

Sevenoaks Town Council

Finance & General Purposes Committee

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27th February 2019



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 4th March 2019 at 7pm. 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 dispatch of business, members wishing to obtain factual information on items included on the agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

Committee Members:

Cllr S G Raikes (Chairman)

Cllr N J L Busvine OBE

Cllr J M Canet

Cllr M Chakowa

Cllr A S Clayton

Cllr R M C Hogarth [*ex officio*]

Cllr A Eyre (Vice Chairman)

Cllr R J Parry

Cllr E Parson

Cllr R L Piper

Cllr P E Towell

Cllr Mrs P C Walshe

PUBLIC QUESTION TIME

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

A G E N D A

1 APOLOGIES FOR ABSENCE

To receive and note apologies for absence

2 DECLARATIONS OF INTEREST

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

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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



Town Clerk

3 REQUESTS FOR DISPENSATIONS

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

4 MINUTES

To receive, adopt and sign the minutes of the meeting of the Finance & General Purposes Committee held on 21st January 2019 (copy previously circulated and attached)

5 SUB COMMITTEES

(a) Youth Council

To receive and note that the meetings of the meeting of the Youth Council held on 30th January 2018 (copy previously circulated and attached).

(b) Youth Services Sub Committee

To receive and note that the meetings of the Youth Services Sub Committee held on 30th January 2019 (copy previously circulated and attached).

6 FINANCE REPORTS

(a) Statement of Accounts

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

i) 1st to 31st December 2018

ii) 1st to 31st January 2019 (copies attached).

(b) Suppliers' Accounts

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

i) 1st to 31st December 2018

ii) 1st to 31st January 2019 (copies attached).

(c) Payroll Account

To confirm payments from the account listed in the schedules for the periods:

i) 1st to 31st December 2018

ii) 1st to 31st January 2019 (copies attached).

(d) Petty Cash Account

To confirm payments from the account listed in the schedules for the periods:

i) 1st to 31st December 2018

ii) 1st to 31st January 2019 (copies attached).

(e) Auditors

To receive and note the re-appointment of internal auditors for the year 2019/2020 (copy attached).

(f) Hospitality and Gifts Register

To receive and note that no Hospitality or Gifts were received by the employees of Sevenoaks Town Council during the period from 1st to 31st January 2019.

- 7 GRANTS
To receive and
(a) consider grant applications noting Grant History sheet and Room Hire subsidies to date for the 2018/2019 year.
(Copies previously circulated 20th February 2019. Cover sheet attached)
(b) note reports regarding grants previously awarded
(copy attached).
- 8 CAPITAL PROJECTS CASHFLOW AND BORROWING REQUIREMENTS
To receive, discuss capital cashflow and review the Borrowing Requirements (Copy report attached).
- 9 DRAFT COMMUNITY INVESTMENT PLAN
To receive and consider the Town Clerk's Community Investment Plan (copy attached).
- 10 ROAD SIGNS
To receive and consider Minute Number 455 from the Planning Committee held on 11th February 2019 and subsequent information supplied by Kent County Councillor Margaret Crabtree (copy attached).
- 11 REVIEW OF SEVENOAKS TOWN COUNCIL ENVIRONMENTAL POLICY (see attached)
- 12 CURRENT MATTERS AND PRIORITIES
To receive and note a list of
a) current matters
b) priorities
of the Town Council (copies attached).
- 13 PRESS RELEASE
To consider any agenda item considered 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 21st January 2019

Meeting Commenced: 7.00 pm

Meeting Concluded: 8:06 pm

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

(08)

Also in attendance:

Cllr E Waite [*arrived 7:20pm*]

Linda Larter MBE, Town Clerk

Christine Franklin, Responsible Finance Officer

Michèle MacDonald, Committee Clerk

Public Question Time

1 member of the public was present but posed no questions.

404 APOLOGIES FOR ABSENCE

REVOLVED: to receive and note the apologies received from Cllr R J Parry, Cllr E Parson and Cllr P E Towell.

405 DECLARATIONS OF INTEREST

No declarations of interest were received.

406 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations.

407 MINUTES OF THE MEETING HELD ON 26TH NOVEMBER 2018

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

Cllr Piper welcomed the new Responsible Finance Officer to the Town Council, on behalf of the Committee.

408 SUB COMMITTEES

RESOLVED: to receive and unanimously

- a) note the published minutes of the Youth Council meeting held on 4th December 2018 attached to the Agenda
- b) adopt the minutes of the Sevenoaks Community Centre User Group meeting held on 6th December 2018.

The Chairman amended the agenda to move forward to the Grant application request from the Sevenoaks Summer Festival to be discussed. The meeting was suspended as per Standing Orders for a short discussion with the Festival representative.

409 GRANT REQUEST FOR SEVENOAKS SUMMER FESTIVAL

The Grant Aid request and the Grant Aid Balance was received and considered.

RESOLVED: to unanimously award the 2019 Sevenoaks Summer Festival a grant of £5,000 under the General Power of Competence [*Localism Act 2011 Sections 1-8 refers*].

The Committee congratulated the Sevenoaks Summer Festival on their 50th Festival in 2019.

The Chairman continued with the original Agenda order of proceedings.

410 FINANCE REPORTS

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

a) Management Accounts for the periods:

- i. 1st to 31st October 2018 - £81,067 (net income)
- ii. 1st to 31st November 2018 - £100,060 (net income)

Officers were asked to provide information relating to the following queries:

- 1. How was grant/CIL income indicated against revenue budget codes?
- 2. Why was the cost relating to publicity/Democratic services higher than budget?
- 3. What was the quantity of reusable mugs purchased

Officers were congratulated on the increase of allotment rents generated at Quaker Hall Allotment site and on the successful recent Bat & Ball Station Open day.

b) Supplier's Accounts for the periods:

- i. 1st to 31st October 2018 - £204,612.95
- ii. 1st to 31st November 2018 - £39,743.58

c) Payroll Account for the periods:

- i. 1st to 31st October 2018 - £61,927.16
- ii. 1st to 31st November 2018 - £63,998.08

d) Petty Cash Account for the periods:

- i. 1st to 31st October 2018 - £807.79
- ii. 1st to 31st November 2018 - £812.18

e) Bat & Ball Station Building Hire Terms, Fees and Charges

The Hire Terms and Hire Charges from the Opening until 31st March 2020 were received and adopted subject to the following amendments:

- i. The booking Hall takes 5 tables and 20 chairs instead of 12 and 60
- ii. The Hire Charges with effect from the Opening until 31st March 2020 were amended as attached [**APPENDIX 1**] with delegated powers to Chairman and Town Clerk to amend if required for Commercial Operation and report back to Committee.
- iii. The notification of requirement for supervision of children in a building adjacent to a railway be enhanced.

f) Internal Audit

The Internal Auditor's Report for visit two was received and noted. The Committee commended the Finance Team in appreciation of all their work over the last few difficult months.

g) Bank Mandate

RESOLVED: to adopt the following recommendations

- i. signatory lists be updated to include Christine Franklin, new Responsible Finance Officer, (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 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 Responsible Finance Officer, is received by the Bank.

h) Hospitality and Gifts Register

To receive and note the Hospitality Gift Register for the period 1st November to 31st December 2018.

411 REVENUE ESTIMATES AND PRECEPT PROPOSAL FOR 2019 – 20

- a) The Revenue estimates and Precept proposals for 2019-2020 were as recommended at the previous meeting and update to include the cost of living for staff, Band D property adjustments and £26,000 from reserves to address shortfall during construction for the Community Centre.
- b) **RESOLVED** unanimously to receive and adopt the amended Revenue Estimates and Precept Proposals for 2019 – 20 (report attached as **APPENDIX 2**)
- c) unanimously agreed the RECOMMENDATION that a 2019-2020 final net expenditure 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.

412 REVIEW OF INTERNAL CONTROLS

RESOLVED: to unanimously receive and adopt the following internal policies for 2019/2020:

- (a) Risk Assessment [**APPENDIX 3**]
- (b) Investment Strategy [**APPENDIX 4**]
- (c) Reserves [**APPENDIX 5**]
- (d) Financial Regulations [**APPENDIX 6**]
(copies attached).

413 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 Sevenoaks District Council had agreed a Community Infrastructure Levy Contribution of £1.2 million awarded to the Bat & Ball Centre.

- Officers would be making a presentation to the SELP Board on 23rd January 2019 for the grant for the Business Hub
- Cllr Fleming, Leader of Sevenoaks District Council stated that a decision regarding relocating the Wednesday market to the High street would be reported to the next Town Forum in April 2019.

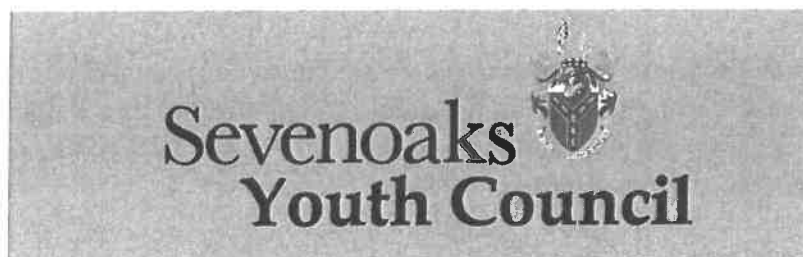
414 PRESS RELEASE

RESOLVED: that a press release be issued regarding the Grant awarded to the Sevenoaks Summer Festival.

There being no further business the Chairman closed the meeting at 8:06 pm.

Signed
Chairman

Dated



**MINUTES OF THE MEETING
HELD ON 30th JANUARY 2019
Council Chamber at 6pm**

Roshni Agarwal	Present	Ola Kujawska	Present
Eva Azazoglu	Absent	Emily Mahoney	Apologies
Alexander Black	Absent	Megan Ng	Present
Samuel Crawford	Present	Louisa Phillips	Absent
Tasha Dambacher, Chairman	Apologies	Michael Roberts	Present
Ronnie Day	Apologies	Rosie Spurling	Apologies
Charlotte Foulds, Vice Chairman	Apologies	Gabby Tan	Present
Oscar Goodwin	Present	Loic Thiry	Absent
Matthias Jammot Treasurer	Apologies	Amy Vickers	Present
Meera Jassi	Present	Jacob Watson	Apologies
Tom Chapman	Present	Sam Chard	Present
Phoebe Crichtlow	Present	Amber Warrender	Present
Katie Willis	Present		(14)

Also, In Attendance

Cllr Eyre

Cllr Raikes

Mr Shane Mochrie-Cox, Senior Early Help Worker (Open Access Youth Work) | Chair – Unison (Kent) | Early Help and Preventative Services 0-25 | Children, Young People and Education

Linda Larter MBE, Chief Executive/Town Clerk

Michèle MacDonald, Committee Clerk

Youth Councillor Oscar Goodwin was unanimously elected as Chairman for this meeting in the absence of the Chairman, Vice Chairman and Treasurer.

15) APOLOGIES

RESOLVED: to agree and accept apologies received from Youth Councillors: Tasha Dambacher, Charlotte Foulds, Matthias Jammot, Emily Mahoney, Rosie Spurling and Jacob Watson.

16) **MINUTES**

RESOLVED: the notes of the meeting of the Youth Council meeting held on 7th November 2018 be received and adopted. It was noted that a Skatepark Jam event will be held at Greatness Recreation Ground on 3rd August 2019 between 12:00 and 17:00 free of charge with professional displays.

17) **FINANCE REPORT**

The Chairman confirmed the balance the balance of accounts totals £759.20

18) **HOUSE IN THE BASEMENT [HiTB]**

The HiTB report for November and December was received and noted. The Town Clerk advised that:

- a) staffing had been difficult recently, but new additional support staff are to start in February which will result in the HiTB opening regular hours
- b) the music night is popular
- c) January figures are showing an average attendance of 15 per night
- d) Youth Cllr Jacob Watson is setting up a Chess Club, initially for 6 weeks starting on 13th March 2019 and ending on 17th April 2019. A flyer was circulated and attached [APPENDIX 1]. The set-up cost is £400.
 - Youth Councillor Amber Warrender proposed that the Youth Council contribute towards the set-up cost. **RESOLVED** unanimously that a donation of £100 be made and that a grant for the remaining £300 be sought.
 - Youth Councillor Ola Kujawska will post the Chess Flyer to her website "what to do in Sevenoaks".
 - Youth Councillor Amy Vickers will arrange a cake sale at her school and donate the proceeds towards the Chess Club.

19) **ENVIRONMENTAL MATTERS**

- a) **Anti- Litter Campaign** - The Youth Council received and noted the report. The Town Council's Action Plan was discussed and attached here to [APPENDIX 2]
RESOLVED to participate in the Anti- Litter Campaign and voted upon a Keep Sevenoaks Tidy logo – [APPENDIX 3]
 - join in with the Volunteer Clear Up Days proposed for the following locations and dates:
 - Friday 22nd March 10am till 1pm – Bradbourne Vale Road
 - Thursday 28th March 10am till 1pm – Rear of Tesco Metro & Library Area
 - Thursday 4th April 10am till 1pm – Greatness Recreation Ground
 - Saturday 6th April 10am till 1pm - Stag and walkway to Rockdale
 - Wednesday 10th April 12 noon till 3pm - Upper High Street Gardens and Six Bells Lane
 - the Head of Sevenoaks School already expressed an interest in the school taking part
 - Youth Councillor Ola Kujawska agreed to ask her school to arrange to go to a local park to collect litter
 - Cllr Eyre agreed to follow up with the district Council it's recycling policy
 - Youth Councillors indicated their preferred logo for the campaign

- b) Electric Cars – Youth Councillor Oscar Goodwin put forward a case that Sevenoaks Town Council be pro-active and install electric charging points to be at the forefront of technology in the local Town of Sevenoaks as the statistics published by the Kent Messenger from the latest department of Transport showed that:

- *December 2017 there were 2299 electric vehicles in Kent – a rise of 773 compared to the year before [meaning there are 25 drivers for every charging point in the County].*
- *Sevenoaks District Authority has the most registered electric cars with 289*
- *Tunbridge wells borough Council has 261*
- *Tonbridge and Malling Borough Council has 260*

Cllr Eyre advised that all new builds in the district are to have charging points installed and advised that the Local Plan Consultation is still open. It was noted that the Town Council were installing electric cycle charging points at the Community Centre.

RESOLVED that a recommendation to Sevenoaks District Council for the Local Plan be put forward from the Youth Council for electric charging points to be included within any new commercial and housing developments in Sevenoaks Town.

- c) Plastic – anti plastic bag and anti-plastic straw campaign.

RESOLVED that Youth Councillor Gabby Tan raise the topic for starting the possibility of an anti-single use plastic campaign. The Town Clerk stated that she had recently drafted a report for the Town Council setting out recommendations to address the matter locally and would be pleased to incorporate Gabby's idea and the excellent logo she had prepared it they could be emailed to her.

20) YOUTH COUNCIL CHARITY

Youth Councillor Amber Warrender put forward a proposal to choose a youth council charity, which all agreed.

RESOLVED that Youth Councillors discuss on the What's App Group to put forward some charities that the Sevenoaks Youth Council can support to bring forward to the next meeting for selection

21) GRANT APPLICATION WORKSHOPS

It was noted that a workshop was held on Monday 28th January 2019 in the Council Chamber [*APPENDIX 4 – notes of discussion*]. It was noted that many schools have counselling available. It was felt that relaxation methods were sought by young people to destress and that the HOUSE in the Basement Youth Café HiTB is a venue already available.

Youth Councillor Amber Warrender advised that lots of events happen at [HiTB], but it is difficult to attract footfall/advertise the venue. It was thus thought a revamp of HiTB would be a sustainable way to make it more attractive and to refresh the décor in neutral colours to appeal to all. From Appendix 4 the date was originally set for 13th February.

RESOLVED that youth councillors

- distribute the attached form [*APPENDIX 5*] amongst their friends ready to bring results to the next meeting on 13th March 2019.
- visit the HiTB on **Wednesday 6th February 2019 at 4:30pm** to review a revamp the HiTB and make a list of requirements, so that Grant Funding and volunteers could be sought to assist in a makeover. Youth Councillors: Amber Warrender, Meera Jassi, Roshni Agarwal, Gabby Tan and Oscar Goodwin confirmed their attendance at

4:30pm and will meet up with the Manager, Charlotte Marchant. Other Youth Councillors are also welcome to attend.

22) **ART CULTURE**

The Art Culture opportunity offered at the Stag was noted. Andrew Eyre confirmed that should the Youth Council wish to go ahead with a booking there would be no commission chargeable.

RESOLVED that under 16s could display their work for sale, as a forum to raise money for themselves and their art projects and be charged a nominal 10% commission to be put forward to the Youth Council's Charity/funds.

Agreed that a date be sought for a 3-week period so that schools/young people could prepare.

23) **HERITAGE LOTTERY FUNDING BAT & BALL – ACTIVITY PLAN**

The volunteering opportunities regarding the Bat & Ball station for youth councillors was discussed. It was noted that two youth councillors had volunteered to attend an event:

- 07.02.2019 – YAG Meeting at Edenbridge
- 16.02.2019 – Volunteer at Bat & Ball Station Open Day
- 21.02.2019 – volunteer at Queen Victoria dress Making

24) **YOUNG PERSONS BOOK CLUB**

Phoebe and Katie would meet with the Town Clerk to discuss setting up a Book Club at HiTB.

25) **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 13th March 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.

**MINUTES OF THE YOUTH SERVICES SUB COMMITTEE
MEETING HELD AT SEVENOAKS TOWN COUNCIL OFFICES
ON WEDNESDAY 30th JANUARY 2019 AT 7 P.M.**

Meeting Commenced: 7:02 p.m.**Meeting Concluded: 7:50pm**

Cllr J M Canet	Present
Cllr A Eyre	Present
Cllr Mrs R E Parry (Chairman)	Present
Cllr R J Parry	Apologies
Cllr E Parson (Vice Chairman)	Present
Cllr S G Raikes	Present
Cllr O Schneider	Apologies
Cllr E Waite	Apologies
Cllr Mrs P C Walshe	Apologies
Mr Shane Mochrie-Cox	Apologies
Mrs Caroline Berry	Present
Mrs Maxine Quinton	Absent
Ms Kelly Webb	Absent
Mr John Stanley	Absent
Mr Andy Watson	Absent
Mr Mark Murison	Absent
Ms Charlotte Marchant	Apologies

(6)

ALSO IN ATTENDANCE:

Mrs Sarah Gaunt, KCC Youth Hub Delivery
Mrs Linda Larter MBE, Chief Executive Officer/Town Clerk
Mrs Michèle MacDonald, Committee Clerk.

PUBLIC QUESTION TIME

No members of the public were present.

436 APOLOGIES FOR ABSENCE:

RESOLVED: to agree and accept apologies for absence received from:
Cllr R.J Parry, Sevenoaks Town Council
Miss Charlotte Marchant, HOUSE in the Basement

437 REQUESTS FOR DISPENSATION

None received.

438 DECLARATIONS OF INTEREST

None Received.

439 MINUTES**RESOLVED:**a) Youth Services Sub Committee

to adopt and sign the amended minutes of the Youth Services Sub Committee meeting held on 7th November 2018, as a true record of events. The amended minutes showed the corrections 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

The Chairman thanked SAYT for the breakfast meeting invitation which she thankfully had accepted and attended on 24th November 2019.

b) Youth Council

The minutes of the meeting of the Youth Council held on 4th December 2018 were received and noted. The Committee noted the impressive content of outline plans, of which quite a few actions had been completed

440 HOUSE IN THE BASEMENT [HiTB] YOUTH CAFÉ

RESOLVED: to receive and note the following reports:

a) HiTB report for November and December 2018 - It was noted that HiTB:

- i. had recruited two new members of staff starting in February 2019:
 - Simeon will continue as a member of staff with the Free Music Lessons and Open Mic Nights
 - Paula's background is working with special needs and will help with the Tuesday Club when it reopens as well as the Open Mic Nights.
- ii. Youth Councillor Jacob Watson is to start up a Chess Club at HiTB, initially for a six-week period and the Youth Council agreed to donate £100 towards the set-up cost of equipment leaving £300 to be funded [YC Minute 18 (a) refers]
- iii. Cllr Canet advised that a contact at Lidl would be willing to donate food to HiTB and will forward the contact details to the Committee Clerk to follow this offer up.
- iv. The Committee wondered if the HiTB had contact with sports teams especially the Sevenoaks Football Club and asked if the Manager of HiTB would contact them to hold talks at HiTB to the young people.

b) HiTB Stats for November and December 2018 - It was noted that attendance figures were increasing to approximately fifteen per night in the January figures to date.**441 KCC YAG MINUTES**

The minutes of the Youth Advisory Group meeting held on 18th November 2018 were received and noted.

The KCC representative, Mrs Sarah Gaunt, advised that another restructure of the YAG is imminent as currently only two young people may attend. The Committee Clerk confirmed that the Town Clerk and a Youth Councillor would attend the next YAG meeting being held in Edenbridge on 7th February 2019.

The Town Clerk queried when the letters relating to Youth Provision in Sevenoaks sent by the Chairman in September 2018 and herself in November 2018 would be responded to. The KCC representative advised that the letter had been written and should be sent out soon. The Committee reiterated that the Bat & Ball Station was not an appropriate venue for young people next to a railway station and that the Sevenoaks Community centre was no longer an option as it would be demolished shortly. It was thought that the Hope Church currently offered was an excellent facility due to being adjacent to public open space. Ms Sarah Gaunt advised that KCC however was searching for a venue as the young people feel uncomfortable using Hope Church as their venue.

442 REPORTS FROM CO-OPTED MEMBERS

RESOLVED: to receive and note the following:

a) KCC – Mrs Sarah Gaunt advised that:

- i. the next YAG meeting is at 5pm on 7th February 2019 at Edenbridge
- ii. Shane Mochrie Cox has delivered some PHSE lessons and 1-1 support at Knole Academy again recently
- iii. Two Part time street-based staff [6+9 hours weekly] have recently been recruited for a presence around the Sevenoaks District from the beginning of March 2019.

- b) **Kenward Trust** – no representative was present
- c) **SAYT** - Mrs Caroline Berry reported:
 - New Youth Worker had joined them and was working full time.
 - Angela Reynolds is a new Trustee of theirs
 - their bus is currently visiting Kemsing
- d) **SDC Community Safety Team** - no representative was present
- e) **West Kent Communities** - no representative was present

443 PRESS RELEASE

RESOLVED: to issue a press release relating to the Youth Council's forthcoming Chess Club being held at the HiTB.

There being no further business the Chairman closed the meeting at 7:46pm.

Signed
Chairman

Dated

For Information – to be discussed at the next meeting via the Agenda

The Town Clerk informed all that F M Conway, The Chamber of Commerce and the Town Council were organising a week of Work Experience for NEET young People.

Mrs Sarah Gaunt advised that one can upload Apprenticeship positions free of charge to: www.apprenticekent.com, which the Committee Clerk will arrange on behalf of the positions available at the Town Council.

1.0 Summary:

The net income including Precept, is £75,411 against a budget of £28,619 resulting in a year to date favourable variance of £46,792. 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)

Precept received in advance for February 2019 to March 2019 is £181,432. 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)

<u>Cost Centre</u>	<u>Name</u>	<u>Variance</u>	<u>Comments</u>
		£	
21	Open Spaces	11,792 (F)	Please refer to the variance report.
28	Vine Café	22,746 (A)	Please refer to the variance report.
31	Establishment	74,245 (F)	Please refer to the variance report.
36	Community Centre	24,339 (F)	Please refer to the variance report
39	Property	24,136 (A)	Timing on wayleaves
	Subtotal	63,494 (F)	103% of Total Variance
	Other	16,702 (A)	(3) % of Total Variance
	<u>TOTAL</u>	<u>46,792 (F)</u>	

3.0 Cashflow

Since 1st April 2018, there has been a net increase in cashflow of £520,584 resulting in a cash balance on 31st January 2019 of £2,695,925.

4.0 Working Capital (APPENDIX 2)

Including precept received in advance, there is a net increase in current assets of £456,595 primarily due to net CIL receipts of £649,178 (Allocations previously approved by Committee). Other than items previously reported, there have been no other significant variations in working capital.

5.0 Fund Balances (APPENDIX 3)

The statement of fund balances as at 31st January 2019 shows funds totalling £2,695,925 (£2,349,273 at 31st January 2018). 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

The year to date spend from CIL reserves is £14,597 allocated per below:

Bus Shelters	£5,000
Pontoise Gates	£480
Skateboard Park surface	£3,000
Greatness W.C. Fencing	£4,089
Greatness Rec toilets	£2,028

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2018

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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
<u>11 Planning - General</u>									
4010 Gross Pay	2,660	2,660	0	23,940	23,940	0	31,920		7,980
6240 Computer/ Data Base/WP's	0	0	0	334	510	176	510		176
6630 Professional Fees	9	491	482	710	1,444	734	2,000		1,290
6720 Books and Periodicals	0	300	300	0	300	300	300		300
7500 Local Organisations Grants	0	0	0	150	150	0	150		0
Planning - General :- Expenditure	<u>2,669</u>	<u>3,451</u>	<u>782</u>	<u>25,133</u>	<u>26,344</u>	<u>1,211</u>	<u>34,880</u>	<u>0</u>	<u>9,747</u>
Net Expenditure over Income	<u>2,669</u>	<u>3,451</u>	<u>782</u>	<u>25,133</u>	<u>26,344</u>	<u>1,211</u>	<u>34,880</u>		

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APPENDIX I

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2018

Month No : 9

Cost Centre Report

21 O/ Spaces & Leisure - General

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4010 Gross Pay	12,986	13,500	514	111,267	121,500	10,233	162,000		50,733
4270 Employers Pension Contribution	697	876	179	6,412	7,884	1,472	10,510		4,098
5013 Graffiti Removal	13	0	-13	13	1,000	987	1,500		1,487
5025 Lower St Johns Toilets	3,377	696	-2,681	9,523	6,264	-3,259	8,350		-1,173
5026 Greatness Rec Convenience	594	500	-94	1,730	4,500	2,770	6,000		4,270
5040 Footpaths, Bridle Ways, ROW	0	0	0	0	0	0	150		150
5050 Seats And Litter Bins	0	425	425	2,175	2,600	425	2,600		425
5060 Sevenoaks Common	-700	633	1,333	1,715	2,366	651	3,500		1,785
5065 Tree Safety Survey	0	0	0	0	0	0	3,600		3,600
5070 Other Woodlands	1,540	0	-1,540	1,960	2,320	360	3,200		1,240
5110 Raleys/ K P Pavilion	80	100	20	232	900	668	2,080		1,848
5120 Raleys/KP Pitch & Grnd Mtce.	1,200	0	-1,200	2,210	2,627	417	4,845		2,635
5310 Miscellaneous Open Spaces	7,710	292	-7,418	35,559	20,626	-14,933	21,500		-14,059
5316 Skatepark Maintenance	0	0	0	2,550	2,550	0	2,550		0
5317 Raleys Car Park	38	0	-38	525	480	-45	480		-45
5320 Fertilizers	0	0	0	-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	137	125	-12	5,021	1,125	-3,896	1,500		-3,521
5500 Equipment Hired and New	65	712	647	2,182	5,948	3,766	8,000		5,818
5525 Equipment Maintenance	407	460	53	3,492	4,830	1,338	8,000		4,508
5550 Vehicle Expenses	1,836	46	-1,790	4,262	3,264	-998	3,400		-862
5700 Fuel	731	574	-157	4,939	4,278	-661	6,000		1,061

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2018

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Cost Centre Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6000 Rent & Rates	99	150	51	79	1,050	971	1,500		1,421
6010 Light Heat & Cleaning	577	170	-407	1,818	1,530	-288	2,040		222
6013 Cleaning	0	0	0	43	0	-43	0		-43
6101 Telephone	11	17	6	139	153	14	200		61
6104 Mobile Telephone	23	25	2	110	225	115	300		190
6320 Staff Training	493	208	-285	1,345	1,872	527	2,500		1,155
6330 Welfare/Hospitality	0	17	17	98	153	55	200		102
6730 Subscriptions	0	0	0	141	200	59	200		59
6812 Road Dues	0	0	0	145	1,300	1,155	2,000		1,855
6851 Bus Shelter Maintenance	24	14	-10	65	128	63	170		105
6900 Sundry Expenses	0	8	8	3	72	69	100		97
6922 Health&Safety/Risk Assessments	0	300	300	12	1,400	1,388	1,500		1,488
6930 Alarm Maintenance	0	0	0	699	700	1	700		1
6931 CCTV Maintenance	520	0	-520	270	1,200	930	1,200		930
6934 Waste Bin Collection-Dog Bins	637	675	38	2,530	2,700	170	2,700		170
6935 Waste Bin Disposal-Waste Bins	142	335	193	1,656	2,995	1,339	4,000		2,344
6952 Protective Clothing	82	117	35	967	1,050	83	1,400		433
O/ Spaces & Leisure - General :- Expenditure	33,317	20,975	-12,342	208,345	214,764	6,419	286,325	0	77,980
1022 Letting & Hire of Facilities	1,042	0	1,042	22,638	18,350	4,288	20,000		
1316 Raleys Car Park Permits	1,379	805	574	1,384	976	408	1,030		
1350 Revenue Grant income	5,341	0	5,341	5,341	0	5,341	0		
1470 Income from Other Departments	0	0	0	25	0	25	0		
1850 Log Sales	0	0	0	1,327	1,200	127	1,200		
1990 Other Income	20	51	-31	2,120	512	1,608	720		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2018

Cost Centre Report

Month No : 9

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
2012 CIL income allocation	9,089	0	9,089	9,089	-1,519	10,608	0		
O/ Spaces & Leisure - General :- Income	16,871	856	16,015	41,924	19,519	22,404	22,950		
Net Expenditure over Income	16,446	20,119	3,673	166,421	195,245	28,824	263,375		

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2018

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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
<u>22 O/ Spaces & Leisure - Cemetery</u>										
4010	Gross Pay	5,112	5,000	-112	46,689	45,000	-1,689	60,000		13,311
4270	Employers Pension Contribution	459	492	33	4,303	4,425	122	5,900		1,597
5210	Cemetery Chapel & Office	0	0	0	1	170	169	170		169
5230	Cemetery Wshop/Messroom Mtce	0	0	0	1,049	85	-964	170		-879
5340	Plants	15	0	-15	15	0	-15	0		-15
5410	Repairs & General Maintenance	0	84	84	465	751	286	1,000		535
5500	Equipment Hired and New	0	0	0	809	1,386	577	2,140		1,331
5525	Equipment Maintenance	161	100	-61	2,463	1,505	-958	2,400		-63
5700	Fuel	82	75	-7	688	675	-13	900		212
6000	Rent & Rates	773	400	-373	4,897	4,095	-802	5,700		803
6010	Light Heat & Cleaning	135	100	-35	444	900	456	1,200		756
6013	Cleaning	133	0	-133	190	0	-190	0		-190
6101	Telephone	41	61	20	390	549	159	730		340
6104	Mobile Telephone	25	4	-21	75	35	-40	40		-35
6200	Printing & Stationery	0	17	17	369	153	-216	200		-169
6240	Computer/ Data Base/WP's	0	0	0	328	380	52	380		52
6320	Staff Training	298	0	-298	375	1,500	1,125	1,500		1,125
6330	Welfare/Hospitality	0	13	13	133	113	-20	150		17
6500	Goods for Resale	0	17	17	0	150	150	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	28	126	98	500	478	-22	550		50

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2018

Cost Centre Report

Month No : 9

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6832 Lawn/Wall of Remembrance	0	0	0	0	0	0	100		100
6900 Sundry Expenses	10	4	-6	88	36	-52	50		-38
6922 Health&Safety/Risk Assessments	0	243	243	0	728	728	970		970
6930 Alarm Maintenance	0	0	0	612	1,150	538	1,150		538
6932 Cemetery Security	740	425	-315	3,300	3,825	525	5,100		1,800
6935 Waste Bin Disposal-Waste Bins	77	100	23	841	900	59	1,200		359
6952 Protective Clothing	0	50	50	211	450	239	600		389
	8,088	7,311	-777	70,438	71,139	701	94,200	0	23,762
O/ Spaces & Leisure - Cemetery :- Expenditure									
1700 Cemetery Income	2,534	6,166	-3,632	62,575	55,500	7,075	74,000		
	2,534	6,166	-3,632	62,575	55,500	7,075	74,000		
O/ Spaces & Leisure - Cemetery :- Income									
Net Expenditure over Income	5,554	1,145	-4,409	7,862	15,639	7,777	20,200		

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2018

Month No : 9

Cost Centre Report

		Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>23 O/ Spaces & Leisure- Allotment</u>										
4010	Gross Pay	269	210	-59	3,153	2,670	-483	3,300		147
4270	Employers Pension Contribution	0	40	40	0	380	380	500		500
5410	Repairs & General Maintenance	378	0	-378	899	1,350	451	1,590		691
5500	Equipment Hired and New	0	0	0	195	0	-195	0		-195
6000	Rent & Rates	0	440	440	407	1,320	913	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		648	690	42	5,327	6,020	693	7,450	0	2,123
1010	Rental Income	0	0	0	840	880	-40	880		
1047	QH Allotments Income	224	0	224	5,556	3,150	2,406	3,150		
O/ Spaces & Leisure- Allotment :- Income		224	0	224	6,396	4,030	2,366	4,030		
Net Expenditure over Income		424	690	266	-1,070	1,990	3,060	3,420		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2018

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Cost Centre Report

<u>26 Open Spaces-Street Lighting/Ge</u>									
	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
6861 Public Clock Maintenance	598	0	-598	1,103	600	-503	1,000		-103
6862 Street Lighting	-227	917	1,144	6,840	9,936	3,096	12,644		5,804
6865 In Bloom Costs	0	0	0	16,780	16,224	-556	16,224		-556
Open Spaces-Street Lighting/Ge :- Expenditure	372	917	545	24,723	26,760	2,037	29,868	0	5,145
1263 Cont'ns to street lighting	0	0	0	0	0	0	7,197		
1997 In Bloom Income	0	0	0	2,230	1,224	1,006	1,224		
Open Spaces-Street Lighting/Ge :- Income	0	0	0	2,230	1,224	1,006	8,421		
Net Expenditure over Income	372	917	545	22,493	25,536	3,043	21,447		

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Cost Centre Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>28 O/ Spaces & Leisure-Vine Cafe</u>									
4010 Gross Pay	3,660	2,000	-1,660	40,454	37,800	-2,654	43,800		3,346
4270 Employers Pension Contribution	114	117	3	1,178	1,357	179	1,700		522
5410 Repairs & General Maintenance	0	41	41	346	377	31	500		154
5500 Equipment Hired and New	0	150	150	4,315	1,350	-2,965	1,800		-2,515
5525 Equipment Maintenance	0	41	41	653	377	-276	500		-153
6000 Rent & Rates	55	100	45	1,685	900	-785	1,200		-485
6010 Light Heat & Cleaning	334	0	-334	1,306	1,200	-106	1,600		294
6013 Cleaning	20	0	-20	82	0	-82	0		-82
6101 Telephone	25	25	0	236	225	-11	300		64
6200 Printing & Stationery	28	0	-28	77	30	-47	30		-47
6210 Postage & Courier	0	0	0	60	160	100	160		100
6240 Computer/ Data Base/WP's	0	12	12	0	114	114	150		150
6320 Staff Training	165	0	-165	300	300	0	300		0
6460 Publicity & Democratic notices	0	21	21	253	189	-64	250		-3
6500 Goods for Resale	507	1,130	623	16,033	25,620	9,587	29,000		12,967
6533 Copyright Fees/Royalties	0	0	0	0	300	300	300		300
6635 Professional Fees Licensing	431	0	-431	431	100	-331	100		-331
6900 Sundry Expenses	22	15	-7	154	135	-19	180		26
6922 Health&Safety/Risk Assessments	54	0	-54	54	500	446	500		446
6930 Alarm Maintenance	0	0	0	733	500	-233	500		-233
6935 Waste Bin Disposal-Waste Bins	62	350	288	776	1,750	974	2,100		1,324
6976 Credit card charges	82	46	-36	594	412	-182	550		-44
	5,560	4,048	-1,512	69,721	73,696	3,975	85,520	0	15,799
O/ Spaces & Leisure-Vine Cafe :- Expenditure									

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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
1211	Sale of Goods	924	2,750	-1,826	43,825	48,750	-4,925	57,000		
1212	Events Management	0	2,113	-2,113	1,673	22,186	-20,514	28,525		
	O/ Spaces & Leisure-Vine Cafe :- Income	924	4,863	-3,939	45,497	70,936	-25,439	85,525		
	Net Expenditure over Income	4,636	-815	-5,451	24,224	2,760	-21,464	-5		

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Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>29 O/Spaces & Leisure-Vine Ground</u>									
4010 Gross Pay	1,972	688	-1,284	7,677	6,192	-1,485	8,250		573
4270 Employers Pension Contribution	45	41	-4	375	375	0	500		125
5010 Vine Area General Maintenance	-220	283	503	3,649	2,551	-1,098	3,400		-249
5020 Vine Public Convenience	1,193	1,000	-193	5,168	9,000	3,832	12,000		6,832
5412 Capital Refurbishments	8,500	0	-8,500	8,500	0	-8,500	0		-8,500
6000 Rent & Rates	1,275	59	-1,216	566	526	-40	700		134
6010 Light Heat & Cleaning	60	17	-43	66	51	-15	65		-1
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	120	0	-120	2,780	3,000	220	3,000		220
6869 Special Events	-120	0	120	0	0	0	0		0
6931 CCTV Maintenance	0	0	0	749	620	-129	620		-129
O/Spaces & Leisure-Vine Ground :- Expenditure	12,825	2,088	-10,737	29,693	22,665	-7,028	28,885	0	-808
1208 Food Fair Income	0	0	0	1,573	3,152	-1,580	3,152		
1805 Tea Kiosk Rental & Pavilion	773	795	-23	3,090	3,180	-90	3,180		
1870 Vine Club Insurance Contrib.	0	0	0	350	600	-250	600		
O/Spaces & Leisure-Vine Ground :- Income	773	795	-23	5,013	6,932	-1,919	6,932		
Net Expenditure over Income	12,053	1,293	-10,760	24,681	15,733	-8,948	21,953		

Sevenoaks Town Council

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30 F & G P - Bat & Ball Station

