
31/10/2018	U925194	24436	SAVILLS	SAV001	3,640.00	728.00	4,368.00	9065	91	3,640.00	24436/planning advice&support
01/10/2018	2051541	24246	SDC	SDC001	3,798.08	0.00	3,798.08	5421	60	2,451.93	24246/Rent -Wednesday
								5420	60	1,346.15	24246/Rent -Saturday
09/10/2018	2051629	24294	SDC	SDC001	218.75	43.75	262.50	6200	31	218.75	24294/inv paper&receipt books
17/10/2018	2051673	24312	SDC	SDC001	1,000.00	200.00	1,200.00	110	0	1,000.00	24312/Blights storage lic fee
18/10/2018	18/10/18	24428	SDC	SDC001	74.00	0.00	74 [illegible]	6889	31	74.00	24428/waste sacks

Ledger No 1 for Month No 7

Supplier A/c Order

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Detail
08/10/2018	150832	24317	SDC DIRECT SERVICES	SDC002	287.25	0.00	287.25	6935	21	287.25	24317/6weeks bin collection
08/10/2018	150896	24318	SDC DIRECT SERVICES	SDC002	114.90	0.00	114.90	6935	22	114.90	24318/6weeks bin collection
08/10/2018	150899	24319	SDC DIRECT SERVICES	SDC002	114.90	0.00	114.90	6935	36	114.90	24319/6weeks bin collection
08/10/2018	150990	24316	SDC DIRECT SERVICES	SDC002	93.60	0.00	93.60	6935	28	93.60	24316/6weeks bin collection
08/10/2018	151053	24315	SDC DIRECT SERVICES	SDC002	93.60	0.00	93.60	6935	33	93.60	24315/6weeks bin collection
23/10/2018	223717	24343	SEV GLAZING	SEV001	120.00	24.00	144.00	5010	29	120.00	24343/new glass fitting
09/10/2018	9082	24296	SEV MOWERS	SEV006	122.62	24.52	147.14	5525	22	122.62	24296/eqip.repair,maintenance
09/10/2018	9083	24295	SEV MOWERS	SEV006	25.00	5.00	30.00	5525	22	25.00	24295/viking mower inspection
20/07/2018	8630	24393	SEV MOWERS	SEV006	91.48	18.30	109.78	5525	21	91.48	24393/Viking mower service
09/10/2018	9068	24392	SEV MOWERS	SEV006	19.51	3.90	23.41	5525	21	19.51	24392/drive control cable
09/10/2018	9069	24394	SEV MOWERS	SEV006	13.93	2.79	16.72	5525	21	13.93	24394/grommet for hedge cutter
21/09/2018	21/09/18	24432	CITIZENS ADVICE	SEV025	650.00	0.00	650.00	7500	38	650.00	24432/F&GP Grant
21/09/2018	21/09/18	24430	SEV THREE ARTS	SEV026	600.00	0.00	600.00	7500	38	600.00	24430/F&GP Grant
21/09/2018	21/09/18	24431	SEV COUNSELLING	SEV047	1,500.00	0.00	1,500.00	7500	38	1,500.00	24441/F&GP Grant
17/10/2018	68989	24514	SGE	SGE001	22.20	1.11	23.31	5700	22	22.20	24514/gas oil
31/10/2018	69370	24513	SGE	SGE001	164.87	32.97	197.84	5525	21	164.87	24513/fit new PTO shaft
07/10/2018	2472524	24300	SHELL	SHEL001	173.91	34.78	208.69	5700	22	20.44	24300/fuel
								5700	21	153.47	24300/fuel
14/10/2018	2495292	24340	SHELL	SHEL001	136.26	27.25	163.51	5700	21	136.26	24340/fuel
21/10/2018	1068211	24415	SHELL	SHEL001	163.44	32.69	196.13	5700	21	163.44	24415/fuel
28/10/2018	2548155	24419	SHELL	SHEL001	104.86	20.98	125.84	5700	21	104.86	24419/fuel
23/10/2018	126848	24380	SLCC	SLCC001	27.12	0.00	27.12	6315	31	27.12	24380/keeping/recruiting volun
26/10/2018	126948	24410	SLCC	SLCC001	285.00	57.00	342.00	6315	31	285.00	24410/job advert
04/10/2018	481582274/	24299	SSE	SSE001	52.46	2.62	55.08	6010	22	52.46	24299/electricity Cemetery
04/10/2018	731598107/	24298	SSE	SSE001	168.33	33.66	201.99	6010	36	168.33	24298/electricity CC
09/10/2018	741714440/	24297	SSE	SSE001	45.97	2.29	48.26	6010	60	45.97	24297/electricity markets
17/10/2018	3654	24324	STAG	STAG002	6,700.00	0.00	6,700.00	7500	38	6,700.00	24324/Sev Remembers Grant
01/10/2018	SP18016596	24301	ST JOHN	STJO001	338.80	67.76	406.56	6490	32	338.80	24301/first aid&med cover
01/10/2018	30BBS	24243	S WILLIAMS	SWA001	1,350.00	270.00	1,620.00	9062	91	1,350.00	24243/work Sept

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

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Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
								Nominal Ledger Analysis			
01/10/2018	31	24247	S WILLIAMS	SWA001	450.00	90.00	540.00	9063	91	450.00	24247/B&B Centre Sept works
01/10/2018	001002	24242	TAMILLEK TREE CARE	TAM001	995.00	0.00	995.00	5060	21	995.00	24242/emergency tree take down
22/10/2018	001008	24385	TAMILLEK TREE CARE	TAM001	1,735.00	0.00	1,735.00	5060	21	545.00	24385/White Hart Beeches
								5060	21	1,190.00	24385/Ashgrove rd dismantle
18/10/2018	0000437302	24416	TATE FENCING	TATE001	4,459.87	891.97	5,351.84	5410	22	4,459.87	24416/new fancing Greatness
16/10/2018	13890	24320	JS TAYLOR	TAYL001	90.00	0.00	90.00	5410	36	90.00	24320/faulty light repair
05/10/2018	1085/BBS/9	24302	THEIS KHAN	THEI001	2,000.00	400.00	2,400.00	9062	91	2,000.00	24302/fees
05/10/2018	1084/BB/942	24325	THEIS KHAN	THEI001	7,138.14	1,333.23	8,471.37	9063	91	7,138.14	24325/B&B Centre works
18/10/2018	1085/BBS/9	24351	THEIS KHAN	THEI001	4,050.00	810.00	4,860.00	9062	91	4,050.00	24351/ancilliary works
31/10/2018	31/10/18	24459	THERAPIA	THER001	120.00	0.00	120.00	506	0	120.00	24459/treatments October
25/10/2018	T0003	24361	TILTON SOLUTIONS LTD	TIL001	2,250.00	0.00	2,250.00	9062	91	2,250.00	24361/5 days of services
04/10/2018	INV-2533	24304	TREE ABILITY	TREE001	315.00	63.00	378.00	6822	22	315.00	24304/tree work
09/10/2018	INV-2551	24303	TREE ABILITY	TREE001	860.00	172.00	1,032.00	9062	91	860.00	24303/emergency tree works
28/10/2018	4334650	24402	TRINTY (REACH)	TRM	108.66	21.73	130.39	6440	31	108.66	24402/Chronicle public notices
16/10/2018	020219	24342	UK FIREWALK	UKFIRE001	1,495.00	0.00	1,495.00	506	0	1,495.00	24342/firewalk event
31/10/2018	VC/311018	24395	V.C HANDYMAN	VCH001	910.00	0.00	910.00	6001	60	910.00	24395/setting up markets
31/10/2018	LAO115529	24400	VEOLIA	VEOL001	12.10	2.42	14.52	6935	36	12.10	24400/euro 360L bin empty
09/10/2018	18009	24305	WEDDLE & CO	WEDD001	95.00	19.00	114.00	6421	31	95.00	24305/mayor`s name on board
31/10/2018	130980	24391	WETTON CLEANING SERV	WET001	1,364.53	272.91	1,637.44	5020	29	584.80	24391/daily clean&service
								5020	21	584.79	24391/daily clean&service
								5026	21	194.94	24391/daily clean&service
31/10/2018	130979	24420	WETTON CLEANING SERV	WET001	27.79	5.56	33.35	5020	29	11.91	24420/cleaning
								5025	21	11.91	24420/cleaning
								5026	21	3.97	24420/cleaning
29/10/2018	304023SFEE	24435	WICKSTEEDS	WICK002	2,868.75	573.75	3,442.50	9062	91	2,868.75	24435/professional services
31/10/2018	304002PFEE	24474	WICKSTEEDS	WICK002	4,218.75	843.75	5,062.50	9062	91	4,218.75	24474/cycle,cafe,refuse store
01/10/2018	WM1050185	24223	WORLDPAY	WOR001	7.50	1.50	9.00	6976	31	7.50	24223/monthly service fee
01/10/2018	K2375580	24307	WORLDPAY	WOR001	61.01	6.97	67.98	6976	28	61.01	24307/card charges
01/10/2018	K2375583	24308	WORLDPAY	WOR001	59.02	5.10	64.12	6976	31	59.02	24308/card charges

Ledger No 1 for Month No 7

Supplier A/c Order

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Detail
01/10/2018	K2375584	24306	WORLDPAY	WOR001	5.23	0.07	5.30	6976	28	5.23	24306/card charges
				TOTAL INVOICES	**204,612.95**	**34,466.89**	**239,079.84**			**204,612.95**	

Sevenoaks Town Council

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 8

Ledger No 1 for Month No 8

Supplier A/c Order

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Detail
27/10/2018	27/11/18	24477	1ST CLASS	1ST001	133.80	0.00	133.80	9062	91	133.80	24477/glasses,tablecloth hire
12/11/2018	98599760	24478	AA MEDIA LTD	AA002	242.00	48.40	290.40	6491	32	242.00	24478/single event sign
28/11/2018	98646999	24556	AA MEDIA LTD	AA002	312.00	62.40	374.40	6490	32	312.00	24556/sign CLSO
19/11/2018	1/IJ3314	24550	ALTOOFFICE	ALTO001	84.00	16.80	100.80	6200	31	84.00	24550/HP black ink
08/11/2018	118264-042	24471	AMENITY TRAINING	AMEN001	465.00	0.00	465.00	6320	22	77.50	24471/training
								6320	21	387.50	24471/training
14/11/2018	PROFORMA	24479	ARK TRADING	ARK001	214.05	42.81	256.86	9062	91	214.05	24479/B&B Cafe unifrom
15/11/2018	15/11/2018	24423	BANKLINE	BANKL01	119.40	0.00	119.40	6975	31	119.40	24423/monthly bill Bankline
25/07/2018	0005018436	24547	BBS	BBS001	2,134.00	426.80	2,560.80	9062	91	2,134.00	24547/building control service
15/11/2018	7959	24480	BLUBELL RAIL	BLUE002	35.83	3.16	38.99	9062	91	35.83	24480/printing plate, tickets
22/11/2018	3537994	24538	BOOKER	BOOK001	222.99	15.39	238.38	9062	91	222.99	24538/goods for preview event
22/11/2018	3537997	24539	BOOKER	BOOK001	81.09	8.90	89.99	6500	28	81.09	24539/goods for resale
23/11/2018	3538014	24540	BOOKER	BOOK001	1.40	0.00	1.40	6500	28	1.40	24540/goods for resale
08/11/2018	3537244	24551	BOOKER	BOOK001	201.91	15.31	217.22	6500	28	201.91	24551/goods for resale
21/11/2018	3537931	24536	BOOKER	BOOK002	135.91	12.14	148.05	6500	50	135.91	24536/goods for resale
17/11/2018	VP4171457	24544	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	24544/regular fee
02/11/2018	1475401	24557	CASTLE WATER	CAS001	311.37	0.00	311.37	6010	21	311.37	24557/water bill Oct
08/11/2018	119054	24483	CURD & CURE	CHS001	97.16	0.00	97.16	6500	28	97.16	24483/goods for resale
08/11/2018	119055	24484	CURD & CURE	CHS001	30.40	0.00	30.40	6500	28	30.40	24484/goods for resale
08/11/2018	119056	24485	CURD & CURE	CHS001	18.00	3.60	21.60	6500	28	18.00	24485/goods for resale
20/11/2018	STCO-02	24522	CJ`S CLEANING	CJS002	560.00	0.00	560.00	6010	33	560.00	24522/offices cleaning
01/11/2018	161694	24437	COBLANDS LANDSCAPES	COB002	10.20	2.04	12.24	5320	21	10.20	24437/fertilizer
08/11/2018	148374	24510	CONNECTAPHONE	CON001	733.24	146.65	879.89	6101	36	11.49	24510/phone bill CC
								6101	22	14.42	24510/phone bill Cemetery
								6101	21	11.49	24510/phone bill OS
								6101	31	695.84	24510/phone bill offices
13/11/2018	INV-4643	24482	CREATIVE PRODUCTIONS	CPR001	33.00	6.60	39.60	6490	32	33.00	24482/banners-pegasus,specsave
13/11/2018	INV-4650	24481	CREATIVE PRODUCTIONS	CPR001	58.50	11.70	70.20	6490	32	58.50	24481/lantern wshop poster

Ledger No 1 for Month No 8

Supplier A/c Order

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
								Nominal Ledger Analysis			
19/11/2018	INV-4676	24523	CREATIVE PRODUCTIONS	CPR001	23.50	4.70	28.20	6490	32	23.50	24523/grotto poster
16/11/2018	INV-4668	24535	CREATIVE PRODUCTIONS	CPR001	16.50	3.30	19.80	6490	32	16.50	24535/Christmas lights banners
22/11/2018	INV-4737	24532	CREATIVE PRODUCTIONS	CPR001	229.50	45.90	275.40	6490	32	229.50	24532/booklets&sheets CLSO
15/11/2018	10074	24555	STREETLIGHTS	DIR001	55.00	11.00	66.00	6862	26	55.00	24555/light repairs ST Botholp
23/11/2018	10092	24554	STREETLIGHTS	DIR001	113.75	22.75	136.50	6862	26	113.75	24554/light repairsHarrison Wa
01/11/2018	H1671511D	24439	E-ON	E-ON	338.70	67.74	406.44	6862	26	338.70	24439/electicity bill
02/11/2018	0002739671	24445	ELITE	EFS001	-7.90	-1.58	-9.48	6500	28	-7.90	24445/CN inv 0002735507
02/11/2018	0002735507	24449	ELITE	EFS001	44.17	3.24	47.41	6500	28	44.17	24449/goods for resale
09/11/2018	0002741683	24486	ELITE	EFS001	88.36	1.58	89.94	6500	28	88.36	24486/goods for resale
09/11/2018	CN0002744	24487	ELITE	EFS001	-7.90	-1.58	-9.48	6500	28	-7.90	24487/CN raspb lemonade
23/11/2018	0002754214	24537	ELITE	EFS001	99.02	0.00	99.02	6500	28	99.02	24537/goods for resale
20/11/2018	184	24531	ENOVERT	ENO001	1,834.90	0.00	1,834.90	5310	21	1,834.90	24531/10%donation,Pontoise
08/11/2018	770323	24489	EXPRESS FACTORS	EXPR001	38.02	7.60	45.62	5525	21	38.02	24489/cable tie,hackshaw blade
14/11/2018	771348	24488	EXPRESS FACTORS	EXPR001	36.20	7.24	43.44	5525	22	36.20	24488/battery
06/11/2018	571601	24490	GALA TENT	GAL001	169.92	33.99	203.91	6869	32	169.92	24490/extra parts for marquee
13/11/2018	173963	24529	GODFREYS	GOD001	10.15	2.03	12.18	6952	21	10.15	24529/safety goggles
17/11/2018	INV2172	24469	G.W.RAILWAYANA	GWRA001	488.00	0.00	488.00	9062	91	488.00	24469/Route map mirror
17/11/2018	2172	24476	G.W.RAILWAYANA	GWRA001	448.00	0.00	448.00	9062	91	448.00	24476/route map mirror
17/11/2018	CN2172	24475	G.W.RAILWAYANA	GWRA001	-488.00	0.00	-488.00	9062	91	-488.00	24475/CN for inv2172
13/11/2018	71153	24521	HERBERT & WARD	HAW001	145.50	0.00	145.50	6500	28	145.50	24521/goods for resale
06/11/2018	11412	24472	HELIOCENTRIX	HELI001	1,168.80	233.76	1,402.56	6240	31	1,168.80	24472/maintenance
02/11/2018	3208	24491	IBBETT MOSELY	IBB001	50.00	10.00	60.00	9062	91	50.00	24491/delivery/auction goods
15/11/2018	80172	24524	LANDSCAPE SUPPLY CO	LAND001	119.45	23.89	143.34	6952	21	74.65	24524/clothes,boots
								6952	22	44.80	24524/clothes,boots, ear defen
24/11/2018	24/11/18	24558	MILK & MORE	MILK001	3.24	0.00	3.24	6330	31	3.24	24558/milk council offices
30/11/2018	134	24530	MIX MAGIC TOURS	MIX001	400.00	0.00	400.00	6490	32	400.00	24530/30mins performance
06/11/2018	17840531	24446	NISBETS	NIS001	99.96	19.99	119.95	9062	91	99.96	24446/bar stools
07/11/2018	17848843	24493	NISBETS	NIS001	420.52	84.10	504.62	6200	28	26.90	24493/marker,stencil set,paint
								9062	91	393.62	24493/cafe equipments

Ledger No 1 for Month No 8 | **Supplier A/c Order**

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
								Nominal Ledger Analysis			
16/11/2018	17911633	24525	NISBETS	NIS001	616.27	123.25	739.52	9062	91	616.27	24525/goods for B&B Cafe
18/11/2018	17918039	24526	NISBETS	NIS001	2,983.12	596.62	3,579.74	9062	91	2,983.12	24526/B&B Cafe set up goods
20/11/2018	17932107	24528	NISBETS	NIS001	119.98	24.00	143.98	9062	91	119.98	24528/B&B Cafe fryer
20/11/2018	17937147	24527	NISBETS	NIS001	5.18	1.03	6.21	9062	91	5.18	24527/B&B Cafe set up, goods
22/11/2018	17949812	24541	NISBETS	NIS001	14.06	2.81	16.87	9062	91	14.06	24541/items for preview event
22/11/2018	17949814	24542	NISBETS	NIS001	219.03	43.80	262.83	9062	91	219.03	24542/items for preview event
28/11/2018	17990981	24552	NISBETS	NIS001	244.72	48.94	293.66	9062	91	244.72	24552/plates for B&B Station
15/11/2018	966694	24517	OAKS PLANT HIRE	OAKS001	11.66	2.33	13.99	5525	21	8.30	24517/12mm drill
								5500	21	3.36	24517/sand bags
04/11/2018	0000297694	24425	PLUSNET	PLUS01	23.91	4.78	28.69	6101	28	23.91	24425/internet bill
04/11/2018	0000302865	24426	PLUSNET	PLUS01	43.58	8.72	52.30	6101	50	43.58	24426/internet bill
03/11/2018	0000302867	24442	PLUSNET	PLUS01	18.50	3.70	22.20	6101	22	18.50	24442/internet Cemetery
08/11/2018	0000249844	24466	PLUSNET	PLUS01	47.50	9.50	57.00	6101	31	47.50	24466/internet offices
09/11/2018	0000249846	24467	PLUSNET	PLUS01	24.79	4.96	29.75	6101	36	24.79	24467/internet CC
21/11/2018	INV781	24534	ROBERT POUND	POUND001	250.00	0.00	250.00	9062	91	250.00	24534/opeing event - entertain
08/11/2018	SIN863943	24548	PPL PRS	PPLPRS001	97.54	19.51	117.05	6490	32	97.54	24548/music permit for CLSO
12/11/2018	167777	24497	PREMIER ALARMS	PREM001	600.90	120.18	721.08	6930	21	600.90	24497/maintenace contr renew
13/11/2018	167927	24498	PREMIER ALARMS	PREM001	65.00	13.00	78.00	6930	28	65.00	24498/labour
14/11/2018	S62449	24494	RAWSTONE HIRE	RAW001	206.20	41.24	247.44	6491	32	206.20	24494/road closed signs
08/11/2018	437256181	24495	REXEL	REX001	2.82	0.56	3.38	6010	36	2.82	24495/lightbulbs
08/11/2018	437256182	24496	REXEL	REX001	21.75	4.35	26.10	6010	36	21.75	24496/ledspot,lamp
07/11/2018	29348	24438	RIGHT GUARD	RIGHT001	392.00	78.40	470.40	5310	21	392.00	24438/security services Greatn
07/11/2018	509656	24421	SABERCOM	SAB001	1,720.00	344.00	2,064.00	9062	91	1,720.00	24421/PC,software,inst-config
16/11/2018	PP07351131	24470	SAVILLS	SAV001	1,034.00	0.00	1,034.00	9065	91	1,034.00	24470/application(Raleys)
01/11/2018	2051738	24424	SDC	SDC001	3,038.46	0.00	3,038.46	5421	60	1,961.54	24424/rent
								5420	60	1,076.92	24424/rent
02/11/2018	2051773	24460	SDC	SDC001	48.00	0.00	48.00	6889	31	48.00	24460/recycling sacks
06/11/2018	2051899	24461	SDC	SDC001	167.00	31.00	198.00	6869	32	12.00	24461/Beacon lighting flyers
								6460	31	125.00	24461/welcome to Sev banner

Ledger No 1 for Month No 8

Supplier A/c Order

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Detail
								6200	31	30.00	24461/Linda L business cards
06/11/2018	151289	24500	SDC DIRECT SERVICES	SDC002	172.35	0.00	172.35	6935	21	172.35	24500/bin collection
06/11/2018	151353	24501	SDC DIRECT SERVICES	SDC002	76.60	0.00	76.60	6935	22	76.60	24501/bin collection
06/11/2018	151356	24502	SDC DIRECT SERVICES	SDC002	76.60	0.00	76.60	6935	36	76.60	24502/bin collection
06/11/2018	151444	24503	SDC DIRECT SERVICES	SDC002	62.40	0.00	62.40	6935	28	62.40	24503/bin collection
06/11/2018	151508	24499	SDC DIRECT SERVICES	SDC002	62.40	0.00	62.40	6935	33	62.40	24499/bin collection
01/11/2018	9203	24422	SEV MOWERS	SEV006	28.75	5.75	34.50	5525	21	28.75	24422/chainsaw chain
06/11/2018	INV-1273	24448	SEV CHAMBER OF COMM	SEV008	100.00	0.00	100.00	6635	30	100.00	24448/sponsorship,1st Wed Dec
31/10/2018	69228	24545	SGE	SGE001	21.46	1.07	22.53	5700	22	21.46	24545/gas oil
04/11/2018	2576051	24463	SHELL	SHEL001	113.25	22.65	135.90	5700	21	113.25	24463/fuel
11/11/2018	2599063	24559	SHELL	SHEL001	189.24	37.85	227.09	5700	22	20.26	24559/fuel
								5700	21	168.98	24559/fuel
06/11/2018	0000107066	24518	SMITH OF DERBY	SMIT003	200.00	40.00	240.00	6861	26	200.00	24518/service visit town clock
28/11/2018	0000107272	24549	SMITH OF DERBY	SMIT003	186.00	37.20	223.20	6861	26	186.00	24549/service visit
06/11/2018	06/11/18	24464	SSE	SSE001	180.06	36.01	216.07	6010	36	180.06	24464/electricity bill CC
06/11/2018	06/11/18CE	24465	SSE	SSE001	101.40	5.07	106.47	6010	22	101.40	24465/electricity bill Cem
08/11/2018	2316188900	24508	SSE	SSE001	523.64	104.72	628.36	6010	33	523.64	24508/elec bill offices
12/11/2018	2117198330	24509	SSE	SSE001	1,321.37	264.27	1,585.64	6010	39	1,321.37	24509/elec bill Business Hub
12/11/2018	6017217780	24506	SSE	SSE001	138.85	6.94	145.79	6010	39	138.85	24506/elec bill Business Hub
12/11/2018	9815792650	24507	SSE	SSE001	594.06	118.81	712.87	6010	33	594.06	24507/elec bill council office
26/11/2018	9115694680	24553	SSE	SSE001	417.94	20.90	438.84	6010	36	417.94	24553/gas bill-30Aug-23Nov
15/11/2018	3704	24504	STAG	STAG002	175.00	35.00	210.00	5410	50	175.00	24504/recharge DormaInv206081
12/11/2018	3683	24520	STAG	STAG002	16.00	0.00	16.00	6330	31	16.00	24520/tickets Dimming of the D
06/11/2018	32	24443	S WILLIAMS	SWA001	2,250.00	450.00	2,700.00	9062	91	2,250.00	24443/work October
06/11/2018	33	24444	S WILLIAMS	SWA001	450.00	90.00	540.00	9063	91	450.00	24444/work October
19/09/2018	14633	24505	TATE FENCING	TATE001	78.54	15.71	94.25	5010	29	78.54	24505/posts
19/11/2018	13913	24492	JS TAYLOR	TAYL001	70.00	0.00	70.00	5026	21	70.00	24492/disc&remove hand dryer
06/11/2018	1085/BBS/9	24441	THEIS KHAN	THEI001	2,000.00	400.00	2,400.00	9062	91	2,000.00	24441/architectural services
06/11/2018	1085/BBS/9	24440	THEIS KHAN	THEI001	1,995.00	399.00	2,394.00	9062	91	1,995.00	24440/architertural services

Ledger No 1 for Month No 8 **Supplier A/c Order**

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Detail
09/11/2018	T0004	24462	TILTON SOLUTIONS LTD	TIL001	2,700.00	0.00	2,700.00	9062	91	2,700.00	24462/October services
30/11/2018	30/11/18	24546	THE ONLY WAY	TOWIEA01	290.00	0.00	290.00	6490	32	290.00	24546/CLSO entertainment
31/10/2018	4350522	24543	TRINTY (REACH)	TRM	432.00	86.40	518.40	6490	32	432.00	24543/CLSO advert
20/11/2018	1954	24519	ULTRALITE	ULTRA001	210.00	42.00	252.00	6461	31	210.00	24519/Fireworks banner ins/rem
22/11/2018	22/11/18	24533	WOODSIDE ROAD	WOOD001	145.00	0.00	145.00	6812	21	145.00	24533/annual road fee
01/11/2018	K2566246	24427	WORLDPAY	WOR001	161.03	19.86	180.89	6976	28	95.62	24427/transaction charges
								6976	31	37.14	24427/transaction charges
								6976	31	28.27	24427/transaction charges
01/11/2018	WM1053960	24447	WORLDPAY	WOR001	7.50	1.50	9.00	6976	31	7.50	24447/monthly service fee/Nov
				TOTAL INVOICES	**39,743.58**	**5,171.45**	**44,915.03**			**39,743.58**	

Date: 18/12/2018

Time: 11:12

Sevenoaks Town Council

Cash Book 5

Payroll A/c

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21-1-19
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User : MB

For Month No : 7

Receipts for Month 7

Nominal Ledger Analysis

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**443.86**						**443.86**	
	Banked on : **25/10/2018**	**38,492.91**							
	Nat West - Current Account		38,492.91			205		38,492.91	Monthly Salaries Tfr Oct '18
	Banked on : **26/10/2018**	**20,596.67**							
	Nat West - Current Account		20,596.67			205		20,596.67	Monthly Pensions/HMRC Tfr O
	Banked on : **30/10/2018**	**189.96**							
	Nat West - Current Account		189.96			205		189.96	October NEST Pension Tfr
	Banked on : **31/10/2018**	**2,647.62**							
	Nat West - Current Account		2,647.62			205		2,647.62	October L&G Tfr
	Total Receipts for Month	61,927.16		0.00	0.00			61,927.16	
	Cash Book Totals	62,371.02		0.00	0.00			62,371.02	

Continued on Page 2

Payments for Month 7 | **Nominal Ledger**

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c	Centre	£ Amount	Transaction Detail
25/10/2018	NatWest Bank	BACS25/10	38,322.91			520		38,322.91	Monthly Salaries Oct '18
25/10/2018	NatWest Bank	BACS25/10	160.00			520		160.00	Monthly Cllr Salaries Oct '18
25/10/2018	NatWest Bank	BACS25/10	10.00			520		10.00	Monthly Salaries Oct '18 Corre
26/10/2018	NatWest Bank	BACS26/10	20,596.67			516		9,246.38	MonthlyPensions Oct '18
						515		11,350.29	Monthly HMRC Oct '18
30/10/2018	NatWest Bank	DD30/10	189.96			516		189.96	Monthly NEST Oct '18
31/10/2018	NatWest Bank	DD31/10	2,647.62			516		2,647.62	Monthly L&C Oct '18
	Total Payments for Month		61,927.16	0.00	0.00			61,927.16	
	Balance Carried Fwd		443.86						
	Cash Book Totals		62,371.02	0.00	0.00			62,371.02	

Date: 18/12/2018

Time: 11:12

Sevenoaks Town Council

Cash Book 5

Payroll A/c

F+GP
21-1-19
6 c (i)

Page No: 1

User : MB

For Month No : 8

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**443.86**						**443.86**	
	Banked on : **23/11/2018**	**39,846.20**							
	Nat West - Current Account		39,846.20			205		39,846.20	Monthly Salaries Nov '18
	Sales Recpts Page 4852		52.50	52.50		101			Sales Recpts Page 4852
	Banked on : **26/11/2018**	**21,146.42**							
	Nat West - Current Account		21,146.42			205		21,146.42	Monthly HMRC/Pensions Nov '18
	Banked on : **28/11/2018**	**199.23**							
	Nat West - Current Account		199.23			205		199.23	November NEST tfr
	Sales Recpts Page 4853		35.00	35.00		101			Sales Recpts Page 4853
	Banked on : **29/11/2018**	**2,806.23**							
	Nat West - Current Account		2,806.23			205		2,806.23	November L&G Tfr
	Total Receipts for Month	63,998.08		87.50	0.00			63,998.08	
	Cash Book Totals	64,441.94		87.50	0.00			64,441.94	

Continued on Page 2

Payments for Month 8 — **Nominal Ledger**

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c	Centre	£ Amount	Transaction Detail
23/11/2018	NatWest Bank	BACS23/11	39,686.20			520		39,686.20	Monthly Salaries Nov '18
23/11/2018	NatWest Bank	BACS23/11	160.00			520		160.00	Monthly Mayor's Allowance Nov
26/11/2018	NatWest Bank	BACS26/11	21,146.42			516		9,132.80	Monthly Pensions Nov '18
						515		12,013.62	Monthly HMRC Nov '18
28/11/2018	NatWest Bank	DD28/11	199.23			516		199.23	Monthly NEST Nov '18
29/11/2018	NatWest Bank	DD29/11	2,806.23			516		2,806.23	Monthly L&G Nov '18
	Total Payments for Month		63,998.08	0.00	0.00			63,998.08	
	Balance Carried Fwd		443.86						
	Cash Book Totals		64,441.94	0.00	0.00			64,441.94	

Date: 18/12/2018
Time: 11:12

Sevenoaks Town Council
Cash Book 6
Petty Cash

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User : MB
For Month No : 7

Receipts for Month 7

Nominal Ledger Analysis

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**639.79**						**639.79**	
	Banked on : **08/10/2018**	**333.63**							
	Nat West - Current Account		333.63			210		333.63	top up
	Banked on : **08/10/2018**	**50.00**							
RETURN	Business Awards		50.00			299		50.00	Return of Business Awards ADV
	Banked on : **26/10/2018**	**361.92**							
	Nat West - Current Account		361.92			210		361.92	top up
	T ' Receipts for Month	745.55		0.00	0.00			745.55	
	Cash Book Totals	1,385.34		0.00	0.00			1,385.34	

Continued on Page 2

Payments for Month 7

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c	Centre	£ Amount	Transaction Detail
04/10/2018	Council Offices	164	0.72			6330	31	0.72	milk
04/10/2018	Council Offices	164/B	6.08			6330	31	6.08	coffee
04/10/2018	Council Offices	164/C	3.15			6010	31	3.15	carpet cleaner
08/10/2018	Vine Cafe	165/A	25.54			6900	28	25.54	homeware
08/10/2018	Vine Cafe	165/B	35.66			6500	28	35.66	food supplies
08/10/2018	Vine Cafe	165/C	5.25		0.88	6500	28	4.37	food supplies
08/10/2018	Council Offices	166	3.05			6330	31	3.05	milk and tea
08/10/2018	Council Offices	167/A	3.00			6900	31	3.00	parking
08/10/2018	Council Offices	167/B	3.10		0.52	6900	31	2.58	parking - Maidstone
08/10/2018	Cemetery	168/A	2.00		0.33	6330	22	1.67	squash
08/10/2018	cemetery	168/B	21.07			6330	22	21.07	tea,coffee,sugar
08/10/2018	Town partnership	169/A	2.80		0.47	6322	40	2.33	orange juice
08/10/2018	Town Partnership	169/B	22.00			6322	40	22.00	raspberries, ice cubes
09/10/2018	Council Offices	170	3.00		0.50	6010	33	2.50	soap
09/10/2018	Open spaces	171	13.99			5340	21	13.99	plants
09/10/2018	Youth Cafe	172	20.40			5410	50	20.40	vinyl tiles
09/10/2018	Community Centre	173/A	28.80			6520	36	28.80	cakes
09/10/2018	Community Centre	173/B	2.20			6520	36	2.20	milk
09/10/2018	Community Centre	173/C	24.00			6240	36	24.00	memory stick
09/10/2018	Community Centre	173/D	5.00			6900	36	5.00	tea towels
09/10/2018	Community Centre	173/E	10.00			6281	36	10.00	kettle
09/10/2018	Community Centre	173/F	5.50		0.92	5410	36	4.58	battery
09/10/2018	Council Offices	174/A	3.24			6869	32	3.24	milk,tes,sugar -Pink week coff
09/10/2018	Council Offices	174/B	10.70		1.78	6869	32	8.92	foil platter,napkin,paper plat
11/10/2018	Council Offices	175	1.10			6330	31	1.10	milk
12/10/2018	Cemetery	176	14.95		2.49	6900	22	12.46	dry cleaning
12/10/2018	Council Offices	177	26.00			6900	31	26.00	travel cost
12/10/2018	Council Offices	178	3.00			6900	31	3.00	parking
15/10/2018	Vine Cafe	179	35.00			6900	28	35.00	new keys
16/10/2018	Mayor`s Allowance	180	10.00			6437	31	10.00	ticket Stag
16/10/2018	Council Offices	181	2.00			6900	31	2.00	parking
17/10/2018	Council Offices	182	1.09			6330	31	1.09	milk
22/10/2018	Council Offices	183/A	2.00			6900	31	2.00	Parking
22/10/2018	Council Offices	183/B	27.50			6210	31	27.50	stamps
22/10/2018	Council Offices	184	1.65			6330	31	1.65	milk
24/10/2018	Youth Cafe	185/A	8.05		1.34	6500	50	6.71	food supplies
24/10/2018	Youth Cafe	185/B	38.65			6500	50	38.65	food supplies
24/10/2018	Youth Cafe	186	60.00			299		60.00	Halloween event advance
25/10/2018	Council Offices	187	3.00			6900	31	3.00	parking
25/10/2018	Council Offices	188	1.10			6330	31	1.10	milk
26/10/2018	Council Offices	189	10.00		1.67	6900	31	8.33	batteries
26/10/2018	Council Offices	190	1.64			6210	31	1.64	postage
30/10/2018	Bat&Ball Station	191/A	15.00			9062	91	15.00	icing sheets

Continued on Page 3

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Sevenoaks Town Council

Cash Book 6

Petty Cash

User : MB

For Month No : 7

Payments for Month 7

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c	Centre	£ Amount	Transaction Detail
0/10/2018	Vine Cafe	191/B	9.10			6500	28	9.10	milk,salad,cream
0/10/2018	Vine Cafe	191/C	3.00			6900	28	3.00	Chronicle Newspaper
0/10/2018	Vine Cafe	191/D	6.10		1.02	6500	28	5.08	peanut,chocolate,ba
0/10/2018	Council Offices	192	1.09			6330	31	1.09	milk
1/10/2018	Community Centre	193/A	9.30			6520	36	9.30	milk,tea,coffee
1/10/2018	Community Centre	193/B	25.40			6520	36	25.40	cakes
1/10/2018	Community Centre	193/C	0.80		0.13	6010	36	0.67	furniture polish
1/10/[illegible]8	Community Centre	193/D	0.78			6010	36	0.78	vinegar
	Total Payments for Month		577.55	0.00	12.05			565.50	
	Balance Carried Fwd		807.79						
	Cash Book Totals		1,385.34	0.00	12.05			1,373.29	

Receipts for Month 8 | **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**807.79**						**807.79**	
	Banked on : **09/11/2018**	**312.86**							
	Nat West - Current Account		312.86			210		312.86	top up petty cash
	Banked on : **16/11/2018**	**183.81**							
	Nat West - Current Account		183.81			210		183.81	top up petty cash
	Banked on : **23/11/2018**	**346.41**							
	Nat West - Current Account		346.41			210		346.41	top up petty cash
	Total Receipts for Month	843.08		0.00	0.00			843.08	
	Cash Book Totals	1,650.87		0.00	0.00			1,650.87	

Continued on Page 2

Payments for Month 8

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c	Centre	£ Amount	Transaction Detail
01/11/2018	Open Spaces	194	50.00			520		50.00	salary advance
01/11/2018	Council Offices	195	51.90			6900	31	51.90	travel cost
05/11/2018	Council Offices	196A	14.00		2.33	6900	31	11.67	crates for Christmas hampers
05/11/2018	Council Offices	196B	33.62		5.60	6491	32	28.02	floodlight - events
05/11/2018	cemetery	197A	19.89			6330	22	19.89	milk,coffee,sugar
05/11/2018	cemetery	197B	3.05		0.50	6330	22	2.55	squash
05/11/2018	cemetery	197C	18.00			6900	22	18.00	key cut
05/11/2018	open spaces	198A	18.05			6330	21	18.05	milk,sugar,coffee
05/11/2018	open spaces	198B	3.45			6900	21	3.45	post office
05/11/2018	council offices	199	18.69			9062	91	18.69	Paddongton Bear
12/11/2018	open spaces	200A	3.99		0.67	6200	21	3.32	waterproof marker pens
12/11/2018	open spaces	200B	4.98		0.24	6491	32	4.74	fire lighters
12/11/2018	open spaces	200C	5.69		0.27	6491	32	5.42	kindling wood
12/11/2018	open spaces	200D	1.10			6330	21	1.10	milk
13/11/2018	youth cafe	201A	5.00			6900	50	5.00	halloween party pumpkins
13/11/2018	youth cafe	201B	11.77			6500	50	11.77	halloween party supplies
13/11/2018	youth cafe	201C	12.09			6500	50	12.09	supplies
13/11/2018	youth cafe	201D	1.40		0.23	6500	50	1.17	supplies
14/11/2018	council offices	202	20.00			6900	33	20.00	taxi fare
14/11/2018	council offices	203	88.00			6490	32	88.00	books - CLSO
15/11/2018	Bat&Ball Station	204A	13.41			9062	91	13.41	box,furn.wax,pic frame,fixing
15/11/2018	Bat&Ball Station	204B	1.79			9062	91	1.79	black peppercorn
15/11/2018	Bat&Ball Station	204C	3.29			9062	91	3.29	brown paper
15/11/2018	Bat&Ball Station	204D	7.20			9062	91	7.20	photo printing
15/11/2018	council offices	205A	1.10			6330	31	1.10	milk
15/11/2018	council offices	205B	3.00			6900	31	3.00	parking
16/11/2018	council offices	206	80.00			6490	32	80.00	books - CLSO
19/11/2018	council offices	207A	3.00			6900	31	3.00	parking
19/11/2018	Bat&Ball Station	207B	18.80			9062	91	18.80	deposit - picture framing
20/11/2018	council offices	208	8.49			6010	33	8.49	dishwasher tablets,handwash
20/11/2018	council offices	209	1.10			6330	31	1.10	milk
20/11/2018	cemetery	210	32.30			6900	22	32.30	engraving - ribbon
20/11/2018	vine cafe	211A	13.20			6500	28	13.20	milk
20/11/2018	vine cafe	211B	15.95			6900	28	15.95	decorations, glass jar
20/11/2018	vine cafe	211C	19.27		3.21	6500	28	16.06	cake decorations
21/11/2018	council offices	212A	3.00			6900	31	3.00	parking
21/11/2018	council offices	212B	50.20		8.36	6490	32	41.84	felt pens,markers
22/11/2018	council offices	213	1.10			6330	31	1.10	milk
23/11/2018	Bat&Ball Station	214	100.00			9062	91	100.00	frames,framing
27/11/2018	council offices	215	1.77			6210	31	1.77	postage
28/11/2018	coummunity centre	216A	38.95			6520	36	38.95	milk,coffee,cakes

Continued on Page 3

Payments for Month 8 | **Nominal Ledger**

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c	Centre	£ Amount	Transaction Detail
28/11/2018	community centre	216B	2.50		0.41	6010	36	2.09	kitchen gloves
30/11/2018	council offices	217	34.60		5.76	6490	32	28.84	water - CLSO
	Total Payments for Month		838.69	0.00	27.58			811.11	
	Balance Carried Fwd		812.18						
	Cash Book Totals		1,650.87	0.00	27.58			1,623.29	

Per Finance and General Purposes Committee Resolution on 26.11.2018 6e

BAT and BALL STATION CHARGES UP to 31st MARCH 2020
(Prices inclusive of VAT)

WEEKEND RATES		
Whole Centre	Full day rate (9:00am – 10.30pm)	£685
	4+ hours (Evenings, from 6:00pm up to 10.30pm latest)	£214
	Set up costs (caretaker) if requested	£37
Booking Hall	Full day rate (9:00am – 10.30pm)	£402
	Hourly charge	£37
	Set up costs (caretaker)	£37
Luggage Room Hall	Full day rate (9:00am – 10.30pm)	£283
	Hourly charge	£26
	Set up costs (caretaker)	£37

***6 hours plus will benefit from discounts (priced on request)**
Access to parking at the Community Centre included in all rates

MID WEEK HOURLY RATES		
	Booking Hall	**Luggage Room**
Mon-Fri 9:00am – 6:00pm	£30.00	£18.00
Mon-Fri 6:00pm – 10:30pm	£25.00	£21.00
Mon-Fri 6hrs+ hire	£20.00	£15.50

There is a 10% reduction for 10 or more bookings in any one financial year, provided payment is received within 30 days of the date of the invoice.

6e

There will be two rooms available for public hire namely the Booking Hall and the Luggage Room. The room cans be hired separately or together.

Access to the public toilets is via the café (even when not open to the public). Please note if hiring the Luggage Room separately this will mean walking outside under the canopy.

Tea, coffee, refreshments etc can be provided if arranged during the booking process. There will also be a public café within the building – see separate information relating to opening times.