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4010 Gross Pay	0	3,804	3,804	0	3,804	3,804	15,216		15,216
4270 Employers Pension Contribution	0	1,303	1,303	0	1,303	1,303	5,214		5,214
5410 Repairs & General Maintenance	0	187	187	0	187	187	750		750
6000 Rent & Rates	0	967	967	0	967	967	3,870		3,870
6010 Light Heat & Cleaning	0	874	874	0	874	874	3,498		3,498
6013 Cleaning	219	0	-219	219	0	-219	0		-219
6020 Insurance Cost	0	250	250	0	250	250	1,002		1,002
6101 Telephone	0	52	52	0	52	52	210		210
6200 Printing & Stationery	28	0	-28	28	0	-28	0		-28
6330 Welfare/Hospitality	85	0	-85	85	0	-85	0		-85
6460 Publicity & Democratic notices	0	700	700	0	700	700	2,802		2,802
6500 Goods for Resale	0	1,632	1,632	266	1,632	1,366	6,528		6,262
6533 Copyright Fees/Royalties	0	77	77	0	77	77	308		308
6635 Professional Fees Licensing	0	67	67	290	67	-223	270		-20
6730 Subscriptions	0	0	0	140	0	-140	0		-140
6900 Sundry Expenses	10	0	-10	10	0	-10	0		-10
6922 Health&Safety/Risk Assessments	0	120	120	0	120	120	482		482
6930 Alarm Maintenance	0	150	150	0	150	150	600		600
6931 CCTV Maintenance	0	75	75	0	75	75	300		300
6935 Waste Bin Disposal-Waste Bins	0	150	150	0	150	150	600		600
F & G P - Bat & Ball Station :- Expenditure	341	10,408	10,067	1,037	10,408	9,371	41,650	0	40,613
1022 Letting & Hire of Facilities	0	4,504	-4,504	0	4,504	-4,504	18,017		

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Cost Centre Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1211 Sale of Goods	0	4,080	-4,080	0	4,080	-4,080	16,321		
F & G P - Bat & Ball Station :- Income	0	8,584	-8,584	0	8,584	-8,584	34,338		
Net Expenditure over Income	341	1,824	1,483	1,037	1,824	787	7,312		

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Cost Centre Report

31 F & G P - Establishments

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4010	Gross Pay	12,479	24,750	12,271	223,097	222,750	-347	297,000		73,903
4270	Employers Pension Contribution	2,484	2,916	432	23,242	26,250	3,008	35,000		11,758
4271	Pension Deficiency	5,833	5,667	-166	52,500	51,003	-1,497	68,000		15,500
5500	Equipment Hired and New	0	208	208	5,183	1,872	-3,311	2,500		-2,683
6020	Insurance Cost	1,016	1,000	-16	15,571	15,000	-571	17,000		1,429
6101	Telephone	502	208	-294	4,589	1,874	-2,715	2,500		-2,089
6103	Fax	0	9	9	0	75	75	100		100
6200	Printing & Stationery	941	1,217	276	8,403	10,951	2,548	14,600		6,197
6210	Postage & Courier	941	416	-525	3,999	3,748	-251	5,000		1,001
6240	Computer/ Data Base/WP's	9,217	2,080	-7,137	22,339	10,085	-12,254	13,580		-8,759
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	300	300	288	600	312	1,400		1,112
6300	Computers Accountancy	808	0	-808	2,756	2,930	174	4,000		1,244
6315	Recruitment Costs	0	333	333	1,008	3,000	1,992	4,000		2,992
6320	Staff Training	0	416	416	250	3,749	3,499	5,000		4,750
6321	Investors in People	0	0	0	0	0	0	790		790
6330	Welfare/Hospitality	569	164	-405	1,798	1,476	-322	1,970		172
6410	Civic Exps/Annual Reception	688	825	138	1,614	1,650	36	1,650		36
6415	Gifts/hospitality	88	55	-33	501	330	-171	400		-101
6420	Annual Parish Meeting	0	0	0	0	0	0	100		100
6421	Honour Bd. Badges & Insignia	0	15	15	95	205	110	250		155
6433	Mayors Allowance 2017/18	0	0	0	-436	0	436	0		436

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2018

Month No : 9

Cost Centre Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6435 Members Expenses	0	0	0	2,526	3,930	1,404	3,930		1,404
6437 Mayors Allowance 2018/19	257	433	176	3,484	3,897	413	5,200		1,716
6438 Mayors Car Allowance 2018/19	0	0	0	0	0	0	2,340		2,340
6440 Press Notices	221	0	-221	1,031	1,370	339	1,500		469
6450 Bye Laws	0	0	0	0	0	0	100		100
6460 Publicity & Democratic notices	0	410	410	3,932	1,660	-2,272	2,400		-1,532
6461 Banner Costs	125	85	-40	1,385	765	-620	1,020		-365
6610 Audit Fees	0	790	790	-60	5,200	5,260	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	315	0	-315	1,420	1,980	561	1,980		561
6650 Bad debts	0	0	0	125	0	-125	0		-125
6710 Conference Fees & Expenses	771	205	-566	1,811	1,910	99	2,300		489
6720 Books and Periodicals	0	32	32	371	288	-83	380		9
6730 Subscriptions	0	0	0	3,093	3,500	407	3,500		407
6889 Waste Sacks	405	0	-405	1,828	1,050	-778	1,400		-428
6900 Sundry Expenses	19	40	21	580	367	-213	490		-90
6922 Health&Safety/Risk Assessments	0	570	570	-324	3,000	3,324	3,000		3,324
6939 Healthcare Services	12	0	-12	12	0	-12	0		-12
6975 Bank Charges	206	116	-90	1,488	1,043	-445	1,390		-98
6976 Credit card charges	194	41	-153	637	377	-260	500		-137
7010 Election Expenses	0	0	0	0	0	0	3,000		3,000
7611 Contingency provision	720	40,850	40,130	4,111	83,780	79,669	108,330		104,219
7614 Stag reserve	0	0	0	0	0	0	1,000		1,000
F & G P - Establishments :- Expenditure	38,811	84,151	45,340	397,186	473,975	76,789	640,880	0	243,694

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2018

Cost Centre Report

Month No : 9

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1115 Interest on Deposits	733	500	233	9,195	4,500	4,695	6,000		
1231 Banner Income	0	250	-250	1,891	2,250	-359	4,500		
1350 Revenue Grant income	0	0	0	500	0	500	0		
1889 Waste Sacks Income	0	50	-50	1,718	1,050	668	1,200		
1990 Other Income	30	109	-79	748	1,373	-626	1,700		
F & G P - Establishments :- Income	763	909	-146	14,051	9,173	4,878	13,400		
Net Expenditure over Income	38,048	83,242	45,194	383,135	464,802	81,667	627,480		

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2018

Month No : 9

Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>32 F & G P - General</u>									
6490 Christmas Lights Switch On	6,581	1,600	-4,981	14,461	10,700	-3,761	26,000		11,539
6491 Remembrance Day/Civic Serv.	820	250	-570	2,804	2,700	-104	2,700		-104
6495 Number 8 bus expenses	2,232	3,005	773	29,474	27,041	-2,433	36,056		6,582
6868 Summer Concerts	0	0	0	-120	0	120	0		120
6869 Special Events	578	0	-578	6,609	6,500	-109	6,500		-109
	10,211	4,855	-5,356	53,229	46,941	-6,288	71,256	0	18,027
F & G P - General :- Expenditure									
1490 Christmas Lights Switch On	710	0	710	8,790	5,000	3,790	5,000		
1495 Number 8 bus income	5,540	3,005	2,535	29,474	27,041	2,433	36,056		
1990 Other Income	0	1,500	-1,500	0	2,500	-2,500	4,000		
	6,250	4,505	1,745	38,264	34,541	3,723	45,056		
F & G P - General :- Income									
	3,961	350	-3,611	14,965	12,400	-2,565	26,200		
Net Expenditure over Income									

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2018

Month No : 9

Cost Centre Report

33 F & G P - Council Offices

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4010 Gross Pay	175	1,575	1,400	7,898	14,175	6,277	18,900		11,002
4270 Employers Pension Contribution	0	48	48	344	428	84	570		226
5410 Repairs & General Maintenance	75	166	91	697	1,500	803	2,000		1,303
6000 Rent & Rates	4,101	1,958	-2,143	20,954	17,626	-3,328	23,500		2,546
6010 Light Heat & Cleaning	229	735	506	3,341	4,555	1,214	6,000		2,659
6013 Cleaning	569	0	-569	2,964	0	-2,964	0		-2,964
6510 Catering Expenses	0	0	0	0	0	0	130		130
6900 Sundry Expenses	0	7	7	22	67	45	90		68
6922 Health&Safety/Risk Assessments	54	0	-54	54	150	96	300		246
6930 Alarm Maintenance	0	745	745	668	1,400	732	1,400		732
6935 Waste Bin Disposal-Waste Bins	62	62	0	651	556	-95	740		89
1022 F & G P - Council Offices :- Expenditure	5,266	5,296	30	37,594	40,457	2,863	53,630	0	16,036
Letting & Hire of Facilities	637	1,193	-556	9,623	10,740	-1,117	14,319		
F & G P - Council Offices :- Income	637	1,193	-556	9,623	10,740	-1,117	14,319		
Net Expenditure over Income	4,629	4,103	-526	27,971	29,717	1,746	39,311		

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2018

Month No : 9

Cost Centre Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>36 F & G P - Community Centre</u>									
4010 Gross Pay	2,478	2,683	205	23,398	24,151	753	32,200		8,802
4270 Employers Pension Contribution	123	125	2	1,096	1,125	29	1,500		404
5410 Repairs & General Maintenance	47	241	194	1,148	2,176	1,028	2,900		1,752
6000 Rent & Rates	368	1,857	1,489	5,618	6,198	580	6,700		1,082
6011 Electricity	218	225	7	1,852	2,025	173	2,700		848
6012 Gas	0	0	0	625	900	275	1,800		1,175
6013 Cleaning	209	66	-143	378	599	221	800		422
6101 Telephone	36	34	-2	371	301	-70	400		29
6104 Mobile Telephone	8	7	-1	50	60	10	80		30
6200 Printing & Stationery	7	6	-1	100	54	-46	70		-30
6230 Office Furniture/Machinery	0	50	50	0	450	450	600		600
6240 Computer/ Data Base/WP's	17	25	8	41	225	184	300		259
6281 Furnishings,Furniture/Eqpt	0	0	0	41	224	183	320		279
6320 Staff Training	0	16	16	0	152	152	200		200
6460 Publicity & Democratic notices	0	41	41	0	375	375	500		500
6520 Refreshments for Resale	0	58	58	335	525	190	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	378	378	500		500
6900 Sundry Expenses	0	4	4	74	36	-38	50		-24
6922 Health&Safety/Risk Assessments	0	0	0	-978	300	1,278	300		1,278
6930 Alarm Maintenance	0	0	0	336	675	339	2,000		1,664
6931 CCTV Maintenance	0	0	0	300	300	0	300		0

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2018

Cost Centre Report

Month No : 9

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6935	Waste Bin Disposal-Waste Bins	101	150	49	996	1,350	354	1,800		804
6939	Healthcare Services	0	158	158	948	1,425	477	1,900		952
	F & G P - Community Centre :- Expenditure	3,611	5,788	2,177	36,939	44,684	7,745	59,300	0	22,361
1022	Letting & Hire of Facilities	5,598	5,191	407	62,390	46,725	15,665	62,300		
1457	Indoor Activities	178	228	-50	1,921	2,046	-125	2,728		
	F & G P - Community Centre :- Income	5,775	5,419	356	64,312	48,771	15,541	65,028		
	Net Expenditure over Income	-2,164	369	2,533	-27,373	-4,087	23,286	-5,728		

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2018

Month No : 9

Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
38 F & G P - Grants									
6937 Annual Subsidy-Comm Centre	0	83	83	249	747	498	1,000		751
6938 Annual Subsidy-Council Chamber	0	83	83	1,326	747	-579	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	5,000	5,000	0	5,000	5,000	5,000		5,000
7520 Twinning Support	0	0	0	0	500	500	1,000		1,000
7552 Youth Outreach	202	0	-202	1,005	2,500	1,495	5,000		3,995
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	202	5,166	4,964	39,596	45,244	5,648	57,000	0	17,404
Net Expenditure over Income	202	5,166	4,964	39,596	45,244	5,648	57,000		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2018

Cost Centre Report

Month No : 9

39 F & G P - Property									
	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
5410 Repairs & General Maintenance	0	0	0	0	75	75	100		100
6000 Rent & Rates	166	0	-166	1,494	0	-1,494	0		-1,494
6010 Light Heat & Cleaning	0	0	0	1,961	0	-1,961	0		-1,961
	166	0	-166	3,455	75	-3,380	100	0	-3,355
F & G P - Property :- Expenditure									
1044 Knole Padck Gd Rents&Wayleaves	0	0	0	8,663	19,250	-10,588	19,250		
1045 Vine Ground Rents & Wayleaves	0	963	-963	0	8,663	-8,663	11,550		
1046 SCC Ground Rents & Wayleaves	375	645	-270	1,500	3,255	-1,755	3,900		
1469 O/S Ground Rents & Wayleaves	998	1,000	-2	5,187	4,000	1,187	5,000		
	1,373	2,608	-1,235	15,350	35,168	-19,818	39,700		
F & G P - Property :- Income									
	-1,207	-2,608	-1,401	-11,894	-35,093	-23,199	-39,600		
Net Expenditure over Income									

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2018

Month No : 9

Cost Centre Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>40 Sevenoaks Town Partnership</u>									
6101 Telephone	0	9	9	13	73	61	100		88
6200 Printing & Stationery	0	9	9	0	75	75	100		100
6240 Computer/ Data Base/WP's	105	42	-63	1,291	375	-916	500		-791
6244 Information Screens	0	125	125	1,070	1,125	55	1,500		430
6322 Business Awards	0	0	0	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	495	58	-437	495	522	27	700		205
6869 Special Events	0	0	0	135	0	-135	0		-135
6900 Sundry Expenses	14	50	36	1,696	450	-1,246	600		-1,096
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	0	0	0	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	614	293	-321	20,938	25,370	4,432	29,500	0	8,562
1206 Business Awards	0	0	0	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	-1,510	0	-1,510	1,477	0	1,477	0		
Sevenoaks Town Partnership :- Income	-1,510	0	-1,510	19,066	22,750	-3,684	24,500		
Net Expenditure over Income	2,124	293	-1,831	1,871	2,620	749	5,000		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2018

Cost Centre Report

Month No : 9

50 Youth Cafe		Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4010	Gross Pay	1,584	3,333	1,749	19,680	29,997	10,317	40,000		20,320
4270	Employers Pension Contribution	4	42	38	270	374	104	500		230
5410	Repairs & General Maintenance	0	83	83	571	747	176	1,000		429
6010	Light Heat & Cleaning	0	42	42	-456	378	834	500		956
6013	Cleaning	0	0	0	2	0	-2	0		-2
6101	Telephone	44	47	4	394	420	26	560		166
6200	Printing & Stationery	0	42	42	441	378	-63	500		59
6240	Computer/ Data Base/WP's	33	63	30	981	562	-419	750		-231
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	30	42	13	312	374	63	500		189
6500	Goods for Resale	371	225	-146	852	2,025	1,173	2,700		1,848
6573	Youth Magazine Expenditure	0	8	8	0	72	72	100		100
6635	Professional Fees Licensing	0	0	0	260	200	-60	200		-60
6900	Sundry Expenses	3	12	9	229	112	-117	150		-79
6922	Health&Safety/Risk Assessments	0	0	0	8	0	-8	400		392
Youth Cafe :- Expenditure		2,069	3,939	1,870	24,577	36,414	11,837	48,960	0	24,383
1022	Letting & Hire of Facilities	886	325	561	3,148	2,925	223	3,900		
1211	Sale of Goods	34	276	-242	1,148	2,484	-1,336	3,315		
1350	Revenue Grant income	0	0	0	10,000	10,000	0	10,000		
1500	Fundraising	0	1,507	-1,507	0	13,563	-13,563	18,085		
Youth Cafe :- Income		920	2,108	-1,188	14,295	28,972	-14,677	35,300		
Net Expenditure over Income		1,149	1,831	682	10,282	7,442	-2,840	13,660		

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2018

Month No : 9

Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>60 Markets</u>									
4010 Gross Pay	181	241	60	1,658	2,176	518	2,900		1,242
5410 Repairs & General Maintenance	0	0	0	262	75	-187	100		-162
5420 Saturday market charges	1,077	1,125	48	10,500	10,125	-375	13,500		3,000
5421 Wednesday Market charges	1,962	1,750	-212	19,164	15,750	-3,414	21,000		1,836
5423 Friday market charges	0	1,125	1,125	0	10,125	10,125	13,500		13,500
6001 Blighs Market Charges	1,423	864	-559	9,378	7,776	-1,602	10,370		993
6010 Light Heat & Cleaning	0	42	42	93	377	284	500		407
6460 Publicity & Democratic notices	0	292	292	1,178	2,628	1,450	3,500		2,322
6900 Sundry Expenses	-1,668	0	1,668	-132	0	132	0		132
7000 Reinvestment	0	0	0	0	0	0	16,957		16,957
Markets :- Expenditure	2,975	5,439	2,464	42,101	49,032	6,931	82,327	0	40,226
1017 Rental Income Sat Market	2,117	2,028	89	17,001	18,252	-1,251	24,337		
1018 Rental Income Wed Market	533	1,768	-1,236	9,334	15,909	-6,576	21,212		
1019 Rental Income Blighs Market	2,223	1,523	700	12,094	13,707	-1,614	18,278		
1024 Rental Income Friday Market	0	1,542	-1,542	0	13,874	-13,874	18,500		
Markets :- Income	4,873	6,861	-1,989	38,428	61,742	-23,314	82,327		
Net Expenditure over Income	-1,898	-1,422	476	3,673	-12,710	-16,383	0		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2018

Cost Centre Report

Month No : 9

70 Precept

1995 Precept

Precept :- Income

Net Expenditure over Income

Finance & General Purposes Expenditure

Income

Net Expenditure over Income

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
	90,716	90,716	0	816,445	816,444	1	1,088,593		
	<u>90,716</u>	<u>90,716</u>	<u>0</u>	<u>816,445</u>	<u>816,444</u>	<u>1</u>	<u>1,088,593</u>		
	<u>-90,716</u>	<u>-90,716</u>	<u>0</u>	<u>-816,445</u>	<u>-816,444</u>	<u>1</u>	<u>-1,088,593</u>		
	127,744	164,815	37,071	1,090,032	1,213,988	123,956	1,651,731	0	561,699
	131,122	135,583	-4,461	1,193,469	1,235,026	-41,558	1,644,419		
	<u>-3,377</u>	<u>29,232</u>	<u>32,609</u>	<u>-103,437</u>	<u>-21,038</u>	<u>82,399</u>	<u>7,312</u>		

December 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	25,133	26,344	1,211	34,880	Tracking budget through December.
Open Spaces & Leisure Committee					
General	166,561	193,726	27,165	263,375	Favourable variance on Salaries & Pensions to date (£10,233 & £1,472). Lower St Johns Toilets have an adverse variance of £3,259 due to required works required on locks and the hot water heater. Underspend on Greatness Rec Conveniences (£2,770) due to lower than expected cleaning costs. Adverse variance on Misc. Open Spaces due to 2 replacement Bus Shelters. 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	7,723	15,639	7,916	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 (£7,075) due to Out of Area applications.
Allotments	(950)	1,990	2,940	3,420	Positive Variance in QH Allotments Income (£2,286) due to actual occupancy at over 90% (& £3.50 per rod) compared to budget at 80% (& £2 per rod)
Street lighting/ general	22,493	25,536	3,043	21,447	Streetlighting costs are less than budget to date (£3,096).
Vine Café	24,224	2,760	(21,464)	(5)	Favourable expenditure on Goods for Resale (£9,587). 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 (£4,925). Total adverse variance due to less than budgeted events income.
Vine Grounds	25,401	15,733	(9,668)	21,953	Favourable variance for the Vine Public Convenience due to the 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. Large portion of adverse variance due to Access Ramp/Windows works on Pavilion. A grant is due to offset this work at a later date.

December 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	3,517	1,824	(1,693)	7,312	Due to open later in the year. Some costs have been allocated here prior to opening.
Establishments	375,890	464,802	88,912	627,480	Positive variance on Gross Pay to date (£6,178). 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 (£12,254) due to updates to our IT infrastructure with new computers, laptops and a new server. Favourable income in 1115/31 Interest on Deposits (£4,695) due to high fund balances.
General	14,965	12,400	(2,565)	26,200	CLSO income is higher than the annual budgeted value due to higher than expected number of stalls and donations.
Council Offices	27,971	29,717	1,746	39,311	Tracking budget through December. Caretaker leaving resulted in small favourable Gross Salary variance.
Community Centre	(27,373)	(4,087)	23,286	(5,728)	Favourable variance mainly due to much higher than expected income from Letting & Hire of Facilities (£15,665). Additional Favourable variance due to accrued invoice in 6922/36 Health & Safety/Risk Assessments that has not been received.
Grants	39,596	45,244	5,648	57,000	Favourable variance due to phasing of Local Organisation Grants.
Property	(11,894)	(35,093)	(23,199)	(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.

December 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	1,871	2,620	749	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	10,282	7,442	(2,840)	13,660	Variance due to Fundraising (£13,563). 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 HiIB. Adverse variance on Sundry Expenses due to earphones, originally purchased for Live in the Vine, being coded to Youth Cafe.
Markets	3,673	(12,710)	(16,383)	-	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 £3,749 to the adverse variances.
Precept	(816,445)	(816,444)	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	656,375	-	(656,375)		
Total (exc. capital items)	(107,362)	(22,557)	84,805		

Summary by Committee:

Planning	25,133	26,344	1,211	34,880
Open spaces & Leisure	221,228	252,624	31,396	330,395
Vine Café	24,224	2,760	(21,464)	(5)
Finance & General Purpose	438,498	512,159	73,661	730,635
Precept	(816,445)	(816,444)	1	(1,088,593)
Rolling Capital Budget	656,375	-	(656,375)	-
Total (exc. Capital items)	(107,362)	(22,557)	84,805	

Sevenoaks Town Council

Working Capital Summary as at 31st December 2018

	B/fwd 01-Apr-18 £	Movement* £	C/fwd 31-Dec-18 £	30-Dec-17 £
Current Assets				
Stock	1,041	-	1,041	1,680
Trade debtors	46,260	8,110	54,370	30,650
VAT	27,715	81,454	109,169	20,752
Prepayments and other debtors	61,185	(42,454)	18,731	14,360
Cash at bank and in hand	2,175,341	650,634	2,825,975	2,480,238
	<u>2,311,542</u>	<u>697,744</u>	<u>3,009,286</u>	<u>2,547,681</u>
Current Liabilities				
Trade creditors	85,507	71,268	156,776	57,228
Accruals and other creditors	269,270	(169,192)	100,078	116,412
Prior Mayors charity account	-	-	-	-
Precept received in advance of budget	-	272,148	272,148 Note 1	257,406
Receipts in advance (rent and hall hire)	26,042	(16,209)	9,833	7,206
	<u>380,819</u>	<u>158,015</u>	<u>538,834</u>	<u>438,254</u>
Net Current Assets	<u>1,930,723</u>	<u>539,729</u>	<u>2,470,452</u>	<u>2,109,427</u>
Represented by:				
General Funds				
Revenue Reserves	<u>307,905</u>	<u>(548,547)</u>	<u>(240,641) Note 2</u>	<u>(102,573)</u>
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	635,061	735,054	131,478
Capital Projects Reserve	-	-	-	-
No 8 bus Reserve	63,529	21,526	85,055 Note 3	16,054
QH Allotments Key Reserve	4,035	160	4,195	2,065
Mayor's Charity Reserve	21,284	(15,711)	5,573 Note 4	18,160
	<u>1,622,818</u>	<u>1,088,276</u>	<u>2,711,093</u>	<u>2,212,000</u>
	<u>1,930,723</u>	<u>539,729</u>	<u>2,470,452</u>	<u>2,109,427</u>

* 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 3 months operational costs

Note 2 Year to date net inflow in revenue reserves of £103,437 less net capital expenditure of £651,871

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 December 2018

S&P Rating 31/12/2018	
Long term	Short term

£ (2017/18)			Values £	Total Values £	Percent of Total Funds %	Interest rate %
0	Bank of Scotland					
	Treasury deposit (1m)	A+ A1	750,000	750,000	26.54%	0.65%
496	National Westminster Bank	A- A2				
1,262,742	Business Reserve Account		747			
725	Current Account		663,706			
1,000	Payroll Account		1,000			0.01%
7,253	HITB Youth café		1,000			
20,889	Sevenoaks Town Partnership		7,933			
	Mayors Charity Account		8,241	682,627	24.16%	
50,169	HSBC	AA- A1+	50,227	50,227	1.78%	0.20%
62,511	Handelsbanken	AA- A1+				
260,005	Deposit account		63,192			0.15%
	35 day notice account		260,005	323,197	11.44%	0.25%
803,797	Nationwide	A A1				
10,031	Instant Saver		1,009,030			0.45%
	Sevenoaks Fund Instant Saver		10,081	1,019,112	36.06%	0.45%
1	Clydesdale	BB A2	1	1		
	Current account					
619	Petty Cash			811	0.03%	
2,480,238				2,825,975	100.00%	

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APPENDIX 3

Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2019

Month No : 10

Cost Centre Report

11 Planning - General		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4010	Gross Pay	2,660	2,660	0	26,600	26,600	0	31,920		5,320
6240	Computer/ Data Base/WP's	0	0	0	334	510	176	510		176
6630	Professional Fees	237	0	-237	947	1,444	497	2,000		1,053
6720	Books and Periodicals	0	0	0	0	300	300	300		300
7500	Local Organisations Grants	0	0	0	150	150	0	150		0
Planning - General :- Expenditure		2,897	2,660	-237	28,030	29,004	974	34,880	0	6,850
Net Expenditure over Income		2,897	2,660	-237	28,030	29,004	974	34,880		

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APPENDIX
1

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2019

Month No : 10

Cost Centre Report

		Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
21	<u>O/ Spaces & Leisure - General</u>									
4010	Gross Pay	11,943	13,500	1,557	123,211	135,000	11,789	162,000		38,789
4270	Employers Pension Contribution	697	876	179	7,109	8,760	1,651	10,510		3,401
5013	Graffiti Removal	0	500	500	13	1,500	1,487	1,500		1,487
5025	Lower St Johns Toilets	1,160	696	-464	10,682	6,960	-3,723	8,350		-2,332
5026	Greatness Rec Convenience	0	500	500	1,730	5,000	3,270	6,000		4,270
5040	Footpaths, Bridle Ways, ROW	0	0	0	0	0	0	150		150
5050	Seats And Litter Bins	0	0	0	2,175	2,600	425	2,600		425
5060	Sevenoaks Common	0	0	0	1,715	2,366	651	3,500		1,785
5065	Tree Safety Survey	0	0	0	0	0	0	3,600		3,600
5070	Other Woodlands	135	0	-135	2,095	2,320	225	3,200		1,105
5110	Raleys/ K P Pavilion	0	100	100	232	1,000	768	2,080		1,848
5120	Raleys/KP Pitch & Grnd Mtce.	0	0	0	2,210	2,627	417	4,845		2,635
5310	Miscellaneous Open Spaces	19,263	291	-18,972	54,822	20,917	-33,905	21,500		-33,322
5316	Skatepark Maintenance	0	0	0	2,550	2,550	0	2,550		0
5317	Raleys Car Park	-4	0	4	521	480	-41	480		-41
5320	Fertilizers	388	375	-13	134	1,125	991	1,200		1,066
5330	Grass Seed	0	0	0	885	0	-885	1,950		1,065
5340	Plants	239	60	-179	2,067	2,285	218	2,700		633
5410	Repairs & General Maintenance	37	125	88	5,058	1,250	-3,808	1,500		-3,558
5500	Equipment Hired and New	1,909	712	-1,197	4,092	6,660	2,569	8,000		3,909
5525	Equipment Maintenance	7	170	163	3,499	5,000	1,501	8,000		4,501
5550	Vehicle Expenses	44	45	1	4,306	3,309	-997	3,400		-906
5700	Fuel	348	574	226	5,287	4,852	-435	6,000		713

Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2019

Month No : 10

Cost Centre Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6000 Rent & Rates	0	150	150	79	1,200	1,121	1,500	1,500	1,421
6010 Light Heat & Cleaning	0	170	170	1,818	1,700	-118	2,040	2,040	222
6013 Cleaning	0	0	0	43	0	-43	0	0	-43
6101 Telephone	11	17	6	151	170	19	200	200	49
6104 Mobile Telephone	15	25	10	125	250	125	300	300	175
6320 Staff Training	0	208	208	1,345	2,080	735	2,500	2,500	1,155
6330 Welfare/Hospitality	20	17	-3	118	170	52	200	200	82
6730 Subscriptions	0	0	0	141	200	59	200	200	59
6812 Road Dues	880	0	-880	1,025	1,300	275	2,000	2,000	975
6851 Bus Shelter Maintenance	0	14	14	65	142	77	170	170	105
6900 Sundry Expenses	0	8	8	3	80	77	100	100	97
6922 Health&Safety/Risk Assessments	0	100	100	12	1,500	1,488	1,500	1,500	1,488
6930 Alarm Maintenance	0	0	0	699	700	1	700	700	1
6931 CCTV Maintenance	0	0	0	270	1,200	930	1,200	1,200	930
6934 Waste Bin Collection-Dog Bins	0	0	0	2,530	2,700	170	2,700	2,700	170
6935 Waste Bin Disposal-Waste Bins	622	335	-287	2,278	3,330	1,052	4,000	4,000	1,722
6952 Protective Clothing	374	116	-258	1,341	1,166	-175	1,400	1,400	59
O/ Spaces & Leisure - General :- Expenditure	38,087	19,684	-18,403	246,432	234,448	-11,984	286,325	0	39,893
1022 Letting & Hire of Facilities	655	0	655	23,292	18,350	4,942	20,000	20,000	
1316 Raleys Car Park Permits	83	18	65	1,468	994	474	1,030	1,030	
1350 Revenue Grant income	0	0	0	5,341	0	5,341	0	0	
1470 Income from Other Departments	0	0	0	25	0	25	0	0	
1850 Log Sales	222	0	222	1,549	1,200	349	1,200	1,200	
1990 Other Income	0	51	-51	2,120	563	1,557	720	720	

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2019

Month No : 10

Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
2012 CIL income allocation	480	0	480	9,569	-1,519	11,088	0		
O/ Spaces & Leisure - General :- Income	1,441	69	1,372	43,364	19,588	23,776	22,950		
Net Expenditure over Income	36,646	19,615	-17,031	203,068	214,860	11,792	263,375		

Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2019

Month No : 10

Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>22 O/ Spaces & Leisure - Cemetery</u>									
4010 Gross Pay	5,043	5,000	-43	51,733	50,000	-1,733	60,000		8,267
4270 Employers Pension Contribution	426	491	65	4,729	4,916	187	5,900		1,171
5210 Cemetery Chapel & Office	0	0	0	1	170	169	170		169
5230 Cemetery Wshop/Messroom Mtce	8	0	-8	1,057	85	-972	170		-887
5340 Plants	0	0	0	15	0	-15	0		-15
5410 Repairs & General Maintenance	700	83	-617	1,165	834	-331	1,000		-165
5500 Equipment Hired and New	0	0	0	809	1,386	577	2,140		1,331
5525 Equipment Maintenance	686	505	-181	3,149	2,010	-1,139	2,400		-749
5700 Fuel	41	75	34	729	750	21	900		171
6000 Rent & Rates	450	515	65	5,347	4,610	-737	5,700		353
6010 Light Heat & Cleaning	188	100	-88	632	1,000	368	1,200		568
6013 Cleaning	0	0	0	190	0	-190	0		-190
6101 Telephone	31	61	30	420	610	190	730		310
6104 Mobile Telephone	8	4	-4	83	39	-44	40		-43
6200 Printing & Stationery	0	17	17	369	170	-199	200		-169
6240 Computer/ Data Base/WP's	0	0	0	328	380	52	380		52
6320 Staff Training	0	0	0	375	1,500	1,125	1,500		1,125
6330 Welfare/Hospitality	33	12	-21	166	125	-41	150		-16
6500 Goods for Resale	0	16	16	0	166	166	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	980	0	-980	1,480	478	-1,002	550		-930

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2019

Month No : 10

Cost Centre Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6832 Lawn/Wall of Remembrance	0	0	0	0	0	0	100		100
6900 Sundry Expenses	0	4	4	88	40	-48	50		-38
6922 Health&Safety/Risk Assessments	0	0	0	0	728	728	970		970
6930 Alarm Maintenance	0	0	0	612	1,150	538	1,150		538
6932 Cemetery Security	62	425	363	3,362	4,250	888	5,100		1,738
6935 Waste Bin Disposal-Waste Bins	77	100	23	918	1,000	82	1,200		282
6952 Protective Clothing	61	50	-11	271	500	229	600		329
O/ Spaces & Leisure - Cemetery :- Expenditure	8,793	7,458	-1,335	79,230	78,597	-633	94,200	0	14,970
1700 Cemetery Income	241	6,167	-5,926	62,817	61,667	1,150	74,000		
O/ Spaces & Leisure - Cemetery :- Income	241	6,167	-5,926	62,817	61,667	1,150	74,000		
Net Expenditure over Income	8,551	1,291	-7,260	16,414	16,930	516	20,200		

Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2019

Month No : 10

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>23 O/ Spaces & Leisure- Allotment</u>										
4010	Gross Pay	340	210	-130	3,493	2,880	-613	3,300		-193
4270	Employers Pension Contribution	0	40	40	0	420	420	500		500
5410	Repairs & General Maintenance	128	0	-128	1,027	1,350	323	1,590		563
5500	Equipment Hired and New	0	0	0	195	0	-195	0		-195
6000	Rent & Rates	0	0	0	407	1,320	913	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		468	250	-218	5,794	6,270	476	7,450	0	1,656
1010	Rental Income	0	0	0	840	880	-40	880		
1047	QH Allotments Income	449	0	449	6,006	3,150	2,856	3,150		
O/ Spaces & Leisure- Allotment :- Income		449	0	449	6,846	4,030	2,816	4,030		
Net Expenditure over Income		19	250	231	-1,051	2,240	3,291	3,420		

Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2019

Month No : 10

Cost Centre Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>26 Open Spaces-Street Lighting/Ge</u>									
6861 Public Clock Maintenance	0	200	200	1,103	800	-303	1,000		-103
6862 Street Lighting	438	917	479	7,278	10,853	3,575	12,644		5,366
6865 In Bloom Costs	0	0	0	16,780	16,224	-556	16,224		-556
Open Spaces-Street Lighting/Ge :- Expenditure	438	1,117	679	25,161	27,877	2,716	29,868	0	4,707
1263 Cont'ns to street lighting	0	0	0	0	0	0	7,197		
1997 In Bloom Income	0	0	0	2,230	1,224	1,006	1,224		
Open Spaces-Street Lighting/Ge :- Income	0	0	0	2,230	1,224	1,006	8,421		
Net Expenditure over Income	438	1,117	679	22,931	26,653	3,722	21,447		

Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2019

Month No : 10

Cost Centre Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
28 O/ Spaces & Leisure-Vine Cafe									
4010 Gross Pay	1,178	2,000	822	41,632	39,800	-1,832	43,800		2,168
4270 Employers Pension Contribution	137	117	-20	1,315	1,474	159	1,700		385
5410 Repairs & General Maintenance	0	41	41	346	418	72	500		154
5500 Equipment Hired and New	5	150	145	4,320	1,500	-2,820	1,800		-2,520
5525 Equipment Maintenance	0	41	41	653	418	-235	500		-153
6000 Rent & Rates	55	100	45	1,740	1,000	-740	1,200		-540
6010 Light Heat & Cleaning	0	0	0	1,306	1,200	-106	1,600		294
6013 Cleaning	0	0	0	82	0	-82	0		-82
6101 Telephone	24	25	1	260	250	-10	300		40
6200 Printing & Stationery	0	0	0	77	30	-47	30		-47
6210 Postage & Courier	0	0	0	60	160	100	160		100
6240 Computer/ Data Base/WP's	0	12	12	0	126	126	150		150
6320 Staff Training	0	0	0	300	300	0	300		0
6460 Publicity & Democratic notices	0	21	21	253	210	-43	250		-3
6500 Goods for Resale	1,053	1,130	77	17,086	26,750	9,664	29,000		11,914
6533 Copyright Fees/Royalties	0	0	0	0	300	300	300		300
6635 Professional Fees Licensing	0	0	0	431	100	-331	100		-331
6900 Sundry Expenses	2	15	13	155	150	-5	180		25
6922 Health&Safety/Risk Assessments	0	0	0	54	500	446	500		446
6930 Alarm Maintenance	80	0	-80	813	500	-313	500		-313
6935 Waste Bin Disposal-Waste Bins	49	0	-49	825	1,750	925	2,100		1,275
6976 Credit card charges	49	46	-3	643	458	-185	550		-93
O/ Spaces & Leisure-Vine Cafe :- Expenditure	2,631	3,698	1,067	72,351	77,394	5,043	85,520	0	13,169

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2019

Month No : 10

Cost Centre Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1211 Sale of Goods	2,513	2,750	-237	46,337	51,500	-5,163	57,000		
1212 Events Management	0	2,113	-2,113	1,673	24,299	-22,627	28,525		
O/ Spaces & Leisure-Vine Cafe :- Income	2,513	4,863	-2,350	48,010	75,799	-27,789	85,525		
Net Expenditure over Income	118	-1,165	-1,283	24,341	1,595	-22,746	-5		

Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2019

Month No : 10

Cost Centre Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>29 O/Spaces & Leisure-Vine Ground</u>									
4010 Gross Pay	693	688	-5	8,370	6,880	-1,490	8,250		-120
4270 Employers Pension Contribution	42	42	0	416	417	1	500		84
5010 Vine Area General Maintenance	30	283	253	3,679	2,834	-845	3,400		-279
5020 Vine Public Convenience	0	1,000	1,000	5,168	10,000	4,832	12,000		6,832
5412 Capital Refurbishments	0	0	0	8,500	0	-8,500	0		-8,500
6000 Rent & Rates	0	58	58	566	584	18	700		134
6010 Light Heat & Cleaning	0	0	0	66	51	-15	65		-1
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	0	0	0	2,780	3,000	220	3,000		220
6931 CCTV Maintenance	0	0	0	749	620	-129	620		-129
O/Spaces & Leisure-Vine Ground :- Expenditure	765	2,071	1,306	30,458	24,736	-5,722	28,885	0	-1,573
1208 Food Fair Income	0	0	0	1,573	3,152	-1,580	3,152		
1805 Tea Kiosk Rental & Pavilion	0	0	0	3,090	3,180	-90	3,180		
1870 Vine Club Insurance Contrib.	0	0	0	350	600	-250	600		
O/Spaces & Leisure-Vine Ground :- Income	0	0	0	5,013	6,932	-1,919	6,932		
Net Expenditure over Income	765	2,071	1,306	25,445	17,804	-7,641	21,953		