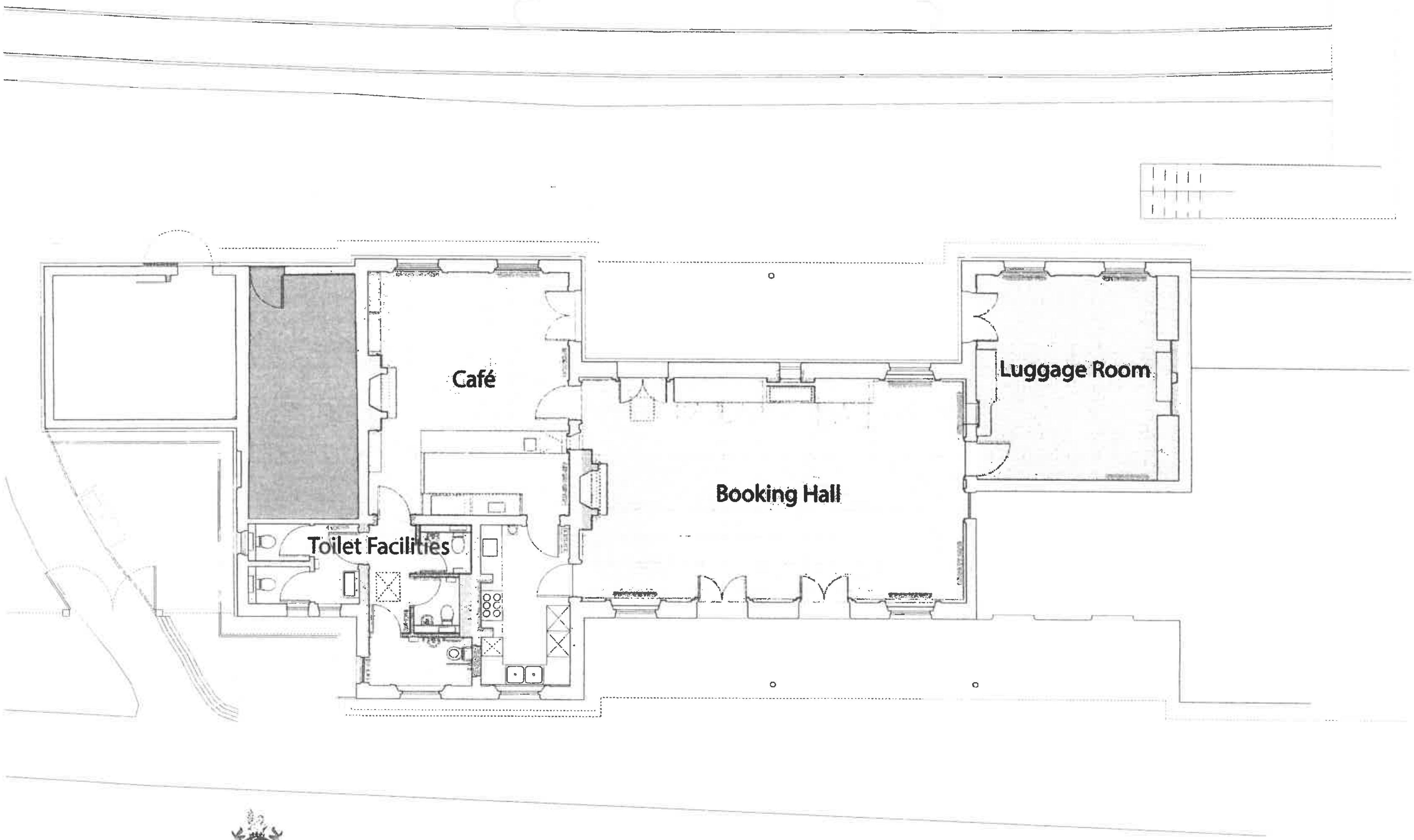
Please see below for

- floor plan,
- room specifications and fees and charges,
- enquiry form and
- terms and condition for hire.

If you cannot find the information you require please email council@sevenoakstown.gov.uk

A copy of the Premises Licence can be viewed **here**

Floor Plan	**Room Specifications & Fees and Charges**
Enquiry Form	**Terms and Condition for hire**



Sevenoaks Town Council

Bat and Ball Station
Hirer Floor Plan

Bat & Ball Station Building – Room Specifications

Specification	Booking Hall	Luggage Room
Room Size	**11.5m x 6.5m**	**6m x 5m**
Room capacity	120 standing, 100 theatre seating, 70 table seating	30 standing, 20 theatre seating, 15 seating.
Number of tables available	**12 – 1520mm x 720mm**	**12 – 1520mm x 720mm**
Number of chairs available	**60**	**60**
Screen for presentation	Included	Included
Hearing Loop	Included	Included
Microphone	On request	On request
Coat Rail	On request	On request

Bat & Ball Station Building – Fees & Charges to 31st March 2020 (prices inclusive of VAT)

Bat & Ball Station Building Hire

ENQUIRY FORM

(Please note that completion and forwarding this form does not confirm a booking)

Date of Hire requested	
Times of Hire requested	
Booking Hall (please tick)	
Luggage Room (please tick)	
Additional Facilities (please tick) **Lectern** **Music Stand** **Flipchart** **Bridge / games tables** **Microphones** **Digital projector**	
Refreshments (separate charges apply) **Tea / Coffee** **Other refreshments – to be discussed**	
Your Name	
Your Contact Details **Address** **Telephone** **Email**	
Name of Organisation if applicable	

Return Enquiry Form to Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG or Email to council@sevenoakstown.gov.uk or telephone 01732 459953

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Sevenoaks Town Council

BAT & BALL STATION BUILDING

Conditions of Hire

Definitions

For the purpose of these Conditions of Hire, "Hirer" means the person or organisation to whom this letter and accompanying invoice is addressed, and "Council" means Sevenoaks Town Council, which is the owner and operator of the Bat & Ball Station building ("Station Building").

Payment

1. a. The Hirer shall pay a non-refundable deposit of half the cost of a booking within 2 weeks of confirmation of booking and the balance of fees is due 21 days before the date of the event. Please keep to the booked times indicated on the form. Extra time may be available by prior request if the room is not occupied. An extra charge will be made at the same hourly rate if the booked time is exceeded.

   b. At the discretion of the Council for certain events - parties (but not children's parties), wedding receptions or similar - a refundable damage deposit of £250 in cash must be left at the Council Offices in the week before the date of the party. This will be returned immediately after the event, provided no damage is caused at the Station Building, all rubbish is removed, and the building is not left in a very dirty state. (Please note that the deposit may be returned to the hirer in the form of a cheque).

   c. If the hirer has not vacated the building by midnight, an additional minimum charge of £50 will be invoiced and deducted from the refundable damage deposit. This is to cover additional caretaking costs which are incurred.

   d. If the hirer uses previously un-booked space, they will be liable for the full hire costs, which will be invoiced and deducted from the damage deposit.

Additional Facilities

2. The following facilities are available for your use by arrangement with the Council, but we do need advance notice please:-

   Lectern/music stand and attached lamp.
   Flipchart (paper and marker pens are available at nominal cost).
   Bridge/games tables.

Microphones
Digital Projector

Additional facilities available:

A loop system (for the hard of hearing).
An electrically-operated projection screen.

There is no charge for any of the above additional facilities.

Payment Procedure

3. Please sign and detach the Booking Form and return it to Sevenoaks Town Council at the address overleaf, with your payment. All cheques should be made payable to Sevenoaks Town Council.

Cancellation

4. a. If the Hirer cancels the booking within 21 days of the date of the event the full fee will be payable.

   b. In the event of the Council cancelling the booking due to the premises being unfit for its intended use or required as a Polling Station, all fees paid by the Hirer shall be refunded.

   c. The Council reserves the right to cancel any bookings at any time without incurring any liability to the Hirer.

Maximum Capacity

5. a. **The Booking Hall (Main Hall) has a maximum capacity of 120 standing, 100 in a closely-seated audience, 70 seated/dancing combined and 70 seated at tables (these figures include helpers and performers).**

   b. **The Luggage Room has a maximum capacity of (Small Hall) 30 in a closely-seated audience, 20 seated/dancing combined and 15 seated at tables.**

On no account shall these figures be exceeded.

Cleaning and Security

6.. All use of the Station Building premises and facilities is subject to the Hirer accepting responsibility for returning furniture and equipment to their original positions and for securing doors and windows of the premises as required. **Under no circumstances must the premises be left empty and unlocked.** All users shall leave the premises and surrounds in a clean and tidy condition with all lighting turned off. Please put the rubbish in black sacks at the end of the hire period. Please take away all **GLASS.**

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Fire Safety

7. It is the responsibility of all hirers and users of the Community Centre to familiarize themselves with the fire safety procedures for the venue and to follow these procedures in the event the fire alarm is sounded. Evacuation procedures are located on the wall inside each room adjacent to the door.

Gratuities

8. Town Council Staff are **not** permitted to accept gratuities or tips.

Smoke Machines

9. The building is protected at all times by a fire alarm system. Smoke machine are not permitted as these and a number of birthday cake candles will activate the smoke detectors and automatically call the Fire Brigade. Therefore, please do not use these.

Children's Parties

Bouncy Castles and Inflatables

11. Bouncy Castles and inflatables are not permitted.

Party Food

Any food brought into the premises must be cleared away at the end of the event.

Please do not use sparkler candles on birthday cakes as they create smoke and may set off the fire alarm. Ordinary candles are acceptable.

Supervision

12. a. The Hirer must be 21 years of age or over. The Hirer must be present at the function/event.

b. The Hirer shall, during the period of hiring, be responsible for supervision of all persons using the premises and of car parking arrangements for those attending their function, so as to avoid damage, inconvenience, or obstruction to others. There is a pay and display car park adjacent to the building.

Damage

13. The Hirer shall indemnify the Council for the cost of repairing any damage to the building, its contents or grounds during or as a result of a booking.

Licences

14. The Bat & Ball Station Building is licensed for entertainment and the sale of alcohol.

Any hirer planning to sell alcohol **<u>must</u>** inform Sevenoaks Town Council at the time of booking ('sale of alcohol' includes events when a glass of wine is included in the ticket price).

Sevenoaks Town Council has a Designated Premises Supervisor however it remains the responsibility of hirers to ensure the function they hold is properly managed.

A bar may only be operated by a Personal Licence Holder who will be required to present the Town Council with their Licence (a photocopy will not suffice) plus details of other staff who will be serving alcohol, prior to confirmation of the booking.

Hirers may bring in their own alcoholic drink for consumption on the premises but only on condition that it is not sold.

Music – Planning Permission restricts the use of amplified music.

<u>Insurance</u>

15. The attention of the Hirer is drawn to the need to make private arrangements for insurance in respect of claims which might be made by persons for injury or damage arising out of the hire of the Station Building (The Station Building is insured against any claims arising out of <u>the Council's</u> negligence).

<u>Use of Premises</u>

16. a. The Hirer shall not sub-let or use the premises for any unlawful purpose, nor do anything to bring onto the premises anything which may endanger the premises, its users, or any insurance policies relating thereto. All electrical equipment brought into the Station Building must have a current Portable Appliance Test (P.A.T) certificate. **The premises may not be hired for discos or parties if an entrance fee is being charged.**

    b. The part of the building hired may only be used for the purpose for which it was originally booked. Use of the building is confined to this area.

<u>Food Safety</u>

17. a. It is the hirer's responsibility to ensure that all food provided is within food Hygiene legislation and that suppliers are appropriately registered with Environmental Health.

    b. Where appropriate Sevenoaks Town Council will require details of Environmental Health Registration.

    c. It is the hirer's responsibility to ensure that when providing refreshments all allergy food safety requirements are met.

    d. Sevenoaks Town Council takes no responsibility for the provision of refreshments provided by hirers.

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Sale of Goods

18. The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any local code of practice issued in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the Organiser's name and address, and that any discounts offered are based on actual Retail Prices.

Regulations

19. The Hirer shall be responsible for the observance of regulations imposed by the Local Authority and the Fire Authority and the Council regarding maximum permitted numbers and other matters.

Right of Entry

20. **Right of entry to the hall shall be permitted at any time to any member of the Management of Sevenoaks Town Council or delegated person.**

Hirers Privacy Notice

When you hire a Public Building, Sports Pitches or hold an event on Town Council land, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your hire agreement. Your personal information will not be shared with any third party without your prior consent.

When you contact us
The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

The Councils Right to Process Information
General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or
Processing is necessary for compliance with a legal obligation or
Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security
Sevenoaks Town Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation,

falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You many request the deletion of your data held by Sevenoaks Town Council at any time).

Access to Information
You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: The Town Clerk at Sevenoaks Town Council Offices.

Information Correction
If you believe that the information, we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: The Town Clerk at Sevenoaks Town Council Offices to request this.

Information Deletion
If you wish Sevenoaks Town Council to delete the information about you please contact: The Town Clerk at Sevenoaks Town Council Offices to request this.

Right to Object
If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact The Town Clerk at Sevenoaks Town Council Offices to object.

Rights Related to Automated Decision Making and Profiling
Sevenoaks Town Council does not use any form of automated decision making or the profiling of individual personal data.

Complaints
If you have a complaint regarding the way your personal data has been processed you may make a complaint to The Town Clerk at Sevenoaks Town Council Offices and, or the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

Summary: In accordance with the law, Sevenoaks Town Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision. Sevenoaks Town Council do not use profiling, we do not sell or pass your data to third parties. Sevenoaks Town Council do not use your data for purposes other than those specified. Sevenoaks Town Council make sure your data is stored securely. Sevenoaks Town Council delete all information deemed to be no longer necessary. Sevenoaks Town Council constantly review its Privacy Policies to keep it up to date in protecting your data. (You can request a copy of the policies at any time).

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Sevenoaks Town Council

INTERNAL AUDIT REPORT

Date: 20th December 2018

Report Author: Kelly Neath

Audit Manager: Amanda Palmer

The information contained within this report is strictly private and confidential. It may contain details of weaknesses in internal control including financial controls. If this information were to be available to unauthorised persons this would create a greater exposure to the risk of fraud or irregularity. Therefore this report is not for reproduction, publication or disclosure by any means to unauthorised persons without the permission of the Head of Internal Audit.

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1 SUMMARY

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

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

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

In accordance with the agreed audit plan (Appendix B) and following our audit visit to you on 18th December 2018 we have completed audit testing in the following areas:

- Budget reporting
- Contracts
- Cheque books
- Expenditure
- Fuel cards
- Banking
- Personal cheques
- Account books
- Bank reconciliations
- VAT
- Allotments
- Section 137 Payments

2 FINDINGS

Budget Reporting
Control: Detailed expenditure and income for the current financial year to date against the budget set is reported at least quarterly if not included within the monthly reporting to committee.

Finding: Detailed income and expenditure is reported against the budget to the Finance and General Purposes Committee which includes analysis and explanations of any budget variances.

Contracts
Control: Financial Regulations are followed in accordance with contracts that are awarded.

Finding: Financial regulations are adhered to in regard to contracted spend and the budget setting process is used to identify any spend which may require a formal contract.

Cheque Books
Control: Cheques are processed and authorised as per the financial regulations. Cheque book stubs include full details of the payment made. Blank cheques are not pre-signed. Cheques are issued sequentially with no missing cheques and cancelled cheques are crossed through as cancelled and kept within the cheque book.

Finding: Cheques are processed and authorised as per the financial regulations and contain all relevant detail. Cheques are issued sequentially however; the cheque books are out of sync. This has already been identified and addressed.

Fuel Cards
Control: Fuel card expenditure is supported by detailed receipts, is only used for appropriate vehicle and is reconciled to fuel card statements. Any loyalty points are only claimed if the Council benefits.

Finding: Fuel card receipts are reconciled to fuel card statements. Testing of a sample of ten fuel card transactions found three transactions where receipts were missing. We also identified a number of transactions where loyalty points had been claimed however it is not clear whether these relate to Council or to personal loyalty cards. This is being looked into. **See Issue 1**

Expenditure
Control: Invoices show order number, copy letter or contract authorising purchase of goods. Expenditure is authorised and reported to the relevant committee as per the financial regulations.

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Finding: Testing of a sample of ten purchases found all had been authorised as per the financial regulations and had been appropriately reported to the Finance and General Purposes Committee.

Banking

Control: Income is banked at least weekly and large amounts of cash are not held on site.

Finding: Income is banked weekly and levels of cash held on site appear appropriate.

Personal Cheques

Control: Personal cheques are never cashed from Council funds or petty cash.

Finding: From a review of the cashbook and discussion with the RFO, personal cheques are not cashed from Council funds.

Account Books

Control: All account books are maintained and up to date.

Finding: Account books are maintained and up to date

Reconciliations

Control: Bank reconciliations are carried out regularly and are independently verified.

Finding: A review of the bank reconciliations carried out since April found that they had been accurately completed and signed off by the RFO and Town Clerk. From July onwards bank reconciliations have not been carried out timely, however this is a known issue and steps have been taken to address this therefore, we have not raised an issue.

VAT

Control: VAT returns are completed accurately and timely and VAT reimbursed has subsequently been received and shows within the accounts.

Finding: A review of the two VAT returns which have been completed this financial year found that they had been completed accurately and timely and VAT reimbursed could be traced through the bank account and into the accounts.

Allotments

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

Finding: Allotment fees have been reviewed for the current year. Testing of a sample of ten allotment charges found all had been invoiced accurately and income received could be traced through to the bank account.

Section 137 Payments and the General Power of Competence
Control: All section 137 payments have been stated as such in the minutes and all such payments are within the annual limit of £7.57 per elector. Resolution to use the general power of competence is made at full council and the Clerk has received training.

Finding: The Council do not make section 137 payments. The Clerk has received training on the general power of competence.

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3 ISSUES IDENTIFIED

Issue 1 – Fuel Cards

Ensure all fuel receipts are retained and any loyalty points claimed benefit the Council.

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Appendix A – Audit Plan 2018/19

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

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

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

AGENDA ITEM No 06 (g) – Bank Mandates

Following the appointment of a new Responsible Finance Officer, it is recommended that the

i) signatory lists be updated to include Christine Franklin (simultaneously removing Ade Ogun and/or Satish Mathur) as per delegated authority held with all banking institutions with which the Council holds an account or investment.

ii) Responsible Finance Officer (the 'Proper Officer') is authorised to supply the Bank as and when necessary with lists of persons authorised to sign.

iii) resolutions be communicated to the Bank and remain in force until changed by a resolution of the Council and a copy, certified by the Chief Executive and the Proper Officer, is received by the Bank.

Sevenoaks Town Council

Finance and General Purposes Committee 21st January 2019

Agenda Item 6 (h) - Hospitality and Gifts Register

To note that the following hospitality/gifts were received by employees of Sevenoaks Town Council between 1st November to 31st December 2018.

Record of Hospitality Provided

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

Date offered	Accepted / declined	Date accepted or declined	From Whom	To whom offered	Details £ Approximate Value
Nov 2018	Accepted	24.11.2018	Mrs Willis	Kevin Watson	8 pack of Bulmer's Cider £7.50
Dec 2018	Accepted	03.12.2018	Mrs London	Cemetery Staff	Biscuits £12
Dec 2018	Accepted	30.11.2018	Mrs Shaw	Michèle MacDonald – donated to Staff Christmas Hampers	Red and white bottle of wine £12 Tin of biscuits £6
Dec 2018	Accepted	19.12.2018	Manak Solicitors	Linda Larter Bonnie Tarling	Each bottle of prosecco £9 each
Dec 2018	Accepted	18.12.2018	Cllrs Schneider Hogarth Parry	Staff offices	Tins Christmas sweets Negligible divided by staff numbers
Dec 2018	Accepted	18.12.2018	Cllr Parry	Linda Larter Ann White Hugh D'Alton	Bottle Champagne £25 each
Jan 2018	Accepted	09.01.2019	Cllr Hogarth	Avril Mitchem	Bottle White wine - £6

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Sevenoaks Town Council

2019/20 Revenue Budget

Finance & General Purposes Committee

Recommendation to committee 21st January 2019

Executive Summary

In preparing its budget for 2019-20, Sevenoaks Town Council has again looked hard at opportunities to make savings (both in terms of cuts and further efficiencies), while at the same time providing the projects, functions and services that it has previously committed to delivering to the community of Sevenoaks.

Following initial consideration of economic and other local (and internal) factors such as inflation, payroll, income fees and charges, service commitments, operational changes and to reduce the impact on residents' finances, the Town Council is budgeting to pull down on its reserves to cover the financial impact of the loss of Community Centre income once refurbishment commences in June 2019.

The final budget recommendation incorporates latest Band D properties information from Sevenoaks District Council as well as committee approval from F&GP Committee meeting held on 26th November 2018 for (i) the one-off transfer of £26,000 from reserves to meet the income shortfall expected due to the Community Centre refurbishment planned to commence in June 2019 and (ii) an increase of staff cost of living rise to 3% as per Personnel Committee recommendation.

Recommendation that members receive and approve:

A 2019-20 final net expenditure budget of £1,141,385 (£1,088,593 in 2018/19). This results in a 3.03% increase in the Town Council's portion of the Council Tax and the contribution from an average Band D property of £118.43 (£114.95 in 2018/19), an increase of £3.48 or 7p per week.

Background

1. The following Economic factors were considered during the preparation of the budget:
   a) Payroll expenditure (staff costs), National Living Wage
   b) Pension provision
   c) Inflation. It is difficult to predict a rate of increase for 2019-20 due to the high dependency on Brexit outcome. 3% has been recommended for budget purposes.
   d) National economy and impact of Brexit
   e) Parameters of the Government Referendum Principles for Town and Parish Councils set out in the 2016 paper of a 5% or £5 threshold on a Band D bill

Assumptions	2016/17	2017/18	2018/19	2019/20
General Inflation	2%	2%	3%	3%
Payroll	2%	2%	2%	3%
Income-Fees & Charges	2%	3%	3%	3%

2. Other factors such as:
   a) continued commitment to the improvement of community infrastructure and services;
   b) the ability to generate income;
   c) the ability to deliver service commitments in an efficient, economic and effective manner in order to achieve a balanced budget;
   d) funding of payroll increases to ensure that there is capacity to deliver commitments at the appropriate standard of service; and the
   e) desire to keep impact on residents' finances to a minimum.

3. Major operational changes from 2018/19 to 2019/20 include:
   a) closure of the community centre for refurbishment;
   b) new Bat & Ball station facility;
   c) HiTb loss of grant funding;
   d) provision of Business Hub facility; and the
   e) retention of a Development Fund.

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Sevenoaks Town Council
2019/20 Revenue Budget Proposal
Finance & General Purposes Committee
Recommendation to committee 21st January 2019

Assumptions	2016/17	2017/18	2018/19	2019/20
General Inflation	2%	2%	3%	3%
Payroll	2%	2%	2%	3%
Income-Fees & Charges	2%	3%	3%	3%

Sevenoaks Town Council
Summary of 2019/20 Draft Proposals

FINANCIAL & GENERAL PURPOSES COMMITTEE SUMMARY

	Ref.	Actual 2015/16 £	Actual 2016/17 £	Actual 2017/18 £	Budget 2018/19 £	Actual 2018/19 YTD £	Forecast 2018/19 £	Budget 2019/20 £	% mvmt on previous budget
Vine Café	28	19,935	23,371	22,956	(5)	11,907	24,235	12,170	
Bat & Ball Station Building	30	-	-	-	7,312	-	7,312	(1,134)	
Central Services	31	396,182	550,354	629,373	633,480	269,170	656,018	673,540	6%
Finance Costs	31	(3,333)	(1,651)	(8,225)	(6,000)	(5,208)	(7,500)	(6,000)	0%
General	32	27,474	31,586	22,597	26,200	7,223	23,090	30,200	15%
Council Offices	33	24,148	23,502	32,458	39,311	17,567	34,923	47,485	21%
Community Grants	38	66,452	68,119	44,010	57,000	28,811	49,171	57,000	0%
Community Centre	36	(15,074)	(13,898)	(13,503)	(5,728)	(19,926)	(8,861)	(12,432)	117%
Letting of Non-operational Property	39	(15,350)	(7,797)	(5,728)	(39,600)	(12,356)	(19,550)	(7,900)	-80%
Sevenoaks Town Partnership	40	5,000	5,000	5,000	5,000	5,000	5,000	5,000	0%
Business Hub	41	-	-	-	-	-	-	(9,280)	
Youth Café	50	2,694	7,047	4,010	13,660	7,543	22,060	29,620	117%
Markets	60	(4,644)	(7,500)	-	-	-	-	-	
		503,485	678,132	732,949	730,630	309,731	785,899	818,268	
% Mvmt on previous budget								11%	

OPEN SPACES & LEISURE COMMITTEE SUMMARY

	Ref.	Actual 2015/16 £	Actual 2016/17 £	Actual 2017/18 £	Budget 2018/19 £	Actual 2018/19 YTD £	Forecast 2018/19 £	Budget 2019/20 £	% mvmt on previous budget
General	21	178,484	213,202	219,453	263,375	115,956	229,360	260,002	-1%
Greatness Cemetery	22	16,487	14,957	1,575	20,200	7,597	22,063	11,724	-42%
Allotments	23	-	(276)	1,328	3,420	(1,809)	2,793	135	-96%
Street Lighting and General	26	16,904	15,272	16,719	21,447	18,878	13,448	21,626	1%
Vine Grounds	29	22,404	17,554	14,516	21,953	10,886	19,671	20,000	-9%
		234,279	**260,709**	**253,591**	**330,395**	**151,508**	**287,336**	**313,487**	
% Mvmt on previous budget								**-5%**	

REVENUE FUND SUMMARY

	Ref.	Actual 2015/16 £	Actual 2016/17 £	Actual 2017/18 £	Budget 2018/19 £	Actual 2018/19 YTD £	Forecast 2018/19 £	Budget 2019/20 £	% mvmt on previous budget
Planning Committee	1	31,848	33,287	32,082	34,880	16,897	33,904	35,630	2%
Open Spaces & Leisure Committee	2	234,279	260,709	253,591	330,395	151,508	287,336	313,487	-5%
Finance/General Purposes Committee	3	503,485	678,132	732,949	730,630	309,731	785,899	818,268	12%
		769,612	**972,127**	**1,018,622**	**1,095,905**	**478,136**	**1,107,139**	**1,167,385**	
Less: Government Revenue Support Grant			-	-	-	-	-	-	
Add: Appropriation to/(from) Balances			-	-	(7,312)		(17,312)	(26,000)	
Precept		**769,612**	**972,127**	**1,018,622**	**1,088,593**	**478,136**	**1,089,827**	**1,141,385**	
% Mvmt on previous budget								**5%**	
Council Tax Base i.e. Band D equivalents		9,055	9,226	9,315	9,470			9,638	
Council Tax per year		**£88.69**	**£105.53**	**£110.53**	***£114.95***			***£118.43***	
Increase (£)			£16.84	£5.00	*£4.42*			*£3.48*	
% increase		16.73%	18.99%	4.74%	4.00%			3.03%	
Council Tax per week		**£1.71**	**£2.03**	**£2.13**	**£2.21**			**£2.28**	
Increase per week (£)			£0.32	£0.10	£0.08			£0.07	

Note:
The number of Band D households information was received from Sevenoaks District Council in December 2018

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Sevenoaks Town Council

FLORIANT SEPTEM QUERCUS

Budget 2019/20

version

Final

Sevenoaks Town Council
2019/20 Forecasts

PLANNING COMMITTEE (including Licensing) Cost Centre 11

	Ref.	Actual 2015/16	Actual 2016/17	Actual 2017/18	Budget 2018/19	Actual 2018/19 YTD	Forecast 2018/19	Budget 2019/20	% mvmt on previous budget
		£	£	£	£	£	£	£	
Gross Pay - Administration	4010	30,086	30,688	31,301	31,920	15,960	31,920	33,200	4%
Computer/database	6240	405	292	299	510	334	334	530	4%
Professional Fees	6630	1,058	1,974	42	2,000	453	1,500	1,600	-20%
Books and Periodicals	6720	149	183	290	300		0	300	0%
Sevenoaks Conservation Council	7500	150	150	150	150	150	150	-	-100%
		31,848	**33,287**	**32,082**	**34,880**	**16,897**	**33,904**	**35,630**	
% Mvmt on previous budget								**2%**	

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Sevenoaks Town Council
2019/20 Forecasts
OPEN SPACES - SPORTS PITCHES, PARKS ETC. Cost Centre 21

	Ref.	Actual 2015/16	Actual 2016/17	Actual 2017/18	Budget 2018/19	Actual 2018/19 YTD	Forecast 2018/19	Budget 2019/20	% mvmt on previous budget
		£	£	£	£	£	£	£	
Gross Pay	4010	119,084	140,166	137,425	162,000	73,046	146,092	170,090	5%
Employers Pension Contribution	4270	6,370	10,193	7,663	10,510	4,245	8,490	11,380	8%
Graffiti and gum removal	5013	1,259	1,122	1,469	1,500	-	800	1,000	-33%
Lr St Johns WCs (rates, cleaning, water, repairs)	5025	7,655	8,000	5,588	8,350	5,646	11,292	7,152	-14%
Greatness Rec WCs (rates, cleaning, water, repairs)	5026				6,000	868	1,736	4,000	-33%
Footpaths, bridleways, ROW	5040	-	-	-	150	-	0	-	-100%
Seats & Litter Bins (Exc Vine)	5050	2,610	3,091	4,043	2,600	2,175	4,350	2,700	4%
Tree Sev Common	5060	1,402	3,381	2,737	3,500	(315)	(630)	3,600	3%
Tree Safety Survey	5065	2,400	3,500	4,150	3,600	-	0	3,700	3%
Woodlands	5070	3,895	3,121	4,284	3,200	420	840	3,300	3%
Raleys/ Knole Paddock and Pavilion	5110	2,759	2,040	264	2,080	152	304	2,080	0%
Raleys/K P Pitch and ground maintenance	5120	6,561	4,749	5,396	4,845	967	1,934	5,000	3%
Misc. Open Spaces and play areas	5310	7,331	11,630	60,464	20,000	19,114	24,500	20,000	0%
Greensands Common	5310				1,500	-	1,500	1,500	0%
Skate Park maintenance	5316	2,550	4,000	2,089	2,550	42	2,550	2,500	-2%
Raleys car park	5317	830	632	506	480	488	488	480	0%
Fertilisers	5320	674	790	1,389	1,200	(265)	935	1,200	0%
Grass Seed	5330	1,907	2,074	1,095	1,950	885	1,770	2,000	3%
Plants	5340	2,069	2,600	3,089	2,700	1,157	2,314	2,700	0%
Repairs and general maintenance	5410	1,218	592	1,498	1,500	424	1,670	1,500	0%
Equipment - Hired & New	5500	7,050	14,874	6,857	8,000	2,096	8,000	8,000	0%
Equipment Maintenance (incl tractor)	5525	7,171	7,650	8,448	8,000	2,628	8,000	8,000	0%
Vehicle expenses (incl vans)	5550	2,437	3,324	2,681	3,400	2,174	4,348	4,500	32%
Fuel	5700	5,691	8,303	5,500	6,000	3,367	5,334	6,200	3%
Rent, Rates & Water	6000	902	2,500	1,250	1,500	(397)	706	1,600	7%
Light Heat and Cleaning	6010	1,064	1,482	2,240	2,040	1,283	2,316	2,100	3%
Telephone	6101	211	173	206	200	105	188	200	0%
Mobile Telephone	6104	75	65	154	300	75	160	300	0%
Printing and stationery	6200	67	-	-	-		-	-	0%
Postage & courier	6210	22	-	-	-		-	-	0%
Furniture/equipment	6281	66	-	-	-		-	-	0%
Recruitment Costs	6315	88	-	-	-		-	-	0%
Staff Training	6320	2,470	2,433	2,078	2,500	-	2,500	2,500	0%
Welfare/hospitality	6330	249	174	114	200	79	158	200	0%
Subscriptions and professional fees	6730	45	177	141	200	141	141	200	0%
Road Dues - Oakhill Rd/Woodside	6812	1,888	1,440	1,447	2,000	-	1,500	2,000	0%
Bus Shelter Maintenance	6851	-	-	317	170	41	100	170	0%
Sundry Expenses	6900	(1,594)	22	107	100	-	100	100	0%
Health & Safety/ Risk Assessments	6922	315	843	664	1,500	12	824	1,500	0%
Alarm maintenance	6930	748	873	812	700	99	818	720	3%
CCTV Maintenance	6931	675	1,000	770	1,200	(250)	1,050	1,200	0%
Waste collection - Dog bins	6934	1,747	2,384	2,457	2,700	1,893	2,700	2,800	4%
Waste collection and disposal - Bins	6935	3,405	4,053	4,631	4,000	1,105	3,526	4,100	3%
Protective clothing	6952	1,379	1,455	1,331	1,400	775	1,350	1,400	0%
Letting and Hire of Facilities	1022	(25,010)	(23,653)	(30,694)	(20,000)	(5,290)	(20,547)	(30,000)	50%
Raleys car park	1316	(1,171)	(1,654)	(1,823)	(1,030)	(5)	(1,810)	(1,750)	70%
Grant Income	1350		(13,630)	(28,933)			-	-	0%
Income from other depts.	1470	-	-		-	(13)	(26)	-	0%
insurance Claims	1550	(596)	-	(3,011)			-	-	0%
Log Sales	1850	(969)	(997)	(832)	(1,200)	(918)	(918)	(1,200)	0%
Sundry Income	1990	(516)	(1,769)	(608)	(720)	(2,093)	(2,093)	(720)	0%
		178,484	**213,202**	**219,453**	**263,375**	**115,956**	**229,360**	**260,002**	
% Mvmt on previous budget								**-1%**	

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

Capital Expenditure, Repairs & General Maintenance		2018/19			2019/20
		£			£
Rolling Capital Programme-refer separate list					
Capital Required		14000		58,300	69,218
Income from CIL				(19,000)	(7,000)
Income from grants				(8,600)	(19,000)
Income from RCP reserves				(23,837)	(3,718)
	-	14,000	-	6,863	39,500

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Sevenoaks Town Council
2019/20 Forecasts
GREATNESS CEMETERY Cost Centre 22

	Ref.	Actual 2015/16	Actual 2016/17	Actual 2017/18	Budget 2018/19	Actual 2018/19 YTD	Forecast 2018/19	Budget 2019/20	% mvmt on previous budget
		£	£	£	£	£	£	£	
Gross Pay - Administration	4010	56,290	53,935	60,706	60,000	31,108	62,216	64,920	8%
Employers Pension Contribution	4270	5,516	6,129	5,234	5,900	2,937	5,874	6,084	3%
Cem - Chapel and Office	5210	163	126	292	170	-	170	200	18%
Workshop/messroom maintenance	5230	163	171	131	170	1,039	(10)	170	0%
Repairs & General Maint	5410	2,600	-	1,809	1,000	465	1,000	1,000	0%
Equipment - Hired & New	5500	1,831	1,868	2,044	2,140	809	2,018	2,200	3%
Equipment Maintenance	5525	2,310	2,356	2,340	2,400	2,107	4,214	2,500	4%
Fuel	5700	893	730	796	900	522	850	950	6%
Rent, Rates and Water	6000	5,500	5,610	4,585	5,700	3,225	6,450	5,900	4%
Light Heat & Cleaning	6010	1,200	1,224	845	1,200	212	848	1,200	0%
Telephone	6101	704	624	733	730	264	528	740	1%
Mobile Telephone	6104	30	50	83	40	33	66	100	150%
Printing Postage and Stationery	6200	50	33	9	200	369	369	400	100%
Computer - cemetery database	6240	367	374	1,248	380	-	-	390	3%
Training	6320	1,530	989	870	1,500	-	1,000	1,500	0%
Welfare/hospitality	6330	153	62	145	150	88	150	150	0%
Goods for Resale	6500			-	200	-	-	200	0%
Professional fees	6630	103	105	-	100	90	5,180	100	0%
Subscriptions	6730	-	90	68	100	90	100	100	0%
Trees, Turf & Fertilisers	6802	1,250	1,275	2,623	1,500	692	2,768	3,000	100%
Roads, Paths and Boundaries	6822	530	457	1,126	550	157	314	600	9%
Lawn/ Wall of Remembrance	6832	357	368	147	100	-	100	100	0%
Sundry expenses	6900	50	82	203	50	33	50	50	0%
Health & Safety/ Risk Assessment	6922	269	98	-	970	-	970	970	0%
Alarm Maintenance	6930	750	699	573	1,150	612	1,124	1,150	0%
Cemetery security	6932	4,437	5,277	4,659	5,100	2,200	4,600	5,250	3%
Waste collection and disposal	6935	1,117	1,092	1,122	1,200	573	971	1,200	0%
Protective Clothing	6952	664	434	282	600	166	533	600	0%
Cem. Lodge water contribution	1011	(205)		-	-		0	-	0%
Cemetery Income	1700	(72,135)	(69,300)	(91,098)	(74,000)	(40,195)	(80,390)	(90,000)	22%
Insurance Claims	1550			-	-		0	-	0%
		16,487	**14,957**	**1,575**	**20,200**	**7,597**	**22,063**	**11,724**	
% Mvmt on previous budget								**-42%**	

Notes on Open Spaces - Greatness Cemetery

Capital Expenditure, Repairs & General Maintenance		Budget	Actual 2018/19	Forecast	Budget
Items not included in precept but added to the rolling capital programme		2018/19	YTD	2018/19	2019/20
		£	£	£	£
2019/20 Rolling Capital Programme-refer separately approved list					
Capital Required		7,000		11,500	36,000
Income from CIL				(5,500)	(26,500)
Income from grants					-
Income from RCP reserves					-
	-	7,000	-	6,000	9,500

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Sevenoaks Town Council
2019/20 Forecasts
ALLOTMENTS Cost Centre 23

	Ref.	Actual 2015/16 £	Actual 2016/17 £	Actual 2017/18 £	Budget 2018/19 £	Actual 2018/19 YTD £	Forecast 2018/19 £	Budget 2019/20 £	% mvmt on previous budget
Gross Pay - Administration	4010	-	-	2,390	3,300	2,260	4,520	3,500	32%
Employers Pension Contribution	4270	-	-	-	500	-	-	210	-58%
General Maintenance	5410	422	125	981	1,590	1,178	2,356	1,200	-25%
Equipment-Hired & New	5500					195			
Rent Rates & Water	6000	250	245	1,393	1,760	407	1,315	1,700	-3%
QH Allotment Costs	6002			669		707			0%
Health & Safety/ Legal Advice	6922			-	300	-	-	300	0%
BV Rental Income	1010	(672)	(647)	(894)	(880)	(875)	(877)	(938)	7%
QH Rental Income	1047			(3,211)	(3,150)	(5,682)	(5,203)	(5,837)	85%
Capital Expenditure	B/S								
		0	**(276)**	**1,328**	**3,420**	**(1,809)**	**2,793**	**135**	
% Mvmt on previous budget								**-96%**	
% Mvmt on 2018/19 Forecast								**-95%**	

Sevenoaks Town Council
2019/20 Forecasts

STREET LIGHTING AND GENERAL Cost Centre 26

	Ref.	Actual 2015/16	Actual 2016/17	Actual 2017/18	Budget 2018/19	Actual 2018/19 YTD	Forecast 2018/19	Budget 2019/20	% mvmt on previous budget
		£	£	£	£	£	£	£	
Public Clock Maintenance	6861	370	654	314	1,000	119	538	800	-20%
Street Lighting	6862	12,153	9,540	13,208	12,644	4,648	5,996	13,023	3%
In Bloom Costs	6865	8,805	10,205	13,687	16,224	15,391	15,391	16,260	0%
Street Lighting - recharges	1263/148	(3,429)	(4,577)	(6,660)	(7,197)	-	(7,197)	(7,197)	0%
In Bloom - Contributions	1990/126	(995)	(550)	(3,830)	(1,224)	(1,280)	(1,280)	(1,260)	3%
Capex	B/S								
		16,904	**15,272**	**16,719**	**21,447**	**18,878**	**13,448**	**21,626**	
% Mvmt on previous budget								**1%**	

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Notes on Open Spaces - Street Lighting and General
Capital Expenditure & Repairs & General Maintenance

	Budget 2018/19 £	Actual 2018/19 YTD £	Forecast 2018/19 £	Budget 2019/20 £
Items not included in precept but added to the rolling capital programme To be funded from capital receipts				
LED Upgrade				30,000
Income from allotment reserves				
Income from grants				
	-	-		30,000

Sevenoaks Town Council
2019/20 Forecasts
CENTRAL SERVICES -VINE CAFÉ Cost Centre 28

	Ref.	Actual 2015/16	Actual 2016/17	Actual 2017/18	Budget 2018/19	Actual 2018/19 YTD	Forecast 2018/19	Budget 2019/20	% mvmt on previous budget
		£	£	£	£	£	£	£	
Gross pay - general	4010	24,573	52,119	46,735	43,800	28,893	48,786	43,300	-1%
Employers Pension Contribution - general	4270	408	1,417	893	1,700	817	1,634	2,640	55%
Repairs & General Maintenance	5410	23	500	877	500	346	692	500	0%
Equipment Hired & New	5500	3,056	2,312	2,457	1,800	2,489	2,639	1,800	0%
Equipment Maintenance	5525				500	653	653	500	0%
Rent, rates & water	6000	256	1,051	641	1,200	396	792	1,200	0%
Light, heat & cleaning	6010	1,592	3,063	(956)	1,600	1,034	1,768	1,600	0%
Telephone/broadband	6101		300	257	300	162	324	300	0%
Printing & Stationery	6200		29		30	22	44	30	0%
Postage & Courier	6210		90	-	160	60	120	160	0%
omputer/Database/WPs	6240	639	-	104	150	-	150	150	0%
Staff Training	6320	693	136	143	300	135	300	300	0%
Publicity	6460		-	130	250	123	130	250	0%
Goods for Resale	6500	9,554	21,207	18,325	29,000	13,119	19,600	20,000	-31%
Copyright Fees/Royalties	6533		173	155	300	-	155	300	0%
Professional Fees Licensing	6635	256	131	433	100	-	433	100	0%
Sundry Expenses	6900		180	241	180	182	200	200	11%
Health & Safety/ Legal Advice	6922	254	-	200	500	-	500	500	0%
Alarm Maintenance	6930	52	442	458	500	185	500	500	0%
Vine CafeWaste collection and disposal	6935	429	1,210	936	2,100	558	1,116	2,000	-5%
Vine Café Credit card charges	6976	195	309	525	550	350	700	550	0%
Sale of Goods	1211	(22,045)	(61,299)	(47,743)	(57,000)	(35,944)	(57,000)	(61,710)	8%
Events Management	1212			(1,855)	(28,525)	(1,673)	(2,000)	(3,000)	-89%
Capital Expenditure	B/S								
		19,935	**23,371**	**22,956**	**(5)**	**11,907**	**24,235**	**12,170**	
% Mvmt on previous budget					**5%**				

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Sevenoaks Town Council
2019/20 Forecasts
OPEN SPACES & LEISURE -VINE GROUNDS Cost Centre 29