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Cost Centre Report

30 F & G P - Bat & Ball Station

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4010 Gross Pay	2,280	3,804	1,524	2,280	7,608	5,328	15,216		12,936
4270 Employers Pension Contribution	0	1,303	1,303	0	2,606	2,606	5,214		5,214
5410 Repairs & General Maintenance	855	187	-668	855	374	-481	750		-105
5500 Equipment Hired and New	-235	0	235	-235	0	235	0		235
6000 Rent & Rates	0	967	967	0	1,934	1,934	3,870		3,870
6010 Light Heat & Cleaning	0	874	874	0	1,748	1,748	3,498		3,498
6013 Cleaning	0	0	0	219	0	-219	0		-219
6020 Insurance Cost	0	250	250	0	500	500	1,002		1,002
6101 Telephone	0	52	52	0	104	104	210		210
6200 Printing & Stationery	121	0	-121	149	0	-149	0		-149
6330 Welfare/Hospitality	0	0	0	85	0	-85	0		-85
6460 Publicity & Democratic notices	0	700	700	0	1,400	1,400	2,802		2,802
6500 Goods for Resale	392	1,632	1,240	658	3,264	2,606	6,528		5,870
6533 Copyright Fees/Royalties	0	77	77	0	154	154	308		308
6635 Professional Fees Licensing	0	67	67	290	134	-156	270		-20
6730 Subscriptions	0	0	0	140	0	-140	0		-140
6900 Sundry Expenses	0	0	0	10	0	-10	0		-10
6922 Health&Safety/Risk Assessments	0	120	120	0	240	240	482		482
6930 Alarm Maintenance	0	150	150	0	300	300	600		600
6931 CCTV Maintenance	0	75	75	0	150	150	300		300
6935 Waste Bin Disposal-Waste Bins	0	150	150	0	300	300	600		600
F & G P - Bat & Ball Station :- Expenditure	3,413	10,408	6,995	4,451	20,816	16,365	41,650	0	37,199

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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
1022 Letting & Hire of Facilities	0	4,504	-4,504	0	9,008	-9,008	18,017		
1211 Sale of Goods	0	4,080	-4,080	0	8,160	-8,160	16,321		
F& G P - Bat & Ball Station :- Income	0	8,584	-8,584	0	17,168	-17,168	34,338		
Net Expenditure over Income	3,413	1,824	-1,589	4,451	3,648	-803	7,312		

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31 F & G P - Establishments

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4010 Gross Pay	27,168	24,750	-2,418	250,265	247,500	-2,765	297,000		46,735
4270 Employers Pension Contribution	1,242	2,917	1,675	24,484	29,167	4,683	35,000		10,516
4271 Pension Deficiency	5,833	5,667	-166	58,333	56,670	-1,663	68,000		9,667
5500 Equipment Hired and New	107	208	101	5,290	2,080	-3,210	2,500		-2,790
6010 Light Heat & Cleaning	6	0	-6	6	0	-6	0		-6
6020 Insurance Cost	-2,385	1,000	3,385	13,186	16,000	2,814	17,000		3,814
6101 Telephone	463	209	-254	5,052	2,083	-2,969	2,500		-2,552
6103 Fax	0	8	8	0	83	83	100		100
6200 Printing & Stationery	537	1,216	679	8,940	12,167	3,227	14,600		5,660
6210 Postage & Courier	431	416	-15	4,431	4,164	-267	5,000		569
6240 Computer/ Data Base/WP's	3,836	0	-3,836	26,176	10,085	-16,091	13,580		-12,596
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	161	0	-161	449	600	151	1,400		951
6300 Computers Accountancy	0	0	0	2,756	2,930	174	4,000		1,244
6315 Recruitment Costs	3,500	334	-3,166	4,508	3,334	-1,174	4,000		-508
6320 Staff Training	2,169	417	-1,752	2,419	4,166	1,747	5,000		2,581
6321 Investors in People	0	0	0	0	0	0	790		790
6330 Welfare/Hospitality	53	165	112	1,851	1,641	-210	1,970		119
6410 Civic Exps/Annual Reception	0	0	0	1,614	1,650	36	1,650		36
6415 Gifts/hospitality	0	0	0	501	330	-171	400		-101
6420 Annual Parish Meeting	0	0	0	0	0	0	100		100
6421 Honour Bd. Badges & Insignia	0	15	15	95	220	125	250		155

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Cost Centre Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6433 Mayors Allowance 2017/18	0	0	0	-436	0	436	0	0	436
6435 Members Expenses	0	0	0	2,526	3,930	1,404	3,930	3,930	1,404
6437 Mayors Allowance 2018/19	551	434	-117	4,035	4,331	296	5,200	5,200	1,165
6438 Mayors Car Allowance 2018/19	453	0	-453	453	0	-453	2,340	2,340	1,887
6440 Press Notices	79	0	-79	1,110	1,370	260	1,500	1,500	390
6450 Bye Laws	0	0	0	0	0	0	100	100	100
6460 Publicity & Democratic notices	0	0	0	3,932	1,660	-2,272	2,400	2,400	-1,532
6461 Banner Costs	840	85	-755	2,225	850	-1,375	1,020	1,020	-1,205
6610 Audit Fees	0	0	0	-60	5,200	5,260	5,200	5,200	5,260
6619 Irrecoverable VAT	0	0	0	0	0	0	6,000	6,000	6,000
6620 Legal Expenses	0	0	0	339	1,430	1,091	5,000	5,000	4,661
6635 Professional Fees Licensing	0	0	0	1,420	1,980	561	1,980	1,980	561
6650 Bad debts	0	0	0	125	0	-125	0	0	-125
6710 Conference Fees & Expenses	330	130	-200	2,141	2,040	-101	2,300	2,300	159
6720 Books and Periodicals	0	32	32	371	320	-51	380	380	9
6730 Subscriptions	0	0	0	3,093	3,500	407	3,500	407	407
6889 Waste Sacks	38	0	-38	1,866	1,050	-816	1,400	1,400	-466
6900 Sundry Expenses	8	40	32	588	407	-181	490	490	-98
6922 Health&Safety/Risk Assessments	3,468	0	-3,468	3,144	3,000	-144	3,000	3,000	-144
6939 Healthcare Services	0	0	0	12	0	-12	0	0	-12
6975 Bank Charges	110	115	5	1,598	1,158	-440	1,390	1,390	-208
6976 Credit card charges	33	41	8	669	418	-251	500	500	-169
7010 Election Expenses	0	0	0	0	0	0	3,000	3,000	3,000
7611 Contingency provision	0	2,550	2,550	4,111	86,330	82,219	108,330	108,330	104,219
7614 Stag reserve	0	0	0	0	0	0	1,000	1,000	1,000
F & G P - Establishments :- Expenditure	49,032	40,749	-8,283	446,218	514,724	68,506	640,880	0	194,662

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	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1115 Interest on Deposits	683	500	183	9,877	5,000	4,877	6,000		
1231 Banner Income	0	250	-250	1,891	2,500	-609	4,500		
1350 Revenue Grant income	0	0	0	500	0	500	0		
1889 Waste Sacks Income	15	50	-36	1,733	1,100	633	1,200		
1990 Other Income	1,072	109	963	1,820	1,482	338	1,700		
F & G P - Establishments :- Income	1,769	909	860	15,821	10,082	5,739	13,400		
Net Expenditure over Income	47,263	39,840	-7,423	430,397	504,642	74,245	627,480		

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	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>32 F & G P - General</u>									
6490 Christmas Lights Switch On	14,485	15,300	815	28,946	26,000	-2,946	26,000		-2,946
6491 Remembrance Day/Civic Serv.	0	0	0	2,804	2,700	-104	2,700		-104
6495 Number 8 bus expenses	3,309	3,005	-304	32,783	30,046	-2,737	36,056		3,273
6868 Summer Concerts	0	0	0	-120	0	120	0		120
6869 Special Events	0	0	0	6,609	6,500	-109	6,500		-109
F & G P - General :- Expenditure	17,794	18,305	511	71,022	65,246	-5,776	71,256	0	234
1490 Christmas Lights Switch On	0	0	0	8,790	5,000	3,790	5,000		
1495 Number 8 bus income	3,309	3,005	304	32,783	30,046	2,737	36,056		
1990 Other Income	0	1,500	-1,500	0	4,000	-4,000	4,000		
F & G P - General :- Income	3,309	4,505	-1,196	41,573	39,046	2,527	45,056		
Net Expenditure over Income	14,485	13,800	-685	29,450	26,200	-3,250	26,200		

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33 F & G P - Council Offices									
	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4010 Gross Pay	1,771	1,575	-196	9,669	15,750	6,081	18,900		9,231
4270 Employers Pension Contribution	0	47	47	344	475	131	570		226
5410 Repairs & General Maintenance	-113	167	280	584	1,667	1,083	2,000		1,416
6000 Rent & Rates	2,055	1,958	-97	23,009	19,584	-3,425	23,500		491
6010 Light Heat & Cleaning	0	215	215	3,341	4,770	1,429	6,000		2,659
6013 Cleaning	-390	0	390	2,574	0	-2,574	0		-2,574
6330 Welfare/Hospitality	2	0	-2	2	0	-2	0		-2
6510 Catering Expenses	0	0	0	0	0	0	130		130
6900 Sundry Expenses	0	8	8	22	75	53	90		68
6922 Health&Safety/Risk Assessments	8	0	-8	62	150	88	300		238
6930 Alarm Maintenance	90	0	-90	758	1,400	642	1,400		642
6935 Waste Bin Disposal-Waste Bins	62	61	-1	714	617	-97	740		26
1022 F & G P - Council Offices :- Expenditure	3,487	4,031	544	41,081	44,488	3,407	53,630	0	12,549
Letting & Hire of Facilities	1,315	1,193	122	10,938	11,933	-995	14,319		
F & G P - Council Offices :- Income	1,315	1,193	122	10,938	11,933	-995	14,319		
Net Expenditure over Income	2,171	2,838	667	30,142	32,555	2,412	39,311		

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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
<u>36 F & G P - Community Centre</u>										
4010	Gross Pay	2,701	2,683	-18	26,099	26,834	735	32,200		6,101
4270	Employers Pension Contribution	128	125	-3	1,224	1,250	26	1,500		276
5410	Repairs & General Maintenance	287	241	-46	1,435	2,417	982	2,900		1,465
5500	Equipment Hired and New	133	0	-133	133	0	-133	0		-133
6000	Rent & Rates	534	502	-32	6,152	6,700	548	6,700		548
6010	Light Heat & Cleaning	12	0	-12	12	0	-12	0		-12
6011	Electricity	175	225	50	2,026	2,250	224	2,700		674
6012	Gas	613	0	-613	1,237	900	-337	1,800		563
6013	Cleaning	76	67	-9	454	666	212	800		346
6101	Telephone	35	33	-2	407	334	-73	400		-7
6104	Mobile Telephone	0	7	7	50	67	17	80		30
6200	Printing & Stationery	114	6	-108	214	60	-154	70		-144
6230	Office Furniture/Machinery	0	50	50	0	500	500	600		600
6240	Computer/ Data Base/WP's	0	25	25	41	250	209	300		259
6281	Furnishings,Furniture/Eqpt	0	0	0	41	224	183	320		279
6320	Staff Training	0	16	16	0	168	168	200		200
6460	Publicity & Democratic notices	0	42	42	0	417	417	500		500
6520	Refreshments for Resale	70	58	-12	405	583	178	700		295
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	420	420	500		500
6900	Sundry Expenses	1	4	3	75	40	-35	50		-25
6922	Health&Safety/Risk Assessments	0	0	0	-978	300	1,278	300		1,278

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	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6930 Alarm Maintenance	120	0	-120	456	675	219	2,000		1,544
6931 CCTV Maintenance	0	0	0	300	300	0	300		0
6935 Waste Bin Disposal-Waste Bins	96	150	54	1,092	1,500	408	1,800		708
6939 Healthcare Services	0	159	159	948	1,584	636	1,900		952
F & G P - Community Centre :- Expenditure	5,093	4,435	-658	42,032	49,119	7,087	59,300	0	17,268
1022 Letting & Hire of Facilities	6,875	5,192	1,683	69,266	51,917	17,349	62,300		
1457 Indoor Activities	256	227	29	2,177	2,273	-96	2,728		
F & G P - Community Centre :- Income	7,131	5,419	1,712	71,443	54,190	17,253	65,028		
Net Expenditure over Income	-2,038	-984	1,054	-29,410	-5,071	24,339	-5,728		

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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
38 F & G P - Grants									
6937 Annual Subsidy-Comm Centre	138	83	-55	386	830	444	1,000		614
6938 Annual Subsidy-Council Chamber	56	83	27	1,382	830	-552	1,000		-382
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	5,000	5,000	5,000		5,000
7520 Twinning Support	0	0	0	0	500	500	1,000		1,000
7552 Youth Outreach	75	0	-75	1,080	2,500	1,420	5,000		3,920
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	269	166	-103	39,865	45,410	5,545	57,000	0	17,135
Net Expenditure over Income	269	166	-103	39,865	45,410	5,545	57,000		

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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
<u>39 F & G P - Property</u>									
5410 Repairs & General Maintenance	0	25	25	0	100	100	100		100
6000 Rent & Rates	0	0	0	1,494	0	-1,494	0		-1,494
6010 Light Heat & Cleaning	0	0	0	1,961	0	-1,961	0		-1,961
	0	25	25	3,455	100	-3,355	100	0	-3,355
F & G P - Property :- Expenditure									
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	9,625	-9,625	11,550		
1046 SCC Ground Rents & Wayleaves	0	0	0	1,500	3,255	-1,755	3,900		
1469 O/S Ground Rents & Wayleaves	0	0	0	5,187	4,000	1,187	5,000		
	0	962	-962	15,350	36,130	-20,780	39,700		
F & G P - Property :- Income									
	0	-937	-937	-11,894	-36,030	-24,136	-39,600		
Net Expenditure over Income									

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40 Sevenoaks Town Partnership									
	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6101 Telephone	0	9	9	13	82	70	100		88
6200 Printing & Stationery	0	8	8	0	83	83	100		100
6240 Computer/ Data Base/WP's	53	42	-11	1,344	417	-927	500		-844
6244 Information Screens	0	125	125	1,070	1,250	180	1,500		430
6322 Business Awards	0	0	0	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	495	580	85	700		205
6869 Special Events	0	0	0	135	0	-135	0		-135
6900 Sundry Expenses	0	50	50	1,696	500	-1,196	600		-1,096
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	0	250	250	6,393	9,500	3,108	10,000		3,608
7616 Wellbeing show	0	0	0	1,073	2,500	1,427	2,500		1,427
Sevenoaks Town Partnership :- Expenditure	53	542	489	20,990	25,912	4,922	29,500	0	8,510
1206 Business Awards	0	0	0	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	250	-250	5,641	9,500	-3,859	10,000		
1990 Other Income	0	0	0	1,477	0	1,477	0		
Sevenoaks Town Partnership :- Income	0	250	-250	19,066	23,000	-3,934	24,500		
Net Expenditure over Income	53	292	239	1,924	2,912	988	5,000		

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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
50 Youth Cafe									
4010 Gross Pay	1,294	3,333	2,039	20,974	33,330	12,356	40,000		19,026
4270 Employers Pension Contribution	4	42	38	274	416	142	500		226
5410 Repairs & General Maintenance	335	83	-252	905	830	-75	1,000		95
6010 Light Heat & Cleaning	0	42	42	-456	420	876	500		956
6013 Cleaning	0	0	0	2	0	-2	0		-2
6101 Telephone	44	46	2	438	466	28	560		122
6200 Printing & Stationery	22	42	20	463	420	-43	500		37
6240 Computer/ Data Base/WP's	17	62	45	998	624	-374	750		-248
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	50	50	50	200	150	200		150
6460 Publicity & Democratic notices	0	42	42	312	416	105	500		189
6500 Goods for Resale	167	225	58	1,019	2,250	1,231	2,700		1,681
6573 Youth Magazine Expenditure	0	8	8	0	80	80	100		100
6635 Professional Fees Licensing	0	0	0	260	200	-60	200		-60
6900 Sundry Expenses	0	12	12	229	124	-105	150		-79
6922 Health&Safety/Risk Assessments	0	0	0	8	0	-8	400		392
Youth Cafe :- Expenditure	1,882	3,987	2,105	26,459	40,401	13,942	48,960	0	22,501
1022 Letting & Hire of Facilities	0	325	-325	3,148	3,250	-103	3,900		
1211 Sale of Goods	134	276	-142	1,282	2,760	-1,478	3,315		
1350 Revenue Grant income	0	0	0	10,000	10,000	0	10,000		
1500 Fundraising	0	1,507	-1,507	0	15,070	-15,070	18,085		
Youth Cafe :- Income	134	2,108	-1,974	14,430	31,080	-16,650	35,300		
Net Expenditure over Income	1,747	1,879	132	12,029	9,321	-2,708	13,660		

Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2019

Month No : 10

Cost Centre Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
60 Markets									
4010 Gross Pay	170	242	72	1,828	2,418	590	2,900		1,072
5410 Repairs & General Maintenance	0	0	0	262	75	-187	100		-162
5420 Saturday market charges	1,346	1,125	-221	11,846	11,250	-596	13,500		1,654
5421 Wednesday Market charges	2,452	1,750	-702	21,616	17,500	-4,116	21,000		-616
5423 Friday market charges	0	1,125	1,125	0	11,250	11,250	13,500		13,500
6001 Blighs Market Charges	0	864	864	9,378	8,640	-738	10,370		993
6010 Light Heat & Cleaning	76	41	-35	169	418	249	500		331
6460 Publicity & Democratic notices	0	292	292	1,178	2,920	1,742	3,500		2,322
6900 Sundry Expenses	0	0	0	-132	0	132	0		132
7000 Reinvestment	0	0	0	0	0	0	16,957		16,957
	4,044	5,439	1,395	46,145	54,471	8,326	82,327	0	36,182
Markets :- Expenditure									
1017 Rental Income Sat Market	1,710	2,028	-318	18,711	20,280	-1,569	24,337		
1018 Rental Income Wed Market	390	1,768	-1,378	9,724	17,677	-7,954	21,212		
1019 Rental Income Blighs Market	0	1,523	-1,523	12,094	15,230	-3,137	18,278		
1024 Rental Income Friday Market	0	1,542	-1,542	0	15,416	-15,416	18,500		
	2,100	6,861	-4,761	40,528	68,603	-28,075	82,327		
Markets :- Income									
	1,944	-1,422	-3,366	5,618	-14,132	-19,750	0		
Net Expenditure over Income									

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/01/2019

Cost Centre Report

Month No : 10

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>70 Precept</u>									
1995 Precept	90,716	90,716	0	907,161	907,160	1	1,088,593		
Precept :- Income	<u>90,716</u>	<u>90,716</u>	<u>0</u>	<u>907,161</u>	<u>907,160</u>	<u>1</u>	<u>1,088,593</u>		
Net Expenditure over Income	<u>-90,716</u>	<u>-90,716</u>	<u>0</u>	<u>-907,161</u>	<u>-907,160</u>	<u>1</u>	<u>-1,088,593</u>		
Finance & General Purposes Expenditure	139,144	125,025	-14,119	1,229,176	1,339,013	109,837	1,651,731	0	422,554
Income	111,119	132,606	-21,487	1,304,587	1,367,632	-63,045	1,644,419		
Net Expenditure over Income	<u>28,026</u>	<u>-7,581</u>	<u>-35,607</u>	<u>-75,411</u>	<u>-28,619</u>	<u>46,792</u>	<u>7,312</u>		

January 2019 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							
Mat & Ball Station	4,451	3,648	(803)		7,312		Due to open later in the year. Some costs have been allocated here prior to opening.
Establishments	430,397	504,642	74,245		627,480		Adverse variance on Gross Pay to date (£2,765) due to additional staff resources and approved salary increase. 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 (£16,091) due to updates to our IT infrastructure with new computers, laptops and a new server. There is also an overspend in Publicity/ Democratic services higher than budgeted due to approved expenditure such as: (£1730) Town Cryer& (£600) on "My Sevenoaks Community" advert. Favourable income in 1115/31 Interest on Deposits (£4,877) due to high fund balances. Contingency Provision of £4,111.22 has been used for 10% of grant Application (£2,761.22), SWA supply to defibr (£390), Trump Protest (£240) & illegal rave security@Vine Cafe (£720).
General	29,450	26,200	(3,250)		26,200		CLSO income is higher than the annual budgeted value due to higher than expected number of stalls and donations.
Council Offices	30,142	32,555	2,413		39,311		Tracking budget through January. Caretaker leaving resulted in small favourable Gross Salary variance.
Community Centre	(29,410)	(5,071)	24,339		(5,728)		Favourable variance mainly due to much higher than expected income from Letting & Hire of Facilities (£17,349). Additional Favourable variance due to accrued invoice in 6922/36 Health & Safety/Risk Assessments that has not been received.
Grants	39,865	45,410	5,545		57,000		Favourable variance due to phasing of Local Organisation Grants.
Property	(11,894)	(36,030)	(24,136)		(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. The impact is £19k lower than budgeted income will be available to No.8 Bus.

January 2019 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
	£	£	£	£	
Wenlocks Town Partnership	1,924	2,912	988	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 fewer operating days.
Youth Cafe	12,029	9,321	(2,708)	13,660	Variance due to Fundraising (£15,070). 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. i) Positive impact of fewer operational days offset by adverse, II)
Markets	5,618	(14,132)	(19,750)	-	Adverse variance due to (1) poor income from Wednesday market and (2) Friday market not operating yet.
Receipt	(907,161)	(907,160)	1	(1,088,593)	
Rolling Capital Budget	704,959	-	(704,959)		
Total (exc. Capital items)	(75,411)	(28,619)	46,792		

Summary by Committee:

Planning	28,030	29,004	974	34,880
Open spaces & Leisure	266,807	278,487	11,680	330,395
Vine Café	24,341	1,595	(22,746)	(5)
Finance & General Purpose	512,572	569,455	56,883	730,635
Receipt	(907,161)	(907,160)	1	(1,088,593)
Rolling Capital Budget	704,959	-	(704,959)	-
Total (exc. Capital items)	(75,411)	(28,619)	46,792	

January 2019 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	28,030	29,004	974	34,880	Tracking budget through January
Open Spaces & Leisure Committee					
General	203,068	214,860	11,792	263,375	Favourable variance on Salaries & Pensions to date (£10,233 & £1,472). Lower St Johns Toilets have an adverse variance of £3,259 due to essential works on locks and the hot water heater. Underspend on Greatness Rec Conveniences (£2,770) due to lower than budgeted cleaning costs. Adverse variance on Misc. Open Spaces due to £1,500 over budgeted spend, 2 replacement Bus Shelters. 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	16,414	16,930	516	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 (£7,075) due to Out of Area applications.
Allotments	(1,051)	2,240	3,291	3,420	Positive Variance in QH Allotments Income (£2,856) due to actual occupancy at over 90% compared to budget at 80%.
Street lighting/ general	22,931	26,653	3,722	21,447	Timing differences due to Streetlighting costs are less than budget to date (£3,096).
Vine Café	24,341	1,595	(22,746)	(5)	Favourable variance on Goods for Resale (£9,587). Adverse variance 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 (£4,925). Less than budgeted events income.
Vine Grounds	25,445	17,804	(7,641)	21,953	Favourable variance for the Vine Public Convenience due to the lower than budgeted. Adverse variance in Vine Area General Maintenance due to Anti-Slip work done on the bridge costing (£1,850). Food Fair Income is below budget due to less Food Fairs being run throughout the year. Large portion of adverse variance due to Access Ramp/Windows works on Pavilion. A grant is due to offset this work at a later date. Adverse variance on Gross Pay, due to employing an outside contractor to complete essential landscaping.

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Working Capital Summary as at 31st January 2019

	B/fwd 01-Apr-18 £	Movement* £	C/fwd 31-Jan-19 £	31-Jan-18 £
Current Assets				
Stock	1,041	-	1,041	1,680
Trade debtors	46,260	(6,470)	39,790	43,532
VAT	27,715	(10,426)	17,289	11,480
Prepayments and other debtors	61,185	(46,444)	14,741	13,180
Cash at bank and in hand	2,175,341	520,584	2,695,925	2,349,273
	2,311,542	457,243	2,768,785	2,419,145
Current Liabilities				
Trade creditors	85,507	5,833	91,341	29,050
Accruals and other creditors	269,270	(169,178)	100,092	121,819
Prior Mayors charity account	-	-	-	-
Precept received in advance of budget	-	181,432	181,432 Note 1	171,604
Receipts in advance (rent and hall hire)	26,042	(17,439)	8,602	10,702
	380,819	648	381,467	333,176
Net Current Assets	1,930,723	456,595	2,387,318	2,085,969
Represented by:				
General Funds				
Revenue Reserves	307,905	(629,661)	(321,756) Note 2	(139,719)
Earmarked/Designated Funds				
Pension Reserve	2,814	-	2,814	2,814
Rolling Capital Prog Revenue Reserve	53,502	(7,818)	45,684	33,969
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	634,581	734,574	131,478
Capital Projects Reserve	-	-	-	-
No 8 bus Reserve	63,529	18,217	81,747 Note 3	15,935
CH Allotments Key Reserve	4,035	145	4,180	4,050
Mayor's Charity Reserve	21,284	(13,927)	7,357 Note 4	19,967
	1,622,818	1,086,256	2,709,073	2,225,688
	1,930,723	456,595	2,387,318	2,085,969

* 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 2 months operational costs

Note 2 Year to date net inflow largely explained by revenue reserves of £75,411 less net capital expenditure of £704,959

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.

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Sevenoaks Town Council

Statement of Fund Balances as at 31 January 2019

S&P Rating 31/12/2018	
Long term	Short term

£ (2017/18)			S&P Rating 31/12/2018	Values £	Total Values £	Percent of Total Funds %	Interest rate
750,000	Bank of Scotland	Treasury deposit (1m)	A+	750,000	750,000	27.82%	0.65%
496	National Westminster Bank	Business Reserve Account	A-	767			
379,190		Current Account		531,284			
725		Payroll Account		1,000			0.01%
1,000		HITB Youth café		1,000			
7,253		Sevenoaks Town Partnership		7,933			
22,824		Mayors Charity Account		10,191	552,175	20.48%	
50,169	HSBC	Business money manager	AA-	50,227	50,227	1.86%	0.20%
62,574	Handelsbanken	Deposit account	AA-	63,256			0.15%
260,005		35 day notice account	A1+	260,005			0.25%
804,105	Nationwide	Instant Saver	A	1,009,544			0.45%
10,035		Sevenoaks Fund Instant Saver	A1	10,087	1,019,631	37.82%	0.45%
1	Clydesdale	Current account	BB	1	1		
898	Petty Cash				631	0.02%	
2,349,273					2,695,925	100.00%	

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APPENDIX 3

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Ledger No 1 for Month No 9

Items marked with a * are disputed invoices.

Supplier A/c Order

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
07/12/2018	C12445Z	24600	ALPHA FURNITURE	ALPHA001	4,933.00	986.60	5,919.60	9062	91	4,933.00	24600/furniture
20/12/2018	60619	24702	APPOINTMENT BUS	APP001	53.99	10.80	64.79	6200	31	46.60	24702/counter charges
20/12/2018	60622	24728	APPOINTMENT BUS	APP001	80.00	16.00	96.00	6200	36	7.39	24702/counter charges
30/04/2018	18119	24655	ATCM	ATCM01	495.00	99.00	594.00	6710	40	80.00	24728/dismantle Canon printer
22/11/2018	SI-189	24563	AURORA PROTECT	AUR001	300.00	0.00	300.00	6491	32	495.00	24655/full band membership
17/12/2018	17/12/2018	24749	BANKLINE	BANKL01	107.90	0.00	107.90	6975	31	300.00	24563/4xsecurity staff-RemDay
13/12/2018	13DEC2018	24693	BLUBELL RAIL	BLUE002	30.80	0.00	30.80	9062	91	107.90	24749/monthly service fee
20/12/2018	3539319	24710	BOOKER	BOOK002	146.17	22.90	169.07	6500	50	30.80	24693/3 photos of B&B Station
30/11/2018	SVO/346854	24647	BREWERS	BREW001	17.26	3.45	20.71	5410	21	146.17	24710/goods for resale
20/12/2018	SVO/346994	24707	BREWERS	BREW001	12.58	2.52	15.10	5013	21	17.26	24647/white spirit, sticker rem
17/12/2018	VP4171457	24723	BT	BRIT002	8.56	1.71	10.27	6101	22	12.58	24707/sadolin
13/11/2018	01502653	24609	CASTLE WATER	CAS001	149.94	0.00	149.94	6000	29	8.56	24723/phone charges
13/11/2018	01503013	24608	CASTLE WATER	CAS001	1,124.82	0.00	1,124.82	6000	29	149.94	24609/water bill Toilets
14/11/2018	01505609	24606	CASTLE WATER	CAS001	224.21	0.00	224.21	5025	21	1,124.82	24608/water bill Apr-Nov
03/12/2018	1548638	24605	CASTLE WATER	CAS001	99.36	0.00	99.36	6000	21	224.21	24606/waste water-May-Nov
05/12/2018	01555553	24607	CASTLE WATER	CAS001	2,046.35	0.00	2,046.35	6000	33	99.36	24605/water bill Cricket G Nov
11/12/2018	1568624	24719	CASTLE WATER	CAS001	254.36	0.00	254.36	5025	21	2,046.35	24607/water bill Oct-Nov
28/11/2018	2062	24687	A CHAILI	CHAI001	60.00	0.00	60.00	5410	33	254.36	24719/water bill
15/12/2018	STCO-03	24686	CJ'S CLEANING	CJS002	560.00	0.00	560.00	6013	33	60.00	24687/rewasher ballvalve inWC
20/12/2018	13644	24708	CLAIRGLOW	CLAIR001	1,265.00	253.00	1,518.00	5025	21	560.00	24686/STC office cleaning
30/11/2018	24481	24696	CTP COLIN TOMS&PRTRS	COL001	600.00	120.00	720.00	9063	91	1,265.00	24708/inst hot water cylinder
30/11/2018	24415	24697	CTP COLIN TOMS&PRTRS	COL001	3,350.00	670.00	4,020.00	9071	91	600.00	24696/professional services
31/12/2018	669	24759	CTP COLIN TOMS&PRTRS	COL001	-1,890.00	-378.00	-2,268.00	9063	91	3,350.00	24697/professional services
31/12/2018	24527	24758	CTP COLIN TOMS&PRTRS	COL001	4,875.00	975.00	5,850.00	9063	91	-1,890.00	24759/Credit for Inv 24190 CTP
11/12/2018	148441	24674	CONNECTAPHONE	CON001	442.89	88.58	531.47	6101	36	4,875.00	24758/Pro Fees for Ramp&Cycles
										11.49	24674/phone charges
										13.64	24674/phone charges
										11.49	24674/phone charges

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 9

Ledger No 1 for Month No 9

Items marked with a * are disputed invoices.

Supplier A/c Order

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
29/11/2018	INV-4785	24572	CREATIVE PRODUCTIONS	CPR001	29.50	5.90	35.40	6101	31	406.27	24674/phone charges
14/12/2018	INV-4821	24715	CREATIVE PRODUCTIONS	CPR001	127.00	25.40	152.40	6460	50	29.50	24572/flyers
17/12/2018	1005447	24730	DIGITAL BARRIERS	DIG002	520.00	104.00	624.00	6200	31	127.00	24715/Christmas cards
24/09/2018	989155	24579	ERNEST DOE	DOE001	2.88	0.58	3.46	6931	21	520.00	24730/Greatness airtime renew
02/11/2018	901612	24611	ERNEST DOE	DOE001	2.88	0.58	3.46	5525	21	2.88	24579/pipe cap,linch pin
28/11/2018	902823	24614	ERNEST DOE	DOE001	33.33	6.67	40.00	5525	21	2.88	24611/Wessex pipe cap
28/11/2018	902824	24612	ERNEST DOE	DOE001	33.33	6.67	40.00	5525	21	33.33	24614/mower service
28/11/2018	902825	24613	ERNEST DOE	DOE001	92.10	18.41	110.51	5525	21	33.33	24612/mower service
28/11/2018	902826	24610	ERNEST DOE	DOE001	110.53	22.11	132.64	5525	21	92.10	24613/mower service
01/12/2018	H16900EB36	24671	E-ON	E-ON	393.34	0.00	393.34	5525	21	110.53	24610/mower service
06/12/2018	24563	24604	EDWARD TYRRELL	EDW002	1,128.00	225.60	1,353.60	6862	26	393.34	24671/electricity charges
30/11/2018	0002760362	24591	ELITE	EFS001	49.00	4.20	53.20	5310	21	1,128.00	24604/30%dep/75Hillingdon Ave
14/12/2018	0002773478	24709	ELITE	EFS001	51.20	0.00	51.20	6500	28	49.00	24591/goods for resale
30/11/2018	15148	24644	ATLAS FM/EMPRISE SVS	EMP001	359.81	71.96	431.77	6500	28	51.20	24709/goods for resale
30/11/2018	15149	24683	ATLAS FM/EMPRISE SVS	EMP001	600.00	120.00	720.00	6932	22	359.81	24644/cem lock up/unclock
31/12/2018	16219	24713	ATLAS FM/EMPRISE SVS	EMP001	380.51	76.10	456.61	4010	21	600.00	24683/lock-unlock Upper High s
31/12/2018	16220	24712	ATLAS FM/EMPRISE SVS	EMP001	620.00	124.00	744.00	6932	22	380.51	24713/lock-unlock cemetery
01/11/2018	04037991	24648	FAIRALLS	FAIR001	16.15	3.23	19.38	4010	21	620.00	24712/lock-unlock High st grdn
17/12/2018	FBAUK18-	24731	FIELD BASED ASSESMENT	FBA001	790.00	0.00	790.00	5500	21	4.18	24648/tape measure
18/12/2018	1020347	24717	FORGE GARAGE	FORG001	1,050.46	210.09	1,260.55	5410	23	11.97	24648/postfix
18/12/2018	1020351	24700	FORGE GARAGE	FORG001	498.04	99.61	597.65	6320	22	158.00	24731/training AABW002
22/12/2018	1020216	24718	FORGE GARAGE	FORG001	287.34	49.47	336.81	6320	21	632.00	24731/training AABW002
21/11/2018	INV441751	24577	GAZA TIMBER	GAZA001	13.23	2.65	15.88	5550	21	1,050.46	24717/GL55YAD service,MOT
22/11/2018	INV441871	24575	GAZA TIMBER	GAZA001	62.78	12.56	75.34	5550	21	498.04	24700/GU14XKZ repair,maint.
27/11/2018	INV442153	24576	GAZA TIMBER	GAZA001	23.82	4.76	28.58	5550	21	287.34	24718/LS55CKL service,MOT
								6822	22	13.23	24577/bateen treated
								5500	21	26.55	24575/Makita HSS drill bit set
								6490	32	36.23	24575/plywood
								6851	21	23.82	24576/varnish,brush,pin,drill

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Ledger No 1 for Month No 9

Items marked with a * are disputed invoices.

Supplier A/c Order

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Analysis Detail
								A/C	Centre	Amount	
30/11/2018	INV-2139	24641	GO COACH	GO001	3,308.66	0.00	3,308.66	6495	32	4,399.91	24641/coach hire Oct
31/12/2018	INV-2189	24756	GO COACH	GO001	3,308.66	0.00	3,308.66	1495	32	-1,091.25	24641/bus 8 income Oct
08/12/2018	1820	24640	H2 PRODUCTIONS	H2P001	1,125.00	225.00	1,350.00	6495	32	4,346.11	24756/No.8 Bus December
30/11/2018	9615	24703	HARDWARE CENTRE	HARD001	19.18	3.83	23.01	1495	32	-1,037.45	24756/No.8 Bus December
								6490	32	1,125.00	24640/balance of tech services
								5010	29	6.58	24703/chain,jubilee clips
								5500	21	3.46	24703/screw driver
13/12/2018	49638	24729	HARRAWAY TREE SERVS	HARR001	1,200.00	240.00	1,440.00	6490	32	9.14	24703/trailing socket,ext.
13/12/2018	CN49638	24750	HARRAWAY TREE SERVS	HARR001	-1,200.00	-240.00	-1,440.00	5120	21	1,200.00	24729/rugby goals
13/12/2018	49638	24751	MARK HARROD	HARR002	1,200.00	240.00	1,440.00	5120	21	-1,200.00	24750/CN24729
28/11/2018	11433	24562	HELIOCENTRIX	HELI001	5,330.00	1,066.00	6,396.00	5120	21	1,200.00	24751/rugby goals
30/11/2018	11442	24582	HELIOCENTRIX	HELI001	1,350.00	270.00	1,620.00	6240	31	5,330.00	24562/new server,hard drive
30/11/2018	11472	24583	HELIOCENTRIX	HELI001	938.98	187.80	1,126.78	6240	31	1,350.00	24582/3new PC+screens
18/12/2018	11528	24725	HELIOCENTRIX	HELI001	569.30	113.86	683.16	6240	31	938.98	24583/Nov charges
31/12/2018	11554	24699	HELIOCENTRIX	HELI001	29.98	6.00	35.98	6240	31	569.30	24725/HP250 laptop
31/12/2018	11569	24711	HELIOCENTRIX	HELI001	986.49	197.30	1,183.79	6240	31	29.98	24699/2x USB extension cables
01/12/2018	0079/18	24567	HISTORICAL PROMOTION	HIST002	1,200.00	240.00	1,440.00	6240	31	986.49	24711/monthly IT support
04/12/2018	32937317	24650	INITIAL WASHROOMS	INIT001	12.48	2.50	14.98	6490	32	1,200.00	24567/lost elves
12/12/2018	18-149	24691	JJ BROOKS	JB001	8,500.00	1,700.00	10,200.00	6939	31	12.48	24650/FHU white manual liner
03/11/2018	13272799	24565	KCC KCS	KCC003	8.20	1.64	9.84	5412	29	8,500.00	24691/access ramp,steps>window
04/10/2018	13251411	24661	KCC KCS	KCC003	127.95	25.59	153.54	6010	33	8.20	24565/cleaning gloves
07/10/2018	13253852	24662	KCC KCS	KCC003	12.30	2.46	14.76	6200	31	127.95	24661/stationery
14/10/2018	13260230	24663	KCC KCS	KCC003	72.35	14.47	86.82	6010	33	12.30	24662/cleaning products
								6010	33	6.80	24663/cleaning products
18/10/2018	13263907	24664	KCC KCS	KCC003	152.24	30.45	182.69	6200	31	65.55	24663/stationery
								6010	33	129.71	24664/cleaning products
28/10/2018	13268013	24667	KCC KCS	KCC003	59.75	11.95	71.70	6010	36	18.28	24664/cleaning products
								6200	31	4.25	24664/stationery
								6200	31	31.60	24667/stationery

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 9

Ledger No 1 for Month No 9

Items marked with a * are disputed invoices.

Supplier A/c Order

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Analysis Detail
								A/C	Centre	Amount	
31/10/2018	I3270752	24618	KCC KCS	KCC003	24.65	4.93	29.58	6010	31	6.75	24667/battery
02/11/2018	I3271881	24615	KCC KCS	KCC003	56.15	11.23	67.38	6010	33	21.40	24667/cleaning products
16/11/2018	I3282480	24616	KCC KCS	KCC003	98.80	19.76	118.56	6010	22	24.65	24618/disinfectant
								6200	31	56.15	24615/sticky notes,pads,A4pape
								6330	31	4.50	24616/plastic cups
22/11/2018	I3286879	24666	KCC KCS	KCC003	74.15	14.83	88.98	6200	31	94.30	24616/envelope,A4paper,clips
								6002	23	23.10	24666/first aid kit
28/11/2018	I3291658	24617	KCC KCS	KCC003	149.20	29.84	179.04	6010	33	51.05	24666/cleaning products
								6822	22	14.90	24617/rock salt
								5410	33	14.90	24617/rock salt
29/11/2018	I3292953	24665	KCC KCS	KCC003	202.30	40.46	242.76	5410	21	119.40	24617/rock salt
								6010	36	142.85	24665/cleaning products
28/10/2018	I3268012	24685	KCC KCS	KCC003	108.80	21.76	130.56	6200	31	59.45	24668/stationery
28/09/2018	79223	24684	LANDSCAPE SUPPLY CO	LAND001	115.01	23.01	138.02	6013	22	108.80	24685/cleaning products
								6952	21	81.93	24684/boots,harness
21/11/2018	SL002653	24698	LENGARD LTD	LENG001	188,507.85	37,701.57	226,209.42	5525	22	33.08	24684/trimmer head
20/12/2018	SL002680	24757	LENGARD LTD	LENG001	97,952.79	19,590.56	117,543.35	9062	91	188,507.85	24698/repairs&refurb val#5
03/12/2018	HIGHT1851	24593	MATTHEW HIGHTON	MATT002	150.00	0.00	150.00	9062	91	97,952.79	24757/Lengard Ltd Inv no.6
21/12/2018	811120	24727	NALC	NALC001	630.00	126.00	756.00	6490	32	150.00	24593/compere CLSO
04/12/2018	16	24654	NFCF	NFCF001	7.00	0.00	7.00	6710	31	630.00	24727/spring-conf-LL,RP,SR
06/12/2018	18050766	24658	NISBETS	NIS001	5.18	1.03	6.21	6900	31	7.00	24654/Saving Cemeteries book
06/12/2018	18050767	24656	NISBETS	NIS001	500.82	100.16	600.98	5500	30	5.18	24658/vogue scissors
								6013	30	186.00	24656/cleaning products
11/12/2018	18083148	24657	NISBETS	NIS001	17.26	3.45	20.71	5500	30	89.98	24656/wooden highchair
20/12/2018	SO-038920	24705	OAKS PLANT HIRE	OAKS001	12.00	2.40	14.40	5500	30	224.84	24656/pavement board
04/12/2018	021218	24649	OASIS LANDSCAPES	OAS001	1,200.00	0.00	1,200.00	5500	30	17.26	24657/ice spoon
28/11/2018	28NOV/ANN	24689	ONECARD	ONE002	2,844.81	355.48	3,200.29	5525	21	12.00	24705/stone cutting discs
								4010	29	1,200.00	24649/weeding,tidying flower b
								6630	11	6.00	24689/reg title plan view

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Ledger No 1 for Month No 9

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Supplier A/c Order

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Analysis Detail
								A/C	Centre	Amount	
				6630	11			6630	11	3.00	24689/register view
				9062	91			9062	91	5.09	24689/calligraphy pen
				9062	91			9062	91	38.05	24689/TV wall mount brackets
				9062	91			9062	91	38.05	24689/TV wall mount brackets
				9062	91			9062	91	38.32	24689/1 home TV bracket
				9062	91			9062	91	39.87	24689/TV wall mount bracket
				9062	91			9062	91	350.00	24689/info pod for B&B Station
				9062	91			9062	91	20.00	24689/Hornby glass display cas
				9062	91			9062	91	265.83	24689/iPad for B&B Station
				9062	91			9062	91	8.32	24689/usb extension cable
				9062	91			9062	91	99.00	24689/ticket Cmas steam train
				9062	91			9062	91	98.10	24689/goods for preview event
				6500	28			6500	28	51.95	24689/goods for resale
				6500	28			6500	28	43.57	24689/goods for resale
				6500	28			6500	28	43.30	24689/goods for resale
				6500	28			6500	28	60.80	24689/goods for resale
				6500	28			6500	28	-20.00	24689/refund
				6500	50			6500	50	166.15	24689/goods for resale
				6500	28			6500	28	98.10	24689/goods for resale
				6500	28			6500	28	-27.25	24689/refund
				6240	40			6240	40	10.95	24689/Acrobat Standard Lic
				6240	50			6240	50	16.64	24689/Adobe Illustartor
				6240	31			6240	31	12.60	24689/Kingston USB flash drive
				6240	40			6240	40	41.62	24689/Creative Cloud Mship
				6330	31			6330	31	25.50	24689/Hidden History of Br boo
				6330	31			6330	31	34.55	24689/tea,cofee,sugar
				6490	32			6490	32	9.99	24689/domain renewal CLSO
				6101	31			6101	31	8.34	24689/LL ipad
				6101	31			6101	31	6.25	24689/OS ipad

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 9

Ledger No 1 for Month No 9

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Supplier A/c Order

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
								6101	31	6.25	24689/main office ipad
								6101	31	6.25	24689/Tesco ipad
								6104	22	8.34	24689/cemetery mobile
								6104	21	8.34	24689/OS mobile
								6104	22	8.34	24689/cemetery mobile
								5317	21	15.00	24689/Rayleys parking permit
								6320	28	40.00	24689/food hyg train L2
								6320	28	125.00	24689/food hyg train L3
								506	0	126.30	24689/wine for Cheese&Wine eve
								6900	40	14.16	24689/microphone stand
								6210	31	430.00	24689/stamps
								5340	22	14.95	24689/rose for cemetery
								6013	28	16.13	24689/cleaning fluid for Cafe
								6013	30	16.13	24689/cleaning fluid for Cafe
								5025	21	135.99	24689/hand dryer
								5025	21	19.99	24689/tolilet roll holder
								5026	21	135.99	24689/hand dryer
								5110	21	79.96	24689/tolilet roll holder
								6976	31	45.00	24689/card fee
28/11/2018	28NOV/LIN	24688	ONECARD	ONE002	785.95	32.67	818.62	9062	91	73.00	24688/antique Victorian mirror
								9062	91	35.94	24688/books for B&B Station
								9062	91	55.00	24688/Victorian style mirror
								9062	91	70.00	24688/vintage chairs/Cafe
								9062	91	157.00	24688/mirrors,sundries
								9062	91	30.91	24688/hooks,coat hangers etc
								9062	91	33.00	24688/silver swing bin
								9062	91	44.97	24688/USB extension cable
								9062	91	91.50	24688/drinks,choc,willow baske
								6710	31	115.83	24688/hotel bill Milton Keynes

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Ledger No 1 for Month No 9

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Supplier A/c Order

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Analysis Detail
								A/C	Centre	Amount	
28/12/2018	28DEC/ANN	24753	ONECARD	ONE002	1,425.46	179.37	1,604.83	6710	31	25.40	24688/train tickets-TPA
								6869	32	8.40	24688/refreshments/staff/Firew
								6976	31	45.00	24688/card fee
								9062	91	39.95	24753/railway sign deliv. cost
								6104	21	8.34	24753/GliffGaff open spaces mob
								6104	36	8.34	24753/GliffGaff cc mobile
								6104	21	6.25	24753/GliffGaff open space ipad
								6104	22	8.34	24753/GliffGaff cemetery mobile
								6240	36	16.55	24753/HDMI&Audio cables
								6240	40	10.95	24753/Acrobat Standard Licenc
								6240	50	16.64	24753/Adobe Illustrator
								6240	40	41.62	24753/Creative Cloud membershi
								6500	28	144.21	24753/goods for resale VC
								6500	28	-68.00	24753/refund goods for resale
								6500	28	58.60	24753/goods for resale
								6500	28	-35.50	24753/refund goods for resale
								6500	28	106.45	24753/goods for resale VC
								6500	28	-72.00	24753/refund goods for resale
								6330	31	105.77	24753/wine&juice 4Xmas Council
								6330	31	6.15	24753/milk for Xmas Council
								6330	31	22.00	24753/sandwich 4 xmas lunch
								6330	31	-300.00	24753/rev.dep.staff xmas meal
								6330	31	250.00	24753/deposit staff xmas meal
								6330	31	148.50	24753/bal. staff xmas meal
								6437	31	57.24	24753/Mayor-Squadron dinner
								6101	31	8.34	24753/LL ipad
								6101	31	6.25	24753/GliffGaff main off. ipad
								6101	31	6.25	24753/GliffGaff Tesco ipad
								5317	21	10.00	24753/Raleys car park fee

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 9

Ledger No 1 for Month No 9

Items marked with a * are disputed invoices.

Supplier A/c Order

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
28/12/2018	28DEC/LIN	24752	ONECARD	ONE002	180.20	2.50	182.70	6900	28	5.84	24753/battery
								6200	31	34.38	24753/credit c. machine rolls
								6200	31	13.98	24753/100 white envelopes
								6200	30	27.75	24753/till rolls box of 20
								6200	28	27.75	24753/till rolls box of 20
								6635	31	315.00	24753/premises licence
								6002	23	33.32	24753/gutterbrush
								6490	32	35.12	24753/domain name for 2yrs
								7552	38	35.12	24753/domain name for 2yrs
								6013	28	3.96	24753/soap for Vine Cafe
								6210	31	174.00	24753/2nd class stamps
								6922	33	54.00	24753/defib pad
								6922	28	54.00	24753/defib pad
								6415	31	12.50	24752/Thank u gift 4temp staff
								6330	30	85.00	24752/Xmas train decoration
								6330	31	82.70	24752/staff xmas meal drinks
								6010	22	18.50	24571/internet bill
03/12/2018	0000302867	24571	PLUSNET	PLUS01	18.50	3.70	22.20	6101	28	24.69	24598/internet bill
04/12/2018	0000297694	24598	PLUSNET	PLUS01	24.69	4.94	29.63	6101	50	43.50	24599/internet bill
04/12/2018	0000302865	24599	PLUSNET	PLUS01	43.50	8.70	52.20	6101	31	47.50	24673/internet
08/12/2018	0000249844	24673	PLUSNET	PLUS01	47.50	9.50	57.00	6101	36	24.27	24672/internet
09/12/2018	0000249846	24672	PLUSNET	PLUS01	24.27	4.85	29.12	6635	28	431.15	24652/music licence
10/12/2018	SIN899502	24652	PPL PRS	PPLPRS001	431.15	86.23	517.38	6001	60	542.50	24716/static guarding
31/12/2018	INV-14747	24716	PRESTIGE	PREST001	542.50	108.50	651.00	6330	31	136.50	24646/filter coffee
04/12/2018	2481	24646	PRIMO	PRIMO001	136.50	0.00	136.50	5500	21	30.40	24578/disc cutter,petrol,disc
21/11/2018	S62612	24578	RAWSTONE HIRE	RAW001	30.40	6.08	36.48	6490	32	562.75	24660/barriers CLSO
06/12/2018	S63064	24660	RAWSTONE HIRE	RAW001	562.75	112.55	675.30	6010	36	48.00	24564/window cleaning CC
16/11/2018	16/11/18	24564	REFLECTIONS	REFL001	48.00	0.00	48.00	5500	30	1,622.67	24695/15"touch screen epos sys
12/12/2018	25225	24695	REPOSS LTD	REP001	1,622.67	324.53	1,947.20	6300	31	808.00	24659/Omega annual support
15/10/2018	SM19438	24659	RIALTAS	RIAL001	808.00	161.60	969.60				

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Supplier A/c Order										Nominal Ledger Analysis				Analysis Detail	
Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount					
03/12/2018	9057836169	24653	ROYAL MAIL	ROYA002	1.23	0.00	1.23	6210	31	1.23					24653/pre-paid postage fee
03/12/2018	18-111	24595	RUSSELL HARPER	RUS001	100.00	0.00	100.00	9062	91	100.00					24595/photos B&B preview event
03/12/2018	18-112	24594	RUSSELL HARPER	RUS001	150.00	0.00	150.00	6490	32	150.00					24594/photo CLSO
01/12/2018	1521441	24642	SAFEGUARD PEST	SAFE001	47.00	9.40	56.40	5500	36	47.00					24642/quarterly hire fly kille
22/11/2018	1680	24566	ROBERT SAUNDERS	SAUN002	1,635.00	327.00	1,962.00	9062	91	1,635.00					24566/repair-bench.table,cases
28/11/2018	2052091	24569	SDC	SDC001	570.00	0.00	570.00	6869	32	570.00					24569/licence-events in town
01/12/2018	2052048	24621	SDC	SDC001	3,038.46	0.00	3,038.46	5420	60	1,076.92					24621/rent December
12/12/2018	2052276	24694	SDC	SDC001	315.00	63.00	378.00	5421	60	1,961.54					24621/rent December
28/11/2018	151690	24590	SDC DIRECT SERVICES	SDC002	405.00	0.00	405.00	6200	31	190.00					24694/Welcome to Sev banner
04/12/2018	151795	24626	SDC DIRECT SERVICES	SDC002	191.50	0.00	191.50	6889	31	405.00					24694/May busin&thank u cards
04/12/2018	151859	24623	SDC DIRECT SERVICES	SDC002	76.60	0.00	76.60	6935	21	191.50					24590/garden waste sacks
04/12/2018	151862	24622	SDC DIRECT SERVICES	SDC002	76.60	0.00	76.60	6935	22	76.60					24626/bin collection chrages
04/12/2018	151951	24625	SDC DIRECT SERVICES	SDC002	62.40	0.00	62.40	6935	36	76.60					24623/bin collection charges
04/12/2018	152014	24624	SDC DIRECT SERVICES	SDC002	62.40	0.00	62.40	6935	28	62.40					24622/bin collection charges
05/12/2018	152058	24628	SDC DIRECT SERVICES	SDC002	520.00	104.00	624.00	6935	33	62.40					24625/bin collection charges
06/12/2018	152143	24627	SDC DIRECT SERVICES	SDC002	285.00	57.00	342.00	6490	32	285.00					24624/bin collection charges
28/12/2018	152258	24726	SDC DIRECT SERVICES	SDC002	637.00	127.40	764.40	6934	21	637.00					24628/road markings
30/11/2018	223833	24651	SEV GLAZING	SEV001	49.80	9.96	59.76	5410	30	49.80					24627/bin delivery for CLSO
16/01/2018	7663	24630	SEV MOWERS	SEV006	84.75	16.95	101.70	5525	22	49.80					24726/dog bin collection
21/07/2018	6643	24629	SEV MOWERS	SEV006	43.35	8.67	52.02	5525	22	84.75					24651/notice board
04/12/2018	93258	24706	SEV MOWERS	SEV006	120.25	24.05	144.30	5525	22	84.75					24630/mower service
30/11/2018	SG000945	24568	SEVENOAKS FLORIST	SEV009	75.00	15.00	90.00	6415	21	43.35					24629/Husqvarna maintenance
14/12/2018	22	24701	WATER CHOICE	SEWAT001	322.97	0.00	322.97	6000	31	120.25					24706/Stihl strimmer maint.
23/11/2018	69566	24619	SGE	SGE001	19.98	1.00	20.98	5700	22	75.00					24568/wreath JL
28/11/2018	69614	24620	SGE	SGE001	13.32	0.67	13.99	5700	22	322.97					24701/water bill
30/11/2018	69640	24677	SGE	SGE001	62.00	12.40	74.40	5310	22	19.98					24619/gas oil
18/11/2018	2623231	24574	SHELL	SHEL001	102.86	20.57	123.43	5700	21	13.32					24620/gas oil
										62.00					24677/drill&tap bronze disc
										102.86					24574/fuel

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Supplier A/c Order

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
25/11/2018	2655040	24573	SHELL	SHEL001	209.69	41.93	251.62	5700	21	190.22	24573/fuel
02/12/2018	2683140	24670	SHELL	SHEL001	117.79	23.56	141.35	5700	22	19.47	24573/fuel
09/12/2018	2707091	24745	SHELL	SHEL001	137.48	27.49	164.97	5700	21	98.74	24670/fuel
16/12/2018	2730085	24746	SHELL	SHEL001	48.94	9.79	58.73	5700	22	19.05	24670/fuel
23/12/2018	2750178	24747	SHELL	SHEL001	57.10	11.42	68.52	5700	22	10.23	24745/fuel
30/12/2018	2780391	24748	SHELL	SHEL001	106.13	21.23	127.36	5700	21	127.25	24745/fuel
12/12/2018	0000107522	24692	SMITH OF DERBY	SMIT003	598.20	119.80	718.00	6861	26	598.20	24692/clock upgrade
28/11/2018	3815799800	24580	SSE	SSE001	69.55	3.47	73.02	5025	21	69.55	24580/electricity bill
28/11/2018	8161928000	24581	SSE	SSE001	577.38	115.48	692.86	6010	21	577.38	24581/Knole Paddock elec bill
06/12/2018	4815822740	24669	SSE	SSE001	134.59	6.72	141.31	6010	22	134.59	24669/electricity bill
06/12/2018	7315981070	24668	SSE	SSE001	218.04	43.60	261.64	6010	36	218.04	24668/electricity bill
06/12/2018	SW24116/18	24631	SSE	SSE001	474.78	94.96	569.74	9062	91	474.78	24631/fit U25 ga meter
16/11/2018	4815782330	24675	SSE	SSE001	59.92	2.99	62.91	6010	29	59.92	24675/electricity bill
16/11/2018	9816486720	24676	SSE	SSE001	334.12	16.70	350.82	6010	28	334.12	24676/electricity bill
26/11/2018	INF11873	24560	STEELWAY	STEEL003	10,237.09	2,047.42	12,284.51	9062	91	10,237.09	24560/fencing,gates
26/11/2018	INF11874	24561	STEELWAY	STEEL003	5,185.00	1,037.00	6,222.00	9062	91	5,185.00	24561/fencing
30/11/2018	34	24592	S WILLIAMS	SWA001	450.00	90.00	540.00	9063	91	450.00	24592/november works
30/11/2018	35	24632	S WILLIAMS	SWA001	900.00	180.00	1,080.00	9062	91	900.00	24632/November work
12/11/2018	0000439000	24635	TATE FENCING	TATE001	548.76	109.75	658.51	5310	21	64.21	24635/post-Millpond Wood
17/11/2018	0000439428	24634	TATE FENCING	TATE001	9.30	1.86	11.16	5010	29	484.55	24635/machined post
06/12/2018	0000440659	24704	TATE FENCING	TATE001	108.88	21.78	130.66	5310	29	9.30	24634/hook on plate,screws
12/11/2018	13935	24682	JS TAYLOR	TAYL001	120.00	0.00	120.00	5025	21	108.88	24704/post,knee rail strap
30/11/2018	1084/BB/965	24601	THEIS KHAN	THEI001	13,222.05	2,644.41	15,866.46	5026	21	60.00	24682/install hand dryer
06/12/2018	1085/BS/9	24633	THEIS KHAN	THEI001	2,000.00	400.00	2,400.00	9063	91	60.00	24682/install hand dryer
										13,222.05	24601/november fees
										2,000.00	24633/architectural services

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Ledger No 1 for Month No 9

Items marked with a * are disputed invoices.

Supplier A/c Order										Nominal Ledger Analysis		
Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail	
13/12/2018	1085/BBS/9	24680	THEIS KHAN	THEI001	1,875.00	375.00	2,250.00	9062	91	1,875.00	24680/architectural fees Oct	
04/12/2018	04/12/18	24596	THERAPIA	THER001	60.00	0.00	60.00	560	0	60.00	24569/therapia dec inv	
28/11/2018	T0005	24570	TILTON SOLUTIONS LTD	TIL001	4,500.00	0.00	4,500.00	9062	91	4,500.00	24570/November invoice	
14/12/2018	T0006	24690	TILTON SOLUTIONS LTD	TIL001	3,825.00	0.00	3,825.00	9062	91	3,825.00	24690/services 27Nov-18Dec	
22/10/2018	INV-2522	24603	TREE ABILITY	TREE001	840.00	168.00	1,008.00	5060	21	840.00	24603/tree&shrub workWeald rd	
30/11/2018	4430024	24587	TRINITY (REACH)	TRM	664.32	132.86	797.18	6490	32	664.32	24587/CLSO advert	
30/11/2018	4430025	24588	TRINITY (REACH)	TRM	82.32	16.46	98.78	6440	31	82.32	24588/public notices	
23/12/2018	4492672	24733	TRINITY (REACH)	TRM	138.30	27.66	165.96	6440	31	138.30	24733/public notices Dec	
05/12/2018	1962	24645	ULTRALITE	ULTRA001	210.00	42.00	252.00	6490	32	210.00	24645/banner install/remove	
30/11/2018	VC/301118	24643	V.C HANDYMAN	VCH001	880.00	0.00	880.00	6001	60	880.00	24643/setting up Sat market	
12/11/2018	FPO-A08345	24679	VEHICLE CONTROL	VEH001	12.50	2.50	15.00	5317	21	12.50	24679/parking permit	
30/11/2018	LAO115826	24589	VEOLIA	VEOL001	12.10	2.42	14.52	6935	36	12.10	24589/bin collection	
31/12/2018	LAO116120	24722	VEOLIA	VEOL001	12.10	2.42	14.52	6935	36	12.10	24722/bin collection	
12/12/2018	228	24732	VSTORM	VST001	1,140.00	228.00	1,368.00	6490	32	1,140.00	24732/security	
30/11/2018	131368	24639	WETTON CLEANING SERV	WET001	27.79	5.56	33.35	5020	29	11.91	24639/Vine WC fem hyg unit	
30/11/2018	131369	24638	WETTON CLEANING SERV	WET001	1,364.53	272.91	1,637.44	5025	21	11.91	24639/St Johns WC fem hyg unit	
31/12/2018	131741	24720	WETTON CLEANING SERV	WET001	27.79	5.56	33.35	5026	21	3.97	24639/Greatness WC fem hyg u.	
31/12/2018	131742	24721	WETTON CLEANING SERV	WET001	1,364.53	272.91	1,637.44	5020	29	584.80	24638/Vine WC clean	
29/11/2018	304024SFEE	24602	WICKSTEED LEISURE	WICK001	4,893.75	978.75	5,872.50	5025	21	584.80	24638/St Johns WC clean	
20/12/2018	304025SFEE	24714	WICKSTEEDS	WICK002	3,712.50	742.50	4,455.00	5026	21	194.94	24638/Greatness Rec WC clean	
03/12/2018	WM1057747	24597	WORLDPAY	WOR001	7.50	1.50	9.00	5020	29	11.91	24720/toilet cleaning	
								5025	21	11.91	24720/toilet cleaning	
								5026	21	3.97	24720/toilet cleaning	
								5020	29	584.80	24721/toilet cleaning	
								5025	21	584.79	24721/toilet cleaning	
								5026	21	194.94	24721/toilet cleaning	
								9062	91	4,893.75	24602/quantity surveying design	
								9062	91	3,712.50	24714/professional services	
								6976	31	7.50	24597/monthly service fee	

Sevenoaks Town Council

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 9

Date :- 24/01/2019

Time :- 13:03

Ledger No 1 for Month No 9

Items marked with a * are disputed invoices.

Supplier A/c Order

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
30/11/2018	PO2000327	24678	WORLDPAY	WOR001	98.66	13.25	111.91	6976	31	41.44	24678/card transaction chrgs
								6976	28	45.38	24678/card transaction chrgs
								6976	31	11.84	24678/card transaction chrgs
31/12/2018	WPN367A	24724	WORLDPAY	WOR001	79.96	11.63	91.59	6976	28	36.78	24724/transaction charges
								6976	31	33.58	24724/transaction charges/mob.
								6976	31	9.60	24724/transaction charges/onl.
03/12/2018	589	24584	YELLOW DUCK	YELL002	1,890.00	378.00	2,268.00	9062	91	1,890.00	24584/road&platformside signs
03/12/2018	590	24586	YELLOW DUCK	YELL002	580.00	116.00	696.00	9062	91	580.00	24586/brass plaque
03/12/2018	591	24585	YELLOW DUCK	YELL002	3,315.00	663.00	3,978.00	9062	91	3,315.00	24585/B&B Station signs
06/12/2018	597	24636	YELLOW DUCK	YELL002	470.00	94.00	564.00	5410	30	470.00	24636/Cafe at the Station sign
06/12/2018	598	24637	YELLOW DUCK	YELL002	165.00	33.00	198.00	9062	91	165.00	24637/frosted vinyl logo
14/12/2018	603	24681	YELLOW DUCK	YELL002	310.00	62.00	372.00	6002	23	310.00	24681/"No parking" signs
TOTAL INVOICES					431,873.66	80,013.47	511,887.13				
										431,873.66	

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Ledger No 1 for Month No 10

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
23/01/2019	C12519Z	24805	ALPHA FURNITURE	ALPHA001	182.50	36.50	219.00	5500	30	182.50	24805/deposit-folding tables
31/01/2019	C12532Z	24848	ALPHA FURNITURE	ALPHA001	419.00	83.80	502.80	5500	30	419.00	24848/deposit30 chairs
24/01/2019	60797	24824	APPOINTMENT BUS	APP001	55.54	11.11	66.65	6200	31	10.21	24824/counter charges
29/11/2018	60438	24837	APPOINTMENT BUS	APP001	82.41	16.48	98.89	6200	36	45.33	24824/counter charges
								6200	31	18.99	24837/counter charges
02/01/2019	35254/PF	24738	ARK TRADING	ARK001	326.89	65.36	392.25	6200	36	63.42	24837/counter charges
30/01/2019	158	24854	MR G BALL	BALL002	5,095.30	0.00	5,095.30	6952	21	326.89	24738/OS team clothing
15/01/2019	15/01/2019	24781	BANKLINE	BANKL01	87.30	0.00	87.30	9071	91	5,095.30	24854/architect fees
28/01/2019	SI51060	24840	BLACHERE	BLA001	435.00	87.00	522.00	6975	31	87.30	24781/monyhly service fee
13/12/2018	CN13DEC18	24855	BLUBELL RAIL	BLUE002	-30.80	0.00	-30.80	6490	32	435.00	24840/10sets of icicle lights
13/12/2018	13DEC18	24856	BLUEBELL R.W. MUSEUM	BLUE003	30.80	0.00	30.80	9062	91	-30.80	24855/CN24693-posted wrong
24/01/2019	3540717	24841	BOOKER	BOOK001	131.39	0.80	132.19	9062	91	30.80	24856/supply of 3 images of st
23/01/2019	3540641	24868	BOOKER	BOOK002	138.76	21.81	160.57	6500	28	131.39	24841/goods for resale
17/01/2019	VP4171457	24811	BT	BRIT002	48.56	1.71	50.27	6500	50	138.76	24868/goods for resale
16/01/2019	17606	24790	BESTCO SURFACING LTD	BSL001	2,162.00	432.40	2,594.40	6010	22	48.56	24811/monthly bill/late fee
18/12/2018	33460	24789	BSP LIMITED	BSP001	430.00	86.00	516.00	9062	91	2,162.00	24790/karmac works front entra
15/01/2019	01614841	24835	CASTLE WATER	CAS001	982.42	0.00	982.42	6935	21	430.00	24789/skip hire
31/01/2019	72239	24876	CEMETERY DEV SERVICE	CDS001	700.00	140.00	840.00	5025	21	982.42	24835/waste w bill 11Dec-10Jan
11/01/2019	124104	24765	CURD & CURE	CHS001	97.16	0.00	97.16	5410	22	700.00	24876/flux modelling Greatn.C.
14/01/2019	STCO-04	24792	CJ'S CLEANING	CJS002	560.00	0.00	560.00	6500	28	97.16	24765/goods for resale
26/01/2019	STCO-	24839	CJ'S CLEANING	CJS002	475.00	0.00	475.00	6013	33	560.00	24792/4 week reg clean
31/01/2019	24657	24884	CTP COLIN TOMS&PRTRS	COL001	7,560.00	1,512.00	9,072.00	6013	33	475.00	24839/deep clean-kitchen STC
14/01/2019	148507	24791	CONNECTAPHONE	CON001	435.76	87.15	522.91	9063	91	7,560.00	24884/professional services
								6101	36	11.49	24791/phone bill
								6101	22	12.09	24791/phone bill
								6101	21	11.49	24791/phone bill
02/01/2019	10164	24814	STREETLIGHTS	DIR001	32.00	6.40	38.40	6101	31	400.69	24791/phone bill
								6862	26	32.00	24814/lighting rep-Linden Chas

Supplier A/c Order											
Ledger No 1 for Month No 10											
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
31/01/2019	968334	24873	ERNEST DOE	DOE001	684.15	136.82	820.97	5525	22	684.15	24873/dumper truck service
28/01/2019	0000225530	24843	DORMA	DOR001	334.50	66.90	401.40	5410	50	334.50	24843/fix lock on door HITB
02/01/2019	H16AA32D	24743	E-ON	E-ON	406.44	0.00	406.44	6862	26	406.44	24743/electricity SL
16/01/2019	16600	24820	EDEN PARK	EDEN001	229.90	45.98	275.88	5320	21	229.90	24820/turf
04/01/2019	0002788017	24736	ELITE	EFS001	65.55	0.00	65.55	6500	28	65.55	24736/goods for resale
18/01/2019	0002800057	24816	ELITE	EFS001	78.86	0.00	78.86	6500	28	78.86	24816/goods for resale
18/01/2019	CN0002815	24875	ELITE	EFS001	-24.18	0.00	-24.18	6500	28	-24.18	24875/CN goods for resale
11/01/2019	38716	24797	EJPFIREPROTECT	EJPFIRE001	120.00	24.00	144.00	6930	36	120.00	24797/fire alarm, emerg lights
11/01/2019	38717	24798	EJPFIREPROTECT	EJPFIRE001	90.00	18.00	108.00	6930	33	90.00	24798/fire alarm, emerg lights
11/01/2019	38718	24796	EJPFIREPROTECT	EJPFIRE001	80.00	16.00	96.00	6930	28	80.00	24796/fire alarm, em lights
31/12/2018	16533	24801	ATLAS FM/EMPRISE SVS	EMP001	62.10	12.42	74.52	6932	22	62.10	24801/Xmas BHol lock/unlock
04/01/2019	779877	24735	EXPRESS FACTORS	EXPR001	40.50	8.10	48.60	5550	21	3.60	24735/12V Osp Bay 15D
								5410	21	36.90	24735/cable ties
29/11/2018	04038903	24766	FAIRALLS	FAIR001	61.64	12.33	73.97	5310	21	61.64	24766/2 tonne roadstone
14/12/2018	04039392	24786	FAIRALLS	FAIR001	26.95	5.39	32.34	5410	23	26.95	24786/solid dense concrete
18/12/2018	04039487	24787	FAIRALLS	FAIR001	5.18	1.03	6.21	5525	21	3.92	24787/metal cutting disc
								5410	23	1.26	24787/stopend
19/12/2018	04039531	24788	FAIRALLS	FAIR001	7.20	1.44	8.64	6952	21	7.20	24788/respirator
11/01/2019	2390	24821	K M FINCH	FINC001	980.00	196.00	1,176.00	6822	22	980.00	24821/repair cem fence
22/01/2019	2396	24828	K M FINCH	FINC001	1,800.00	360.00	2,160.00	5310	21	1,800.00	24828/Pontoise-steel gates
09/01/2019	9608	24775	FLAG WORKSHOP	FLA001	106.83	21.37	128.20	5500	31	106.83	24775/union flag
31/01/2019	INV445564	24831	GAZA TIMBER	GAZA001	110.86	22.17	133.03	5410	23	99.93	24831/sawn timber,pegs,batten
								5010	29	10.93	24831/sawn timber,pegs,batten
15/01/2019	24425	24804	GEER	GEER001	156.80	31.36	188.16	5410	36	156.80	24804/boiler repair
31/01/2019	INV-2245	24847	GO COACH	GO001	3,308.66	0.00	3,308.66	6495	32	4,301.26	24847/January services
								1495	32	-992.60	24847/January services
31/01/2019	063204	24874	HAGS-SMP	HAGS001	16,830.35	3,366.07	20,196.42	5310	21	16,830.35	24874/works at Pontoise PlayA.
31/12/2018	9651	24819	HARDWARE CENTRE	HARD001	10.52	2.10	12.62	5525	21	2.62	24819/maintenance
								5230	22	7.90	24819/maintenance

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 10

Time :- 11:59

Ledger No 1 for Month No 10

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
04/01/2019	04/01/19	24836	MILK & MORE	MILK001	3.24	0.00	3.24	6330	31	3.24	24836/milk supply bill Dec
11/01/2019	22995	24799	NEREO	NER001	54.00	2.00	56.00	6020	31	54.00	24799/DBS check BT
11/12/2018	180083149	24793	NISBETS	NIS001	43.16	8.63	51.79	5500	30	43.16	24793/ice spoon box 12
08/01/2019	18217927	24817	NISBETS	NIS001	26.59	5.31	31.90	5500	31	26.59	24817/jugs x 4
30/01/2019	18346213	24878	NISBETS	NIS001	956.83	191.37	1,148.20	9062	91	956.83	24878/set up B&B Cafe
31/01/2019	18353950	24882	NISBETS	NIS001	8.27	1.65	9.92	9062	91	8.27	34882/set up cost B&B Cafe
25/01/2019	25JAN2019	24845	OAKHILL ROAD	OAK001	880.00	0.00	880.00	6812	21	880.00	24845/Kippington Meadow STC
23/01/2019	6092/PR	24872	OFFSET ARCHITECTS	OFA001	300.00	60.00	360.00	9065	91	300.00	24872/landscaping plan arc.fee
23/01/2019	6093/PR	24871	OFFSET ARCHITECTS	OFA001	500.00	100.00	600.00	9065	91	500.00	24871/architect fees
28/01/2019	28JAN/ANN	24906	ONECARD	ONE002	781.12	70.72	851.84	6240	40	10.95	24906/Acrobat standard licence
								6240	50	16.64	24906/Adobe Illustrator
								6240	31	69.98	24906/2yr dom.renew.Sev.fund
								6240	40	41.62	24906/Creative Cloud membersh.
								6240	31	10.71	24906/wired keyboard-FO
								6240	31	6.66	24906/USB cable
								6500	28	1.67	24906/goods for resale
								6500	28	147.40	24906/goods for resale
								6500	28	-78.00	24906/refund-goods for resale
								6500	28	112.28	24906/goods for resale
								6500	28	-71.50	24906/refund-goods for resale
								6500	28	165.79	24906/outstanding balance pymn
								6500	28	65.67	24906/goods for resale
								6500	28	45.80	24906/goods for resale
								6330	31	11.00	24906/sandwiches-Planning meet
								6101	31	8.34	24906/Giffgaff-LL ipad
								6101	31	6.25	24906/GiffGaff-tesco ipad
								5500	36	63.96	24906/steel mop wringer
								6104	21	6.25	24906/GiffGaffOS ipad
								6104	22	8.34	24906/GiffGaff-cemetery mobile

Supplier A/c Order									
Ledger No 1 for Month No 10									
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
28/01/2019	28JAN/LIN	24905	ONECARD	ONE002	44.55	0.00	44.55	6104	21
								5317	21
								6630	11
								6013	33
								6013	33
								6010	31
								6281	31
								6320	31
								506	0
								506	0
								6330	31
								9071	91
								5340	21
								5310	21
								6101	22
								6101	28
								6101	50
								6101	31
								6101	36
								5320	21
								5500	21
								5500	21
								6010	36
								6320	31
								9063	91
								6210	31
								6320	31
								6240	31
								9062	91
10/01/2019	113062	24827	PALMSTEAD	PALM002	238.60	47.72	286.32	9071	91
17/01/2019	34188	24782	PLAY INSPECTION	PIC001	295.00	59.00	354.00	5340	21
03/01/2019	3028673-	24741	PLUSNET	PLUS01	18.50	3.70	22.20	5310	21
04/01/2019	2976949-	24742	PLUSNET	PLUS01	23.78	4.76	28.54	6101	22
04/01/2019	3028653-	24740	PLUSNET	PLUS01	43.79	8.76	52.55	6101	28
08/01/2019	0000249844	24777	PLUSNET	PLUS01	47.50	9.50	57.00	6101	50
09/01/2019	0000249846	24776	PLUSNET	PLUS01	23.83	4.77	28.60	6101	31
22/01/2019	88293	24826	PROVENDER	PRO002	158.34	31.67	190.01	6101	36
21/12/2018	S63596	24785	RAWSTONE HIRE	RAW001	37.80	7.56	45.36	5320	21
09/01/2019	S63751	24773	RAWSTONE HIRE	RAW001	35.00	7.00	42.00	5500	21
16/01/2019	437833033	24810	REXEL	REX001	12.18	2.44	14.62	5500	21
25/01/2019	26476	24803	RIAL TAS	RIAL001	496.20	99.24	595.44	6010	36
31/01/2019	RRM218	24832	RIXON,RIXON&MURRAY	RIX001	2,800.00	560.00	3,360.00	6320	31
28/01/2019	9058132263	24833	ROYAL MAIL	ROYA002	99.00	19.80	118.80	9063	91
08/01/2019	1009711932	24764	SAGE	SAGE001	1,224.00	244.80	1,468.80	6210	31
14/01/2019	1009718378	24813	SAGE	SAGE001	504.00	100.80	604.80	6320	31
16/01/2019	1668	24812	ROBERT SAUNDERS	SAUN002	1,350.00	270.00	1,620.00	6240	31
								9062	91

Supplier A/c Order									
Ledger No 1 for Month No 10									
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
01/01/2019	2052365	24737	SDC	SDC001	3,798.08	0.00	3,798.08	5420	60
									Amount
									24737/rent
									24737/rent
03/01/2019	152367	24770	SDC DIRECT SERVICES	SDC002	191.50	0.00	191.50	6935	21
									24770/bin collection
03/01/2019	152430	24768	SDC DIRECT SERVICES	SDC002	76.60	0.00	76.60	6935	22
									24768/bin collection
03/01/2019	152433	24767	SDC DIRECT SERVICES	SDC002	76.60	0.00	76.60	6935	36
									24767/bin collection
03/01/2019	152522	24769	SDC DIRECT SERVICES	SDC002	49.20	0.00	49.20	6935	28
									24769/bin collection
03/01/2019	152584	24771	SDC DIRECT SERVICES	SDC002	62.40	0.00	62.40	6935	33
									24771/bin collection
31/01/2019	152789	24869	SDC DIRECT SERVICES	SDC002	38.00	0.00	38.00	6889	31
									24869/paper recycling sacks
09/01/2019	GAC22743	24772	SETYRES	SETY001	40.00	8.00	48.00	5550	21
									24772/CL55YAD tyres
04/01/2019	7830	24774	SEV MOWERS	SEV006	1,692.66	338.54	2,031.20	5500	21
									24774/strimmer
									24774/hedge cutter
									24774/blower,back pack
									24774/charger, battery
17/12/2018	69988	24784	SGE	SGE001	55.78	9.05	64.83	5700	22
									24784/gas oil
									24784/brook overload
									24784/wing nuts
17/12/2018	70009	24783	SGE	SGE001	27.39	1.37	28.76	5700	22
									24783/gas oil
13/01/2019	2830419	24822	SHELL	SHEL001	44.81	8.96	53.77	5700	21
									24822/fuel
20/01/2019	2853090	24823	SHELL	SHEL001	187.97	37.59	225.56	5700	21
									24823/fuel
27/01/2019	2884527	24830	SHELL	SHEL001	115.58	23.11	138.69	5700	21
									24830/fuel
23/01/2019	127543	24842	SLCC	SLCC001	400.00	80.00	480.00	6320	31
									24842/webinar training LL
31/01/2019	127851	24870	SLCC	SLCC001	330.00	46.20	376.20	6710	31
									24870/Practitioners conf. LL
07/01/2019	4815822740	24779	SSE	SSE001	138.95	6.94	145.89	6010	22
									24779/electricity bill
07/01/2019	7315981070	24778	SSE	SSE001	174.56	34.91	209.47	6011	36
									24778/electricity bill
10/01/2019	7417144400	24763	SSE	SSE001	76.01	3.80	79.81	6010	60
									24763/electricity bill
29/01/2019	9115694680	24834	SSE	SSE001	612.65	122.53	735.18	6012	36
									24834/gas bill 24Nov-28Jan
11/01/2019	1084/BB/962	24761	THEIS KHAN	THEI001	13,222.05	2,644.41	15,866.46	9063	91
									24761/architectural services
22/01/2019	1085/BBS/9	24807	THEIS KHAN	THEI001	2,250.00	450.00	2,700.00	9062	91
									24807/ancillary works
22/01/2019	1085/BBS/9	24808	THEIS KHAN	THEI001	1,900.00	380.00	2,280.00	9062	91
									24808/ancillary works-ext stor