	Ref.	Actual 2015/16	Actual 2016/17	Actual 2017/18	Budget 2018/19	Actual 2018/19 YTD	Forecast 2018/19	Budget 2019/20	% mvmt on previous budget
		£	£	£	£	£	£	£	
Gross pay - general	4010	8,393	7,513	7,994	8,250	4,325	8,650	8,600	4%
Employers Pension Contribution - general	4270	438	454	476	500	247	494	520	4%
Vine Area -Gen. Maintenance	5010	2,562	2,281	4,127	3,400	3,770	4,000	3,500	3%
Maintenance - Vine Club	5015	540		-	-		0	-	0%
Vine Public Conveniences	5020	6,117	9,696	1,376	12,000	2,643	5,286	8,000	-33%
Equipment Hired & New	5500	2,165		-	-		-	-	0%
Rent, rates & water	6000	128		634	700	308	616	720	3%
Light & heat	6010	53		80	65	157	236	250	285%
Printing & Stationery	6200	280		-	-		-	-	0%
Recruitment costs	6315	525		-	-		-	-	0%
Staff Training	6320	72		-	-		-	-	0%
Food Fair	6324	484		941	-	-	-	-	0%
Welfare / Hospitality	6330	17		-	-		-	-	0%
Goods for resale	6500	400		-	-		-	-	0%
Publicity	6460		240	574	250	93	186	250	0%
Professional Fees Licensing	6635	70	70	-	100	70	140	100	0%
Summer concerts	6868	3,730	4,091	4,067	3,000	2,514	5,029	3,100	3%
Special Events	6869	766		-	-		-	-	0%
CCTV Maintenance	6931	556	749	833	620	749	1,499	640	3%
Protective Clothing	6952	422		-	-		-	-	0%
Health & Safety/Risk Assessments	6922	25		998	-		-	-	0%
Insurance	1020	106		-	-		-	-	0%
Arts & Crafts stalls income (was CC26)	1022	(50)	-	(2,400)	-		-	-	0%
Other events net income	1208	(1,544)	(3,512)	(1,337)	(3,152)	(1,673)	(3,346)	(2,000)	-37%
Sale of Goods/Income other events	1211	(316)	(10)	-	-		-	-	0%
Rental income - Pavilion & Kiosk (was CC39)	1805	(2,316)	(3,090)	(3,090)	(3,180)	(2,318)	(3,118)	(3,180)	0%
Rental income - Band Practice Rm (was CC39)	1806	-			-		-	-	0%
Vine Club Insurance Contrib. (was CC21)	1870	(1,219)	(928)	(340)	(600)		-	(500)	-17%
Other Income	1990			(417)					
Capital Expenditure	B/S								
		22,404	**17,554**	**14,516**	**21,953**	**10,886**	**19,671**	**20,000**	
% Mvmt on previous budget					**-6%**			**-9%**	

Sevenoaks Town Council
2019/20 Forecasts
CENTRAL SERVICES -BAT & BALL STATION (Café & Hall Hire) Cost Centre 30

	Ref.	Actual 2015/16	Actual 2016/17	Actual 2017/18	Budget 2018/19	Actual 2018/19 YTD	Forecast 2018/19	Budget 2019/20	% mvmt on previous budget
		£	£	£	£	£	£	£	
Gross pay - general	4010	-	-	-	15,216		15,216	101,200	
Employers Pension Contribution - general	4270	-	-	-	5,214		5,214	6,400	
Repairs & General Maintenance	5410	-	-	-	750		750	1,540	
Equipment Hired & New	5500	-	-	-	-		-	-	
Equipment Maintenance	5525	-	-	-	-		-	-	
Rent, rates & water	6000	-	-	-	3,870		3,870	4,950	
Light & heat	6010	-	-	-	3,498		3,498		
Electricity	6011							5,170	
Gas	6012							2,000	
Cleaning (inc. materials)	6013							15,748	
Water	6014							2,990	
Insurance Cost	6020	-	-	-	1,002		1,002	2,060	
Telephone/broadband	6101	-	-	-	210		210	650	
Printing & Stationery	6200	-	-	-	-		-	200	
Staff Training	6320	-	-	-	-		-	250	
Publicity	6460	-	-	-	2,802		2,802	4,568	
Goods for Resale	6500	-	-	-	6,528		6,528	65,396	
Copyright Fees/Royalties	6533	-	-	-	308		308	550	
Professional Fees Licensing	6635	-	-	-	270		270	550	
Sundry Expenses	6900	-	-	-	-		-	600	
Health & Safety/ Risk Assessment	6922	-	-	-	482		482	1,020	
Alarm Maintenance	6930	-	-	-	600		600	1,230	
CCTV Maintenance	6931	-	-	-	300		300	620	
Waste collection and disposal	6935	-	-	-	600		500	1,230	
Credit card charges	6976	-	-	-	-		100	500	
Letting and Hire of Facilities	1022	-	-	-	(18,017)		(18,017)	(57,074)	
Sale of Goods	1211	-	-	-	(16,321)		(16,321)	(163,482)	
Events Management	1212	-	-	-	-		-	-	
		0	**0**	**0**	**7,312**	**0**	**7,312**	**(1,134)**	
% Mvmt on previous budget								**-116%**	

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Sevenoaks Town Council
2019/20 Forecasts
CENTRAL SERVICES Cost Centre 31

	Ref.	Actual 2015/16 £	Actual 2016/17 £	Actual 2017/18 £	Budget 2018/19 £	Actual 2018/19 YTD £	Forecast 2018/19 £	Budget 2019/20 £	% mvmt on previous budget
Gross Pay - Administration	4010	224,995	258,234	283,094	297,000	153,991	307,982	319,640	8%
Employers Pension Contribution	4270	18,199	26,870	28,318	35,000	15,693	31,386	40,520	16%
Pension Contribution - Deficiency	4271	57,000	60,000	68,000	68,000	35,000	70,000	71,000	4%
Equipment Hired and New	5500	749	785	4,442	2,500	3,044	6,088	2,500	0%
Insurance Cost	6020	17,877	22,135	14,286	17,000	12,524	25,048	20,000	18%
Telephone	6101	1,140	2,477	5,009	2,500	2,931	5,862	5,900	136%
Facsimile Costs	6103		-	114	100		-	100	0%
Printing & Stationery	6200	9,559	12,397	16,604	14,600	7,396	14,792	15,000	3%
Postage and Courier	6210	2,239	5,629	6,207	5,000	2,494	4,988	5,000	0%
Computer/Database/WP's	6240	9,529	10,381	14,478	13,580	11,594	14,188	13,000	-4%
Website costs	6241	23	815	1,500	880	2,600	2,800	2,000	127%
IT infrastructure development	6242	5,001	4,552	6,456	5,200	-	6,456	6,500	25%
Office Furniture/ Machinery	6281	102	1,358	968	1,400	288	1,000	1,400	0%
Computers Accountancy	6300	2,972	2,281	3,170	4,000	1,799	3,170	3,300	-18%
Recruitment costs	6315	2,958	-	4,424	4,000	348	696	4,000	0%
Staff Training	6320	2,809	3,691	3,063	5,000	250	3,000	5,000	0%
Investors in People	6321		775	775	790	-	790	800	1%
Welfare / Hospitality	6330	2,084	2,343	3,354	1,970	831	1,970	1,900	-4%
Civic Expenses/Annual Reception/Xmas Council	6410	1,110	793	1,530	1,650	707	1,414	1,650	0%
Gifts/Hospitality	6415	351	232	401	400	413	400	400	0%
Annual Parish Meeting	6420		100	(100)	100	-	100	100	0%
Honours Board, Badges, Insignia	6421	2,030	347	250	250	-	250	250	0%
Members' Expenses and Allowces.	6435	2,765	1,912	3,030	3,930	2,526	2,700	4,000	2%
Mayoral Allowances	6437	2,186	5,067	3,958	5,200	1,483	5,200	5,360	3%
Mayoral Car/Travel Allowances	6438	5,418	2,230	2,300	2,340	-	2,340	2,400	3%
Press Notices	6440	1,164	1,889	1,779	1,500	624	1,500	1,500	0%
Bye Laws	6450		100	-	100	-	100	100	0%
Publicity/Democratic notices	6460	2,995	3,798	1,788	2,400	3,643	5,000	2,900	21%
Banner Costs	6461			2,160	1,020	1,050	1,500	1,500	47%
Audit Fees - Internal and external	6610	2,580	3,235	4,818	5,200	(60)	4,900	4,000	-23%
Irrecoverable VAT	6619	5,609	7,482	7,400	6,000	-	6,000	6,000	0%
Legal Expenses	6620	4,648	5,068	5,099	5,000	339	5,000	5,000	0%
Professional Fees Licensing	6635	570	640	1,335	1,980	1,105	1,400	1,800	-9%
Bad Debts	6650					125		-	0%
Conference Fees & Expenses	6710	770	2,024	2,674	2,300	895	2,300	2,300	0%
Books and Periodicals	6720	211	167	239	380	371	380	380	0%
Subscriptions	6730	3,672	2,804	4,073	3,500	3,093	3,500	4,000	14%
Special Events	6868	-	-	-	-		-	-	0%
Waste Sacks Exp	6889			1,476	1,400	1,301	1,400	1,450	4%
Sundry Expenses	6900	401	613	776	490	440	490	500	2%
Health & Safety/risk assessments	6922	2,712	2,250	2,607	3,000	(324)	2,500	3,000	0%
Bank Charges	6975	1,381	1,658	1,520	1,390	1,010	1,500	1,500	8%
Credit card charges	6976	339	852	642	500	303	650	700	40%
Election Expenses	7010	1,900	3,000	3,000	3,000	-	3,000	3,000	0%
Development Costs	7611		92,584	120,200	108,330	3,391	108,330	108,330	0%
Stag Reserve	7614	1,000	1,000	1,000	1,000	-	1,000	1,000	0%
Banner income	1231			(4,740)	(4,500)	(1,676)	(3,352)	(4,640)	3%
Grant income	1350	(2,000)	-	(189)		(500)	(500)	-	0%
Waste Sacks Income	1889			(1,113)	(1,200)	(1,279)	(1,500)	(1,500)	25%
Sundry Income	1990	(2,866)	(4,214)	(2,800)	(1,700)	(593)	(1,700)	(1,000)	-41%
Capital Expenditure	B/S								
		396,182	**550,354**	**629,373**	**633,480**	**269,170**	**656,018**	**673,540**	
% Mvmt on previous budget					**2%**			**6%**	

Sevenoaks Town Council
2019/20 Forecasts

FINANCE COSTS Cost Centre 31

	Ref.	Actual 2015/16 £	Actual 2016/17 £	Actual 2017/18 £	Budget 2018/19 £	Actual 2018/19 YTD £	Forecast 2018/19 £	Budget 2019/20 £	
Interest - on deposits	1115	(3,333)	(1,651)	(8,225)	(6,000)	(5,208)	(7,500)	(6,000)	0%
		(3,333)	**(1,651)**	**(8,225)**	**(6,000)**	**(5,208)**	**(7,500)**	**(6,000)**	
% Mvmt on previous budget					**-31%**			**0%**	

1115 ***Interest on deposits***
reflects amounts available to invest and the estimated return on investments.

Sevenoaks Town Council
2019/20 Forecasts

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F&GP - GENERAL Cost Centre 32

	Ref.	Actual 2015/16	Actual 2016/17	Actual 2017/18	Budget 2018/19	Actual 2018/19 YTD	Forecast 2018/19	Budget 2019/20	% mvmt on previous budget
		£	£	£	£	£	£	£	
Repairs & maintenance	5410			-	-		-	-	0%
Equipment new and hired	5500	168		-	-		-	-	0%
Telephone & Broadband	6101	4		-	-		-	-	0%
Christmas Lights Switch On	6490	22,447	38,912	24,004	26,000	1,496	26,000	26,000	0%
Remembrance Day/Civic Services	6491	2,059	2,205	3,220	2,700	688	2,700	2,700	0%
No 8 bus costs	6495	17,733	36,056	36,056	36,056	19,583	36,056	37,138	3%
Subscriptions	6730	105		-	-		-	-	0%
Events	6869	6,111	7,038	2,908	6,500	5,609	6,500	6,500	0%
Protective clothing	6952			-	-		-	-	0%
Grant income	1350		510	-	-		-	-	0%
Contributions to Christmas Lights Switch On	1490		(16,699)	(7,535)	(5,000)	(570)	(5,000)	(5,000)	0%
No 8 bus income	1495	(17,733)	(36,056)	(36,056)	(36,056)	(19,583)	(39,166)	(37,138)	3%
Fundraising	1500			-	-		-	-	0%
Sundry Income	1990	(3,420)	(380)	-	(4,000)	-	(4,000)	-	-100%
Capital Expenditure	B/S			-	-		-	-	0%
		27,474	**31,586**	**22,597**	**26,200**	**7,223**	**23,090**	**30,200**	
% Mvmt on previous budget					**1496%**			**15%**	

Sevenoaks Town Council
2019/20 Forecasts

COUNCIL OFFICES Cost Centre 33

	Ref.	Actual 2015/16	Actual 2016/17	Actual 2017/18	Budget 2018/19	Actual 2018/19 YTD	Forecast 2018/19	Budget 2019/20	% mvmt on previous budget
		£	£	£	£	£	£	£	
Gross pay	4010	5,533	7,172	11,836	18,900	7,374	14,748	27,660	46%
Employers Pension Contribution	4270	400	468	277	570	344	688	1,490	161%
Repairs & Gen. Maintenance	5410	2,508	854	1,142	2,000	606	1,212	2,060	3%
Rent and rates	6000	22,552	23,280	24,872	23,500	11,799	23,598	24,205	3%
Light Heat & Cleaning	6010	4,561	7,039	7,242	6,000	3,168	6,336	6,180	3%
Telephone & Broadband	6101	192		-	-		0	-	0%
Catering Expenses	6510		515	-	130	-	130	150	15%
Sundry Expenses	6900		35	-	90	22	90	100	11%
Health & Safety/Risk Assessments	6922		245	114	300	-	300	300	0%
Alarm Maintenance	6930	989	580	851	1,400	668	1,400	1,400	0%
Vaste Bin Disposal	6935	317		456	740	433	740	740	0%
.iealthcare services	6939			-	-		-	-	0%
Letting and Hire of Facilities	1022	(12,903)	(16,687)	(14,332)	(14,319)	(6,847)	(14,319)	(16,800)	17%
		24,148	**23,502**	**32,458**	**39,311**	**17,567**	**34,923**	**47,485**	
% Mvmt on previous budget		**-3%**		**26%**	**46%**			**21%**	

Sevenoaks Town Council
2019/20 Forecasts
COMMUNITY CENTRE Cost Centre 36

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	Ref.	Actual 2015/16	Actual 2016/17	Actual 2017/18	Budget 2018/19	Actual 2018/19 YTD	Forecast 2018/19	Budget 2019/20	% mvmt on previous budget
		£	£	£	£	£	£	£	
Gross Pay	4010	31,038	30,145	31,794	32,200	15,701	31,402	8,000	-75%
Employers Pension Contribution	4270	403	960	1,023	1,500	750	1,500	450	-70%
Buildings Repairs & Maint.	5410	1,863	1,997	4,967	2,900	958	2,900	500	-83%
Equipment Hired and New	5500			-	-		0	-	0%
Rates and water	6000	5,559	6,120	6,348	6,700	4,514	6,700	5,175	-23%
Electricity	6011	1,961	2,786	3,355	2,700	1,300	2,700	675	-75%
Gas	6012	1,779	1,858	589	1,800	207	1,800	465	-74%
Cleaning (Incl. Materials)	6013	599	45	-	800		0	210	-74%
Telephone	6101	492	433	496	400	264	400	100	-75%
Mobile Phone	6104	42	56	25	80	33	80	80	0%
Printing and Stationery	6200	3	1	64	70	-	70	-	-100%
Postage & Courier	6210	3		-	-		0	-	0%
Office Furniture/ Machinery	6230			557	600	-	600	-	-100%
Computers	6240		60	-	300	-	300	-	-100%
Furnishings, Furniture & Equipment	6281	36	170	1,139	320	10	320	-	-100%
Training	6320			191	200	-	200	100	-50%
Publicity/Democratic notices	6460			-	500	-	0	-	-100%
Refreshments For Resale	6520	707	551	680	700	231	700	175	-75%
Copyright Fees/Royalties	6533	563	674	563	470	-	563	565	20%
Professional fees - licensing	6635	180	180	180	210	180	210	220	5%
Bad debts	6650		-	-	-		-	-	0%
Grounds Maintenance	6842		-	12	500	-	300	-	-100%
Sundry Expenses	6900		21	75	50	69	100	50	0%
Health & Safety/ Risk assessments	6922	307	-	1,932	300	(978)	(978)	-	-100%
Alarm Maintenance	6930	1,998	1,759	2,225	2,000	336	2,000	500	-75%
CCTV Maintenance	6931	279	286	340	300	300	300	78	-74%
Waste Disposal	6935	1,282	1,463	1,554	1,800	680	1,800	450	-75%
Healthcare Services	6939	1,036	150	1,042	1,900	94	1,900	475	-75%
Letting and Hire of Facilities	1022	(62,128)	(60,607)	(69,663)	(62,300)	(43,335)	(62,000)	(30,000)	-52%
Sale of Refreshments	1250	(1,885)	-	-	-		0	-	0%
Grant income	1350		-	-	-		0	-	0%
Outdoor Activities	1445	(115)	(41)	(105)	-		0	-	0%
Indoor Activities	1457	(1,076)	(2,967)	(2,886)	(2,728)	(1,240)	(2,728)	(700)	-74%
Capital Expenditure	B/S								
		(15,074)	**(13,898)**	**(13,503)**	**(5,728)**	**(19,926)**	**(8,861)**	**(12,432)**	
% Mvmt on previous budget					**37%**			**117%**	

Sevenoaks Town Council
2019/20 Forecasts

COMMUNITY GRANTS Cost Centre 38

	Ref.	Actual 2015/16	Actual 2016/17	Actual 2016/17	Budget 2018/19	Actual 2018/19 YTD	Forecast 2018/19	Budget 2019/20	% mvmt on previous budget
		£	£	£	£	£	£	£	
Grant subsidies for SCC	6937	583	250	740	1,000	125	940	1,000	0%
Grant subsidies for Council Chamber	6938	1,631	1,711	1,369	1,000	881	1,000	1,000	0%
Local Organisations and Youth Grants	7500	16,183	18,157	8,731	16,500	-	8,731	16,500	0%
Sevenoaks Summer Festival	7502	5,000	5,000	5,000	5,000	-	5,000	5,000	0%
Twinning Support	7520	500	500	500	1,000	-	1,000	1,000	0%
Youth Outreach	7550/7 552	15,000	15,000	170	5,000	739	5,000	5,000	0%
Youth Council	7555	554	500	500	500	66	500	500	0%
Stag Community Arts Centre	7556	27,000	27,000	27,000	27,000	27,000	27,000	27,000	0%
Capital Expenditure	B/S								
		66,452	**68,119**	**44,010**	**57,000**	**28,811**	**49,171**	**57,000**	
% Mvmt on previous budget					**0%**			**0%**	

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Sevenoaks Town Council
2019/20 Forecasts

LETTING OF NON-OPERATIONAL PROPERTY Cost Centre 39

	Ref.	Actual 2015/16	Actual 2016/17	Actual 2017/18	Budget 2018/19	Actual 2018/19 YTD	Forecast 2018/19	Budget 2019/20	% mvmt on previous budget
		£	£	£	£	£	£	£	
Vine Band Practice Room	5012	120	-	-	-		-	-	0%
Cem. Lodge Maintenance	5211	618		-	-		-	-	0%
Repairs and General Maintenance	5410	91		1,881	100		-	100	0%
Rent, Rates & Water	6000			1,049					
Light Heat & Cleaning	6010			87					
Rental income - Lodge	1012	(9,332)		-	-		-	-	0%
Rental income - Bungalow	1013			-	-		-	-	0%
Rental income - Red Cross	1014	(200)	(200)	(50)	-		-	-	0%
Rental income - Raleys Centre	1016			(10)	-		-	-	0%
Knole Paddock ground rents, wayleaves	1044				(19,250)	(8,663)	(11,550)	-	-100%
Vine ground rents, wayleaves	1045				(11,550)	-	-	-	-100%
SCC ground rents, wayleaves	1046	(2,742)	(2,907)	(1,500)	(3,900)	(750)	(3,000)	(3,000)	-23%
Open Spaces rents and wayleaves	1469	(3,905)	(4,690)	(7,185)	(5,000)	(2,943)	(5,000)	(5,000)	0%
Capital Expenditure	B/S								
		(15,350)	**(7,797)**	**(5,728)**	**(39,600)**	**(12,356)**	**(19,550)**	**(7,900)**	
% Mvmt on previous budget								**-80%**	

Sevenoaks Town Council
2019/20 Forecasts
SEVENOAKS TOWN PARTNERSHIP Cost Centre 40