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Ledger No 1 for Month No 10

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
25/01/2019	25/01/19	24846	THERAPIA	THER001	120.00	0.00	120.00	506	0	120.00	24846/January sessions
23/01/2019	T0007	24825	TILTON SOLUTIONS LTD	TIL001	4,500.00	0.00	4,500.00	9062	91	900.00	24825/services
19/11/2018	INV-2624	24754	TREE ABILITY	TREE001	690.00	138.00	828.00	4010	31	3,600.00	24825/finance dep support
17/01/2019	INV-2506	24818	TREE ABILITY	TREE001	135.00	27.00	162.00	5410	30	690.00	24754/B&B Station Tree Removal
06/01/2019	4524456	24780	TRINITY (REACH)	TRM	79.03	15.81	94.84	5070	21	135.00	24818/Judds Piece-tree&shrub w
11/01/2019	1981	24794	ULTRALITE	ULTRA001	750.00	150.00	900.00	6440	31	79.03	24780/Jan public notices
11/01/2019	1982	24795	ULTRALITE	ULTRA001	600.00	120.00	720.00	6490	32	750.00	24794/inst lights B&B Station
10/01/2019	1977	24802	ULTRALITE	ULTRA001	840.00	168.00	1,008.00	6490	32	600.00	24795/refurb 12 snowflakes
11/01/2019	1980	24849	ULTRALITE	ULTRA001	12,700.00	2,540.00	15,240.00	6461	31	840.00	24802/Panto banner inst/remove
31/01/2019	LAO116406	24883	VEOLIA	VEOL001	19.23	3.85	23.08	6490	32	12,700.00	24849/lighting scheme 2018
08/01/2019	258380	24806	VIKING	VICK001	129.00	25.80	154.80	6930	36	19.23	24883/bin collection
23/01/2019	304026SFEE	24844	WICKSTEEDS	WICK002	3,375.00	675.00	4,050.00	6281	31	129.00	24806/finance office-chair
23/01/2019	3040R01FEE	24853	WICKSTEEDS	WICK002	4,387.50	877.50	5,265.00	9062	91	3,375.00	24844/Quantity surveying
02/01/2019	WM1061525	24744	WORLDPAY	WOR001	7.50	1.50	9.00	9062	91	4,387.50	24853/ramp&steps-prof.services
31/01/2019	PO3091868	24859	WORLDPAY	WOR001	48.82	7.30	56.12	6976	31	7.50	24744/monthly service fee
31/01/2019	PO3091868	24858	WORLDPAY	WOR001	25.15	4.83	29.98	6976	28	48.82	24859/V/C term.charges Jan
29/01/2019	621	24838	YELLOW DUCK	YELL002	265.00	53.00	318.00	6976	31	25.15	24858/mobile term.charges Jan
								5310	21	265.00	24838/sign for Britains Commo
TOTAL INVOICES					121,514.46	19,446.19	140,960.65				121,514.46

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Payroll A/c

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For Month No: 9

Receipts for Month 9

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	443.86				443.86	
	Banked on : 10/12/2018	556.14					
	Nat West - Current Account	556.14			205	556.14	Tfr for cashed Allowance chqs
	Banked on : 18/12/2018	39,045.86					
	Nat West - Current Account	39,045.86			205	39,045.86	Tfr Monthly Salaries Dec 18
	Banked on : 19/12/2018	20,709.99					
	Nat West - Current Account	20,709.99			205	20,709.99	Tfr Monthly HMRC/Pensions
	Banked on : 21/12/2018	2,972.51					
	Nat West - Current Account	2,972.51			205	2,972.51	Tfr Monthly NEST/L&G Dec '18
	Total Receipts for Month	63,284.50	0.00	0.00		63,284.50	
	Cash Book Totals	63,728.36	0.00	0.00		63,728.36	

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Payroll A/c

For Month No : 9

Payments for Month 9

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
18/12/2018	NatWest Bank	BACS18/12	160.00			520	160.00	Dec '18 Mayor's Allowance
18/12/2018	NatWest Bank	BACS18/12	38,885.86			520	38,885.86	Dec '18 Monthly Salaries
19/12/2018	NatWest Bank	BACS19/12	20,709.99			516	9,028.89	Dec '18 Monthly Pensions
						515	11,681.10	Dec '18 Monthly HMRC
21/12/2018	NatWest Bank	DD21/12-1	2,783.06			516	2,783.06	Dec '18 Monthly L&G
21/12/2018	NatWest Bank	DD21/12-2	189.45			516	189.45	Dec '18 Monthly NEST
Total Payments for Month			62,728.36	0.00	0.00		62,728.36	
Balance Carried Fwd			1,000.00					
Cash Book Totals			63,728.36	0.00	0.00		63,728.36	

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Payroll A/c

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For Month No : 10

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		1,000.00				1,000.00	
Banked on : 25/01/2019		40,672.76					
	Nat West - Current Account	40,672.76			205	40,672.76	Monthly Salaries Jan '18
Banked on : 28/01/2019		21,289.70					
	Nat West - Current Account	21,289.70			205	21,289.70	Monthly HMRC/Pensions Jan '1
Banked on : 30/01/2019		3,026.57					
	Nat West - Current Account	3,026.57			205	3,026.57	Monthly L&G January '18
Total Receipts for Month		64,989.03	0.00	0.00		64,989.03	
Cash Book Totals		65,989.03	0.00	0.00		65,989.03	

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Payroll A/c

For Month No : 10

Payments for Month 10

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
25/01/2019	NatWest Bank	BACS25/1	613.15			520	613.15	Monthly Mayors Allowance Jan
25/01/2019	NatWest Bank	BACS25/1-	40,059.61			520	40,059.61	Monthly Salaries Jan '18
28/01/2019	NatWest Bank	BACS28/1	21,289.70			516	9,011.64	Monthly Pensions Jan '18
						515	12,278.06	Monthly HMRC Jan '18
30/01/2019	NatWest Bank	DD30/1	2,831.46			516	2,831.46	Monthly L&G Jan '18
30/01/2019	NatWest Bank	DD30/1-2	195.11			516	195.11	Monthly NEST Jan '18
Total Payments for Month			64,989.03	0.00	0.00		64,989.03	
Balance Carried Fwd			1,000.00					
Cash Book Totals			<u>65,989.03</u>	<u>0.00</u>	<u>0.00</u>		<u>65,989.03</u>	

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Petty Cash

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For Month No: 9

Receipts for Month 9

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	812.18				812.18	
	Banked on : 14/12/2018	246.72					
	Nat West - Current Account	246.72			210	246.72	petty cash top up
	Banked on : 19/12/2018	43.23					
return	HitB	43.23			299	43.23	Part-return of Hallowe'en Floa
	Banked on : 31/12/2018	16.77					
correction	HitB	16.77			299	16.77	Rev diff - correct Jan 1st '19
Total Receipts for Month		306.72	0.00	0.00		306.72	
Cash Book Totals		1,118.90	0.00	0.00		1,118.90	

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Petty Cash

For Month No : 9

Payments for Month 9

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
03/12/2018	council offices	218/A	1.10			6330 31	1.10	milk
03/12/2018	council offices	218/B	5.00			6900 31	5.00	parking
04/12/2018	youth council	219/A	1.10		0.18	7552 38	0.92	bags,crackers
04/12/2018	youth council	219/B	16.25			7552 38	16.25	pizza
04/12/2018	council offices	220	10.00			6200 31	10.00	whiteboard markers
04/12/2018	council offices	221/A	5.24			6330 31	5.24	paper tablecloth
04/12/2018	CLSO	221/B	5.00			6490 32	5.00	parking
04/12/2018	Vine Cafe	222/A	14.00			6500 28	14.00	coffee,hot choc,paper plates
04/12/2018	Vine Cafe	222/B	16.48			6900 28	16.48	tinsels,bamboo tray
04/12/2018	Vine Cafe	222/C	7.50			6500 28	7.50	mince pie,wa
04/12/2018	Vine Cafe	222/D	1.05		0.18	6500 28	0.87	plain cups
05/12/2018	open spaces	223/A	5.70			5310 21	5.70	ribbon for tree planting
05/12/2018	Bat & Ball Station	223/B	20.10		3.35	6013 30	16.75	soap
05/12/2018	council offices	224	38.50			6330 31	38.50	STC Christmas tree
10/12/2018	Bat & Ball Station	225	9.55			6900 30	9.55	parking
12/12/2018	youth council	226	3.00			6900 50	3.00	parking
12/12/2018	council offices	227	9.33			6013 33	9.33	cleaning products
17/12/2018	cemetery	228	10.00			6900 22	10.00	engraving
18/12/2018	council offices	229	1.95			6330 31	1.95	milk
18/12/2018	council offices	230/A	6.00			6330 31	6.00	mince pies
18/12/2018	council offices	230/B	0.05		0.01	6900 31	0.04	plastic bag
18/12/2018	council offices	231	1.77			6210 31	1.77	postage
19/12/2018	youth cafe	233/A	57.37			6500 50	57.37	foods supplies
19/12/2018	youth cafe	233/B	0.20		0.03	6900 50	0.17	carrier bag
19/12/2018	youth cafe	232/C	1.30		0.22	6500 50	1.08	ice cream
19/12/2018	youth cafe	233	60.00			299	60.00	Xmas event advance
19/12/2018	youth cafe	233/A/REV	-57.37			6500 50	-57.37	food supplies
19/12/2018	youth cafe	233/B/REV	-0.20		-0.03	6900 50	-0.17	carrier bag
19/12/2018	youth cafe	232/A	57.37			6500 50	57.37	food supplies
19/12/2018	youth cafe	232/B	0.20		0.03	6900 50	0.17	carrier bag
Total Payments for Month			307.54	0.00	3.97		303.57	
Balance Carried Fwd			811.36					
Cash Book Totals			1,118.90	0.00	3.97		1,114.93	

Receipts for Month 10				Nominal Ledger Analysis		
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount Transaction Detail
Balance Brought Fwd :		811.36				811.36
Banked on : 02/01/2019		100.00				
234/REV	Open spaces	100.00			299	100.00 cash returned
Banked on : 17/01/2019		60.00				
HALLOWE	HitB	60.00			299	60.00 HitB Hallowe'en Float paid bac
Banked on : 18/01/2019		363.98				
Nat West - Current Account		363.98			210	363.98 top up petty cash
Banked on : 25/01/2019		70.00				
259/REV	Council offices	70.00			299	70.00 notes to exchange to coins
Banked on : 26/01/2019		105.00				
260/REV	Council Offices	105.00			299	105.00 Float for STC Lunch returned
Banked on : 29/01/2019		7.89				
261/REV	Council Offices	7.89			6210 31	7.89 postage/ - returned change
Banked on : 31/01/2019		0.01				
correction	petty cash tin	0.01			299	0.01 correction between months
Total Receipts for Month		706.88	0.00	0.00		706.88
Cash Book Totals		1,518.24	0.00	0.00		1,518.24

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Petty Cash

For Month No : 10

Payments for Month 10

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
02/01/2019	Open Spaces	234	100.00			299	100.00	cash out
03/01/2019	Council offices	235	4.05			6330 31	4.05	tea,milk
03/01/2019	Community Centre	236/A	5.65			6520 36	5.65	milk,sugar,vinegar
03/01/2019	Community Centre	236/B	36.65			6520 36	36.65	cakes
03/01/2019	Community Centre	236/C	1.30		0.22	6900 36	1.08	matches
03/01/2019	Community Centre	236/D	5.00			6200 36	5.00	diary
07/01/2019	Vine Cafe	237/A	8.55			6500 28	8.55	milk
07/01/2019	Vine Cafe	237/B	0.85			6500 28	0.85	jam
07/01/2019	Vine Cafe	237/C	6.10			6500 28	6.10	salad,sauce
07/01/2019	Vine Cafe	237/D	3.75		0.63	5500 28	3.12	piping nozzle
08/01/2019	Council offices	238	3.00			6900 31	3.00	parking
10/01/2019	Open Spaces	239	19.18			5010 21	19.18	turf for Vine area
10/01/2019	Council Offices	240	1.09			6330 31	1.09	milk
10/01/2019	Council Offices	241	3.70			6210 31	3.70	postage
10/01/2019	Bat&Ball Station	242	4.50		0.75	5500 30	3.75	craft materials for open day
11/01/2019	Council Offices	243	5.00			6900 31	5.00	parking
14/01/2019	Council Offices	244	6.60			6330 31	6.60	sandwiches/Chairm meeting
14/01/2019	Cemetery	245/A	29.40			6330 22	29.40	milk,sugar,coffee,te
14/01/2019	Cemetery	245/B	4.00		0.67	6330 22	3.33	squash
16/01/2019	Community Centre	246/A	15.20			6520 36	15.20	milk,tea,cakes
16/01/2019	Community Centre	246/B	38.00		6.34	5500 36	31.66	electric heaters
16/01/2019	Council Offices	247	1.15			6330 31	1.15	milk
16/01/2019	Council Offices	248/A	20.88		3.48	5410 33	17.40	prismatic diffuser
16/01/2019	Open spaces	248/B	10.96			5310 21	10.96	turf
17/01/2019	Council Offices	249	0.85		0.14	6013 33	0.71	washing up liquid
17/01/2019	Youth Cafe	250/A	21.99			6200 50	21.99	Stationery ite
17/01/2019	Youth Cafe	250/B	27.94			6500 50	27.94	Food supplies
18/01/2019	Council Offices	251	60.00			6210 31	60.00	Postage
18/01/2019	Council Offices	252/A	3.50		0.58	6013 33	2.92	carpet cleaner
18/01/2019	Council Offices	252/B	1.15			6330 31	1.15	milk
22/01/2019	Vine Cafe	253/A	16.75			6500 28	16.75	food for resale
22/01/2019	Vine Cafe	253/B	1.00		0.16	6500 28	0.84	chocolate
22/01/2019	Vine Cafe	253/C	2.00		0.33	6900 28	1.67	flowers
22/01/2019	Vine Cafe	253/D	2.05		0.34	5500 28	1.71	jars,bowls,bag
22/01/2019	Open Spaces	254	1.95			6330 21	1.95	coffee
22/01/2019	Open Spaces	255	18.02			6330 21	18.02	coffee,milk
22/01/2019	Open Spaces	256	20.00			520	20.00	advance on salary
23/01/2019	Mayor's Charity	257/A	15.30		2.54	506	12.76	banquet roll -ivory
23/01/2019	Council Offices	257/B	5.00		0.83	6013 33	4.17	dishwasher tablets
23/01/2019	Open Spaces	258	23.20			5025 21	23.20	tile spacer,grout
25/01/2019	Council Offices	259	70.00			299	70.00	notes to exchange to coins
25/01/2019	Council Offices	260	105.00			299	105.00	cash for float - STC Lunch
28/01/2019	Council Offices	261/A	10.00			6210 31	10.00	cash out - postage

Continued on Page 431

Payments for Month 10					Nominal Ledger				
<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
29/01/2019	Youth Cafe	262	43.64			299		43.64	Float top up
29/01/2019	Council Offices	263	5.24			6013	33	5.24	dishwasher rinse aid and salt
29/01/2019	Council Offices	261B	2.11			299		2.11	postage
30/01/2019	Establishments	246	15.49		2.58	6922	31	12.91	Kewtech 500 PAT testring label
30/01/2019	Community Centre	265/A	12.15			6520	36	12.15	coffe,cakes
30/01/2019	Communtiy Centre	265/B	25.58		4.26	5500	36	21.32	padlock
30/01/2019	Community Centre	265/C	19.00		3.17	5500	36	15.83	heater
30/01/2019	Council Offices	266	24.04		3.84	6013	33	20.20	cleaning materials
31/01/2019	petty cash tin	CORRECTI	0.02			299		0.02	correction of tin between month
Total Payments for Month			887.53	0.00	30.86			856.67	
Balance Carried Fwd			630.71						
Cash Book Totals			1,518.24	0.00	30.86			1,487.38	

Sevenoaks Town Council

Appointment of internal auditors

The proposed internal audit programme for 2019/20 and associated fees was issued by the internal auditors on 5th October 2018 and is attached for consideration and approval by the Finance and General Purposes Committee.

Recommendation:

The Committee formally reappoints KCC internal audit for the financial years 2019/20 and agrees the proposed fees of £480 per visit.

The Committee agrees the scope of internal audit for 2019/20

RECEIVED
10 OCT 2018



BY:.....

Mrs L Larter
Clerk to the Council
Sevenoaks Town Council
Council Offices
Bradbourne Vale Road,
Sevenoaks,
TN13 3QG

Internal Audit
Room 3.32
3rd Floor, A Block
Sessions House
County Hall
Maidstone
Kent ME14 1XQ

Direct Dial: 03000 422963
Ask for: Kelly Neath
Date: 5th October 2018

Dear Mrs Larter,

Audit of Town Council Accounts 2019/20

I write to advise you of our proposed audit programme for 2019/20 for you to share with your Councillors. A copy of the programme is enclosed with this letter. If you require us to review any other areas not included in the programme, please contact us to discuss your needs.

I would also like to take the opportunity to advise you of our fees for auditing Town Council accounts. We have reviewed our fees and there will be no increase in our rate for the programme of audits for 2019/20 of £320 per day or £160 per half day. Additionally, we also offer an hourly rate for any adhoc or extra work that your council may wish us to undertake on site. Our rates do include adhoc advice and information on financial controls, provided via email or telephone when needed throughout the year.

As previously mentioned the time taken to carry out an audit visit is in excess of 1 day therefore the cost for each visit for your parish council will be £480.00 + VAT.

If you have any concerns or queries regarding the 2019/20 audit plan, please contact Kelly Neath via email, kelly.neath@kent.gov.uk Please could you confirm that you wish to continue for us to provide your audit service.

Yours sincerely,

Kelly Neath
Auditor
Internal Audit

kent.gov.uk

Proposed Internal Audit Plan for 2019/20

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.

If there are any matters that the Council would like to be included in the audit programme, or greater emphasis given to an item, then the proposed internal audit plan set out above can be amended.

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Balance

Budget	2018/2019 Balance 18.09.2018 £	2019/2020
Budget Local Organisations F & GP & Youth Support Services <i>Of which Play Days £2,000</i>	6550.00 4550.00	16,500.00
Twinning Support	1000.00	1000.00
Grant Subsidies Chamber	-382.00	1000.00
Sevenoaks Summer Festival 2019/2020 £5000 Awarded 21.01.2019 for SSF 2019	0	5000.00
Grant Subsidies Sevenoaks Community Centre	614.00	1000.00
Youth Outreach	3920.00	19,500.00
Youth Council Support as at 30.01.2019	759.20	500.00
Stag	0.00	27,000.00

Room Hire Subsidies – Council Chamber and Community Centre – for following voluntary organisations – ex VAT

Citizens Advice Bureau	£643.75
Society of Local Council Clerks	£165.00
Dorothy Parrott	£71.00
Friends of Pontoise	£445.83
Sevenoaks Conservation Council	£78.75
KALC	£240.00
Stag Theatre (Pantomime Rehearsal)	£124.00
Friends of Rheinbach	NIL

Grant Applications 4.3.2019:

Grant Ref No	Page Nos	Organisation	Application Sum Requested
02	1-21	Sevenoaks Volunteer Transport Group – funding co-ordinator's salary cost expenses or cost of website	£500.00
03	22-31	Sevenoaks Literary Festival [Festival Sept/Oct] -cover cost of speakers for free event local school children	£350.00
05	32-39	Friends of Pontoise [Twinning France] to expand varied links between 2 towns/promote understanding French/English life and culture	£300.00
06	40-50	Sevenoaks Three Arts Festival – hire of piano and performance space for competitive classes and prize-winners	£600.00
09	51-60	Friends of Rheinbach [Twinning Germany] – promotional material re twinning and publicity and towards their events	£250
13	61-68	Sevenoaks Art Cub – publicity material	£200
17	69-102	West Kent Mediation CPD Training for volunteers plus publicity and room hire	£750
23	103-109	KYJO – free jazz youth workshop 25.6.19- free event at a local school in Sevenoaks	£500
34	110-116	Sevenoaks Society – major exhibition 19/6 to 6/7/19 Kaleidoscope Gallery of photos/artwork of history of Sevenoaks Town plus production of book	£750
49	117-124	Kent Painters Group - 2 days hire £450 per day – of Sevenoaks School	£900
56	125-131	Art in June – previously grant 12 South East Open Studios – to buy reusable car magnets	£250
TOTAL requested from the Town Council			£5,350.00

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Finance and General Purposes Committee – 4th March 2019**Agenda Item 7 (b)****Grant Reports**

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

Grant Ref No	Organisation	Sum Awarded & date	Report attached
03	Sevenoaks Literary Festival – to Hire a speaker for free event for local primary schools	£350 2018 03 05	Yes
04	Citizens Advice Bureau	17.09.2018 £650.79	Yes
06	Sevenoaks Three Arts Festival - for the Young Musician of the Year award "Sevenoaks Town Council Prize ".	£600 17.09.2018	Yes
49	Kent Painters Group - 17.09.2018 Grant decision delegated to Chairman and Town Clerk.	£500 11.10.2019	Yes
52	Sevenoaks Air Cadets - Towards the cost of training weekends in the UK ready to send 8 cadets & 3 staff to the Italian Dolomites to attend Exercise Partisan Show.	17.09.2018 £1,100	Yes

Grant Report currently unavailable - event still to happen.

Grant Ref No	Organisation	Sum Awarded & date	Status
20	Sevenoaks Summer Festival 2019	22.01.2019 £5000	Sevenoaks Summer Festival 2019

To receive and note grant reports currently outstanding:

Grant Ref No	Organisation	Sum Awarded & date	Status
11	Sevenoaks Counselling Service - £1,500 for Sevenoaks Town clients who cannot afford the recommended amount of £60 counselling sessions. £10 to be paid and bursary available. £25 to be paid with use of grant to cover the £45 cost per session	£1,500 17.09.2018	Requested
43	D'Vine Singers - Grant to enable a hardship fund or no subs at all, to benefit with their mental health issues.	£1,000 05.03.2018	Requested
54	A member of 2158 (Sevenoaks) Squadron ACO Towards the cost of £1,065 for ex Mayor's Cadet to attend Exercise Partisan Show in the Italian Dolomites.	£100	Requested
	Stag - Sevenoaks Remembers" comprising of six events across the Remembrance weekend in November with youth involvement. Min 142	09.07.2019 £6,700	Requested

SEVENOAKS LITERARY FESTIVAL ANNUAL REPORT FOR 2018

In 2018 Sevenoaks Literary Festival celebrated its sixteenth year with its traditional mix of outstanding literary presentations and events and with the introduction of its first Young Readers Festival to delight younger Sevenoaks audiences. The Festival remains one of the leading literary festivals in the south of the UK, with an enviable record of attracting high quality speakers and of planning particularly interesting events. The festival is organised and managed by a committee of volunteers, and is an independent non profit-making organisation.

Organising the Festival

The Organising Committee included the Chairman Jill Webster, the Vice Chairman, the Secretary Lesley Lee, the Honorary Treasurer Sally Knox, and six ordinary members. Lesley Lee organised our new online electronic ticketing service managed by Ticketsource. Our outstanding Publicity Officer was Roger Lee, who also took excellent photographs of our events. Tina Milman efficiently organised the set-ups and venues. Fleur Sinclair, owner of Sevenoaks Bookshop, was an invaluable member of the committee, and we are grateful to her and the Bookshop for finding and contacting speakers, for book sales at events and for organising the Young Readers Festival day, which was a huge success. We were all saddened by the sudden death of Sheila Mackenzie, who had been a founder and longstanding committee member. The committee met monthly throughout the year, planning and organising events, making arrangements with speakers, securing sponsorship, organising publicity material and our website, and providing efficient and cheerful help to enquirers and audience attendees when needed.

Planning the Festival Programme

Eleven events were held during the festival from 21 September to 5 October, as well as nine events at the Young Readers Festival Day on 29 September. Bestselling novelists Sebastian Faulks and Patrick Gale attracted full houses, and Vanessa Nicolson, Tessa Dunlop and Nell Stevens drew on the stories of extraordinary women for their talks. Professor Jane Glover instructed us about Handel in London, Gina Miller asked us to stand up and be counted and Luke Harding discussed collusion between Russia and the US Presidency. Patrick Barkham described visiting some of Britain's most remote islands, and Virginia Astley read her beautiful poems accompanied by her daughter upon the harp. The Young Readers Festival Day starred Cressida Cowell and Alex Scheffler, and also featured workshops, storytime and even a musical Bear Band. The very popular speaker at our free schools event, supported by Sevenoaks Town Council, was well-known children's author Piers Torday. Audience numbers were excellent, with many sold-out events.

Publicising the Festival

Our full-colour brochures and flyers were again designed by Ross Bennett of Troublemaker Associates Limited, and printed by Highland Printing. Brochures and flyers were distributed throughout the area. Ross also managed the Festival website www.sevlitfest.com. Roger Lee managed our social media presence and kept the Festival Friends in touch. Pop-up banners were on stage at all our events, and railings banners in town publicized the festival. The price of tickets to all events, except the lunch and the tea, was £10.50.

Supporting the Festival

We would like to thank local organisations for supporting our festival project of bringing outstanding literary talent to Sevenoaks for the entertainment of the local community, young and old. In particular we would like to thank Sevenoaks Town Council for helping to sponsor our free event for local schoolchildren, and also Warners Solicitors, Sevenoaks Poetry Society and Cook for their support.

Planning for 2019

This year's festival will be our seventeenth and will open on Friday 20 September. Tickets will again be sold online with a telephone booking option. Plans are in hand to book the biographers, historians, novelists and good writers who are a feature of Sevenoaks Literary Festival, including writers with local associations. The Young Readers Festival Day will take place on Saturday 21 September organised by Sevenoaks Bookshop. Our free schools event and literary tea will again be held. We look forward to providing the people of Sevenoaks with another excellent literary festival in 2019.

Jill Webster
Chairman
Sevenoaks Literary Festival
January 2019



**North &
West Kent**

Citizens Advice in North & West Kent
Tonbridge Castle
Castle Street
Tonbridge
Kent TN9 1BG

*Grant 04
report*

Advice Line: 0300 330 9001

Michèle MacDonald
Sevenoaks Town Council
Council Office
Bradbourne Vale Road
Sevenoaks, Kent
TN13 3QG

26 February 2019

Dear Michèle,

Re: Citizen Advice in North & West Kent Grant

Please accept this letter as evidence to how we spent the grant of £650 from Sevenoaks Town Council, which was gratefully received in October 2018.

As planned in our initial application, we used the grant to purchase essential office furniture, and to facilitate our programme of community events in Sevenoaks Town, aimed at reaching out to local people to raise awareness and share information, and reaching members of our community that might not otherwise think of accessing our services.

The use of the grant has been broken down as follows:

Office Desk	£219.44
Secure filing cabinet	£65.99
2 Events in Sevenoaks Town:	
Leaflets	£114.25
Volunteer expenses claimed	£2.30
Branded T-shirts for volunteers	£30.12
Staff time (project management, attendance at events, evaluation & monitoring etc.)	
= 2.5 days	£217.90
TOTAL	£650.00

I have enclosed a copy of receipts/invoices for the office desk, filing cabinet, T-shirts and leaflet printing.

Chief Executive Angela Newey

Citizens Advice in North & West Kent, incorporating Citizens Advice in Dartford, Gravesham, Sevenoaks, Swanley and Tonbridge & Malling. Charity registration number 1082979. A company limited by guarantee in England & Wales Registered number 3960538. Authorised and regulated by the Financial Conduct Authority FRN: 617614. Registered office as above

The photographs below show the new desk and filing cabinet in place in our Sevenoaks office. They are a vast improvement on the old and broken items from before, and have enabled our admin volunteers to complete their roles in comfort and to keep sensitive information securely.



The first community event we took part in was the Stronger Kent Communities Fair on Saturday 13th October at the Sevenoaks Leisure Centre. This event was very well attended by the local community and was a wonderful opportunity for our volunteers and staff to share information about our services and talk to people about issues that they were facing. Our stall at this event was manned by 5 volunteer advisers and one member of staff who coordinated our activities, supported volunteers at provided more specialist advice skills.

Sevenoaks Wellbeing Fair Saturday October 13th, 2018
Sevenoaks Leisure Centre
Issue Log

Housing		③
Benefits		③
Universal Credit	()	⑤
Energy		①
Financial Capability		③
Employment		⑤
Debt		③
Total		

The issue log (completed on the day) demonstrates the range of issues that were discussed with local people at the event. Universal Credit and other benefits were the most prevalent issues discussed, along with employment issues.

We also took the opportunity to share money skills tips, energy saving advice and scams awareness tips by speaking to people and distributing leaflets.

Our tweet about the event received several retweets and likes, and was seen by 613 twitter users.

Tweet Activity

CitizensAdviceNWKent @CANNWKent
We're really looking forward to attending the @SKCFair on Saturday afternoon. Do come along to say hello and find out more about how we help people in #Sevenoaks. Many thanks to the Committee at Sevenoaks Town Council @SevenoaksTC for supporting us to take part. [pic.twitter.com/MYLVetMap](https://twitter.com/MYLVetMap)

Impressions	613
Total engagements	11
Media engagements	4
Retweets	2
Likes	2
Link clicks	1
Detail expands	1
Profile clicks	1

Reach a bigger audience
Get more engagements by promoting this Tweet

[Get started](#)

The second event in Sevenoaks Town was initiated by us and took place on Monday 17th December 2018. A group of 6 volunteer advisers, supported by a member of staff, spent the morning on Sevenoaks High Street and outside Sevenoaks Post Office, talking to passers-by and distributing information and leaflets.

The focus of this event was to share tips on scams awareness and how to avoid getting into debt at Christmas; both very topical issues during the festive period. We also discussed more general issues along with how to access services available in Sevenoaks, and were delighted to recruit one additional volunteer who has now signed up to an upcoming Adviser training course.

A leaflet of tips to avoid debt was created especially for this event, a PDF of which has been attached to this report.



In addition to distributing leaflets and speaking to approximately 200 people in Sevenoaks Town on the day, we also spoke to the staff of many shops and services in the town centre, and were encouraged to leave a stock of Christmas debt tips leaflets at the following outlets:

- Waitrose
- Lloyds Bank
- Natwest
- Halifax
- Santander
- Nationwide
- Co-op Funeral Care

Our tweet (below) received 11 retweets and likes and created almost 1,100 impressions.



CitizensAdviceNWKent @CANWK1 · 17 Dec 2018

We've been out&about in #Sevenoaks High St. today. We spoke to lots of local people about our services, tips for avoiding getting into #debt at #Christmas and how to avoid #scams-it was certainly a busy morning! Many thanks to Sevenoaks Town Council @SevenoaksTC for their support



Impressions	1,091
Total engagements	32
Media engagements	15
Likes	7
Retweets	4
Detail expands	4
Link clicks	1
Profile clicks	1

Reach a bigger audience

Get more engagements by promoting this Tweet!

Get started

We remain extremely grateful to the Town Council for the support received towards our work to provide free, independent, confidential and impartial advice for people in Sevenoaks; both through grants in this and previous years and the ongoing in-kind support of free hire of the council chamber for our volunteer team meetings.

We look forward to attending the Annual Town meeting on 18th March 2019 when we can express our thanks publicly at that occasion.

Yours sincerely,

Helen Beckerson
Fundraising Manager

Email: helen.beckerson@nwkent.cab.org.uk
Tel: 07917 807811



Sevenoaks Three Arts Festival

Registered Charity No 1031815

Grant 06
Report

2018 Festival Report to Sevenoaks Town Council

The Sevenoaks Three Arts Festival this year saw entry numbers falling slightly – this is not particularly surprising as they have been rising over the last few years, a situation which could not be expected to go on indefinitely. The only exception to this was our Speech and Drama section which continues to grow bigger year by year. Our Festival has always had a reputation for being a particularly friendly one, and certainly our competitors showed a huge amount of enthusiasm both in their performances and in showing off their Certificates and adjudication sheets afterwards.

We have a high quality venue for the Festival, Walthamstow Hall Senior School, whose facilities have proved very popular and who support the Festival both by giving us a lot of help, providing excellent refreshments for our audiences (with students from the School helping in order to support their lacrosse tours) and laying on lunches for helpers and Adjudicators.

A rough estimate puts the number of participating Sevenoaks-based children (aged 17 and under) at well over 900, and lots more from further afield. Our adult competitors, mainly in the Speech, Singing and Accordion sections, also come from far and wide and number between 40 and 50.

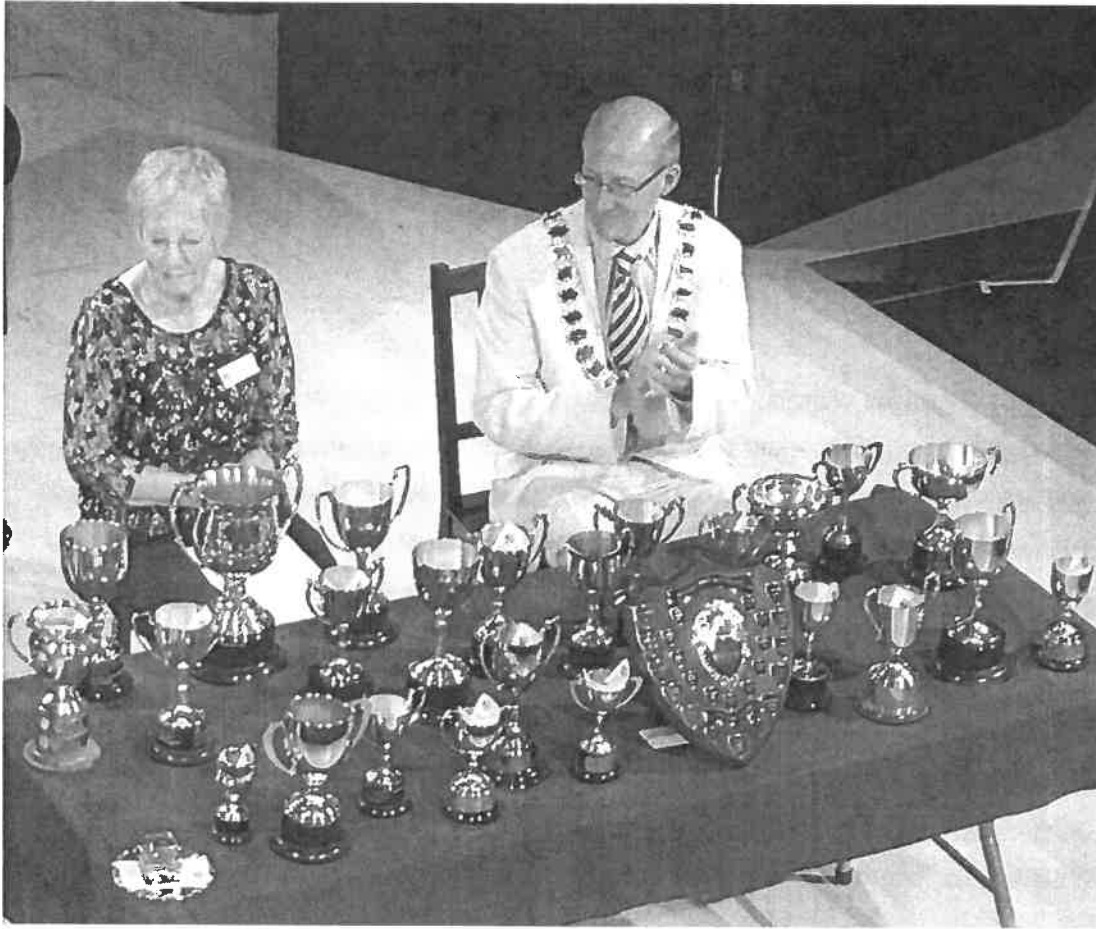
The Prizewinners' Concert which brought this year's Festival to a close on Saturday 23 June was once again an indication of the high standards reached across the varied age range and different performance disciplines: with performers aged from six to adult, the audience was treated to a feast of entertainment and showed their appreciation accordingly. Awards were presented by the Town Mayor Cllr Roderick Hogarth, and the SDC and SDAC Chairmen were also official guests. It may be of interest to the Council to know that the Sevenoaks Town Council Cup (given to the Competitor(s) gaining the highest mark in the Woodwind and Brass Section) was awarded to Isabella Pengelly, an 11-year-old clarinettist who gave a beautiful rendition of the Prelude from the Victorian Kitchen Garden.

As ever we express our grateful thanks to the Sevenoaks Town Council for its valued and generous support, which enables us to hire two high quality pianos for the Festival's music classes and also contributes towards the hire of the venue.

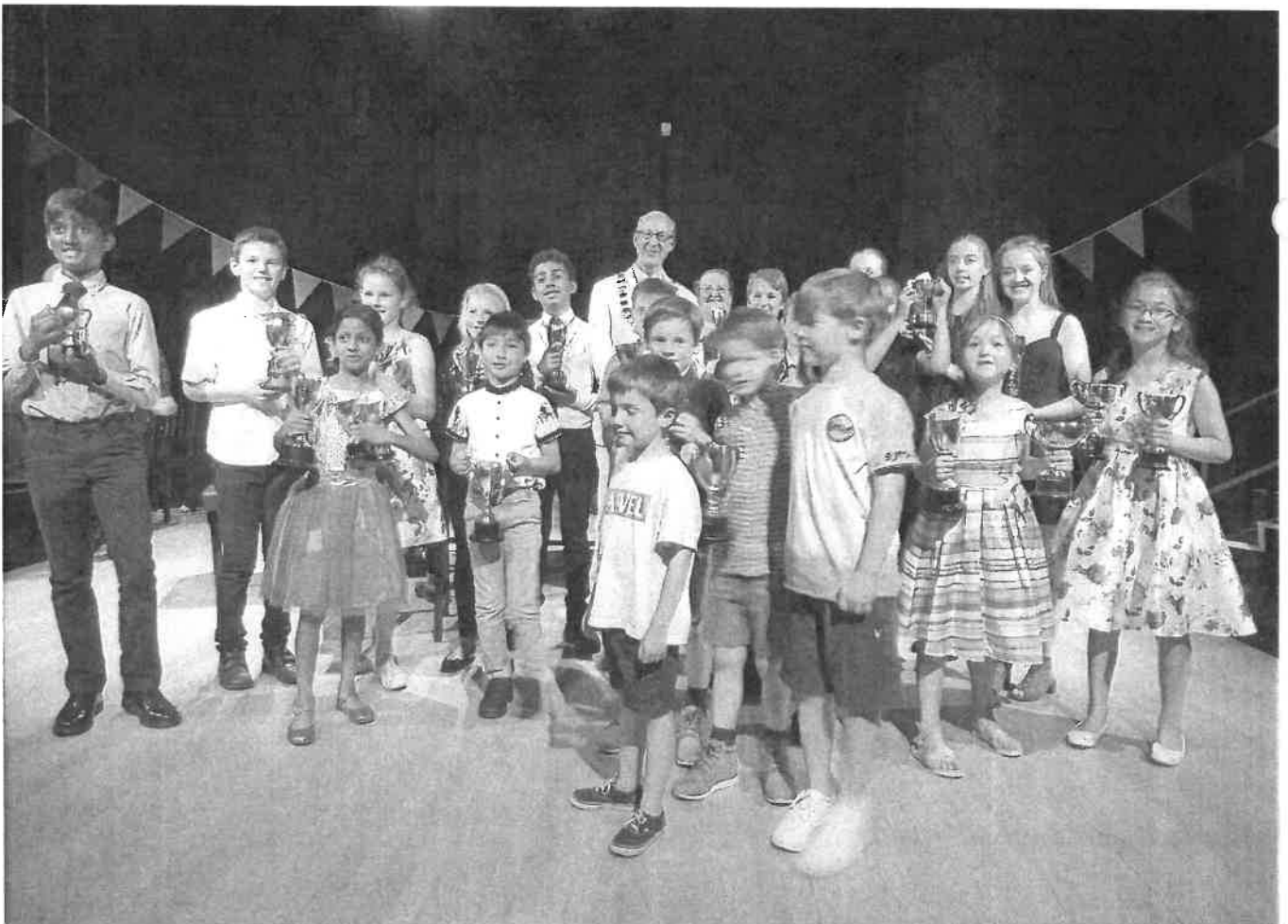
A copy of this year's Festival Syllabus and Programme are enclosed for further information together with photographs taken at the Concert.

Margaret Holgate *Festival Secretary*

Cllr Hogarth with Margaret Holgate, Festival Secretary, and the cups before presentation.



Cllr Hogarth with award winners after the presentation.





Grant code
49
REPORT

WWW.KENTPAINTERSGROUP.CO.UK

Chairman: Mrs Jo Munro

jo@munrosmithers.com

Secretary: Mrs Cilla Langdon-Down

secretary@kentpaintersgroup.co.uk

Artist Co-Ordinator: Mrs Dani Meharg

danimeharg1@yahoo.co.uk

Michèle MacDonald
Sevenoaks Town Council
Bradbourne Vale Road
Sevenoaks Kent TN13 3Q

18 November 2018

Dear Ms MacDonald

Kent Painters Group – Grant Aid for New Lighting System

I am writing on behalf of the Kent Painters Group. The Committee is most grateful for your support through your generous grant aid towards a new lighting system for our artist screens.

Our old lighting system was nearly 20 years old and they heated up. Our new lighting system uses modern LED technology creating little heat and a streamlined appearance. The lights helped to show the artwork to the best advantage. We displayed several posters around our exhibition expressing our thanks for the STC contribution.

We are also grateful for the opportunity for one of our committee to attend your Presentation of Awards meeting in March and present a small display about our Group and its local fundraising activities..

We genuinely appreciate the support of the Sevenoaks Town Council for their support in our Mental Health fund raising event.

We look forward to re-using our new lighting system for many years to come.

This year has been a resounding success for Kent Painters Group which will result in sizeable cheques being presented to 3 local Mental Health Charities.

Yours sincerely


Debra Barr-Smith,
Kent Painters Group
Committee member

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Shackleton Trophy Expedition Report

Exercise Partisan Shadow was conducted in the Brenta Dolomites in August 2018 and was the culmination of a year's hard work planning and preparation. This expedition was planned and conducted by three Staff and nine Cadets of 2158 (Sevenoaks) Squadron, Kent Wing Air Cadets, all of whom were given equal opportunities to develop themselves in the lead up to, and during a challenging and exposed international Expedition.

The Expedition was conducted in the shadow of the Partisans, venturing in to the arduous environment that they would have been working in 100 years ago, with the aim of understanding what they experienced helping to defend Italy against the Austro-Hungarian Forces during the First World War. The expedition was planned to coincide with two centenaries, the first being from the End of the First World War, and the second was the formation of the Royal Air Force, The Air Cadets Parent Service.

The expedition was pitched in August 2017 and over the following months all participants undertook multiple climbing sessions on the squadron climbing wall. As part of the training every participant committed to experiencing exposed ridge walks in the Lake District along Striding and Swirrell Edge. On a training weekend we also completed the only Via Ferrata course in the UK situated in Honister Slate mine. This introduced them to the method of movement and safety requirements that would be utilised in Italy on the Expedition. On the second May bank holiday the expedition members completed a fund-raising endurance event by completing the 24.5 mile Yorkshire Three Peaks in under the challenge's 12-hour stipulation. Over these training weekends and sessions, the participants' skills, confidence and comfort of being in exposed situations increased to the point where they were checking on each other, ensuring that everyone including the staff were suitably prepared.

Early morning mid-August saw the Expedition depart with everything the participants needed for the week packed in to a 35ltr rucksack – 'hand luggage' as the staff kept saying! This in itself was a challenge for a few! After a few hours traveling the expedition arrived at the start point in Vallesinella, Madonna di Campiglio. Here there were a few moments to collect water and ensure that kit was stowed before starting off to the overnight accommodation. This first day's trek was more challenging than many had expected not only because of the heat and humidity but also because of the fact we were starting higher than anywhere in the UK so everything had to be done slower to conserve energy. Once the expedition had arrived at Rifugio Tuckett (2268m) the cadets showed their maturity from training by getting themselves squared away ready for the following challenging day.

This second day started with meeting the local guides, who split the expedition down into three teams and conducted their briefs to the groups on the dangers on the routes that we were following. The first day was a challenging introduction to the via ferrata routes with a sheer cliff face to ascend with some precarious rungs. This was preceded and followed by the most beautiful backdrop a first day could consist of. Whilst on route the guide provided an insight in to the partisan activity in the local area, in particular where they helped the Italian troops on a daring positioning of the Hippopotamus (a 6 ton 149G Cannon), across a valley within the Pian di Neve glacier in the Adamello mountain range which we could view on the opposing valley to where we stood. The guide also explained and showed us the effect of climate change on this unique landscape and we could see at first-hand how the glaciers had receded over recent years and rockfalls had occurred due to freeze-thaw action in this dynamic environment. This first day was a sign of things to come and the buzz throughout the teams proved that everyone knew it was only going to get better.

Over the following three days the expedition moved through terrain that The Dolomites has come to be known for, its towering rock chimneys. At times the via ferrata route being followed took

participants on exposed sections of track that had no fixed cables, sheer drops, slippery steep scree slopes on compact ice, and several stretches of glacial ice to traverse. The circular route was at altitudes in excess of 2000m and a high point of 2936m which was a new experience for the expedition members. It was safe to say that not knowing what the view was going to be like round the next corner was second to 'what is the next challenge going to be?'

The challenging environment helped strengthen team cohesion and this was particularly evident when the multiple glacier crossings were conducted. We were all roped up together and briefed on movement on the ice, therefore our teamwork needed to be spot on. These challenging environments push everyone out of their comfort zone, Callum Bridel explained that *'we all had to overcome our own fears and insecurities. Many of us had not been to mountains of this altitude and exposure or with such amazing scenery and certainly had not climbed or stayed overnight at altitude. This presented unique challenges to each of us and pushed us all out of our comfort zones.'*

Bradley Relyea, who has a fear of heights, faced one such challenge when he had to descend a 25m ladder which over hung on the rockface half way down, he said that *'I had no gauge on how long the ladder was, so I just took my time and steadily made my way down. The experience on this ladder solidified that the best thing to do in these situations is to stay calm, stay determined and focus on the task'*

Chas Tate had never completed a mountain day before signing up for the expedition due to a fear of heights from the exposure presented in this environment however *'it made me realise that I can do anything I set my mind to, helping me overcome fears from the perseverance and support from those people around me'*

Expedition Leader Paul Howes commented that

'providing young people with the skills to overcome obstacles is key to the Air Cadets ethos of 'Venture Adventure'. Watching these young adults, all of whom have an appreciation for adventure, work and live amongst other like-minded individuals is one of the most rewarding things to see. You see the development of characters that you wouldn't see in a classroom, work together in an environment where everyone's ability levels are equal with no one having any prior experience. The weather couldn't have been better for an initial alpine expedition, it allowed the cadets to appreciate the grandeur of the scenery and landscape in which the Partisans fought to defend'

After descending from the mountain, we had a day exploring Verona and its history. The expedition sought out and visited the key buildings in Verona during the First World War. Italy declared war on Austria-Hungary in May 1915 entering WWI on the side of the Allies – Britain, France and Russia. This was due to the terms of the Treaty of London signed in April 1915. Verona was an Austro-Hungarian city at the start of the conflict and held the HQ of The Austrian Field Marshal at Palazzo Carli and the Austrian Army HQ at Palazzo Barbieri. Following a self-guided tour, the rest of the afternoon was R&R with gelato, pizza, pasta and coffee before traveling back to the UK.

We would like to thank all our supporters for the invaluable help they have provided us with on our expedition. Your support has allowed us to give the opportunity to these cadets to experience a challenging mountain environment and adventure that they would not otherwise have been able to access.





Sevenoaks Town Council

Capital Cashflow and Borrowing Requirements

Introduction

In 2014 Sevenoaks Town Council embarked on its first ambitious £4m Community Investment Plan to restore and improve community facilities over a five year period. It included a number of ambitious projects to benefit the local community and in particular aid the regeneration of the Northern Sevenoaks area. In reviewing the business cases for identified projects, various funding sources were identified and explored including grants, sale of surplus assets and donations. Projects have also been completed in phases to maximise resources and to align with income/funding streams. An extract of the 2019 Community Investment Plan provides an update on the original 2014 plan per below:

2014 Community Investment Plan

Ref	Project	Funds Invested	Funded by	Status
1	Replacement of Raleys Gym - investment into new facilities at Sencio Leisure Centre	£95,000	Sale of Raleys	Completed
2	Replacement of Indoor Cricket School - funds provided to Sevenoaks District Council in s.106 agreement	£150,000	Sale of Raleys	Ongoing
3	Café on the Vine - restored historic building and brought back into useful community use.	£150,000	ICET grant and STC reserves.	Completed
4	New Play Area near the Town Centre - Buckhurst Play Area	£100,000	Sale of Raleys CETB grant	Completed
5	Greatness Recreation Ground - new public toilet, fencing, additional benches and play equipment.	£50,000	CIL ICET grant	Completed
6	Multi Use Games Area (to replace tennis courts at Community Centre) awaiting construction of new centre	£100,000	Sale of Raleys	Development Stage
7	'Free' recreational facilities - additional play equipment at Kippington Meadow	£4,000	Kent County Council Cllr Crabtree Member grant.	Completed

Ref	Project	Funds Invested	Funded by	Status
8	Sports Strategy The Sports Strategy involving 40 local sports clubs has been completed and is an appendix to the Neighborhood Development Plan. 3G Football Pitch installed at Greatness 3G Rugby Pitch at Knole Paddock 3G Hockey Pitch at Hollybush (contribution)	£450,000 £500,000 £50,000	Sale of Raleys Sevenoaks Mayor's Fund	Completed At Planning Completed
9	Neighbourhood Development Plan Completed to draft stage awaiting Local Plan development. Masterplan for Northern Sevenoaks developed and supported by approximate 70% of local community. Provides plan for regeneration and investment in the area. No. 8 Bus - orbital bus route connecting residential areas to town centre. Winner of UK Community Bus 2018.	£100,000 £150,000	STC Budget KCC s.106 (Sainsbury development) and community transport fund.	Development Stage
10	Stag Community Arts Centre (STC has a 25-year lease) Capital investment including air handling system	£150,000	Sale of Raleys	Completed
11	Bat & Ball Centre Planning permission has been obtained and construction due to commence June 2019	£2,750,000 (core cost)	Sale of Raleys £1.2m CIL Public Works Loan Board	Development Stage
	Total capital investment into community facilities	£4,649,000		

Note ICET = Ibstock Cory Environmental Trust and CIL - Community Infrastructure Levy.

Projects not included in 2014 original Community Investment Plan

Ref	Project	Funds Invested	Funded by	Status
13	Bat & Ball Station building refurbishment (25 year peppercorn lease)	£1,452,000	Heritage Lottery Fund CIL Railway Heritage Trust STC Budget	Completed
	New Access Ramp to Platform 1	£60,000	CIL	2019
	Cycle racks at station entrance.	£29,000	CIL	2019
	Cycle racks (including electrical charging) on community centre land adjacent to ramp.	£45,000	CIL	2019
		£35,000	CIL	2019
	New Pedestrian Access to Otford Road			
	Additional capital investment into community facilities	£1,621,000		
	2014 Capital Investment Plan into community facilities	£4,649,000		
	Additional total Capital Investment Plan into community facilities	£1,621,000		
	Total Community Investment	£6,270,000		

In order to complete the next phase of projects and in particular the Community Centre, it is anticipated that a Public Works Loan Board (PWLB) loan will be required.

The Local Government Act, 2003 ('the 2003 Act'), gives local authorities the power to borrow. Any loan taken out by smaller councils must first be approved by the Ministry of Housing, Communities and Local Government (MHCLG). This borrowing process is governed by schedule one to the Local Government Act of 2003.

The Responsible Finance Officer under Section 151 of the Local Government Act 1972 is responsible for signing off on all borrowing in accordance with the Prudential Code. With any borrowing, a local authority must set aside cash from its revenue budget sufficient to ensure it can repay its debts for the length of the borrowing period.

Refer Appendix B 'Access to Grants and Funds: Parish & Town Council Borrowing, Tristram Gardner/Shafi Khan'

Funding Requirement

The total additional cost to complete required projects is £2.3M. As per the financial reports of January 2019 the council has £2.4M including cash and earmarked reserves. Usable reserves are £1.7M of Capital Receipts Reserve. It is proposed that £1.2M from Capital Receipts Reserves be allocated allowing for a buffer of at least £500K in the reserves after allocation. This leaves a funding shortfall/minimum borrowing requirement of approximately £1M. It is proposed that STC applies for £1.25M.

STC has engaged with KALC for advice as per the first step of NALC guidance on the borrowing process. The formal decision on each application rests solely with the Secretary of State within the Ministry of Housing, Communities and Local Government (MHCLG). If the application is approved, MHCLG will send the council a borrowing approval letter, setting out conditions that need to be fulfilled for the council to borrow, how much the council can borrow, and the maximum term of the loan period. Borrowing approvals are valid for 12 months but can be extended. With this borrowing approval letter, councils may borrow from any willing lender – including banks however in practice The PWLB provide the most favourable rates and terms for parish councils with rate loans determined by the UK Debt Management Office (DMO).

To secure approval, parishes and town councils must principally show four things in their application;

- i) that residents have been consulted with regarding projects,
- ii) that the full council has approved the loan application,
- iii) that the council's budget includes provisions made to meet the loan cost,
- iv) a business case for the loan. The business case should include the proposed downstream activity the loan will fund, estimated costs, financial planning to fund the loan repayments, and steps the council has in place to mitigate the risks associated with not being able to meet repayments. If that repayment plan includes an increase in the local precept, the council must show evidence of public support for this.

The amount that a council may borrow is normally limited to £500,000 in any one financial year for a single purpose. For higher amounts, approval might be issued on a phased basis over the life of the project.

STC has put in place a project plan which meets the above criteria including an allocated Development Fund. Repayments will be made from this fund.

Loan Structure

Public Works Loan Board (Debt Management Office) loans are repayable by one of three methods. EIP or Annuity are the options given in practice.

1. Maturity: half-yearly payments of interest only, with a single repayment of principal at the end of the term.
2. EIP (Equal Instalments of Principal): equal half-yearly instalments of principal together with interest on the balance outstanding at the time.
3. Annuity or ER (Equal Repayments): fixed half-yearly payments to include principal and interest.

It is proposed that STC takes out an annuity loan. While the financing costs of an annuity over its term are higher than an EIP the benefit of fixed repayments over the term provides predictability and reduces risk should interest rates go up.

Borrowing Options compared

Loan Instrument	Available with Fixed and or Variable Loans?	Description	Strengths	Weaknesses
Annuity or Equal Repayments (ER)	Only Fixed	Both interest and principal paid back over the life of the loan, with principal repayments increasing over time.	Fixed total payments each month, so cashflow is known. Principal repaid over life of the loan which lowers risk of shortfall at end of project.	May result in negative net cash flow for earlier years of the project. Higher monthly payment compared to Maturity repayment due to principal being paid down over time.
Equal Instalment of Principal (EIP)	Fixed and Variable	Similar to an annuity, principal is repaid throughout the life of the loan. Unlike in an annuity, the principal repayments are fixed and the interest payments vary.	Fixed principal repayments, but variable total payments as interest payment reduces in line with the reducing average balance. Principal repaid over life of the loan which lowers risk of shortfall at end of project.	Highest monthly cashflow requirement in the initial years. Payment profile least well matched to potential project cash flows.

Loan Repayment

The loan will be repaid through an existing Development Fund included in the council's annual contingency provision. This approach has the benefit to rate payers of keeping the existing council tax/precept. This is permitted under the borrowing application guidance. It also means that the Council is operating in line with previous communications on its precept leaflet.

The precept for 2019/20 is £1,141,385 with the Band D Council Tax at £118.43. This includes Development Fund of £108,330.

The aim is to meet annual repayments whilst ensuring that the council continues to maintain a contingency of about £40k per year.

Options were considered per table below for a principal sum between £1M and £1.5M for periods between 5 and 30 years.

Options considered per below:

Yearly repayments

Years	£1,000,000.00	£1,250,000.00	£1,500,000.00
5	209,920.10	262,541.30	315,049.56
10	110,217.86	137,911.40	165,493.70
15	77,779.58	97,437.36	116,924.82
20	62,366.98	78,178.78	93,814.54
25	53,668.84	67,314.84	80,777.80
30	48,148.64	60,423.84	72,508.60

Interest Rates

Years	£1,000,000.00	£1,250,000.00	£1,500,000.00
5	1.78%	1.80%	1.80%
10	1.89%	1.91%	1.91%
15	2.05%	2.08%	2.08%
20	2.25%	2.28%	2.28%
25	2.44%	2.47%	2.47%
30	2.59%	2.62%	2.62%

BORROWING RECOMMENDATION:

The Responsible Finance Officer's and Chief Executive's recommendation is that in reviewing the capital receipt reserve and cashflow for planned capital projects, it is prudent for Councillors to approve borrowing of a fixed repayment annuity loan of £1.25M over a 25-year period. STC will repay an annual fixed amount of £67,314.84 over the same period at an interest rate of 2.47%.

APPENDICES:

- Appendix A** Sevenoaks Town Council Capital Cashflow forecast
- Appendix B** Access to Grants and Funds: Parish & Town Council Borrowing, Tristram Gardner/Shafi Khan
- Appendix C** Public Works Loan Board Estimated Repayments Costs

Sevenoaks Town Council

Community Investment Project Cashflows

Summary Projects Cashflows

26 February 2019

Projections - To 31.3.2021		Projected		Actual to 31.3.18		Actual to date		Cum. to 31.3.19		Estimate 2019-20		Estimate 2020-21		Total	
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
1 Bat+Ball Station Bldg.															
Total Inc/Inflow	1,082,200	78,811	-	-	-	-	-	769,052	313,958	-	-	-	-	1,083,011	-
Total Exp/Outflow	1,232,956	244,181	-	-	-	-	-	1,228,910	10,000	-	-	-	-	1,238,910	-
NET STC FUNDING REQUIRED	-	150,756	-	165,370	-	-	-	459,858	303,958	-	-	-	-	155,899	-
2 Bat+Ball Station Bldg. Ancillaries															
Inflow	209,009	-	-	-	-	-	-	174,144	-	-	-	-	-	174,144	-
Outflow	239,639	-	-	-	-	-	-	203,496	44,964	-	-	-	-	293,424	-
NET STC FUNDING REQUIRED	-	30,630	-	-	-	-	-	29,352	44,964	-	-	-	-	119,280	-
2 Bat and Ball Centre															
Inflow	1,400,000	408,838	-	-	-	-	-	1,766,653	-	-	-	-	-	1,766,653	-
Outflow	2,750,000	408,838	-	-	-	-	-	561,224	1,833,333	-	-	916,667	-	3,311,224	-
NET STC FUNDING REQUIRED	-	1,350,000	-	-	-	-	-	1,205,429	1,833,333	-	-	916,667	-	1,544,571	-
4 Business Hub															
Inflow	290,400	-	-	-	-	-	-	25,000	265,400	-	-	-	-	290,400	-
Outflow	265,400	-	-	-	-	-	-	18,208	247,192	-	-	-	-	265,400	-
NET STC FUNDING REQUIRED	-	25,000	-	-	-	-	-	6,792	18,208	-	-	-	-	25,000	-

Sevenoaks Town Council

Community Investment Project Cashflows

Summary Projects Cashflows

26 February 2019

Projections - To 31.3.2021	Projected	Actual to 31.3.18	Actual to date	Cum. to 31.3.19	Estimate 2019-20	Estimate 2020-21	Total
	£	£	£	£	£	£	£

Other Community Investment Projects							
5 Inflow	-	-		25,000	-	-	25,000
Outflow	529,534	-		100,324	429,210	-	529,534
NET STC FUNDING REQUIRED	-	-	-	75,324	429,210	-	504,534

TOTAL STC FUNDING REQUIRED (before funding below)	-	165,370	-	647,688	1,985,341	916,667	2,299,284
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Funded by: £

Allocation from Capital Receipts Reserve	(allowing for a minimum of £250K balance in the reserve)	1,200,000
Allocation from Grants		-
Allocation from Donations		-
Funding shortfall/Minimum Borrowing Requirement		1,099,285

Note:

1 Details of each project in following sheets

Excludes the impact of revenue consequences of the projects such as management, maintenance and loan repayments. These are addressed separately as required

Sevenoaks Town Council

Community Investment Project Cashflows

Bat and Ball Station and Related Projects

Est Project (Tender)	Total to 31.3.18	Actual Jul-Aug	Actual Sep-Dec	Actual Jan-Mar	Tot to 31.3.19	Actual Apr-Jun	Actual Sep-Dec	Estimate 2019-20	Total Project
£	£	£	£	£	£	£	£	£	£
Bat+Ball Station Bldg.									
Income/Funding									
HLF Grant Award (51%)	755,600	-	82,593	268,421	90,627	441,642	238,398	75,560	313,958
HLF Activity plan									
HLF-Management & Maintenance									
CIL SDC	130,000	-	-	130,000	-	130,000	-	-	130,000
CIL - STC (Oct 2017)	78,000	78,811	-	-	-	78,811	-	-	78,811
CIL - STC (Apr 2018)	110,000	-	-	110,000	-	110,000	-	-	110,000
Grant-Railway Heritage Trust	8,600	-	-	8,600	-	8,600	-	-	8,600
Other Grants	-	-	-	-	-	-	-	-	-
Total Income/Inflow	1,082,200	78,811	82,593	508,421	99,227	769,052	238,398	75,560	313,958
Expenditure/Outflow									
Development Phase	158,886	233,546	-	-	-	233,546	-	-	233,546
Construction	760,800	-	411,147	272,200	-	683,347	-	-	683,347
Repair & Conservation variations									
inc. Contingency	150,600	-	-	201,016	201,016	201,016	-	-	201,016
HLF Prof Fees RIBA 5-7	57,300	-	20,000	20,000	7,300	47,300	-	10,000	57,300
HLF Deliv Phase - Activity Plan	76,770	-	11,249	1,021	12,450	24,720	-	-	24,720
HLF Deliv Phase - Recruitment & Other	5,800	10,635	-	10,228	318	21,181	-	-	21,181
Evaluation	5,000	-	-	-	-	-	-	-	-
Automatic door-Café	11,400	-	-	11,400	11,400	11,400	-	-	11,400
Automatic door-Booking Hall	5,400	-	-	5,400	5,400	5,400	-	-	5,400
Restoration of booking table	1,000	-	-	1,000	1,000	1,000	-	-	1,000
Total Expenditure/Outflow	1,232,956	244,181	442,396	303,449	238,884	1,228,910	-	10,000	1,238,910
NET STC FUNDING REQUIRED	-	150,756	-	525,173	-	459,858	-	155,899	-

Sevenoaks Town Council

Community Investment Project Cashflows

Bat and Ball Station Ancillary Projects

	Est Project (Tender)	Total to 31.3.18	2018-19		Forecast 2018-19	Tot. to 31.3.19	2019-20		Estimate 2019-20	Total Project
			Actual Apr-Jun	Actual Jan-Mar			Actual Apr-Jun	Actual Jan-Mar		
			£	£	£	£	£	£	£	£
Bat+Ball Station Ancillary Projects										
Income/Funding										
SDC CIL										
New Access & Ramp to Platform 1	54,852	-	-	-	-	-	-	-	-	-
30 cycle racks platform adj to station building	28,728	-	54,852	-	54,852	54,852	-	-	-	54,852
56 cycle racks-Comm. Centre land (inc. 6 electric charging points)	44,964	-	28,728	-	28,728	28,728	-	-	-	28,728
Oxford Road new access	34,865	-	44,964	-	44,964	44,964	-	-	-	44,964
CIL - STC (Oct 2017)		-	-	-	-	-	-	-	-	-
CIL - STC (Apr 2018)	37,000	-	37,000	-	37,000	37,000	-	-	-	37,000
Grant-Railway Heritage Trust	8,600	-	-	8,600	8,600	8,600	-	-	-	8,600
Other Grants	-	-	-	-	-	-	-	-	-	-
Total Income/Inflow	209,009	-	165,544	8,600	174,144	174,144	-	-	-	174,144

Sevenoaks Town Council

Community Investment Project Cashflows

Bat and Ball Station Ancillary Projects

Exp/Outflow	Est Project (Tender)	Total to 31.3.18	Actual Apr-Jun	Actual Jan-Mar	Forecast 2018-19	Tot. to 31.3.19	Actual Apr-Jun	Actual Jan-Mar	Estimate 2019-20	Total Project
			2018-19				2019-20			
			£	£	£	£	£	£	£	£
New Access & Ramp to Platform 1	54,582	-	-	54,582	54,582	54,582	-	-	-	54,582
30 cycle racks platform adj to station building	28,728	-	-	32,245	32,245	32,245	-	-	-	32,245
56 cycle racks-Comm. Centre land (inc. 6 electric charging points)	44,964	-	-	-	-	-	-	44,964	44,964	44,964
Oxford Road new access	34,865	-	-	-	-	-	-	-	-	-
Waste room & Store room	55,000	-	-	95,169	95,169	95,169	-	-	-	95,169
Heritage Items	12,500	-	-	12,500	12,500	12,500	-	-	-	12,500
Heritage lighting	9,000	-	-	9,000	9,000	9,000	-	-	-	9,000
Additional										
Total Expenditure/Outflow	239,639	-	-	203,496	203,496	203,496	-	44,964	44,964	293,424
NET STC FUNDING REQUIRED	-	-	165,544	-	29,352	-	-	29,352	-	119,280

NOTES

Sevenoaks Town Council Community Investment Project Cashflows

Bat and Ball Centre

	Est Project (Tender)	Total to 31.3.18	2018-19				Forecast 2018-19	Tot. to 31.3.19	2019-20				Estimate 2019-20	Actual Apr-Jun	Actual Jul-Aug	Actual Sep-Dec	Actual Jan-Mar	Estimate 2020-21	Actual Jul-Aug	Estimate 2020-21	Total Project (£)
			Actual Apr-Jun	Actual Jan-Mar	Actual Apr-Jun	Actual Jul-Aug			Actual Sep-Dec	Actual Jan-Mar											
Bat+Ball Centre																					
Income/Funding																					
CIL - SDC	1,200,000	-	1,200,000	-	1,200,000	1,200,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,200,000
CIL STC	200,000	-	157,815	-	157,815	157,815	-	-	-	-	-	-	-	-	-	-	-	-	-	-	157,815
Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
STC	-	393,363	-	-	-	393,363	-	-	-	-	-	-	-	-	-	-	-	-	-	-	393,363
Other	-	15,475	-	-	-	15,475	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15,475
Total Income/Inflow	1,400,000	408,838	1,357,815	-	1,357,815	1,766,653	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,766,653
Exp/Outflow																					
Development Phase	-	393,363	99,539	44,122	143,661	537,024	-	-	-	-	-	-	-	-	-	-	-	-	-	-	537,024
Building Works	2,192,150	-	-	-	-	-	365,358	365,358	365,358	365,358	365,358	1,461,433	365,358	730,717	2,192,150	-	-	-	-	-	537,024
External Works	188,200	-	-	-	-	-	31,367	31,367	31,367	31,367	31,367	125,468	31,367	62,734	188,202	-	-	-	-	-	188,202
Professional fees	369,650	-	-	-	-	-	61,608	61,608	61,608	61,608	61,608	246,432	61,608	123,216	369,648	-	-	-	-	-	369,648
Sundry Costs (Comm Centre Crescent)	-	15,475	8,725	-	8,725	24,200	-	-	-	-	-	-	-	-	24,200	-	-	-	-	-	24,200
Total Expenditure/Outflow	2,750,000	408,838	108,264	44,122	152,386	561,224	458,333	458,333	458,333	458,333	458,333	1,833,333	458,333	916,667	3,311,224	-	-	-	-	-	3,311,224
NET STC FUNDING REQUIRED	1,350,000	-	1,249,551	44,122	1,205,429	1,205,429	747,096	288,762	169,571	627,904	-	-	1,086,238	1,544,571	1,544,571	-	-	-	-	-	1,544,571

Notes:

Income based on actual SDC CIL commitments and STC CIL receipts

Expenditure Based on Feb 2019 initial tender costplans
Expenditure phasing based on equal quarterly payments over life of building project (18 months); start date 1.4.2019

Costs Include:

1. Inflation cost (6%) £ 123805
2. Prelim Costs(12.5%) £210600
3. Contingency Allow (10%) £ 168450

Sevenoaks Town Council

Community Investment Project Cashflows

Business Hub

	Prelimi. Estimate	Actual to Year		Estimate Bal of Year	Total 2018/19	2019/20				Total Project £	
		31.3.18	to Feb 2019			Estimate Apr-Jun	Estimate Jul-Sept	Estimate Oct-Dec	Estimate Jan-Mar		Total(£) 2019/20
Income/Funding											
CIL - SDC	-	-	-	-	-	-	-	-	-	-	-
CIL STC	25,000	-	-	25,000	25,000	-	-	-	-	-	25,000
Grants	265,400	-	-	-	-	-	265,400	-	-	265,400	265,400
Other	-	-	-	-	-	-	-	-	-	-	-
Total	290,400	-	-	25,000	25,000	-	265,400	-	-	265,400	290,400
Expenditure/Outflow											
Development Phase	18,400	-	-	18,208	18,208	192	-	-	-	192	18,400
Building Works	170,900	-	-	-	-	-	85,450	85,450	-	170,900	170,900
External Works	35,000	-	-	-	-	-	-	35,000	-	35,000	35,000
Professional fees	10,000	-	-	-	-	-	5,000	5,000	-	10,000	10,000
Sundry Costs/Contingency	31,100	-	-	-	-	-	-	31,100	-	31,100	31,100
Total	265,400	-	-	18,208	18,208	192	90,450	156,550	-	247,192	265,400
NET STC Funding Required											
	25,000	-	-	6,792	6,792	6,600	181,550	25,000	25,000		25,000

Note:

preliminary figures based on feasibility study and business plan Sept 2018

Start date assumed to be June 2019

Confirm sources of funds - Current SM assumption is 60% SDC CIL balance STC CIL.

Prelim cost estimates based on initial round figures in business case and Genecon plus fees/contingency/external etc

Costs include Furnishings & Fixtures

Sevenoaks Town Council

Community Investment Project Cashflows

Other CIP Projects

Based on Initial Estimates Sept2018

	Prelimi. Estimate	Actual to 31.3.18	Year to Feb 2019	Estimate Bal of Year	Total 2018/19	Estimate Apr-Jun	Estimate Jul-Sept	2019/20 Estimate Oct-Dec	Estimate Jan-Mar	Total(£) 2019/20	Total Project £
Income/Funding											
STC Reserves-STAG	-	-	-	-	-	-	-	-	-	-	-
STC Reserves-NDP	-	-	-	-	-	-	-	-	-	-	-
CIL STC	-	-	25,000	-	25,000	-	-	-	-	-	25,000
Grants	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-
Total	-	-	25,000	-	25,000	-	-	-	-	-	25,000
Expenditure/Outflow											
STAG	31,612		31,612	-	31,612	-	-	-	-	-	31,612
NDP & Northern Masterplan	44,868		1,513	-	1,513	-	-	43,355	-	43,355	44,868
Indoor Cricket	150,000		-	-	-	-	150,000	-	-	150,000	150,000
Sports Strategy-Rugby	244,329		8,474	-	8,474	-	235,855	-	-	235,855	244,329
Sports Strategy-Hockey	50,000		50,000	-	50,000	-	-	-	-	-	50,000
Cemetery Lodge	8,725		8,725	-	8,725	-	-	-	-	-	8,725
Sundry Costs/Contingency	-		-	-	-	-	-	-	-	-	-
Total	529,534	-	100,324	-	100,324	-	385,855	43,355	-	429,210	529,534
NET STC Funding Required	-	-	75,324	-	-	75,324	-	504,534	-	504,534	-

Note:



Access to Grants and Funds: Parish & Town Council Borrowing

Tristram Gardner / Shafi Khan

Local Government Funding Policy Team
Department for Communities and Local Government



What is parish and town council borrowing?

- The Local Government Act 2003 enables parish councils to borrow capital monies to fund infrastructure and capital projects
- All applications to borrow must first be approved by the Secretary of State for the Department for Communities and Local Government

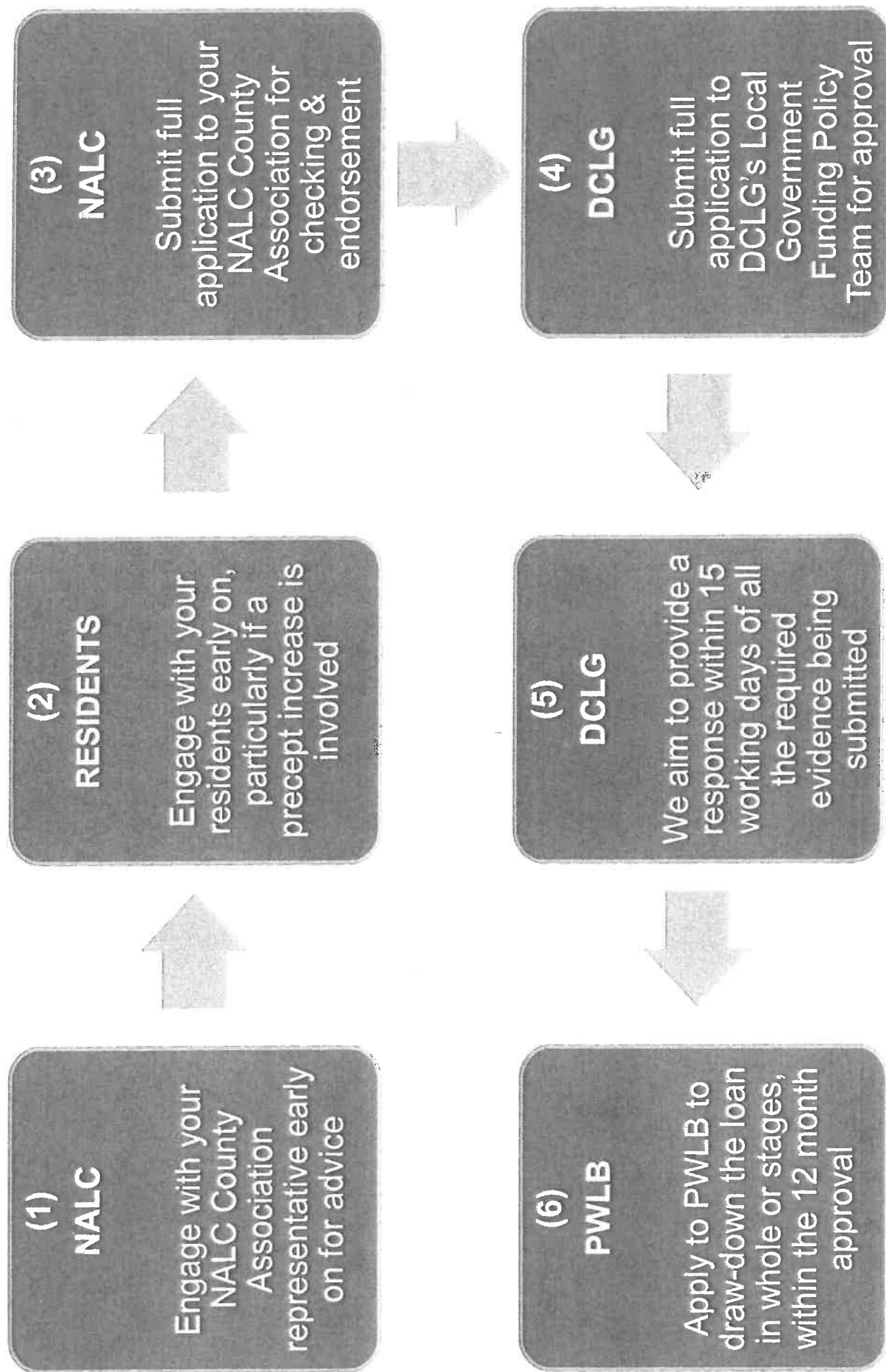
- We check all applications to ensure councils have appropriate public support and robust plans to pay off the loan

- Important to be transparent when planning to take out a loan





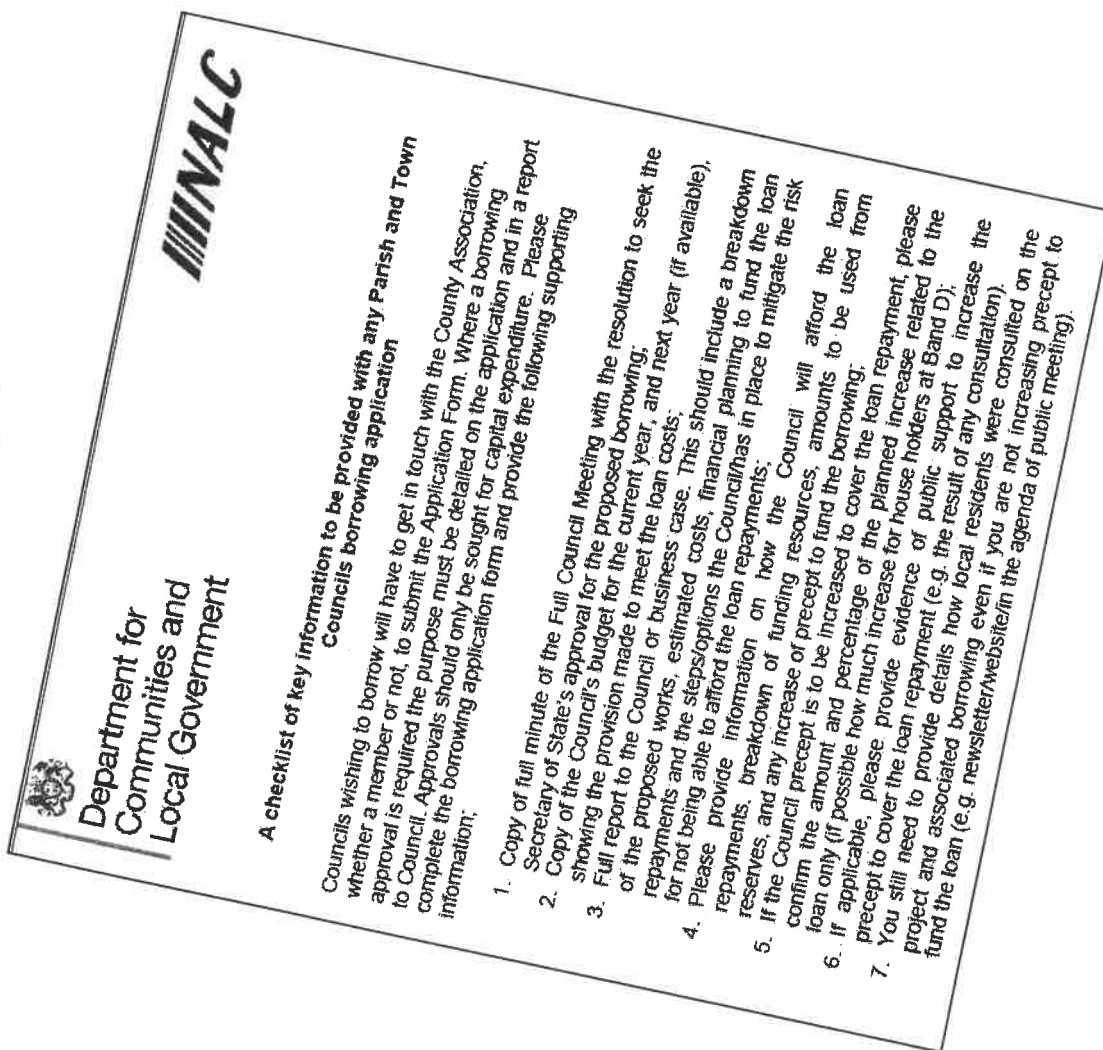
What is the borrowing process?