	Ref.	Actual 2015/16 £	Actual 2016/17 £	Actual 2017/18 £	Budget 2018/19 £	Actual 2018/19 YTD £	Forecast 2018/19 £	Budget 2019/20 £	% mvmt on previous budget
Telephone	6101			19	100	12	80	100	0%
Printing & Stationery	6200		-	-	100	-	20	100	0%
Computer/Database and other costs	6240	38	587	575	500	933	490	500	0%
Information Screens	6244		3,922	1,434	1,500	325	650	1,500	0%
Business Awards	6322	6,661	7,357	5,885	7,500	7,030	7,500	7,500	0%
Business Show	6323	3,277	-	1,945	2,500	1,538	2,500	2,500	0%
Professional Fees	6630			5,000				-	
Conference Fees & Exps	6710		-	-	700	-	700	700	0%
Special Events	6869			-	-	-	-	-	0%
Sundry expenses	6900	2,714	2,420	649	600	27	600	600	0%
Christmas gift guide expenses	7607	1,050		-	-		-	-	0%
Friends of Bat & Ball	7608			(926)	1,000	-	1,000	1,000	0%
Park & Panto	7615			-	-		-	-	0%
Wellbeing Show	7616	181	-	1,389	2,500	1,073	2,500	2,500	0%
Business Awards	1206	(6,102)	(6,726)	(6,445)	(7,000)	(6,750)	(6,750)	(7,000)	0%
Business Show	1207	(5,871)	(1,756)	(4,120)	(3,000)	(3,230)	(3,230)	(3,000)	0%
Wellbeing Show Income	1209	1,568	(1,302)	(1,830)	(3,500)	(2,390)	(2,390)	(3,500)	0%
Grant income	1350		(1,000)	-	(1,000)	-	(1,000)	(1,000)	0%
Christmas gift guide income	1436	(940)	-	-	-		-	-	0%
Pak & Panto income	1437			-	-		-	-	0%
Sundry income	1990			(5,000)	-	(2,987)	(2,987)	-	0%
Income and Donations receivable	7610			-	-		-	-	0%
Capital Expenditure	B/S								
		2,577	3,503	(1,425)	2,500	(4,419)	(317)	2,500	0%
Movement in STC reinvestment funds	7000/4C	2,340	(5,742)	6,425	2,500	13,059	4,855	2,500	0%
Vintage bus reinvestment fund (to Park&Panto income 2015)					-			-	0%
Friends of Bat & Ball reinvestment fund	7608/40				-			-	0%
Vintage Bus Expenses	7609	11,250	19,201	9,865	10,000	6,420	6420	10,000	0%
Vintage Bus income	1435	(11,166)	(11,963)	(9,865)	(10,000)	(5,641)	(5,641)	(10,000)	0%
		5,000	**5,000**	**5,000**	**5,000**	**5,000**	**5,000**	**5,000**	
% Mvmt on previous budget					**0%**			**0%**	

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Sevenoaks Town Council
2019/20 Forecasts

BUSINESS HUB Cost Centre 41

	Ref.	Actual 2015/16	Actual 2016/17	Actual 2017/18	Budget 2018/19	Actual 2018/19 YTD	Forecast 2018/19	Budget 2019/20	% mvmt on previous budget
		£	£	£	£	£	£	£	
Gross pay	4010							10,000	0%
Employers Pension Contribution	4270							2,000	0%
Repairs & Gen. Maintenance	5410							6,000	0%
Equipment Hired & New	5500								
Rent & Rates	6000							4,000	0%
Light Heat & Cleaning	6010							-	0%
Electricity	6011							9,000	
Gas	6012							7,000	
Cleaning (inc. materials)	6013							10,000	
Water	6014							4,000	
Telephone & Broadband	6101							-	0%
Printing & Stationery	6200								
Office Furniture & Machinery	6230								
Computers & licences	6240								
IT Infrastructure	6242							2,000	
Office Furniture & Machinery	6281							-	
Sundry Expenses	6900							-	0%
Health & Safety/Risk Assessments	6922							-	0%
Alarm Maintenance	6930							-	0%
CCTV Maintenance	6931							-	
Waste Bin Disposal	6935							-	0%
Healthcare services	6939							-	0%
Hire of Facilities	1022							(4,000)	0%
Provision of postal/Business address	1025							(1,200)	
Hot desking facility	1026							(24,960)	
Dedicated Desk x 12	1027							(33,120)	
		-	-	-	-	-	-	(9,280)	
% Mvmt on previous budget									

Currently planned to become operational from September 2019

Sevenoaks Town Council
2019/20 Forecasts

YOUTH CAFÉ Cost Centre 50

	Ref.	Actual 2015/16	Actual 2016/17	Actual 2017/18	Budget 2018/19	Actual 2018/19 YTD	Forecast 2018/19	Budget 2019/20	% mvmt on previous budget
		£	£	£	£	£	£	£	
Gross Pay	4010	41,675	42,571	41,112	40,000	15,194	30,388	27,200	-32%
Employers Pension Contribution	4270	227	317	296	500	258	516	1,100	120%
Repairs and General Maintenance	5410	461	1,104	1,259	1,000	361	722	1,000	0%
Cleaning	6010	614	296	500	500	(455)	500	500	0%
Telephone	6101	319	393	503	560	263	526	560	0%
Printing & Stationery	6200	104	126	4	500	441	500	500	0%
Postage & courier	6210			-	-		-	-	0%
Computer/Database/WPS	6240	197	67	1,464	750	931	931	750	0%
Furnishings, furniture/Eqpt	6281	154	865	4,461	500	830	900	500	0%
Recruitment Costs	6315	472	54	-	-		-	-	0%
Staff Training	6320	279	225	-	400	155	400	400	0%
Welfare/Hospitality	6330	35	4	-	-		-	-	0%
Staff Uniforms	6340			220	200	50	100	200	0%
Publicity/Democratic notices	6460	492	131	644	500	282	500	500	0%
Goods for resale	6500	2,375	2,173	1,856	2,700	287	574	1,700	-37%
Catering Expenses	6510			-	-		-	-	0%
Soundwaves Expenditure	6550	200		-	-		-	-	0%
Course Material	6568			-	-		-	-	0%
Music Equipment	6571			-	-		-	-	0%
IT Equipment	6572			-	-		-	-	0%
Youth Magazine Expenditure	6573			-	100	-	-	-	-100%
New Blood DJ workshops	6574			-	-		-	-	0%
Professional fees licensing	6635	98	103	226	200	260	260	200	0%
Subscriptions	6730	113		-	-		-	-	0%
Special Events	6869			-	-		-	-	0%
Sundry Expenses	6900	107	116	104	150	189	189	150	0%
Health & Safety/Legal Advice	6922		(0)	14	400	-	400	400	0%
Protective clothing	6952			-	-		-	-	0%
Bank charges	6975			-	-		-	-	0%
Letting and Hire of Facilities	1022	(3,882)	(2,665)	(3,755)	(3,900)	(565)	(3,470)	(3,740)	-4%
Soundwaves Income	1242	(39)	-	-	-		-	-	0%
Sale of Goods	1211	(2,679)	(3,108)	(2,700)	(3,315)	(938)	(1,876)	(2,300)	-31%
Grant Income	1350	(38,333)	(35,607)	(33,184)	(10,000)	(10,000)	(10,000)		-100%
Educational kits income	1351		-	-	-		-	-	0%
Fundraising	1500		(79)	(9,014)	(18,085)	-	-	-	-100%
Sundry Income	1990	(295)	(38)	-			-	-	0%
		2,694	7,047	4,010	13,660	7,543	22,060	29,620	117%
Tfr of annual grant allocation from Youth Outreach	1350/5C	-	-	-	-	-			0%
		2,694	**7,047**	**4,010**	**13,660**	**7,543**	**22,060**	**29,620**	
% Mvmt on previous budget					**0%**			**117%**	

Sevenoaks Town Council
2019/20 Forecasts

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MARKETS Cost Centre 60

	Ref.	Actual 2015/16	Actual 2016/17	Actual 2017/18	Budget 2018/19	Actual 2018/19 YTD	Forecast 2018/19	Budget 2019/20	% mvmt on previous budget
		£	£	£	£	£	£	£	
Gross Pay	4010	2,734	2,329	2,374	2,900	1,125	2,900	2,900	0%
Employers Pension Contribution	4270		-	-	-		-	-	0%
Repairs & general maintenance	5410	347		-	100	262	100	103	3%
Saturday Market Charges	5420	13,248	13,328	13,802	13,500	7,000	14,000	14,420	7%
Wednesday Market Charges	5421	19,363	19,479	19,938	21,000	12,789	25,500	26,265	25%
Vine Farmers Market	5422		2,146		-		-	-	0%
Friday Market Charges	5423				13,500	-	-	14,420	7%
Equipment new and hired	5500	654		-	-		-	-	0%
Blighs market rent	6001	12,676	15,922	10,383	10,370	7,045	12,000	18,615	80%
Light, Heat & Cleaning	6010	2,154		(300)	500	47	500	500	0%
Equipment Maintenance	5525			-	-		-	-	0%
Furnishings, furniture/Eqpt	6281			-	-		-	-	0%
Publicity/Democratic notices	6460	1,162	982	220	3,500	1,178	3,500	3,500	0%
Subscriptions	6730			-	-		-	-	0%
Sundry Expenses	6900	254		-	-	(130)	-	-	0%
Rental Income Sat Market	1017	(22,915)	(24,148)	(23,760)	(24,337)	(11,228)	(22,456)	(22,456)	-8%
Rental Income Weds Market	1018	(18,946)	(18,873)	(14,469)	(21,212)	(6,887)	(13,774)	(13,774)	-35%
Rental Income Blighs Market	1019	(15,374)	(18,493)	(16,436)	(18,278)	(7,687)	(15,374)	(24,480)	34%
Vine Farmers Market Income	1021		(2,475)		-		-	-	0%
Rental Income Friday Market	1024				(18,500)		-	(13,774)	-26%
Other income	1990			(166)	-		-	-	0%
Capital Expenditure	B/S							-	
		(4,644)	(9,803)	(8,414)	(16,957)	3,514	6,896	6,239	
Movement in general reinvestment fund	7000		2,303	8,414	16,957	(3,514)	(6,896)	(6,239)	-137%
		(4,644)	(7,500)	-	-	-	-	-	
% Mvmt on previous budget					0%			0%	

Sevenoaks Town Council
2019/20 Forecasts

FINANCIAL & GENERAL PURPOSES COMMITTEE SUMMARY

	Ref.	Actual 2015/16	Actual 2016/17	Actual 2017/18	Budget 2018/19	Actual 2018/19 YTD	Forecast 2018/19	Budget 2019/20	% mvmt on previous budget
		£	£	£	£	£	£	£	
Vine Café	28	19,935	23,371	22,956	(5)	11,907	24,235	12,170	-231724%
Bat & Ball Station Building	30	-	-	-	7,312	-	7,312	(1,134)	
Central Services	31	396,182	550,354	629,373	633,480	269,170	656,018	673,540	6%
Finance Costs	31	(3,333)	(1,651)	(8,225)	(6,000)	(5,208)	(7,500)	(6,000)	0%
General	32	27,474	31,586	22,597	26,200	7,223	23,090	30,200	15%
Council Offices	33	24,148	23,502	32,458	39,311	17,567	34,923	47,485	21%
Community Grants	38	66,452	68,119	44,010	57,000	28,811	49,171	57,000	0%
Community Centre	36	(15,074)	(13,898)	(13,503)	(5,728)	(19,926)	(8,861)	(12,432)	117%
Letting of Non-operational Property	39	(15,350)	(7,797)	(5,728)	(39,600)	(12,356)	(19,550)	(7,900)	-80%
Sevenoaks Town Partnership	40	5,000	5,000	5,000	5,000	5,000	5,000	5,000	0%
Business Hub	41	-	-	-	-	-	-	(9,280)	
Youth Café	50	2,694	7,047	4,010	13,660	7,543	22,060	29,620	117%
Markets	60	(4,644)	(7,500)	-	-	-	-	-	
		503,485	**678,132**	**732,949**	**730,630**	**309,731**	**785,899**	**818,268**	
% Mvmt on previous budget					**6%**			**12%**	

Sevenoaks Town Council
2019/20 Forecasts

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OPEN SPACES & LEISURE COMMITTEE SUMMARY

	Ref.	Actual 2015/16 £	Actual 2016/17 £	Actual 2017/18 £	Budget 2018/19 £	Actual 2018/19 YTD £	Forecast 2018/19 £	Budget 2019/20 £	% mvmt on previous budget
General	21	178,484	213,202	219,453	263,375	115,956	229,360	260,002	-1%
Greatness Cemetery	22	16,487	14,957	1,575	20,200	7,597	22,063	11,724	-42%
Allotments	23	-	(276)	1,328	3,420	(1,809)	2,793	135	-96%
Street Lighting and General	26	16,904	15,272	16,719	21,447	18,878	13,448	21,626	1%
Vine Grounds	29	22,404	17,554	14,516	21,953	10,886	19,671	20,000	-9%
		234,279	**260,709**	**253,591**	**330,395**	**151,508**	**287,336**	**313,487**	
% Mvmt on previous budget					**9%**			**-5%**	

Sevenoaks Town Council
2019/20 Forecasts

REVENUE FUND SUMMARY

	Ref.	Actual 2015/16 £	Actual 2016/17 £	Actual 2017/18 £	Budget 2018/19 £	Actual 2018/19 YTD £	Forecast 2018/19 £	Budget 2019/20 £	% mvmt on previous budget
Planning Committee	1	31,848	33,287	32,082	34,880	16,897	33,904	35,630	2%
Open Spaces & Leisure Committee	2	234,279	260,709	253,591	330,395	151,508	287,336	313,487	-5%
Finance/General Purposes Committee	3	503,485	678,132	732,949	730,630	309,731	785,899	818,268	12%
		769,612	**972,127**	**1,018,622**	**1,095,905**	**478,136**	**1,107,139**	**1,167,385**	**7%**
Less: Government Revenue Support Grant			-	-	-	-	-	-	
Add: Appropriation to/(from) Balances			-	-	(7,312)		(18,546)	(26,000)	
Precept		**769,612**	**972,127**	**1,018,622**	**1,088,593**	**478,136**	**1,088,593**	**1,141,385**	
% Mvmt on previous budget								**5%**	
Council Tax Base ie. Band D Equivalents		9,055	9,226	9,315	9,470			9,638	
Council Tax		**£88.69**	**£105.53**	**£110.53**	***£114.95***			***£118.43***	
% increase		16.73%	18.99%	4.74%	4.00%			3.03%	
Council Tax per week		**£1.71**	**£2.03**	**£2.13**	**£2.21**			**£2.28**	
increase per week			£0.32	£0.10	£0.08			£0.07	
Per resident cost					**£66.06**			**£69.26**	
Per resident cost per week					**£1.27**			**£1.33**	

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

Precept 2019 -20

Category	Cost Centre 11	21	22	23	26	28	29	30	31	32	33	36	38	39	40	41	50	60	Gross Exp £ Total	Gross Exp %
Public Open Space (inc sports & play areas)		293,672		6,910	30,083														330,665	17.6%
Cemetery			101,724																101,724	5.4%
Community Centre												18,267							18,267	1.0%
Council Offices											64,285								64,285	3.4%
Youth Café / Services																	35,660		35,660	1.9%
Public Events & Activities (inc Xmas Lights, No 8 bus,										72,338									72,338	3.8%
Grants	-								1,000				57,000		29500				87,500	4.6%
Democracy (inc Elections, Town Crier, paper adverts)									21,260										21,260	1.1%
Professional Fees	1,600								16,480										18,080	1.0%
Neighbourhood Development Plan																			-	0.0%
Vine Café						76,880													76,880	4.1%
Vine Grounds							25,680												25,680	1.4%
Bat & Ball Station Building								217,362											217,362	11.5%
Business Hub																54,000			54,000	2.9%
Insurance								2,060	20,000										22,060	1.2%
Markets																		80,723	80,723	4.3%
Development Costs									108,330										108,330	5.8%
Administration (incl central employment costs)									488,810					100					488,910	26.0%
IT									24,800										24,800	1.3%
Planning	34,030																		34,030	1.8%
Interest																			-	0.0%
	35,630	293,672	101,724	6,910	30,083	76,880	25,680	219,422	680,680	72,338	64,285	18,267	57,000	100	29,500	54,000	35,660	80,723	1,882,554	100.0%

7C

Precept 2019 -20

Category	Cost Centre 11	21	22	23	26	28	29	30	31	32	33	36	38	39	40	41	50	60	Gross Inc £ Total	Gross Inc. %
Public Open Space (inc sports & play areas)		(33,670)		(6,775)	(8,457)									(5,000)					(53,902)	7.5%
Cemetery			(90,000)																(90,000)	12.6%
Community Centre												(30,700)		(3,000)					(33,700)	4.7%
Council Offices											(16,800)			-					(16,800)	2.3%
Youth Café fundraising/letting income																	(6,040)		(6,040)	0.8%
Public Events & Activities (inc Xmas Lights, No 8 bus,									(7,140)	(42,138)									(49,278)	6.9%
Grants															(24,500)		-		(24,500)	3.4%
Democracy (inc Elections, Town Crier, paper adverts)																			-	0.0%
Professional Fees																			-	0.0%
Neighbourhood Development Plan	-																		-	0.0%
Vine Café						(64,710)													(64,710)	9.0%
Vine Grounds							(5,680)												(5,680)	0.8%
Bat & Ball Station Building								(220,556)											(220,556)	30.8%
Business Hub																(63,280)			(63,280)	8.8%
Insurance																			-	0.0%
Markets																		(80,723)	(80,723)	11.3%
Development Costs																			-	0.0%
Administration																	-		-	0.0%
IT																			-	0.0%
Planning																			-	0.0%
Interest									(6,000)										(6,000)	0.8%
Transfer from Reserves									-										-	0.0%
	-	(33,670)	(90,000)	(6,775)	(8,457)	(64,710)	(5,680)	(220,556)	(13,140)	(42,138)	(16,800)	(30,700)	-	(8,000)	(24,500)	(63,280)	(6,040)	(80,723)	(715,169)	100%

Total expenditure and Income

CC	2018/19 budget	2019/20 budget	2018/19 budget	2019/20 budget	2018/19 budget	2019/20 budget
	Total expenditure		Total income		Net expenditure	
11	34,880	35,630	-	-	34,880	35,630
21	286,325	293,672	(22,950)	(33,670)	263,375	260,002
22	94,200	101,724	(74,000)	(90,000)	20,200	11,724
23	7,450	6,910	(4,030)	(6,775)	3,420	135
26	29,868	30,083	(8,421)	(8,457)	21,447	21,626
28	85,520	76,880	(85,525)	(64,710)	(5)	12,170
29	28,885	25,680	(6,932)	(5,680)	21,953	20,000
30	41,650	219,422	(34,338)	(220,556)	7,312	(1,134)
31	639,880	679,680	(7,400)	(7,140)	632,480	672,540
	1,000	1,000			1,000	1,000
			(6,000)	(6,000)	(6,000)	(6,000)
32	71,256	72,338	(45,056)	(42,138)	26,200	30,200
33	53,630	64,285	(14,319)	(16,800)	39,311	47,485
36	59,300	18,267	(65,028)	(30,700)	(5,728)	(12,433)
38	57,000	57,000			57,000	57,000
39	100	100	(39,700)	(8,000)	(39,600)	(7,900)
40	29,500	29,500	(24,500)	(24,500)	5,000	5,000
41	-	54,000	-	(63,280)	-	(9,280)
50	48,960	35,660	(35,300)	(6,040)	13,660	29,620
			-	-	-	-
60	82,327	80,723	(82,327)	(80,723)	-	-
	1,651,731	1,882,554	(555,826)	(715,169)	1,095,905	1,167,385
Precept	1,088,593	1,141,385				
% exp covered by precept	65.9%	60.6%				
Grant income	0	0				
% exp covered by grants	0.0%	0.0%				

7c

Precept 2019 -20

Category	Cost Centre 11	21	22	23	26	28	29	30	31	32	33	36	38	39	40	41	50	60	Net Exp £ Total	Net Exp %
Public Open Space (inc sports & play areas)	-	260,002	-	135	21,626	-	-		-	-	-	-	-	(5,000)	-	-	-	-	276,763	23.7%
Cemetery	-	-	11,724	-	-	-	-		-	-	-	-	-	-	-	-	-	-	11,724	1.0%
Community Centre	-	-	-	-	-	-	-		-	-	-	(12,432)	-	(3,000)	-	-	-	-	(15,432)	-1.3%
Council Offices	-	-	-	-	-	-	-		-	-	47,485	-	-	-	-	-	-	-	47,485	4.1%
Youth Café / Services	-	-	-	-	-	-	-		-	-	-	-	-	-	-	-	29,620	-	29,620	2.5%
Public Events & Activities (inc Xmas Lights, No 8 bus,	-	-	-	-	-	-	-		(7,140)	30,200	-	-	-	-	-	-	-	-	23,060	2.0%
Grants	-	-	-	-	-	-	-		1,000	-	-	-	57,000	-	5,000	-	-	-	63,000	5.4%
Democracy (inc Elections, Town Crier, paper adverts)	-	-	-	-	-	-	-		21,260	-	-	-	-	-	-	-	-	-	21,260	1.8%
Professional Fees	1,600	-	-	-	-	-	-		16,480	-	-	-	-	-	-	-	-	-	18,080	1.5%
Neighbourhood Development Plan	-	-	-	-	-	-	-		-	-	-	-	-	-	-	-	-	-	-	0.0%
Vine Café	-	-	-	-	-	12,170	-		-	-	-	-	-	-	-	-	-	-	12,170	1.0%
Vine Grounds	-	-	-	-	-	-	20,000		-	-	-	-	-	-	-	-	-	-	20,000	1.7%
Bat & Ball Station Building								(1,134)											(1,134)	-0.1%
Business Hub	-	-	-	-	-	-	-		-	-	-	-	-	-	-	(9,280)	-	-	(9,280)	-0.8%
Insurance	-	-	-	-	-	-	-		20,000	-	-	-	-	-	-	-	-	-	20,000	1.7%
Markets	-	-	-	-	-	-	-		-	-	-	-	-	-	-	-	-	-	-	0.0%
Development Costs	-	-	-	-	-	-	-		108,330	-	-	-	-	-	-	-	-	-	108,330	9.3%
Administration (incl central employment costs)	-	-	-	-	-	-	-		488,810	-	-	-	-	100			-	-	488,910	41.9%
IT	-	-	-	-	-	-	-		24,800	-	-	-	-	-	-	-	-	-	24,800	2.1%
Planning	34,030	-	-	-	-	-	-		-	-	-	-	-	-	-	-	-	-	34,030	2.9%
Interest	-	-	-	-	-	-	-		(6,000)	-	-	-	-	-	-	-	-	-	(6,000)	-0.5%
	35,630	260,002	11,724	135	21,626	12,170	20,000	(1,134)	667,540	30,200	47,485	(12,432)	57,000	(7,900)	5,000	(9,280)	29,620	-	1,167,385	100.0%
Transfer from Reserves								(26,000)											(26,000)	
																			1,141,385	

Sevenoaks Town Council

Risk Assessment 2019/20

Dear Councillors,

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

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

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

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

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

Governance

Operations

Financial

Environment or external factors

Compliance (law and regulation)

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

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

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

There are 3 levels of risk:

LOW	MEDIUM	HIGH
1 – 6	7 – 15	16 - 25

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

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

Sevenoaks Town Council
Risk Management Register

Governance risks

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

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

Operational risks

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
6	**Disaster Recovery and planning** Computer system failures or loss of electronic data Loss of paper documents. Destruction of property, equipment, records through fire, flood or similar damage	4	3	12 (M)	All data on the servers are backed up on a cloud base on a daily basis. Two servers are maintained, so that if one fails the Council can continue to function using the operational server during repair. A disaster recovery plan is in place for such an eventuality. Ongoing review of electronic archiving options for paper Adequate insurance cover is in place.	Town Clerk	Existing procedure adequate Ongoing review
7	**Best Value Accountability** Dependency on key suppliers Lack of competitive pricing/quotes Work awarded incorrectly	3	2	6 (L)	STC operates under Financial Regulations relevant for its sector and set down by statute. Competitive tendering is used for all large contracts. At least 3 independent quotations are sought for all contracts undertaken. Alternative suppliers are regularly reviewed to ensure goods and services supplied are competitively priced.	Managers	Existing procedure adequate

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

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

Financial risks

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

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

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

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
24	**Fraud and misrepresentation** Understating income Inflating expenditure Inadequate internal financial controls and procedures	4	1	4 (L)	All known income are captured on the accounting package and accounting records as communicated to Finance. Expected income is noted in minutes and communicated to the Finance and General Purposes Committee. A grant register is maintained which details grant applications, payment date and other relevant information. Internal Control procedures are covered within the Financial Regulations which are reviewed and updated on an annual basis. The Responsible Finance Officer oversees the financial systems and procedures. An independent internal auditor reviews transactions and the Council's internal procedures at least 3 times per financial year. There is a defined system of budgetary control, regular management reporting including variance analysis.	RFO	Existing procedure adequate
25	**Compliance with donor imposed restrictions** Grants or donation funds received are applied outside the restrictions. Non-compliance resulting in repayment of the funds. Future relationship with donor damaged Potential regulatory action against the Council.	2	2	4 (L)	Controls are in place to ensure that any restricted funds received are identified upon receipt and separately accounted for. Controls are also in place to ensure the funds are only used for their intended purpose. Regular contact with the donor is maintained to update them on how the grant or donation is spent. The Town Clerk and the Responsible Finance Officer ensure all the terms and conditions of the funding are met.	1. RFO 2. Town Clerk	Existing procedure adequate

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

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

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

Environmental or external factors

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

Compliance risk (law and regulation)

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

Sevenoaks Town Council

FINANCE AND GENERAL PURPOSES COMMITTEE

INVESTMENT STRATEGY, POLICY AND RISK MANAGEMENT for the 2019/20 financial year

1. Introduction:

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

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

2. Reporting, Approval, Review and Amendment

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

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

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

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

3. Investment Objectives

3.1. Guidance on local government investments issued by the Department for Communities and Local Government (CLG) currently suggests that investment strategy should have regard to the informal policy: **Security** – **Liquidity** – **Yield** – in that order.

The Council's investment priorities are as follows:

- Security of reserves i.e. protecting the capital sums invested from loss,
- Liquidity of its investments i.e. ensuring that funds invested are available for expenditure when needed. Cash available from the current account should be judged as adequate to cover the Council's commitments during the period of the investment(s).
- Yield i.e. the return on investment is considered once the first two objectives are satisfied.

- All investments will be made in sterling.
- The Council will carry out quarterly cash flow forecasts to ascertain expenditure commitments for the coming financial year.

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

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

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

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

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

4. Policy

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

5. Investment Risk

5.1. Risk Management:

Limits

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

Categories

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

a) UK clearing banks or their subsidiaries, together with those former major building societies now banks;
b) The Treasury Departments of building societies which are members of BSA with assets over £2bn;
c) Non-UK financial institutions approved by the Finance and General Purposes Committee;
d) UK Government stocks;
e) UK local authority stocks or bonds;
f) The money-market management operations of a UK public body or authority[2], where the council's funds are pooled and invested on the money markets under the name of such UK public body or authority.

Monitoring of Investment Counterparties

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

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

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

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

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

5.2. Treasury Management Advice

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

5.3. Investment Training

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

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

5.4. Investment of money borrowed in advance of need

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

6. Investment strategy review

6.1. Specified Investments

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

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

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

As at 1st April 2019, the Council will continue to hold its money in a current account with the NatWest bank and receive interest at the current applicable rate.

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

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

6.2. Consideration of alternative investments

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

CCLA Funds
Public Sector Deposit Fund
It is an FCA regulated qualified money market fund with an AAA Fitch rating. The fund is instant access (although access does involve the selling of shares) with interest paid at the end of each month. It invests in deposits with a range of highly rated UK and non-UK financial institutions, thereby spreading the investment risk. However, institutions in which the fund invests may not comply with the Council's own investment strategy. The amount placed with F1+ institutions was 33.52% as at December 2018. It offered a dividend yield of 0.63% on a one-year deposit as at December 2018.

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

Local Authorities Property Fund
Aims to provide investors with a high level of income and long-term capital appreciation. Fund invests in UK commercial properties. Capital growth is achieved while property prices continue to increase – but fund values would decrease in the event that property prices fall (e.g. in the event of a significant rise in interest rates).

It offered a dividend yield of 3.18% at the end of December 2018.

The investment is regarded as for the long term. Councillors should bear in mind the Council's current investment strategy which has an absolute requirement to avoid capital loss.

Investments through a broker

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

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

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

Members adopt the strategy document and the existing policy remains unchanged for 2019/20.

Sevenoaks Town Council

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Reserves Policy 2019/20

Background

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

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

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

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

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

'Councils face ongoing financial challenges as they adapt to deliver services at lower cost in response to rising demand, in some cases, and reductions in funding. As we have reported previously), the cost and risks associated with service transformation, and uncertainty about future funding, have resulted in some councils increasing reserves, while others have been using reserves to make up shortfalls between their funding and spending plans.
All councils should continue to ensure that their reserves remain adequate for planned future needs and contingencies without placing undue constraints on current expenditure. Councils with very high levels of reserves relative to their spending should review the purposes for which these are held to ensure they are still required. The purposes for holding reserves, particularly where these are increasing, should be clearly communicated through the annual accounts.'

Sevenoaks
Town Council

Reserves Policy 2019/20

Sevenoaks Town Council Policy

The current policy of Sevenoaks Town Council is to work towards a general reserves fund equal to at least 6 months of the current precept.
Any decision to set up reserves or spend from reserves must be made by Council
Reserves must not be held for on-going expenditure because this would be unsustainable.
To the extent that reserves are used to meet short term funding gaps, the aim should be to replenish in the following year or as soon as possible thereafter
Earmarked reserves that have been used to meet specific liability would not need to be replenished having served the purpose for which they were established.
Reviewing the Council's Financial Risk Assessment forms part of the budgeting and year end accounting procedures and identifies planned expenditure (and an allocation for contingency towards unplanned expenditure) thereby indicating the appropriate level of Reserves required for the coming financial year.

General reserves fund

The general reserves are funds which do not have any restrictions as to their use. These reserves cushion the impact of uneven cashflows, offset budget requirements (if necessary), fund short-term financial risks (see below), and unexpected or exceptional events. The reserve also enables the Town Council to act in an agile manner as opportunities occur.
The primary means of building general reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been used up in the previous year.

Earmarked reserves

Earmarked reserves are created and held for specific ring-fenced purposes or to help smooth out medium and long term financial risks and spending plans.
They can also be held as carry forward of underspend. As is the case where the Council commits expenditure to specific projects but is unable to spend the budget in the year. Reserves in this instance are used as a mechanism to carry forward budgeted resources e.g. Rolling Capital Projects, Youth activities reserves, Markets, STP.

Consideration of Short-term Financial Risks

In order to assess the adequacy of the general reserve, the Council must take account of the strategic, operational and financial risks faced. The level of the reserve for the forthcoming year must be based upon a risk assessment of the Council's income and expenditure and take into account any contingencies that may be required.
The short-term risks that the Town Council faces, with particular reference to its current plans include:
Lower than expected income

Reserves Policy 2019/20

- Grant income - In previous years the net expenditure of the Town Council has been slightly lower than the precept, with the result that the Council has been able to boost the level of the general reserve fund. Since net expenditure is stated after deducting revenue grants received from third parties, the savings partly reflect unbudgeted grant. Conversely if budgeted grant income were not received for any reason then a surplus of net expenditure over precept could result, with the balance being funded by the general reserves fund.
- Other income - the revenue estimates forming the basis of the precept includes predicted income from a range of sources, such as cemetery income, letting and hiring income, new facilities such as Bat & Ball station café and room hires. It is difficult to predict with accuracy (particularly, for new venues such as the Bat & Ball station). If income received were to fall below the budgeted level, then the balance could be funded from general reserves.

Higher than expected costs
Due to:

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

Consideration of Longer-term Financial Risks

Longer term financial risks faced by the Council include:

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

Sevenoaks Town Council

Reserves Policy 2019/20

Current Level of Financial Reserves

Council should consider the opportunity cost of holding reserves which enables it to manage unforeseen pressures against current strategic plans. It is noted that holding the required six months of the precept in general reserves is not currently possible although the policy remains unchanged. There is an adequate level of financial resources to meet ongoing revenue requirements. As at November 2018, the level of earmarked reserves was £2.7m and the level of revenue reserves was £308K. The council through careful planning has always sought alternative sources of funding for refurbishment and projects where possible. This is in addition to allocating a level of general and earmarked reserves as required for planned expenditure.

The current level of general reserves is being monitored against medium term strategic plans including 2019-20. A one-off transfer from reserves has been recommended to balance the 2019-20 budget. This is to offset the financial impact of the loss of Community Centre income once refurbishment of the centre commences in June 2019.

Sevenoaks Town Council
Nov-18

Earmarked Reserves Summary

		2018/19
		£
315	Pension Reserve	2,814
316	Rolling Cap Prog Reserve	45,684
317	Street Lighting Reserve	7,737
318	Community Centre Reserve	16,398
319	Stag winding-up Reserve	6,000
320	Planning Fees Reserve	12,500
321	Youth Activities	-
324	Contingency Reserve	55,442
325	Pension Deficit Reserve	-
340	Capital Receipts Reserve	1,734,641
360	CIL Earmarked Reserve	739,143
370	No 8 Bus Reserve	91,977
372	QH Allotment Key Reserve	4,315
506	Mayors Charity Funds	5,126
508	Street Lighting LED upgrade fund	600
		2,722,377
310	Revenue Reserve	307,792
		3,030,169

RECOMMENDATION:

That Members consider and adopt the Reserves Policy for financial year 2019/20

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Sevenoaks
Town Council

FINANCIAL REGULATIONS

These Financial Regulations were adopted by the Council for the financial year 2019/20 at its meeting held on ....

Signed by the Chairman ....

SEVENOAKS TOWN COUNCIL

FINANCIAL REGULATIONS

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1. GENERAL

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

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

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

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

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

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

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

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

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

1.9. The RFO;

- acts under the policy direction of the Council;
- administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the Council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the Council up to date in accordance with proper practices;
- assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the Council.

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

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

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

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

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

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

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

shall be a matter for the full Council only.

1.14. In addition, the Council must:

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

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

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group

(JPAG), available from the websites of NALC and the Society for Local Council Town Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

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

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

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

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

2.5. The internal auditor shall:

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

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

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

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

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

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

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

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

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

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

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

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

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

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

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

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

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

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

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

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

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

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

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

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

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

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

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

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

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

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

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

- All bank payment instructions shall show a designated space for two signatories authorised by the Finance and General Purposes Committee.
- All cheques shall be issued in sequential order and not more than two books of cheques per account shall be in use at any one time.

- All cheques/cash received shall be banked at the earliest opportunity and at the very least within 5 working days of receipt.
- A register of cheques/cash received shall be maintained at the point of receipt by a Member of the Finance team and compared to the paying in book by a different Member of the Finance team on a regular basis.
- Bank reconciliations shall be performed promptly on a monthly basis and reviewed by the Responsible Finance Officer and Town Clerk.

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

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

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

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

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

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

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

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

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

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

For all payments other than petty cash:

- All invoices must be authorised by two Members of the Council
- two bank signatories must review the supporting documentation and sign/initial the invoices to evidence their review prior to payment.

- Invoices for £5,000 or more must additionally be authorised prior to payment by at least one Member of the Council.
- Invoices below 5,000 may be authorised post payment by two Members of the Council

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7. PAYMENT OF SALARIES

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

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

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

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

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

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

a) by any Councillor who can demonstrate a need to know;
b) by the internal auditor;
c) by the external auditor; or
d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

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

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

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

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

8. LOANS AND INVESTMENTS

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

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

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

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

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

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

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

9. INCOME

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

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

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

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

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

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

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

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

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

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

10. ORDERS FOR WORK, GOODS AND SERVICES

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

10.2. Order books shall be controlled by the RFO.

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

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

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

11. CONTRACTS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

[2] Thresholds currently applicable are:

a. For public supply and public service contracts 209,000 Euros (£164,176)

b. For public works contracts 5,225,000 Euros (£4,104,394)

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

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

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

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

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

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

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

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

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

13. STORES AND EQUIPMENT

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

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

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

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

14. ASSETS, PROPERTIES AND ESTATES

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

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

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

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

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

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

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

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

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

15. INSURANCE

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

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

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

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

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

16. CHARITIES

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

17. RISK MANAGEMENT

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

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

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

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

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

Balance

	2018/2019
Budget	**Balance 18.09.2018 £**
Budget Local Organisations F & GP & Youth Support Services *Of which Play Days £2,000*	6550.00 4550.00
Twinning Support	1000.00
Grant Subsidies Chamber	-326.00
Sevenoaks Summer Festival	5000.00
Grant Subsidies Sevenoaks Community Centre	751.42
Annual Donation to Sevenoaks Conservation Council	0.00
Youth Outreach	4047.03
Youth Council Support	433.70
Stag	0.00

Grant Applications Requested £5,000 as follows:

Grant Ref No	Organisation Name & Charity Reg No If Applicable	Purpose Of award	2017 2018	2018 2019	2019/2020 Grant Application £	Grant Approved	Reason for Refusal	Notes
20	Sevenoaks Summer Festival	5000	5000	5000	*2019 £,5000 requested*			
	TOTAL GRANT APPLICATION REQUESTED F&GP 21.01.2019				**£5,000**			

Grant Ref
20
F+GP
21-1-19
(09)

Sevenoaks
Town council

APPLICATION FOR GRANT AID

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

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

PART 1 – YOUR ORGANISATION

NAME OF ORGANISATION

SEVENOAKS SUMMER FESTIVAL

NAME OF CONTACT

RAY RUSSELL

ADDRESS OF CONTACT

21 BOSVILLE DRIVE, SEVENOAKS

POSTCODE TN13 3JA

TELEPHONE NO: DAYTIME 01732 742213

EVENING 01732 742213

EMAIL ADDRESS rayrussell@sevenoaksfestival.org.uk

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

2-week annual celebration of the Arts in and around Sevenoaks, now in its 50th year. Sevenoaks Summer Festival is organised and run on a not-for profit basis by a group of unpaid volunteers. It provides a well-loved showcase for the Town – a high-profile event bringing a wealth of diverse local amateur groups to the attention of audiences drawn from the town and further afield, plus some special attractions and headline professional acts,

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

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

SEE ABOVE

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£ 5,000

PLEASE DESCRIBE YOUR PROJECT

THE PROJECT IS THE 50TH ANNUAL SUMMER FESTIVAL TO BE HELD FROM SATURDAY 22 JUNE TO SUNDAY 7 JULY 2019

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

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

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

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

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

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

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

YES/NO NO

IF YES, PLEASE GIVE DETAILS

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

PLEASE SEE COVERING LETTER

PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR

£25,344

HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?

APPROX 4.5

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

£22,810 PLUS RECEIPTS FROM OWN-PROMOTED EVENTS

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

2008: £ 10,000 – revenue expenditure
2009: £ 10,000 – revenue expenditure
2010: £5,000 – revenue expenditure + £2,400 'pass-through' for youth events
2011: £5,000 – revenue expenditure + £1,000 'pass-through' for youth events
2012: £5,000 – revenue expenditure
2013: £5,000 – revenue expenditure + £2,000 for Festival Fair/Schools Stage
2014: £5,000 – revenue expenditure + £2,950 for Festival Fair/Youth Music Stage
2015: £5,000 – revenue expenditure + £1,500 for Festival Fair/Youth Music Stage
2016: £5,000 - revenue expenditure
2017: £5,000 - revenue expenditure
2018: £5,000 - revenue expenditure

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION
CHECKLIST

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

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

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

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

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

SIGNATURE R.Russell DATE 2 November 2018

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

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

SEVENOAK SUMMER FESTIVAL
35 BOSVILLE DRIVE, SEVENOAKS TN13 3JA (TREASURER)

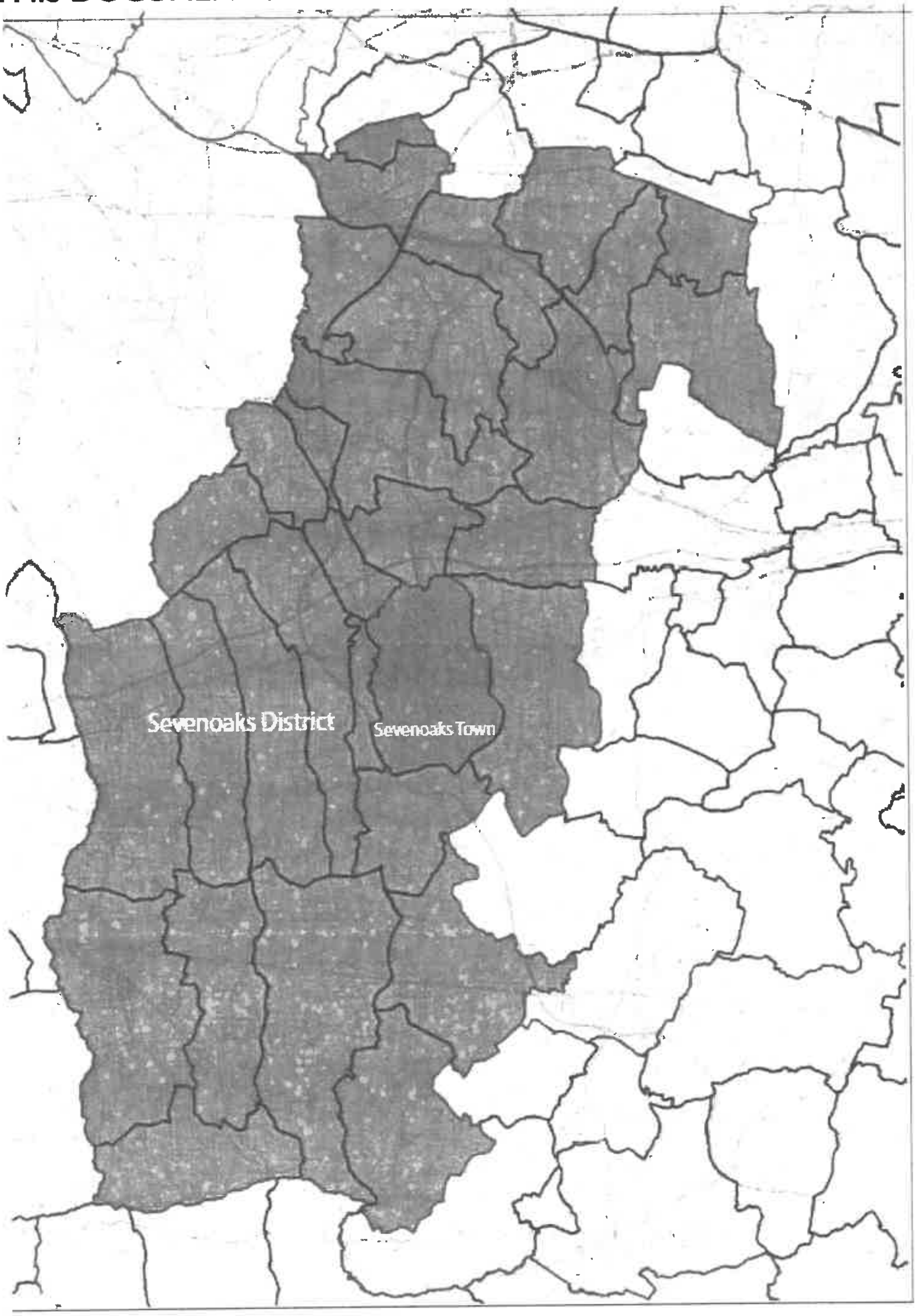
All Application Forms must be signed, so copies that are filled in on computer should still be printed off and returned by post. Please return this form to Michèle MacDonald, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