What do we look for in a borrowing application?

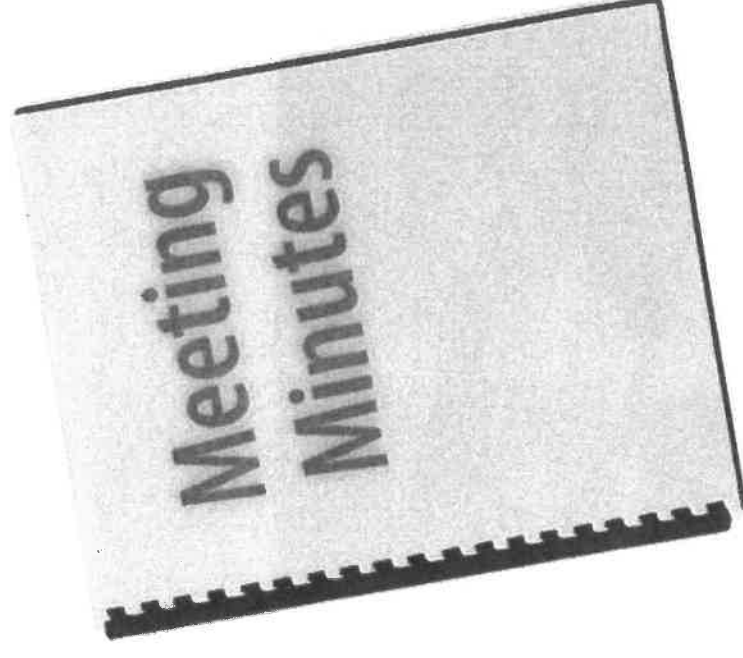
1. Resolution to borrow
2. Budget
3. Report to Council / business case
4. Loan affordability
5. Precept increase
6. Precept increase survey / public support
7. General project consultation





1. Resolution to borrow

- Must be clear and well drafted
- Must be taken at full council meeting
- Should ideally be published on your website.



A black and white photograph showing a hand holding a pen, pointing at a financial table. The table has columns for 'Monthly', 'Quarterly', and 'Annually'. A pair of glasses is visible in the foreground.

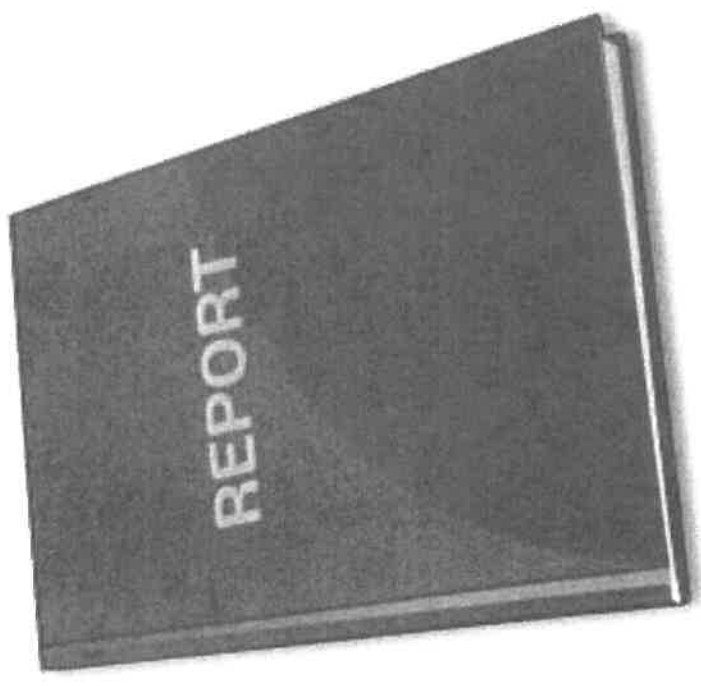
	Monthly	Quarterly	Annually
100.00	100.00	100.00	100.00
150.00	150.00	150.00	150.00
200.00	200.00	200.00	200.00
250.00	250.00	250.00	250.00
300.00	300.00	300.00	300.00
350.00	350.00	350.00	350.00
400.00	400.00	400.00	400.00
450.00	450.00	450.00	450.00
500.00	500.00	500.00	500.00
550.00	550.00	550.00	550.00
600.00	600.00	600.00	600.00
650.00	650.00	650.00	650.00
700.00	700.00	700.00	700.00
750.00	750.00	750.00	750.00
800.00	800.00	800.00	800.00
850.00	850.00	850.00	850.00
900.00	900.00	900.00	900.00
950.00	950.00	950.00	950.00
1000.00	1000.00	1000.00	1000.00

- Loan repayment provision
- Draft budget for next financial year, if applicable
- Access PWLB website for repayment calculation table



3. Report to Council / Business Case

- Short report / multiple documents
- Must be shared with residents
- Each project is different





4. Loan affordability

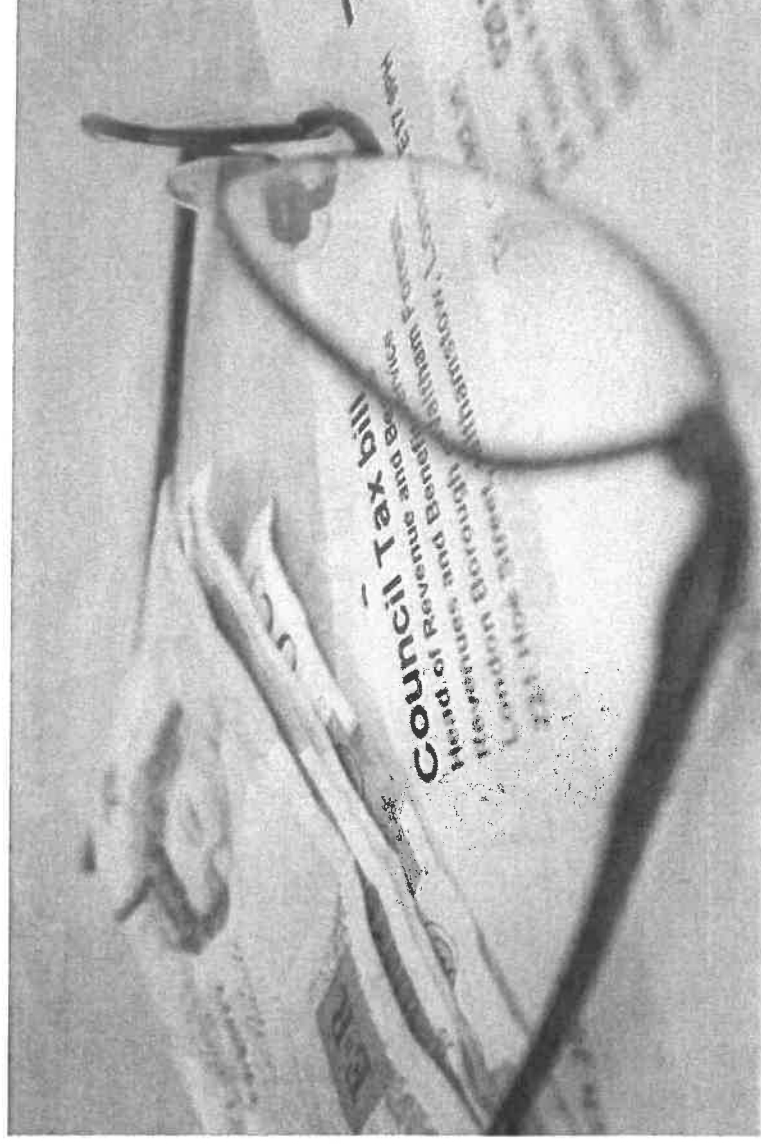
- Existing loan repayments
- Reserves / Other Income / Grants
- Efficiency Savings





5. Precept increase

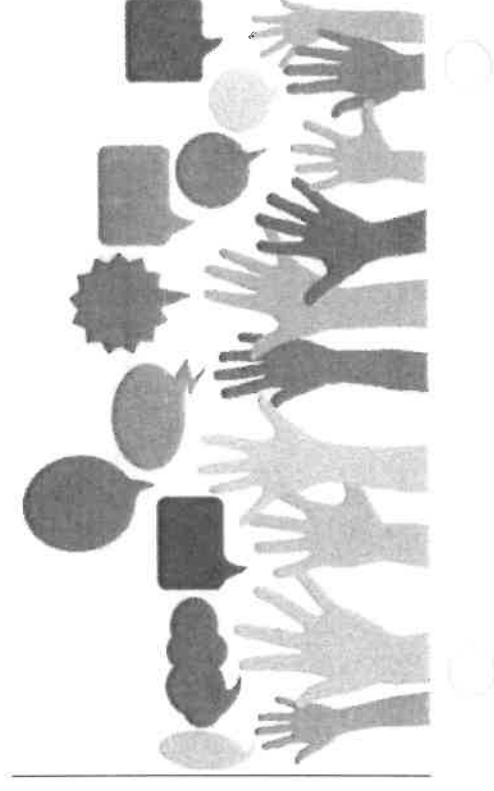
- Percentage and Monetary Amount
- 2%? / 5%? / 10%?
- £5? / £10? / £20?





6. Precept increase survey / public support

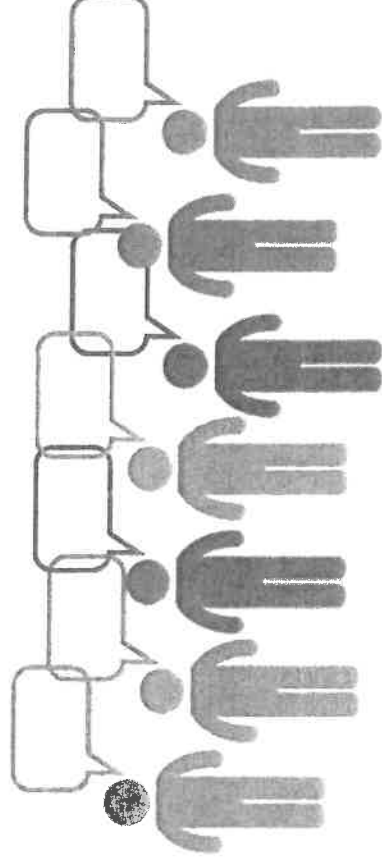
- Online / Paper Survey / Flyers / Public Presentation
- Preferably a minimum of one month and must include a deadline
- Materials & results must carefully documented and submitted





7. General project consultation

- Put all the information out there and seek views/opinions/feedback
- No specific minimum period
- All materials / survey results / views / opinions / feedback to be collated with your application





Further information

- **Government policy:** <https://www.gov.uk/government/publications/2010-to-2015-government-policy-local-government-spending/2010-to-2015-government-policy-local-government-spending#appendix-2-parish-and-town-council-borrowing-approval>
- Contact your local NALC County Association representative in the first instance, who will be able to send you the official application form and guidance including the *Guide to Parish & Town Council Borrowing in England* document.
- Contact the Local Government Funding Policy Team:
Parish.Borrowing@communities.gsi.gov.uk or 0303 444 3132 (Shafi Khan)

Seek advice early!



Any questions?



Public Works Loan Board
Loan comparison (Fixed Rate)
£1m over 5 years - 50 years

Data Date: 26-Feb-2019 PWLB FIXED RATE LOANS - ESTIMATED REPAYMENT COSTS

Amount of Advance: 1,000,000.00

Period	Rate	½ Yearly	Annuity Total	Annual Cost To STC	Rate	Initial ½ Yearly	EIP Reduces by	Total
years)	%	Cost (£)	Cost (£)		%	Costs (£)	each ½ year (£)	Cost (£)
over 1 year	-	-	0.00	0.00	-	0.00	0.00	0.00
over 1 not over 1½	-	-	0.00	0.00	-	0.00	0.00	0.00
over 1½ not over 2	1.75	255,492.57	1,021,970.28	510,985.14	1.75	258,750.00	2,187.50	1,021,875.00
over 2 not over 2½	1.76	205,310.84	1,026,554.20	410,621.68	1.76	208,800.00	1,760.00	1,026,400.00
over 2½ not over 3	1.76	171,837.48	1,031,024.88	343,674.96	1.76	175,466.67	1,466.67	1,030,800.00
over 3 not over 3½	1.76	147,929.77	1,035,508.39	295,859.54	1.76	151,657.14	1,257.14	1,035,200.00
over 3½ not over 4	1.77	130,029.29	1,040,234.32	260,058.58	1.77	133,850.00	1,106.25	1,039,825.00
over 4 not over 4½	1.77	116,085.53	1,044,769.77	232,171.06	1.77	119,961.11	983.33	1,044,250.00
over 4½ not over 5	1.78	104,960.05	1,049,600.50	209,920.10	1.78	108,900.00	890.00	1,048,950.00
over 5 not over 5½	1.79	95,863.39	1,054,497.29	191,726.78	1.78	99,809.09	809.09	1,053,400.00
over 5½ not over 6	1.79	88,260.43	1,059,125.16	176,520.86	1.79	92,283.33	745.83	1,058,175.00
over 6 not over 6½	1.80	81,856.05	1,064,128.65	163,712.10	1.80	85,923.08	692.31	1,063,000.00
over 6½ not over 7	1.81	76,371.40	1,069,199.60	152,742.80	1.81	80,478.57	646.43	1,067,875.00
over 7 not over 7½	1.82	71,622.55	1,074,338.25	143,245.10	1.82	75,766.67	606.67	1,072,800.00
over 7½ not over 8	1.83	67,471.59	1,079,545.44	134,943.18	1.83	71,650.00	571.88	1,077,775.00
over 8 not over 8½	1.85	63,840.78	1,085,293.26	127,681.56	1.84	68,023.53	541.18	1,082,800.00
over 8½ not over 9	1.86	60,592.57	1,090,666.26	121,185.14	1.86	64,855.56	516.67	1,088,350.00
over 9 not over 9½	1.87	57,689.95	1,096,109.05	115,379.90	1.87	61,981.58	492.11	1,093,500.00
over 9½ not over 10	1.89	55,108.93	1,102,178.60	110,217.86	1.88	59,400.00	470.00	1,098,700.00
over 10 not over 10½	1.90	52,751.97	1,107,791.37	105,503.94	1.90	57,119.05	452.38	1,104,500.00
over 10½ not over 11	1.91	50,612.54	1,113,475.88	101,225.08	1.91	55,004.55	434.09	1,109,825.00
over 11 not over 11½	1.93	48,690.19	1,119,874.37	97,380.38	1.92	53,078.26	417.39	1,115,200.00
over 11½ not over 12	1.95	46,933.50	1,126,404.00	93,867.00	1.94	51,366.67	404.17	1,121,250.00
over 12 not over 12½	1.96	45,294.59	1,132,364.75	90,589.18	1.96	49,800.00	392.00	1,127,400.00
over 12½ not over 13	1.98	43,812.69	1,139,129.94	87,625.38	1.97	48,311.54	378.85	1,132,975.00
over 13 not over 13½	2.00	42,445.53	1,146,029.31	84,891.06	1.99	46,987.04	368.52	1,139,300.00
over 13½ not over 14	2.02	41,180.86	1,153,064.08	82,361.72	2.00	45,714.29	357.14	1,145,000.00
over 14 not over 14½	2.03	39,979.83	1,159,415.07	79,959.66	2.02	44,582.76	348.28	1,151,500.00
over 14½ not over 15	2.05	38,889.79	1,166,693.70	77,779.58	2.04	43,533.33	340.00	1,158,100.00
over 15 not over 15½	2.07	37,874.56	1,174,111.36	75,749.12	2.06	42,558.06	332.26	1,164,800.00
over 15½ not over 16	2.09	36,927.16	1,181,669.12	73,854.32	2.08	41,650.00	325.00	1,171,600.00
over 16 not over 16½	2.11	36,041.47	1,189,368.51	72,082.94	2.09	40,753.03	316.67	1,177,650.00
over 16½ not over 17	2.13	35,212.08	1,197,210.72	70,424.16	2.11	39,961.76	310.29	1,184,625.00
over 17 not over 17½	2.15	34,434.20	1,205,197.00	68,868.40	2.13	39,221.43	304.29	1,191,700.00
over 17½ not over 18	2.17	33,703.59	1,213,329.24	67,407.18	2.15	38,527.78	298.61	1,198,875.00
over 18 not over 18½	2.19	33,016.43	1,221,607.91	66,032.86	2.17	37,877.03	293.24	1,206,150.00
over 18½ not over 19	2.21	32,369.34	1,230,034.92	64,738.68	2.19	37,265.79	288.16	1,213,525.00
over 19 not over 19½	2.23	31,759.28	1,238,611.92	63,518.56	2.20	36,641.03	282.05	1,220,000.00
over 19½ not over 20	2.25	31,183.49	1,247,339.60	62,366.98	2.22	36,100.00	277.50	1,227,550.00
over 20 not over 20½	2.27	30,639.51	1,256,219.91	61,279.02	2.24	35,590.24	273.17	1,235,200.00
over 20½ not over 21	2.29	30,125.10	1,265,254.20	60,250.20	2.26	35,109.52	269.05	1,242,950.00
over 21 not over 21½	2.31	29,638.22	1,274,443.46	59,276.44	2.28	34,655.81	265.12	1,250,800.00
over 21½ not over 22	2.33	29,177.05	1,283,790.20	58,354.10	2.30	34,227.27	261.36	1,258,750.00
over 22 not over 22½	2.35	28,739.88	1,293,294.60	57,479.76	2.31	33,772.22	256.67	1,265,650.00
over 22½ not over 23	2.37	28,325.20	1,302,959.20	56,650.40	2.33	33,389.13	253.26	1,273,775.00
over 23 not over 23½	2.39	27,931.60	1,312,785.20	55,863.20	2.35	33,026.60	250.00	1,282,000.00
over 23½ not over 24	2.41	27,557.79	1,322,773.92	55,115.58	2.37	32,683.33	246.88	1,290,325.00
over 24 not over 24½	2.43	27,202.58	1,332,926.42	54,405.16	2.38	32,308.16	242.86	1,297,500.00
over 24½ not over 25	2.44	26,834.42	1,341,721.00	53,668.84	2.40	32,000.00	240.00	1,306,000.00
over 25 not over 25½	2.46	26,513.14	1,352,170.14	53,026.28	2.41	31,657.84	236.27	1,313,300.00
over 25½ not over 26	2.48	26,207.46	1,362,787.92	52,414.92	2.43	31,380.77	233.65	1,321,975.00
over 26 not over 26½	2.49	25,885.68	1,371,941.04	51,771.36	2.44	31,067.92	230.19	1,329,400.00
over 26½ not over 27	2.51	25,608.56	1,382,862.24	51,217.12	2.46	30,818.52	227.78	1,338,250.00
over 27 not over 27½	2.52	25,313.58	1,392,246.90	50,627.16	2.47	30,531.82	224.55	1,345,800.00
over 27½ not over 28	2.54	25,062.09	1,403,477.04	50,124.18	2.49	30,307.14	222.32	1,354,825.00
over 28 not over 28½	2.55	24,791.17	1,413,096.69	49,582.34	2.50	30,043.86	219.30	1,362,500.00
over 28½ not over 29	2.57	24,562.77	1,424,640.66	49,125.54	2.51	29,791.38	216.38	1,370,225.00
over 29 not over 29½	2.58	24,313.55	1,434,499.45	48,627.10	2.53	29,599.15	214.41	1,379,500.00
over 29½ not over 30	2.59	24,074.32	1,444,459.20	48,148.64	2.54	29,366.67	211.67	1,387,350.00
over 30 not over 30½	2.60	23,844.62	1,454,521.82	47,689.24	2.55	29,143.44	209.02	1,395,250.00
over 30½ not over 31	2.61	23,623.98	1,464,686.76	47,247.96	2.56	28,929.03	206.45	1,403,200.00
over 31 not over 31½	2.62	23,411.99	1,474,955.37	46,823.98	2.57	28,723.02	203.97	1,411,200.00
over 31½ not over 32	2.63	23,208.25	1,485,328.00	46,416.50	2.58	28,525.00	201.56	1,419,250.00
over 32 not over 32½	2.64	23,012.40	1,495,806.00	46,024.80	2.59	28,334.62	199.23	1,427,350.00
over 32½ not over 33	2.65	22,824.07	1,506,388.62	45,648.14	2.60	28,151.52	196.97	1,435,500.00
over 33 not over 33½	2.66	22,642.95	1,517,077.65	45,285.90	2.61	27,975.37	194.78	1,443,700.00

Amount of Advance: 1,000,000.00

Period	Rate	½ Yearly	Annuitiy	Total	Annual Cost To STC	Rate	Initial ½ Yearly	EIP Reduces by	Total
(years)	%	Cost (£)	Cost (£)	Cost (£)	Cost (£)	%	Costs (£)	each ½ year (£)	Cost (£)
Over 33½ not over 34	2.67		22,468.73	1,527,873.64	44,937.46	2.62	27,805.88	192.65	1,451,950.00
Over 34 not over 34½	2.68		22,301.12	1,538,777.28	44,602.24	2.63	27,642.75	190.58	1,460,250.00
Over 34½ not over 35	2.69		22,139.83	1,549,788.10	44,279.66	2.64	27,485.71	188.57	1,468,600.00
Over 35 not over 35½	2.69		21,951.61	1,558,564.31	43,903.22	2.65	27,334.51	186.62	1,477,000.00
Over 35½ not over 36	2.70		21,802.10	1,569,751.20	43,604.20	2.65	27,138.89	184.03	1,483,625.00
Over 36 not over 36½	2.71		21,658.20	1,581,048.60	43,316.40	2.66	26,998.63	182.19	1,492,100.00
Over 36½ not over 37	2.71		21,486.31	1,589,986.94	42,972.62	2.67	26,863.51	180.41	1,500,625.00
Over 37 not over 37½	2.72		21,352.83	1,601,462.25	42,705.66	2.68	26,733.33	178.67	1,509,200.00
Over 37½ not over 38	2.72		21,190.75	1,610,497.00	42,381.50	2.68	26,557.89	176.32	1,515,900.00
Over 38 not over 38½	2.73		21,066.91	1,622,152.07	42,133.82	2.69	26,437.01	174.68	1,524,550.00
Over 38½ not over 39	2.73		20,913.88	1,631,282.64	41,827.76	2.69	26,270.51	172.44	1,531,275.00
Over 39 not over 39½	2.73		20,765.08	1,640,441.32	41,530.16	2.70	26,158.23	170.89	1,540,000.00
Over 39½ not over 40	2.74		20,654.33	1,652,346.40	41,308.66	2.70	26,000.00	168.75	1,546,750.00
Over 40 not over 40½	2.74		20,513.60	1,661,601.60	41,027.20	2.71	25,895.68	167.28	1,555,550.00
Over 40½ not over 41	2.74		20,376.64	1,670,884.48	40,753.28	2.71	25,745.12	165.24	1,562,325.00
Over 41 not over 41½	2.74		20,243.31	1,680,194.73	40,486.62	2.72	25,648.19	163.86	1,571,200.00
Over 41½ not over 42	2.75		20,147.89	1,692,422.76	40,295.78	2.72	25,504.76	161.90	1,578,000.00
Over 42 not over 42½	2.75		20,021.53	1,701,830.05	40,043.06	2.72	25,364.71	160.00	1,584,800.00
Over 42½ not over 43	2.75		19,898.43	1,711,264.98	39,796.86	2.73	25,277.91	158.72	1,593,775.00
Over 43 not over 43½	2.75		19,778.47	1,720,726.89	39,556.94	2.73	25,144.25	156.90	1,600,600.00
Over 43½ not over 44	2.75		19,661.55	1,730,216.40	39,323.10	2.73	25,013.64	155.11	1,607,425.00
Over 44 not over 44½	2.75		19,547.56	1,739,732.84	39,095.12	2.74	24,935.96	153.93	1,616,500.00
Over 44½ not over 45	2.75		19,436.41	1,749,276.90	38,872.82	2.74	24,811.11	152.22	1,623,350.00
Over 45 not over 45½	2.75		19,327.99	1,758,847.09	38,655.98	2.74	24,689.01	150.55	1,630,200.00
Over 45½ not over 46	2.75		19,222.22	1,768,444.24	38,444.44	2.74	24,569.57	148.91	1,637,050.00
Over 46 not over 46½	2.75		19,119.02	1,778,068.86	38,238.04	2.74	24,452.69	147.31	1,643,900.00
Over 46½ not over 47	2.75		19,018.29	1,787,719.26	38,036.58	2.75	24,388.30	146.28	1,653,125.00
Over 47 not over 47½	2.75		18,919.97	1,797,397.15	37,839.94	2.75	24,276.32	144.74	1,660,000.00
Over 47½ not over 48	2.74		18,788.43	1,803,689.28	37,576.86	2.75	24,166.67	143.23	1,666,875.00
Over 48 not over 48½	2.74		18,694.59	1,813,375.23	37,389.18	2.75	24,059.28	141.75	1,673,750.00
Over 48½ not over 49	2.74		18,602.93	1,823,087.14	37,205.86	2.75	23,954.08	140.31	1,680,625.00
Over 49 not over 49½	2.74		18,513.39	1,832,825.61	37,026.78	2.75	23,851.01	138.89	1,687,500.00
Over 49½ not over 50	2.74		18,425.89	1,842,589.00	36,851.78	2.75	23,750.00	137.50	1,694,375.00

Note:

1. If a borrower wishes to make a premature repayment of a loan, either in whole or in part, it should contact the Board giving full details beforehand. The Board will usually agree to accept this request but it should be noted that a premium will be payable when the interest rate on the loan to be repaid is higher than the current rate applying to the premature repayment of a loan repayable by the same method and over the same period as that remaining on the loan which it is proposed to repay. When the interest rate on the loan to be repaid is lower than the current rate applying to the premature repayment, a discount will be allowed.

Public Works Loan Board
Loan comparison (Fixed Rate)
£1.25M over 5 years - 50 years

Data Date: 26-Feb-2019

PWLb FIXED RATE LOANS - ESTIMATED REPAYMENT COSTS

Amount of Advance: 1,250,000.00

Period

Years)

Year

over 1 not over 1½

over 1½ not over 2

over 2 not over 2½

over 2½ not over 3

over 3 not over 3½

over 3½ not over 4

over 4 not over 4½

over 4½ not over 5

over 5 not over 5½

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over 23 not over 23½

over 23½ not over 24

over 24 not over 24½

over 24½ not over 25

over 25 not over 25½

over 25½ not over 26

over 26 not over 26½

over 26½ not over 27

Annuity				
Rate	½ Yearly	Total	Annual Cost To	
%	Cost (£)	Cost (£)	STC	Cost (£)
-	0.00	0.00	0.00	0.00
-	0.00	0.00	0.00	0.00
1.77	319,444.52	1,277,778.08	638,889.04	
1.78	256,714.43	1,283,572.15	513,428.86	
1.78	214,870.83	1,289,224.98	429,741.66	
1.78	184,984.90	1,294,894.30	369,969.80	
1.79	162,608.38	1,300,867.04	325,216.76	
1.79	145,178.00	1,306,602.00	290,356.00	
1.80	131,270.65	1,312,706.50	262,541.30	
1.81	119,899.46	1,318,894.06	239,798.92	
1.82	110,430.43	1,325,165.16	220,860.86	
1.83	102,424.66	1,331,520.58	204,849.32	
1.84	95,568.64	1,337,960.96	191,137.28	
1.85	89,632.44	1,344,486.60	179,264.88	
1.86	84,443.65	1,351,098.40	168,887.30	
1.87	79,870.41	1,357,796.97	159,740.82	
1.88	75,810.15	1,364,582.70	151,620.30	
1.90	72,216.66	1,372,116.54	144,433.32	
1.91	68,955.70	1,379,114.00	137,911.40	
1.93	66,044.39	1,386,932.19	132,088.78	
1.94	63,370.23	1,394,145.06	126,740.46	
1.96	60,967.48	1,402,252.04	121,934.96	
1.97	58,736.82	1,409,683.68	117,473.64	
1.99	56,723.37	1,418,084.25	113,446.74	
2.01	54,871.23	1,426,651.98	109,742.46	
2.03	53,162.54	1,435,388.58	106,325.08	
2.04	51,546.66	1,443,306.48	103,093.32	
2.06	50,080.92	1,452,346.68	100,161.84	
2.08	48,718.68	1,461,560.40	97,437.36	
2.10	47,449.95	1,470,948.45	94,899.90	
2.12	46,266.02	1,480,512.64	92,532.04	
2.14	45,159.25	1,490,255.25	90,318.50	
2.16	44,122.85	1,500,176.90	88,245.70	
2.18	43,150.86	1,510,280.10	86,301.72	
2.20	42,237.96	1,520,566.56	84,475.92	
2.22	41,379.39	1,531,037.43	82,758.78	
2.24	40,570.91	1,541,694.58	81,141.82	
2.26	39,808.72	1,552,540.08	79,617.44	
2.28	39,089.39	1,563,575.60	78,178.78	
2.30	38,409.82	1,574,802.62	76,819.64	
2.32	37,767.23	1,586,223.66	75,534.46	
2.34	37,159.06	1,597,839.58	74,318.12	
2.36	36,583.02	1,609,652.88	73,166.04	
2.38	36,037.01	1,621,665.45	72,074.02	
2.40	35,519.11	1,633,879.06	71,038.22	
2.42	35,027.56	1,646,295.32	70,055.12	
2.44	34,560.75	1,658,916.00	69,121.50	
2.45	34,079.20	1,669,880.80	68,158.40	
2.47	33,657.42	1,682,871.00	67,314.84	
2.49	33,256.30	1,696,071.30	66,512.60	
2.51	32,874.68	1,709,483.36	65,749.36	
2.52	32,472.87	1,721,062.11	64,945.74	
2.54	32,126.97	1,734,856.38	64,253.94	

EIP				
Rate	Initial ½ Yearly	Reduces by	Total	
%	Costs (£)	each ½ year (Cost (£))		
-	0.00	0.00	0.00	0.00
-	0.00	0.00	0.00	0.00
1.77	323,562.50	2,765.63	1,277,656.25	
1.78	261,125.00	2,225.00	1,283,375.00	
1.78	219,458.33	1,854.17	1,288,937.50	
1.78	189,696.43	1,589.29	1,294,500.00	
1.79	167,437.50	1,398.44	1,300,343.75	
1.79	150,078.39	1,243.06	1,305,937.50	
1.80	136,250.00	1,125.00	1,311,875.00	
1.81	124,948.86	1,028.41	1,317,875.00	
1.82	115,541.67	947.92	1,323,937.50	
1.82	107,528.85	875.00	1,329,625.00	
1.83	100,723.21	816.96	1,335,781.25	
1.85	94,895.83	770.83	1,342,500.00	
1.86	89,750.00	726.56	1,348,812.50	
1.87	85,216.91	687.50	1,355,187.50	
1.88	81,194.44	652.78	1,361,625.00	
1.89	77,601.97	621.71	1,368,125.00	
1.91	74,437.50	596.88	1,375,343.75	
1.92	71,523.81	571.43	1,382,000.00	
1.94	68,943.18	551.14	1,389,437.50	
1.95	66,535.33	529.89	1,396,250.00	
1.97	64,395.83	513.02	1,403,906.25	
1.98	62,375.00	495.00	1,410,875.00	
2.00	60,576.92	480.77	1,418,750.00	
2.01	58,858.80	465.28	1,425,875.00	
2.03	57,330.36	453.13	1,433,968.75	
2.05	55,915.95	441.81	1,442,187.50	
2.07	54,604.17	431.25	1,450,531.25	
2.08	53,322.58	419.35	1,458,900.00	
2.10	52,187.50	410.16	1,466,562.50	
2.12	51,128.79	401.52	1,475,250.00	
2.14	50,139.71	393.38	1,484,062.50	
2.16	49,214.29	385.71	1,493,000.00	
2.18	48,347.22	378.47	1,502,062.50	
2.20	47,533.78	371.62	1,511,250.00	
2.21	46,707.24	363.49	1,519,343.75	
2.23	45,988.78	357.37	1,528,750.00	
2.25	45,312.50	351.56	1,538,281.25	
2.27	44,675.30	346.04	1,547,937.50	
2.29	44,074.40	340.77	1,557,718.75	
2.31	43,507.27	335.76	1,567,625.00	
2.32	42,909.09	329.55	1,576,250.00	
2.34	42,402.78	325.00	1,586,375.00	
2.36	41,923.91	320.65	1,596,625.00	
2.38	41,470.74	316.49	1,607,000.00	
2.39	40,979.17	311.20	1,615,968.75	
2.41	40,572.70	307.40	1,626,562.50	
2.43	40,187.50	303.75	1,637,281.25	
2.44	39,759.80	299.02	1,646,500.00	
2.46	39,413.46	295.67	1,657,437.50	
2.47	39,022.41	291.27	1,666,812.50	
2.49	38,710.65	288.19	1,677,968.75	

Public Works Loan Board
Loan comparison (Fixed Rate)
£1.25M over 5 years - 50 years

Appendix C6

Data Date: 26-Feb-2019

PWLB FIXED RATE LOANS - ESTIMATED REPAYMENT COSTS

Amount of Advance: 1,250,000.00

Period (years)	Annuity			
	Rate	½ Yearly	Total	Annual Cost To STC Cost (£)
	%	Cost (£)	Cost (£)	
Over 27 not over 27½	2.55	31,758.66	1,746,726.30	63,517.32
Over 27½ not over 28	2.57	31,444.81	1,760,909.36	62,889.62
Over 28 not over 28½	2.58	31,106.59	1,773,075.63	62,213.18
Over 28½ not over 29	2.59	30,782.20	1,785,367.60	61,564.40
Over 29 not over 29½	2.61	30,510.51	1,800,120.09	61,021.02
Over 29½ not over 30	2.62	30,211.92	1,812,715.20	60,423.84
Over 30 not over 30½	2.63	29,925.23	1,825,439.03	59,850.46
Over 30½ not over 31	2.64	29,649.88	1,838,292.56	59,299.76
Over 31 not over 31½	2.65	29,385.34	1,851,276.42	58,770.68
Over 31½ not over 32	2.66	29,131.11	1,864,391.04	58,262.22
Over 32 not over 32½	2.67	28,886.74	1,877,638.10	57,773.48
Over 32½ not over 33	2.68	28,651.79	1,891,018.14	57,303.58
Over 33 not over 33½	2.69	28,425.85	1,904,531.95	56,851.70
Over 33½ not over 34	2.70	28,208.53	1,918,180.04	56,417.06
Over 34 not over 34½	2.71	27,999.47	1,931,963.43	55,998.94
Over 34½ not over 35	2.71	27,757.12	1,942,998.40	55,514.24
Over 35 not over 35½	2.72	27,563.41	1,957,002.11	55,126.82
Over 35½ not over 36	2.73	27,377.00	1,971,144.00	54,754.00
Over 36 not over 36½	2.73	27,155.93	1,982,382.89	54,311.86
Over 36½ not over 37	2.74	26,983.09	1,996,748.66	53,966.18
Over 37 not over 37½	2.74	26,774.78	2,008,108.50	53,549.56
Over 37½ not over 38	2.75	26,614.46	2,022,698.96	53,228.92
Over 38 not over 38½	2.75	26,417.93	2,034,180.61	52,835.86
Over 38½ not over 39	2.76	26,269.21	2,048,998.38	52,538.42
Over 39 not over 39½	2.76	26,083.57	2,060,602.03	52,167.14
Over 39½ not over 40	2.76	25,903.01	2,072,240.80	51,806.02
Over 40 not over 40½	2.77	25,770.07	2,087,375.67	51,540.14
Over 40½ not over 41	2.77	25,599.23	2,099,136.86	51,198.46
Over 41 not over 41½	2.77	25,432.92	2,110,932.36	50,865.84
Over 41½ not over 42	2.77	25,271.00	2,122,764.00	50,542.00
Over 42 not over 42½	2.77	25,113.29	2,134,629.65	50,226.58
Over 42½ not over 43	2.78	25,003.02	2,150,259.72	50,006.04
Over 43 not over 43½	2.78	24,853.43	2,162,248.41	49,706.86
Over 43½ not over 44	2.78	24,707.64	2,174,272.32	49,415.28
Over 44 not over 44½	2.78	24,565.51	2,186,330.39	49,131.02
Over 44½ not over 45	2.78	24,426.93	2,198,423.70	48,853.86
Over 45 not over 45½	2.78	24,291.76	2,210,550.16	48,583.52
Over 45½ not over 46	2.78	24,159.91	2,222,711.72	48,319.82
Over 46 not over 46½	2.78	24,031.26	2,234,907.18	48,062.52
Over 46½ not over 47	2.77	23,861.38	2,242,969.72	47,722.76
Over 47 not over 47½	2.77	23,738.71	2,255,177.45	47,477.42
Over 47½ not over 48	2.77	23,618.95	2,267,419.20	47,237.90
Over 48 not over 48½	2.77	23,502.00	2,279,694.00	47,004.00
Over 48½ not over 49	2.77	23,387.77	2,292,001.46	46,775.54
Over 49 not over 49½	2.77	23,276.19	2,304,342.81	46,552.38
Over 49½ not over 50	2.76	23,122.19	2,312,219.00	46,244.38

EIP			
Rate	Initial ½ Yearly	Reduces by	Total
%	Costs (£)	each ½ year (1 Cost (£))	
2.50	38,352.27	284.09	1,687,500.00
2.51	38,008.93	280.13	1,697,093.75
2.53	37,742.32	277.41	1,708,562.50
2.54	37,426.72	273.71	1,718,312.50
2.55	37,123.94	270.13	1,728,125.00
2.57	36,895.83	267.71	1,739,906.25
2.58	36,616.80	264.34	1,749,875.00
2.59	36,348.79	261.09	1,759,906.25
2.60	36,091.27	257.94	1,770,000.00
2.61	35,843.75	254.88	1,780,156.25
2.62	35,605.77	251.92	1,790,375.00
2.63	35,376.89	249.05	1,800,656.25
2.64	35,156.72	246.27	1,811,000.00
2.65	34,944.85	243.57	1,821,406.25
2.66	34,740.94	240.94	1,831,875.00
2.67	34,544.64	238.39	1,842,406.25
2.67	34,293.13	235.04	1,850,750.00
2.68	34,111.11	232.64	1,861,375.00
2.69	33,935.79	230.31	1,872,062.50
2.70	33,766.89	228.04	1,882,812.50
2.70	33,541.67	225.00	1,891,250.00
2.71	33,384.87	222.86	1,902,000.00
2.71	33,171.27	219.97	1,910,000.00
2.72	33,025.64	217.95	1,921,000.00
2.73	32,885.28	215.98	1,932,500.00
2.73	32,687.50	213.28	1,941,031.25
2.73	32,494.60	210.65	1,949,562.50
2.74	32,368.90	208.84	1,960,687.50
2.74	32,185.24	206.33	1,969,250.00
2.75	32,068.45	204.61	1,980,468.75
2.75	31,893.38	202.21	1,989,062.50
2.75	31,722.38	199.85	1,997,656.25
2.76	31,617.82	198.28	2,009,000.00
2.76	31,454.55	196.02	2,017,625.00
2.76	31,294.94	193.82	2,026,250.00
2.77	31,201.39	192.36	2,037,718.75
2.77	31,048.76	190.25	2,046,375.00
2.77	30,899.46	188.18	2,055,031.25
2.77	30,753.36	186.16	2,063,687.50
2.77	30,610.37	184.18	2,072,343.75
2.77	30,470.39	182.24	2,081,000.00
2.77	30,333.33	180.34	2,089,656.25
2.78	30,261.60	179.12	2,101,375.00
2.78	30,130.10	177.30	2,110,062.50
2.78	30,001.26	175.51	2,118,750.00
2.78	29,875.00	173.75	2,127,437.50

Note:

If a borrower wishes to make a premature repayment of a loan, either in whole or in part, it should contact the Board giving full details beforehand. The Board will usually agree to accept this request but it should be noted that a premium will be payable when the interest rate on the loan to be repaid is higher than the current rate applying to the premature repayment of a loan repayable by the same method and over the same period as that remaining on the loan which it is proposed to repay. When the interest rate on the loan to be repaid is lower than the current rate applying to the premature repayment, a discount will be allowed.