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

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

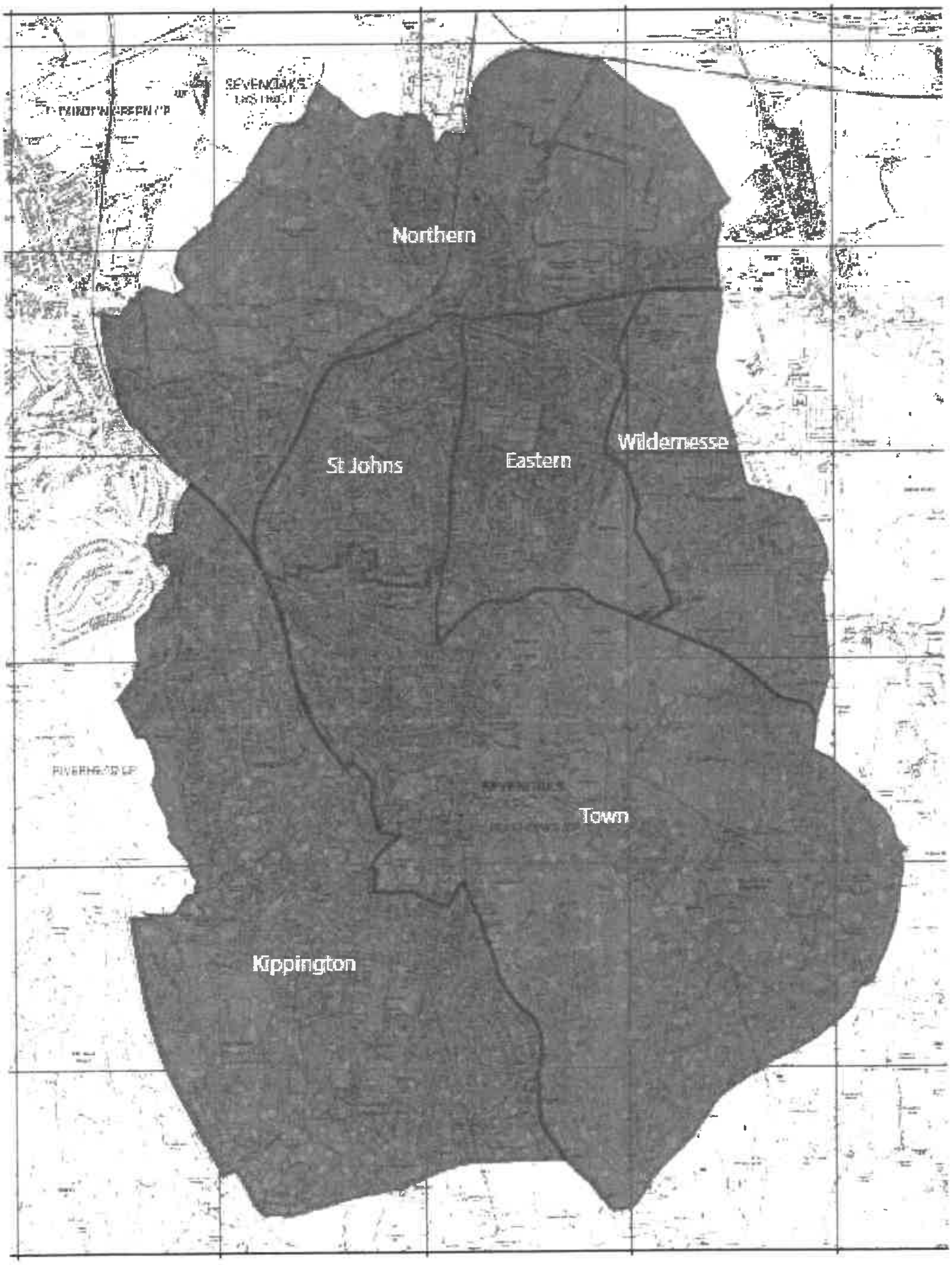
Updated 22.02.2016

THIS DOCUMENT IS AVAILABLE IN LARGE PRINT IF REQUIRED.



Updated 22.02.2016

Sevenoaks
TOWN council



Sevenoaks Town Council Wards

Updated 22.02.2016

SEVENOAKS SUMMER FESTIVAL

STAG Community Arts Centre, London Road, Sevenoaks TN13 1ZZ
www.sevenoaksfestival.org.uk
Member of:
Sevenoaks District Arts Council ('SDAC')
The National Federation of Music Societies

2 November 2018

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

Dear Linda

SUMMER FESTIVAL 2019 - SATURDAY 22 JUNE TO SUNDAY 7 JULY

Many thanks for meeting with John Levett and me last week. We duly presented what we could to our AGM and I'm now attaching our formal application for grant to support next year's 50th Festival. Your encouragement for our endeavours is a significant motivation for us.

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

Our long-term objective remains to keep reserves at a level where we are comfortable we can continue to improve Festival yet reduce dependency on external funding. As you know, we managed to retrieve a good proportion of the deficit on this 2017's Festival, and present reserves are restored to almost 6 months of 2018 expenditure, the level we deem prudent, consistent with the current scale of Festival and in line with recommendations for like bodies.

Plans for Festival 2019 are underway. We aim as ever to present a spread of offerings and venues. We hope to restore commercial sponsorship but, as we saw this year, costs tend to increase year on year and core funding from the Town Council remains essential to maintain the Festival format.

We shall continue to operate with strict financial controls and aim to keep the percentage of our income attributable to STC's Grants under 10%. For 2018, it was slightly more than 7.7% and this proportion of support will likely be necessary for 2019 if we are to maintain the opportunities and attractions for younger residents at Festival Fair. It is perhaps worth noting that 7.7% contrasts with 24% 13 years ago, which itself more than met the Council's requirement for us to match-fund the grant.

Organising Committee
Ray Russell (Chairman) 01732 742213
Simon Harris (Treasurer) 07711 952 008 : Audrey Franks (Secretary) : 01732 455574
Neil Wood (Contracts & Sponsorship) : 01622 718665
John Levett (Programming & Publicity): 01732 460143 : John Power (Volunteers Co-ordination) 07983 742121

Following your decision to repeat this year's Armed Forces Day + Charity Fayre on Saturday 29 June, we shall focus our Festival Fair in Bligh's Meadow, The Shambles and, with your permission, the Vine Gardens. We'll expand the name of our Music Stage to "Youth & Community Stage" to reflect the need to broaden our offering in light of the reduced take-up by schools and our desire to provide opportunities for other groups. We shall, once again, submit a grant in respect of the stage to KCC, courtesy of Cllr Crabtree.

We want to celebrate the 50th Festival and, though we shall maintain a financial objective to "break even", we may be ambitious in our choice of artistes. It would be nice to think you had the funds to repeat your 2008/9 grant awards but our application is for this year's budgeted amount of £5,000, to underpin the core costs of publicity, administrative and similar outlays, as more particularly described in the application form.

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

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

Yours sincerely

Ray

Ray Russell
Chairman

Sevenoaks Town Council

Current Matters **Agenda Item 10 (a)**

Item	**Minute No**		**Status**	**Latest update**
1	08 – F&GP 3.4.2017 263 – F&GP 18.9.2017 *222 - OSL 3.9.18*	Street Lighting	Ongoing	Farnaby Drive Residents have since signed an agreement with STC effective 27th April 2017. No further changes since 18th September 2017. Invoices were sent prior to the financial year end. Invoices sent out annually in March.
2	CIC Minute 395	Bat & Ball Station		*Station building project nearing completion. Awaiting utility meter installation. HLF Activity Plan and ancillary works to continue.*
3	- CIC 7.8.2017		Business Hub	Feasibility report prepared. Funding application made to KCC. Temporary repair to roof to be carried out.
4	33(i) – CIC 23.4.2018 *27 (i) CIC 20.08.18*	Bat & Ball Centre *Seven-oaks Day Nursery*		Planning Application granted 8.11.2018 First draft plans prepared, and consultation taken place for Community Centre User. Sevenoaks Day Nursery were proceeding with their plans for a new facility. Lease area agreed by CIC 20.08.2018.
6		Sevenoaks Fund		The first year of the Sevenoaks Fund had ended. It had been successful in achieving its aim of creating an internal on line 'crowdfunding' system and the building of the £450,000 Football 3G Pitch, at Greatness. The Sevenoaks Fund would be renamed The Sevenoaks Mayor's Fund, which this year will support: • Sevenoaks Powerchair Football • Sevenoaks Day Nursery • Stag Community Arts Centre • Sevenoaks Rugby Football Club 3G pitch.

Item	Minute No		Status	Latest update
7	*F&GP 361*	*Markets*		**RESOLVED: unanimously** to formally request Sevenoaks District Council to permit the Wednesday market to operate on the 'Charter Market' site in the High Street. The Committee requested that negotiations include: • reduction in charge as the Town Council would vacate the Buckhurst 1 Car Park thereby enabling the District Council additional revenue income • the same process on Wednesday as exists for the Saturday Market to include parking in the High Street for traders for the three spaces

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 10 (b)

PRIORITY ONE

No	Project	Details	Proposed target timescale	£	Update / comment
1	Bat & Ball Community Conference Centre CIC Minute 395 07.01.2019	Research feasibility of building new multi-purpose community centre, including commission plans to tender stage.	March 2017	*£2,750,000*	RIBA Competition completed. Report to Community Infrastructure Committee 29.06.2015. New build centre. Additional feasibility work being undertaken for mixed use of site to include residential. Presented to Cllrs 22.12.2015. Pre-build professional fees including planning application and tender process. On hold until capital receipts received. Capital Build. Appointment contracts for professional team being prepared. Planning application expected to be submitted November/December 2017. Pre-planning advice received. Project Team addressing matters raised in pre-planning advice. Design to be placed for tender prior to application for planning permission. Feasibility of options taking place. Agreed to extend and refurbish current centre – one storey. Pre-Planning submitted. Feasibility costs being reviewed. Response was due 28.06.2018. Meeting with SDC being arranged on 11.07.2018. Planning Application submitted 4.9.2018. Pre-planning advice not provided by SDC to date. Planning granted 8.11.2019. <u>Refurbishment Project</u> The final approval of permit was completed on 8th June 2018. Construction work commenced on 18th June 2018 and was on target for 24 weeks completion. Unfortunately, the risks identified at the early stages of the project in relation to utilities has become a reality. Gas connections was

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 10 (b)

No	Project	Details	Proposed target timescale	£	Update / comment
					installed. Water and Electricity connection was due to be installed by 11th January. The delay to opening the building was due to waiting for meter installation. All commissioning work to the building including sign off by EHO cannot happen until meter installation takes place. Officers are pressing hard for UKPN to progress this asap. The Town Council held a successful Preview Event on 27th November 2018 attended by many members of the local community who had been involved and assisted with the project. Public Open Day events would be held on Saturday 19th January and Saturday 16th February. Ancillary Works Waste Store, Café Store and Cycle Racks part of the project was due to be completed in January. The Cycle Racks were due to be installed 9th January 2019. Drawings for the ramp had been finalised and were reviewed by South-eastern and Network Rail. Further work on the plans was required. It was hoped that work will commence on this shortly. Installation of the Cycle Racks on the Community Centre site would be reviewed once the ramp details had been finalised. Access to Otford Road. Details to be drawn up.

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 10 (b)

No	Project	Details	Proposed target timescale	£	Update / comment
2	Bat & Ball Station building	STC acquire station building on long peppercorn lease. Use as community building.	January 2016	*£1,500,000 approx*	*Station building project nearing completion. Awaiting utility meter installation. HLF Activity Plan and ancillary works to continue.*
3	Greatness Football Pavilion	Review under proposals for improvements to Greatness area	March 2015	£1,500,000 £50,000*	Football Club submitting planning application and seeking funding. Consultation needed with football club(s) and local residents. GRA prefer this ambitions scheme and have submitted scheme for pre-planning advice. Funding to be obtained. Second option being investigated - Football Club to have separate building to replace current portacabins, current pavilion * refurbished to accommodate public toilets, café and community space for hire. Consideration to be given to joint management of facility. *New public toilets installed.* CIL Funding allocated towards this facility. 3G Official launch Saturday 9th September 2011-17.

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 10 (b)

No	Project	Details	Proposed target timescale	£	Update / comment
4	Neighbourhood Development Plan for Sevenoaks *CIC 07.01.2019 Minute 393 (x)*	To provide a long term sustainable plan for the Sevenoaks	March 2017	£20,000 approx £300,000 (Cap projects)	Questionnaire for public on line and distributed to all households from 11.04.2014. Children competition – excellent entries received. Questionnaire responses being analysed. SDC circulating questionnaire re Economic Development and willing to share data. Integrated transport study and information banners for public consultation during December. *The Masterplan for Northern Sevenoaks initial consultation has been completed with positive feedback. Draft final NDP policies and document to be reviewed by SDC Planning prior to public consultation and referendum.* ***Original Draft Timetable*** *Draft Plan present to NDP Cttee Feb 2018* *Public consultation on draft plan July 2018* *Amendments Aug 2018* *Submission to SDC examination Sept 2018* *Pre examination consultation Oct 2018* *Amendments Dec 2018* *Referendum Feb 2019* *Plan is made Early / mid 2019* *In December 2017 STC requested SDC's assistance in commissioning an Economic Study to enable to be incorporated into the draft NDP prior to consultation. It is understood a draft report has been completed and SDC are meeting with the consultant.* *SDC had stated should be delayed until Local Plan completed.*

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 10 (b)

No	Project	Details	Proposed target timescale	£	Update / comment
5	Community Right to Bid.	To nominate assets of community value to Sevenoaks District Council which Sevenoaks Town Council would be interested in purchasing if they were to be sold.			Cllrs to be asked to provide information of such buildings within their wards Registration process for STAG. Completed. Registration process for Bradbourne Lakes completed.
6	Free Recreational facilities	To include outdoor gym, table tennis, basketball play facilities.	2015 onwards	£120,000	Agreed to put on hold until Capital Receipts received. Kippington Meadow – Play area installed May 2018 Open Spaces & Leisure Committee resolved to progress.
7	Business Hub	Convert old Red cross building to Business Hub for new start-up of small businesses	2018	*£245,000*	Reviewing. Need to use as temporary Community Centre space prior to opening as Business Hub. **RESOLVED:** i) Sevenoaks Town Council 'Opt to Tax' the building to enable VAT to be reclaimed on the refurbishment work. ii) The Town Council seeks external funding to provide an improved facility. iii) A feasibility study be brought to the next meeting which would include reference to car parking and planning requirements.

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 10 (b)

No	Project	Details	Proposed target timescale	£	Update / comment
	CIC 07.01.2019 *Minute No 396*				*The Town Council has previously resolved to convert the former Red Cross building into a Business Hub and has set aside £25,000 of CIL funding towards the refurbishment.* *The Town Council has also submitted an Expression of Interest to the SELEP (South Eastern Local Enterprise Partnership) for a grant of £265,400. The Expression of Interest has been accepted and the Town Council completed a full application which was to be reviewed on 7th December 2018.* *The Town Council has been advised of the following:* *Thank you for the email, and for all your hard work in submitting the bid.* *The bids were sent across to the South East LEP team, and their consultants to assess ahead of the meeting that had been planned for on 7 December. The consultants were tasked with reviewing each application and giving a technical evaluation to the members of the SELEP Investment Panel. Regrettably, this information was not forthcoming in the time period, and so SELEP has decided to postpone their Investment Panel meeting until 8 March 2019.* *I recognise this is disappointing news, however, having seen some of the bids, I do believe you have put forward a very strong case for investment, and I hope you can bear with SELEP while they go through this process.* *An application for a Change of Use had been submitted and were advised by the Planning Officers that it would not be approved and was therefore withdrawn. A new planning application would be submitted as soon as possible*

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 10 (b)

PRIORITY TWO

No	Project	Details	Proposed target timescale	£	Update / comment
1	Vine Cricket Pavilion	Research and feasibility to be undertaken into rebuild and refurbishment of the building	Dec 2015	23,000	Grant to KCC applied for refurbishment of toilets. Grant successful. Work completed.
			Tbc	70,000	Plans being prepared for Grant to be applied for disabled access to pavilion. Consideration needs to be undertaken whether disabled access is to be front or rear of building. – Open Spaces and Leisure Committee agree for front. Planning permission delayed, awaiting feedback from Pavilion Club on design. Indicative quotes being obtained to support applications for funding once plan approved. Planning application submitted and approved. Tender to be sought.
			Oct 2016	70,000	Specification being prepared for tenders for robust maintenance programme for exterior of building. Currently out to tender. Tenders received. Contractor to start 12.09.2016. Some asbestos to be removed prior to start of contract. £3,468. All asbestos now removed.
				30,000	Replacement flat roof. Quotations obtained and agreed. CIL funding allocated. Order placed. Work completed. Planning permission obtained. Grant application submitted to Derbyshire Communities Fund. Decision expected June 2018. Additional repair work identified to

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 10 (b)

No	**Project**	**Details**	**Proposed target timescale**	**£**	**Update / comment**
1 contd.	Vine Cricket Pavilion			*35,000*	sash windows. Work on Sash Windows commenced 12.11.18 Tenders received for the ramp at the pavilion. Funding application of £25,000 successful. Intend to commence works towards end of 2018 cricket season. STC allocation CIL Funding for refurbishment of sash windows. Work commenced 12.11.2018 for ramp and windows.
2	South East in Bloom	Provide action plan for obtaining gold award.			Town Centre – *Gold* Sevenoaks Cemetery – Silver (2nd year of entry) Sevenoaks Common – *Silver* (2nd year of entry) The Vine – *Gold* (2016 = Gold & *2017 = Silver Gilt*) Sevenoaks Upper High Street Gardens – Silver Gilt Budget and plans for 2019 to start December 2018. commenced. Results provided on *13.9.19*.

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 10 (b)

PRIORITY THREE

No	Project	Details	Proposed target timescale	£	Update / comment
1	Bradbourne Lakes	To seek continued improvements with facility			To work with SDC to achieve this. Bradbourne Residents Association had started to create a plan. SDC agreed at Town Forum 10.03.2014 to involve STC. SDC produced Consultation document.
2	Night time economy	To seek to develop night time economy via Sevenoaks Town Partnership initiatives, entertainment on the Vine one evening per week	June to August 2017		Programme being put in place for bands on Vine Bandstand. Evening bands to be funded by presence of arts and craft stalls, now premises licence in place. Preparing application for Purple Flag Award. To be considered within proposed BID.

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 10 (b)

No	Project	Details	Proposed target timescale	£	Update / comment
3	Library (Kaleidoscope)	Research feasibility for taking over the management of facility and moving STC administration into the venue	May 2013		To liaise with KCC Informal STC meeting 04.03.2013 Progress delayed until after KCC elections 02.05.2013. Officer meeting arranged for 24.05.2013 To prepare architect drawings with STC functions within current perimeter and second set of plans with extension. Completed, discussions ongoing. Progress delayed due to KCC internal review / reorganisation. KCC confirmed willing to continue discussions. KCC consultation paper to F&GP 23.02.2015. Project not being progressed by KCC. KCC requested meeting for January 2016. Further discussion underway. Discussions taking place as part of the One Public Estate programme.

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 10 (b)

No	Project	Details	Proposed target timescale	£	Update / comment
4	MUGA Multi Use Games Area	Install to replace facility at Community centre	Tbc	£100,000	Await outcome of plans for Community Centre. Include within master planning for Northern ward to be placed at Greatness Recreation Ground at current futsal area. To be reviewed within Bat & Ball Centre Options. With received plans for centre should be able to remain on Community site. To be reviewed once designed and planning completed for Bat & Ball

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 10 (b)

COMPLETED

No	Project	Details	Proposed target timescale	£	Update / comment
1	Play Area Town Centre	New large play area in town centre	2015	£100,000	Negotiations completed for 10-year lease of land within Environmental Park. Knole Trustees offered 5-year lease and have been requested to review term. Knole agreed to extend to 10 years commencing 01.10.2015. STC requested extension of area. Consultation taking place and external funding applied for £36,000. Obtained. Round Table agreed grant of £6,000 from 2015 Fireworks event. Balance to be funded by CIL. Order placed to be installed by Easter 2016 (subject to weather). Installation to commence 15.02.2016. Opened on 07.04.2016. Problems with land being water logged. Under review. New surfacing at £10,000 installed to address issue.
2	Farmers Market	Local Food Promotion. Hold Farmers Market 1 x monthly on a Sunday 6 months April to September in Vine Gardens	April 2016	0	Arrangements to be put in place from April 2016. Income generating. To be reviewed in Autumn 2016. Agreed not to continue but to incorporate into events.

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 10 (b)

No	Project	Details	Proposed target timescale	£	Update / comment
3	Junction 5 / slipway	To re-open dialogue with organisations involved in this matter			Agreed at KALC AGM to create a working party to work on this. STC agreed at Planning Committee 18.08.14 to provide grant. KALC report received.
4	Disposal of Raleys Gym, Indoor Cricket School and bungalow	Disposal of land to enable reinvestment into fit for purpose replacement and additional recreational facilities		*£30,000* *£95,000* *£150,000*	Negotiations with Knole Estates Change to covenant agreed – legal documentation completed. SP10 discussions completed with SDC – S.106 unilateral agreement signed. McCullochs submitted planning application to SDC. Amended Plans being prepared. 9.10.2015. STC paid when planning application approved. Unfortunately, SDC Planning Office has raised objections to planning application resulting in delays. Noted Indoor Cricket School could be accommodated within Indoor Bowls Centre or Wildernesse Site (meeting held with KCC) Negotiations progressing well. Decision received regarding Grammar School, negotiations recommenced. KCC forwarded Heads of Terms agreed by CIC committee on 18.07.2016. 20.10.2016 planning permission granted. Completion of contract 16.02.207.
5	Cemetery Lodge	To sell property	Asap		Contracts for sale completed 30th May 2018. Sold £485,000.