Public Works Loan Board
Loan comparison (Fixed Rate)
£1.5M over 5 years - 50 years

Data Date: 26-Feb-2019

PWLb FIXED RATE LOANS - ESTIMATED REPAYMENT COSTS

Amount of Advance: 1,500,000.00

Period

Years

Year

Over 1 not over 1½

Over 1½ not over 2

Over 2 not over 2½

Over 2½ not over 3

Over 3 not over 3½

Over 3½ not over 4

Over 4 not over 4½

Over 4½ not over 5

Over 5 not over 5½

Over 5½ not over 6

Over 6 not over 6½

Over 6½ not over 7

Over 7 not over 7½

Over 7½ not over 8

Over 8 not over 8½

Over 8½ not over 9

Over 9 not over 9½

Over 9½ not over 10

Over 10 not over 10½

Over 10½ not over 11

Over 11 not over 11½

Over 11½ not over 12

Over 12 not over 12½

Over 12½ not over 13

Over 13 not over 13½

Over 13½ not over 14

Over 14 not over 14½

Over 14½ not over 15

Over 15 not over 15½

Over 15½ not over 16

Over 16 not over 16½

Over 16½ not over 17

Over 17 not over 17½

Over 17½ not over 18

Over 18 not over 18½

Over 18½ not over 19

Over 19 not over 19½

Over 19½ not over 20

Over 20 not over 20½

Over 20½ not over 21

Over 21 not over 21½

Over 21½ not over 22

Over 22 not over 22½

Over 22½ not over 23

Over 23 not over 23½

Over 23½ not over 24

Over 24 not over 24½

Over 24½ not over 25

Over 25 not over 25½

Over 25½ not over 26

Over 26 not over 26½

Over 26½ not over 27

Over 27 not over 27½

Over 27½ not over 28

Over 28 not over 28½

Over 28½ not over 29

Over 29 not over 29½

Over 29½ not over 30

Over 30 not over 30½

Over 30½ not over 31

Over 31 not over 31½

Over 31½ not over 32

Over 32 not over 32½

Over 32½ not over 33

Over 33 not over 33½

Over 33½ not over 34

Over 34 not over 34½

Over 34½ not over 35

Over 35 not over 35½

Over 35½ not over 36

Over 36 not over 36½

Over 36½ not over 37

Over 37 not over 37½

Annuity				
Rate	½ Yearly	Total	Annual Cost To	
			STC	
%	Cost (£)	Cost (£)	Cost (£)	
-	0.00	0.00	0.00	
-	0.00	0.00	0.00	
1.77	383,333.43	1,533,333.72	766,666.86	
1.78	308,057.31	1,540,286.55	616,114.62	
1.78	257,845.00	1,547,070.00	515,690.00	
1.78	221,981.88	1,553,873.16	443,963.76	
1.79	195,130.06	1,561,040.48	390,260.12	
1.79	174,213.60	1,567,922.40	348,427.20	
1.80	157,524.78	1,575,247.80	315,049.56	
1.81	143,879.35	1,582,672.85	287,758.70	
1.82	132,516.52	1,590,198.24	265,033.04	
1.83	122,909.60	1,597,824.80	245,819.20	
1.84	114,682.36	1,605,553.04	229,364.72	
1.85	107,558.93	1,613,383.95	215,117.86	
1.86	101,332.38	1,621,318.08	202,664.76	
1.87	95,844.49	1,629,356.33	191,688.98	
1.88	90,972.18	1,637,499.24	181,944.36	
1.90	86,659.99	1,646,539.81	173,319.98	
1.91	82,746.85	1,654,937.00	165,493.70	
1.93	79,253.27	1,664,318.67	158,506.54	
1.94	76,044.28	1,672,974.16	152,088.56	
1.96	73,160.98	1,682,702.54	146,321.96	
1.97	70,484.19	1,691,620.56	140,968.38	
1.99	68,068.05	1,701,701.25	136,136.10	
2.01	65,845.48	1,711,982.48	131,690.96	
2.03	63,795.05	1,722,466.35	127,590.10	
2.04	61,855.99	1,731,967.72	123,711.98	
2.06	60,097.11	1,742,816.19	120,194.22	
2.08	58,462.41	1,753,872.30	116,924.82	
2.10	56,939.94	1,765,138.14	113,879.88	
2.12	55,519.23	1,776,615.36	111,038.46	
2.14	54,191.10	1,788,306.30	108,382.20	
2.16	52,947.43	1,800,212.62	105,894.86	
2.18	51,781.04	1,812,336.40	103,562.08	
2.20	50,685.55	1,824,679.80	101,371.10	
2.22	49,655.26	1,837,244.62	99,310.52	
2.24	48,685.09	1,850,033.42	97,370.18	
2.26	47,770.46	1,863,047.94	95,540.92	
2.28	46,907.27	1,876,290.80	93,814.54	
2.30	46,091.79	1,889,763.39	92,183.58	
2.32	45,320.67	1,903,468.14	90,641.34	
2.34	44,590.88	1,917,407.84	89,181.76	
2.36	43,899.63	1,931,583.72	87,799.26	
2.38	43,244.41	1,945,998.45	86,488.82	
2.40	42,622.93	1,960,654.78	85,245.86	
2.42	42,033.07	1,975,554.29	84,066.14	
2.44	41,472.90	1,990,699.20	82,945.80	
2.45	40,895.04	2,003,856.96	81,790.08	
2.47	40,388.90	2,019,445.00	80,777.80	
2.49	39,907.56	2,035,285.56	79,815.12	
2.51	39,449.62	2,051,380.24	78,899.24	
2.52	38,967.44	2,065,274.32	77,934.88	
2.54	38,552.37	2,081,827.98	77,104.74	
2.55	38,110.39	2,096,071.45	76,220.78	
2.57	37,733.77	2,113,091.12	75,467.54	
2.58	37,327.90	2,127,690.30	74,655.80	
2.59	36,938.64	2,142,441.12	73,877.28	
2.61	36,612.61	2,160,143.99	73,225.22	
2.62	36,254.30	2,175,258.00	72,508.60	
2.63	35,910.27	2,190,526.47	71,820.54	
2.64	35,579.85	2,205,950.70	71,159.70	
2.65	35,262.40	2,221,531.20	70,524.80	
2.66	34,957.34	2,237,269.76	69,914.68	
2.67	34,664.09	2,253,165.85	69,328.18	
2.68	34,382.15	2,269,221.90	68,764.30	
2.69	34,111.02	2,285,438.34	68,222.04	
2.70	33,850.24	2,301,816.32	67,700.48	
2.71	33,599.37	2,318,356.53	67,198.74	
2.71	33,308.54	2,331,597.80	66,617.08	
2.72	33,076.10	2,348,403.10	66,152.20	
2.73	32,852.40	2,365,372.80	65,704.80	
2.73	32,587.12	2,378,859.76	65,174.24	
2.74	32,379.70	2,396,097.80	64,759.40	
2.74	32,129.74	2,409,730.50	64,259.48	

EIP				
Rate	Initial ½ Yearly	Reduces by	Total	
%	Costs (£)	each ½ year (£)	Cost (£)	
-	0.00	0.00	0.00	
-	0.00	0.00	0.00	
1.77	388,275.00	3,318.75	1,533,187.50	
1.78	313,350.00	2,670.00	1,540,050.00	
1.78	263,350.00	2,225.00	1,546,725.00	
1.78	227,635.71	1,907.14	1,553,400.00	
1.79	200,925.00	1,678.13	1,560,412.50	
1.79	180,091.67	1,491.67	1,567,125.00	
1.80	163,500.00	1,350.00	1,574,250.00	
1.81	149,938.64	1,234.09	1,581,450.00	
1.82	138,650.00	1,137.50	1,588,725.00	
1.82	129,034.62	1,050.00	1,595,550.00	
1.83	120,867.86	980.36	1,602,937.50	
1.85	113,875.00	925.00	1,611,000.00	
1.86	107,700.00	871.88	1,618,575.00	
1.87	102,260.29	825.00	1,626,225.00	
1.88	97,433.33	783.33	1,633,950.00	
1.89	93,122.37	746.05	1,641,750.00	
1.91	89,325.00	716.25	1,650,412.50	
1.92	85,828.57	685.71	1,658,400.00	
1.94	82,731.82	661.36	1,667,325.00	
1.95	79,842.39	635.87	1,675,500.00	
1.97	77,275.00	615.63	1,684,687.50	
1.98	74,850.00	594.00	1,693,050.00	
2.00	72,692.31	576.92	1,702,500.00	
2.01	70,630.56	558.33	1,711,050.00	
2.03	68,796.43	543.75	1,720,762.50	
2.05	67,099.14	530.17	1,730,625.00	
2.07	65,525.00	517.50	1,740,637.50	
2.08	63,987.10	503.23	1,749,600.00	
2.10	62,625.00	492.19	1,759,875.00	
2.12	61,354.55	481.82	1,770,300.00	
2.14	60,167.65	472.06	1,780,875.00	
2.16	59,057.14	462.86	1,791,600.00	
2.18	58,016.67	454.17	1,802,475.00	
2.20	57,040.54	445.95	1,813,500.00	
2.21	56,048.68	436.18	1,823,212.50	
2.23	55,186.54	428.85	1,834,500.00	
2.25	54,375.00	421.88	1,845,937.50	
2.27	53,610.37	415.24	1,857,525.00	
2.29	52,889.29	408.93	1,869,262.50	

Public Works Loan Board
Loan comparison (Fixed Rate)
£1.5M over 5 years - 50 years

Appendix Ck

Data Date: 26-Feb-2019

PWLB FIXED RATE LOANS - ESTIMATED REPAYMENT COSTS

Amount of Advance: 1,500,000.00
Period

	Annuity				EIP			
Over 37½ not over 38	2.75	31,937.36	2,427,239.36	63,874.72	2.71	40,061.84	267.43	2,282,512.50
Over 38 not over 38½	2.75	31,701.52	2,441,017.04	63,403.04	2.71	39,805.52	263.96	2,292,675.00
Over 38½ not over 39	2.76	31,523.06	2,458,798.68	63,046.12	2.72	39,630.77	261.54	2,305,800.00
Over 39 not over 39½	2.76	31,300.29	2,472,722.91	62,600.58	2.73	39,462.34	259.18	2,319,000.00
Over 39½ not over 40	2.76	31,083.61	2,486,688.80	62,167.22	2.73	39,225.00	255.94	2,329,237.50
Over 40 not over 40½	2.77	30,924.08	2,504,850.48	61,848.16	2.73	38,993.52	252.78	2,339,475.00
Over 40½ not over 41	2.77	30,719.07	2,518,963.74	61,438.14	2.74	38,842.68	250.61	2,352,825.00
Over 41 not over 41½	2.77	30,519.51	2,533,119.33	61,039.02	2.74	38,622.29	247.59	2,363,100.00
Over 41½ not over 42	2.77	30,325.20	2,547,316.80	60,650.40	2.75	38,482.14	245.54	2,376,562.50
Over 42 not over 42½	2.77	30,135.95	2,561,555.75	60,271.90	2.75	38,272.06	242.65	2,386,875.00
Over 42½ not over 43	2.78	30,003.63	2,580,312.18	60,007.26	2.75	38,066.86	239.83	2,397,187.50
Over 43 not over 43½	2.78	29,824.12	2,594,698.44	59,648.24	2.76	37,941.38	237.93	2,410,800.00
Over 43½ not over 44	2.78	29,649.17	2,609,126.96	59,298.34	2.76	37,745.45	235.23	2,421,150.00
Over 44 not over 44½	2.78	29,478.62	2,623,597.18	58,957.24	2.76	37,553.93	232.58	2,431,500.00
Over 44½ not over 45	2.78	29,312.31	2,638,107.90	58,624.62	2.77	37,441.67	230.83	2,445,262.50
Over 45 not over 45½	2.78	29,150.11	2,652,660.01	58,300.22	2.77	37,258.52	228.30	2,455,650.00
Over 45½ not over 46	2.78	28,991.89	2,667,253.88	57,983.78	2.77	37,079.35	225.82	2,466,037.50
Over 46 not over 46½	2.78	28,837.51	2,681,888.43	57,675.02	2.77	36,904.03	223.39	2,476,425.00
Over 46½ not over 47	2.77	28,633.66	2,691,564.04	57,267.32	2.77	36,732.45	221.01	2,486,812.50
Over 47 not over 47½	2.77	28,486.46	2,706,213.70	56,972.92	2.77	36,564.47	218.68	2,497,200.00
Over 47½ not over 48	2.77	28,342.74	2,720,903.04	56,685.48	2.77	36,400.00	216.41	2,507,587.50
Over 48 not over 48½	2.77	28,202.40	2,735,632.80	56,404.80	2.78	36,313.92	214.95	2,521,650.00
Over 48½ not over 49	2.77	28,065.33	2,750,402.34	56,130.66	2.78	36,156.12	212.76	2,532,075.00
Over 49 not over 49½	2.77	27,931.43	2,765,211.57	55,862.86	2.78	36,001.52	210.61	2,542,500.00
Over 49½ not over 50	2.76	27,746.63	2,774,663.00	55,493.26	2.78	35,850.00	208.50	2,552,925.00

Note:

If a borrower wishes to make a premature repayment of a loan, either in whole or in part, it should contact the Board giving full details beforehand. The Board will usually agree to accept this request but it should be noted that a premium will be payable when the interest rate on the loan to be repaid is higher than the current rate applying to the premature repayment of a loan repayable by the same method and over the same period as that remaining on the loan which it is proposed to repay. When the interest rate on the loan to be repaid is lower than the current rate applying to the premature repayment, a discount will be allowed.

Sevenoaks Town Council

Community Investment Plan 2019

Sevenoaks Town Council

Council Offices

Bradbourne Vale Road

Sevenoaks, Kent TN13 3QG

Tel: 01732 459953

Email: council@sevenoakstown.gov.uk

Website: www.sevenoakstown.gov.uk



Sevenoaks Town Council Community Investment Plan 2014

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1. Summary

In 2014 Sevenoaks Town Council set out its first ambitious £4m Community Investment Plan to restore and improve community facilities. It was an ambitious plan for a small authority with the aim to invest £4m into improving community facilities. Building on the success of the first Community Investment Plan this document continues with the original plan and sets out additional priorities for the next five years.

Sevenoaks Town Council is mindful of the financial resources required to maintain current community facilities and meet the ambitions of its Community Investment Plan and also to be adaptable for future opportunities which benefit residents of the town. For this reason, it continues to maintain its 'Development Fund' which enables development work to be undertaken to provide a higher success rate when applying for grants and loans if required to assist with essential cash flow and finances for major capital projects.

The Community Investment Plan enables public and partner organisations to be aware and comment on the Sevenoaks Town Council long term plans. As previously mentioned, the approved plan has been one of the reasons the Town Council has been successful in obtaining external funding for its capital projects.

It should be noted that capital projects are in addition to the Town Council's provision and maintenance of community facilities. For more details see www.sevenoakstown.gov.uk

The capital projects are normally delivered 'in house' by professional staff supported by appropriate paid professional e.g. architects, and quantity surveyors. The Town Council staff carry out these roles in addition to their 'day jobs' which is maintaining and administering community facilities. This creates real value for money but does mean the availability of all resources need to be considered when implementing ambitious plans.

2. What did the first Community Investment Plan achieve?

As previously mentioned in 2014 Sevenoaks Town Council set out its first ambitious £4m Community Investment Plan to restore and improve community facilities. Below is a summary of the projects achieved and those that are ongoing.

2014 Community Investment Plan

Ref	Project	Funds Invested	Funded by	Status
1	Replacement of Raleys Gym – investment into new facilities at Sencio Leisure Centre	£95,000	Sale of Raleys	Completed
2	Replacement of Indoor Cricket School – funds provided to Sevenoaks District Council in s.106 agreement	£150,000	Sale of Raleys	Ongoing
3	Café on the Vine – restored historic building and brought back into useful community use.	£150,000	ICET grant and STC reserves.	Completed
4	New Play Area near the Town Centre – Buckhurst Play Area	£100,000	Sale of Raleys CETB grant	Completed

Sevenoaks Town Council – DRAFT Community Investment Plan 2019

Ref	Project	Funds Invested	Funded by	Status
5	Greatness Recreation Ground – new public toilet, fencing, additional benches and play equipment.	£50,000	CIL ICET grant	Completed
6	Multi Use Games Area (to replace tennis courts at Community Centre) awaiting construction of new centre	£100,000	Sale of Raleys	Development Stage
7	'Free' recreational facilities – additional play equipment at Kippington Meadow	£4,000	Kent County Council Cllr Crabtree Member grant.	Completed
8	Sports Strategy The Sports Strategy involving 40 local sports clubs has been completed and is an appendix to the Neighborhood Development Plan. 3G Football Pitch installed at Greatness 3G Rugby Pitch at Knole Paddock 3G Hockey Pitch at Hollybush (contribution)	 £450,000 £500,000 £50,000	Sale of Raleys Sevenoaks Mayor's Fund	 Completed At Planning Completed
9	Neighbourhood Development Plan Completed to draft stage awaiting Local Plan development. Masterplan for Northern Sevenoaks developed and supported by approximate 70% of local community. Provides plan for regeneration and investment in the area. No. 8 Bus – orbital bus route connecting residential areas to town centre. Winner of UK Community Bus 2018.	£100,000 £150,000	STC Budget KCC s.106 (Sainsbury development) and community transport fund.	Development Stage
10	Stag Community Arts Centre (STC has a 25-year lease) Capital investment including air handling system	£150,000	Sale of Raleys	Completed
11	Bat & Ball Centre Planning permission has been obtained and construction due to commence June 2019	£2,750,000 (core cost)	Sale of Raleys £1.2m CIL Public Works Loan Board	Development Stage
	Total capital investment into community facilities	£4,649,000		

Note ICET = Istock Cory Environmental Trust and CIL – Community Infrastructure Levy.

Sevenoaks Town Council – *DRAFT* Community Investment Plan 2019**Projects not included in 2014 original Community Investment Plan**

Ref	Project	Funds Invested	Funded by	Status
13	Bat & Ball Station building refurbishment (25 year peppercorn lease)	£1,452,000	Heritage Lottery Fund CIL Railway Heritage Trust STC Budget	Completed
	New Access Ramp to Platform 1	£60,000	CIL	2019
	Cycle racks at station entrance.	£29,000	CIL	2019
	Cycle racks (including electrical charging) on community centre land adjacent to ramp.	£45,000	CIL	2019
	New Pedestrian Access to Otford Road	£35,000	CIL	2019
	Additional capital investment into community facilities	£1,621,000		
	2014 Capital Investment Plan into community facilities	£4,649,000		
	Additional total Capital Investment Plan into community facilities	£1,621,000		
	Total Community Investment	£6,270,000		

3. What are the plans within the second Community Investment Plan?

Building on the success of the first Community Investment Plan this 2019 document continues with the original plan and sets out additional priorities for the next five years.

3.1. Bat & Ball Centre

The current facilities although used extensively as a community hub are now more than thirty years old and the fabric of the building requires costly maintenance and is uneconomic to run. Public feedback indicates that the centre is no longer a venue where they would want to hold a special family occasion e.g. wedding. Also, a larger venue has been requested by businesses and public for events with a sit-down capacity for 250. Currently businesses go out of town for such facilities.

Sevenoaks Town Council has been through a public development period where various options have been tabled and discussed, including a two storey building which would have involved the relocation of Sevenoaks Town Council offices.

The plan is now for a one storey facility with the Town Council offices remaining at its current location.

Sevenoaks Town Council – DRAFT Community Investment Plan 2019

The new plan provides several advantages

- Less pressure on car parking at the Bat & Ball Centre
- At Town Council site continue to enable nearby residents to use some car parking spaces at the Town Council site during non-office hours.
- Retains community assets
- Enables Sevenoaks Day Nursery to continue with its original plans
- Enables a new Business Hub to be created on the STC office site

The new refurbished Centre is part of the Masterplan for the Northern Ward of Sevenoaks and continues the Town Council's investment and regeneration of the northern part of the town.

In the next eighteen months there is also likely to be new developments within walking distance of the Centre e.g. at the Gas Works and South East Water site with more in the pipe line. The Town Council believes that this community provision which was already a priority has become a greater need.

It is envisaged that the new Bat & Ball Centre will be one of the key projects for the regeneration of the Bat & Ball area; complimenting and interactive with the adjoining rail station refurbishment, which will be physically linked for the first time.

The driving vision for the new Bat & Ball Centre is to replace the tired and no longer fit for purpose thirty-year-old community centre with a facility that will be characterised by being a high-quality contemporary building, within accessible and vibrant public space enabling a lively and eclectic mix of daytime and evening activities.

Sevenoaks Town Council has been working on this project for some time and it has evolved. Unfortunately, it has also been subject to delays initially due to planning problems relating to the sale of Raleys land which was needed to provide the capital funds and subsequently due to planning problems with the proposed Centre. The project is now scheduled to commence construction in June 2019.

Following the completion of the building a second phase of the project will address other facilities on the site.

3.2. Multi Use Games Area

It was previously agreed the old tennis courts on the current community centre site should be replaced with a Multi-Use Games Area. Due to land required during the construction of the new centre the Multi Use Games Area will be constructed as part of the second phase of the project which will address landscaping of the area.

3.3. 3G Rugby Pitch at Knole Paddock

The need for a 3G rugby pitch at Knole Paddock was identified as part of the Sevenoaks Sports Strategy. The facility will be available primarily for rugby but should also be available for other compatible sports.

The project is part of the Sevenoaks Mayor's Fund-raising capital funds.

It is also subject to obtaining successful planning approval.

3.4. Neighbourhood Development Plan (NDP)

The draft NDP provides a long-term strategy for Sevenoaks Town and identifies development opportunities including the potential for approximately 1,000* new homes in Northern Sevenoaks, together with new significant leisure facilities. The new homes will require supporting infrastructure.

**The figures are from the Masterplan - 600 is the tarmac site, the balance (to total of 990) is from redevelopment / intensification in the area surrounding Bat and Ball station circa 183 houses and 207 flats.*

Through the preliminary work on the NDP the Town Council's Steering Committee identified Northern Sevenoaks as one of the only areas of the town that was suitable for large scale development. It was also seen as an area with untapped potential that needed regeneration. It was therefore agreed that a dedicated Masterplan would be prepared for the area.

The Masterplan was developed through a series of meetings and workshops with local people and stakeholders, including a formal public consultation which took place in May 2017. The views expressed through this process informed the Masterplan and form part of the evidence base of the NDP.

The Masterplan was also consulted on as part of the District Council's Local Plan 'Issues and Options' consultation. The Masterplan received overwhelming positive public support through this consultation. 66% of respondents stated that they either 'strongly supported' or 'supported' the plan (based on responses from 13,654 people), and it was subsequently included in the draft Local Plan.

There are other proposals within the draft NDP to be developed including the Sports Strategy, creation of an Indoor Market and a Cultural Quarter for the town centre.

3.5. Stag Community Arts Centre

It is ten years since Sevenoaks Town Council took over the bankrupt facility and with a new business plan and the creation of an independent charity has turned this into a vibrant venue which underwrites the local economy by attracting visitors to the town.

The 2014 Community Investment Plan provided £150,000 towards the Stag's project costs of £184,000 bringing its air handling system up to date, replacing its antiquated vehicle lift and upgrading its ticketing system.

Sevenoaks Town Council – DRAFT Community Investment Plan 2019

In 2018 Sevenoaks Town Council commissioned an Independent Economic Report relating to the Stag, a summary of which is below:

- The Stag attracts around 250,000 to 300,000 visits per annum
- Total visitor spend is estimated at £9.2m per annum
- Some spend is captured by The Stag and supports 20 permanent FTE jobs at the venue
- The remaining visitor spend, an estimated £7.6m, is captured in the wider local economy, supporting approximately 140 FTE jobs
- The Stag is estimated to support a further 18 jobs through its purchasing power
- In total, this equates to 179 FTE jobs supported by The Stag
- After considering the effects of leakage, deadweight, displacement, substitution and multiplier effects, the total net impact of The Stag is 151 FTE jobs
- This equates to approximately £7m of GVA contribution to the local economy
- The Stag provides around 6,000 hours of volunteer opportunities for the people of Sevenoaks
- The Stag adds cultural value to Sevenoaks as a place to live and visit

For these reasons Sevenoaks Town Council is committed to continue to invest where funds are available and where capital investment is required to ensure that the Stag remains a valuable asset to the local community.

3.6. Sevenoaks Business Hub

Sevenoaks Town Council (STC) has inherited the former Red Cross building that currently sits, disused, on the town council site in Bradbourne Vale Road, Sevenoaks. STC would like to renovate the building to make it, once again, valuable to the surrounding community. The proposed solution is to create a Business Hub with rentable desks and a meeting room for self-employed professionals and small businesses to rent.

This aims to solve the problem of a lack of affordable office space in Sevenoaks for small and new businesses, as well as positively contributing to economic development in the area by promoting business growth. This is in keeping with the aims set out in the masterplan for Northern Sevenoaks, to develop and rejuvenate the area.

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 £25,000 is being used towards match funding and feasibility and development work for a larger grant and some immediate roof repairs.

The Town Council has 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 has completed a full application to be considered in March 2019.

The Business Hub will provide the following:

- 16 x Desk Space
- 5 x individual office hubs
- Limited storage
- Meeting room for 8-10
- Kitchen
- Dining area
- Free parking
- Wi-Fi etc

The Town Council commissioned an Independent Economic Report to support its funding application a summary of which is below. Subject to successful funding and obtaining planning permission the Business Hub should be available for use by the end of 2019:

- 30 Gross FTE jobs (15 net addition)
- £3.35m cumulative GVA
- Net additional FTE job gains (£2.8m at NPV)
- Strategic potential to contribute towards improving the viability of other regeneration initiatives in the town, particularly the Northern Sevenoaks Masterplan area.

3.7. Community Rail Partnership

As part of the regeneration of Bat & Ball Station and the Northern Sevenoaks Masterplan Sevenoaks Town Council, endorsed by the Friends of Bat & Ball Station have proposed to create a Community Rail Partnership (CRP) with the following key aims:

1. Bring together 5 separate stations & Darent Valley Pathway to create the scenic rail route - Samuel Palmer Line
2. Share promotion to encourage passengers to use the stations to visit local tourism attractions.
3. Increased footfall to local tourism attractions at each station
4. Create a distinctive 'brand' for the line
5. Link the use of the train to other non-car form of transport e.g. walking and cycling
6. Raise awareness of local heritage relating to the Samuel Palmer artist

3.8. Electric No. 8 Bus

Sevenoaks Town Council commissioned an Integrated Transport Strategy which will form one of the appendices in its Neighbourhood Development Plan. During consultation for the strategy one of the needs identified was for a regular orbital service linking the residential areas to the Town Centre.

The Town Council worked with Kent County Council and local bus operator Go Coach to put in the place the provision of the No 8 bus originally on a three-year trial.

The bus operates six days per week, linking the two train stations, bus station, residential areas and town centre. It operates on a loose figure of eight route – hence its name.

Sevenoaks Town Council – DRAFT Community Investment Plan 2019

The service benefits local residents who do not want to drive into town potentially experiencing sometimes difficult and busy car parking.

The introduction of the No. 8 bus has also enabled the Town Council to provide free bus independent travel within the town for young people aged 11 to 18.

Elderly passengers have informed the Town Council that in addition to the obvious transport benefits they find the transport a social experience meeting neighbours and conversing with the bus driver and helps sometimes with loneliness experiences.

Sevenoaks Town Council promoted the No. 8 bus with support from Kent County Council and Go Coach and has been operating for approximately two and half years and is becoming established. It has been successful exceeding original business plan and attracting up to 100 passengers a day. The scheme is still developing and therefore both Kent County Council and Sevenoaks Town Council have invested funds to operate the service for a further 3 years until 2021 (6 years in total).

The Sevenoaks Town Partnership Vintage Bus Service and the Sevenoaks Route 8 Bus Service were awarded the top prize in the **Transport Planning Society's** inaugural People's Award for 2018.

Following a recent trial Sevenoaks Town Council would like to purchase with grant funding help an electric bus for the No. 8 route to make it more economically viable and for environmental benefits.

3.9. Development of Tarmac Site - Northern Sevenoaks

The proposals for the Tarmac site within the Local Plan / Neighborhood Development Plan / Northern Sevenoaks Masterplan are long term and unlikely to be developed in total within the next ten years.

There is a possibility however that some areas of development may happen in advance of that time period.

Sevenoaks Town Council wants to ensure that the proposals continue to have a community focus and not be led by developers. The Town Council will therefore continue to invest in community plans relating to the site and its future uses. This will include the community development of related infrastructure, the Oast House, leisure facilities and integration with the town.

3.10. Business Improvement District (BID)

Sevenoaks Town Council supports and invests in all areas of the community to ensure that Sevenoaks continues to be a vibrant, successful and happy place to live, work and visit. With the exclusion of any external grants obtained the costs relating to this is funded by the local domestic ratepayer. The Town Council wants to initiate a BID for the town to enable work

Sevenoaks Town Council – DRAFT Community Investment Plan 2019

relating to economic development to be funded by a contribution from non-domestic rates e.g. 1%, smaller businesses (with a Rateable Value less than £15k) would not contribute.

The BID would build on the successes of the Sevenoaks Town Partnership and take the projects to an enhanced level bringing together local businesses to add value and make a tangible difference to Sevenoaks.

In an increasingly competitive environment the need for Sevenoaks to manage itself as a place for business has never been greater. With nearby business centres e.g. Tunbridge Wells and Orpington moving forward with BIDS and investing hundreds of thousands of pounds each year, Sevenoaks could become less attractive.

3.11. Development Fund

Sevenoaks Town Council is mindful of the financial resources required to maintain current community facilities and meet the ambitions of its Community Investment Plan and also be adaptable for future opportunities which benefit residents of the town. For this reason, it continues to maintain its 'Development Fund' which enables development work to be undertaken provides a provable higher success rate when applying for grants and loans if required to assist with essential cash flow and finances for major capital projects.

3.12. Summary of Community Investment Plan 2019 projects

Ref	Project	Funds Budget
3.1.	Bat & Ball Centre	£2,750,000
3.2.	Multi Use Games Area	£100,000
3.3.	3G Rugby Pitch at Knole Paddock	£500,000
3.4.	Neighbourhood Development Plan	£100,000
3.5.	Stag Community Arts Centre	tbc
3.6.	Sevenoaks Business Hub	£265,400
3.7.	Community Rail Partnership	tbc
3.8.	Electric No. 8 Bus	£300,000
3.9.	Tarmac Site Community Development	tbc
3.10	Business Improvement District	tbc

4. Where does the money come from?

Sevenoaks Town Council has a policy that wherever possible external funding should be sought initially for Capital Projects. External funding could be from grants, sponsorship and Community Infrastructure Levy (CIL).

As previously stated, to obtain significant grant funding there is a need to invest in obtaining professional information to support grant applications and this comes as a cost, hence the Development Fund as mentioned in 3.11.

Sevenoaks Town Council – DRAFT Community Investment Plan 2019

Sevenoaks Town Council has a good track record of obtaining external funding for capital projects and, in the last ten years this has totaled more than £3,500,000.

5. How can I make comment or become involved?

Comments on the Community Investment Plan can be forwarded to the Town Clerk, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG. Alternatively emailed to townclerk@sevenoakstown.gov.uk

The Town Council holds weekly meetings at its premises above and each meeting has a time allotted for the public to address Councillors. A schedule of meetings can be obtained from the website at www.sevenoakstown.gov.uk or by contacting the Town Council on 01732 459953 or emailing council@sevenoaktown.gov.uk.

Sevenoaks Town Council wherever possible will include public participation in its projects and currently there are opportunities for the public to be involved via the following – please contact the offices if these are of interest to you:

- Neighbourhood Development Plan Steering Committee
- Friends of Bat & Ball Station
- Friends of Greatness Cemetery (to be established 2019)
- Community Centre User Group
- Sevenoaks Youth Council (11 – 18 Age)
- Sevenoaks in Bloom
- Sevenoaks Town Partnership

ROAD SIGNS – AGENDA ITEM NO 10

To receive and consider

1. the **RECOMMENDATION** from Planning Committee held on 11th February 2019 as per **Minute No 455:**

POTENTIAL SPEEDING SIGN INSTALLATION ON BRADBOURNE VALE ROAD AND OTHER ROADS
The Committee noted that a meeting had taken place prior to the Planning Committee meeting with Kent County Councillor Margaret Crabtree to discuss proposals for a mobile Speed Information Device (SID).

The proposal was for the purchase of a mobile SID which would be moved between three different sites, remaining at each for a two-month period.

RESOLVED:

(a) That the Town Council was receptive to the idea, subject to:

- *Funding*
- *Specification of the device being obtained and details of likely impact*
- *Maintenance obligations being reviewed, including the need for the Open Spaces Team to install columns and relocate the device bi-monthly*
- *Consents being clarified for the installation on a public highway.*

(b) That Ward members are invited to submit suggestions for locations within their ward (max 2) to the Deputy Town Clerk / Planning Administrator to consolidate and bring back to the Planning Committee meeting on the 8th April 2019 for debate.

Deadline for suggestions to be forwarded: 29th March 2019

NB – the Town Council awaits information on expected impact from Highways and we have not discussed the practical impact on OS. Looking at the spec sheet the batteries need swapping out every 4 weeks and the signs need moving on every two-months.

2. The attached information sheet supplied by Cllr Mrs Margaret Crabtree. The proposal was that Town Council & Cllr Mrs Margaret Crabtree funds the purchase 50:50 using the Member's Fund in the new financial year.

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Parish Speed Indicator Device Scheme

SID

We often receive enquiries from Parish Councils regarding to use of Speed Indicator Devices (SID) as an alternative to the static Vehicle Activated Signs (VAS). As a result we have developed a scheme now used by many Kent Parishes.



The arrangement comprises a single SID used at multiple locations on fixed poles in existing 30mph zones, offering a cost effective and simple device for the parish to address inappropriate speed.

The movement and management of the sign will be undertaken by local residents or parish volunteers. In order to comply with traffic signs regulations, the sign must not remain in one location for more than two months and therefore requires regular relocation.

These devices must be procured via our traffic systems maintenance contract at the agreed rates; a specific quotation will be provided following a site visit. There are several other manufacturers of similar equipment, but no others approved for the Kent highway network.

Sign equipment

We supply battery powered SID signs so they are able to be moved by a single person, but this may not be practicable. Each is supplied with a spare battery and a charger to allow it to be swapped when necessary and both have the option of a data collection facility for a small additional cost. Delivery time will be 10-12 weeks from the order being placed.

There are two versions available; the Mini and Advanced type. Battery life is about four weeks for the Mini and about one week for the Advanced sign; although in either case this is traffic dependent. The Mini sign is relatively lightweight with an electronic display to show actual vehicle speed between 20-40mph, which flashes for those above the 30mph limit. The Advanced sign has a larger display and includes a 'SLOW DOWN' legend but is significantly heavier. However, either sign can easily be transferred between locations with the correct training, although the Mini SID is recommended due to lighter weight.

Poles and brackets

Permanent poles will be installed at the agreed locations following the site visit but this does leave empty poles around the parish for much of the time. Each site will be assessed on an individual basis with due regard to speed limit boundaries, other existing signs and junctions; there are no fixed criteria. Each pole requires a bracket and although one is supplied with the sign, additional ones will be needed for the extra posts. It is possible at some sites to measure traffic speeds in either direction on a single pole but this will require two brackets. It is strongly recommended that a ratio of one SID per 3-5 locations is maintained to comply with movement requirements and retain effectiveness.

Traffic management and site safety

Some post locations may require traffic management to enable their installation, although this must be avoided for relocating the SID. Basic traffic management using cones/barriers is included in the price but any extra safety measures will require a further site visit and add to the scheme cost, e.g. temporary traffic signals.

Sign relocation

A small group of local volunteers need to be identified and be responsible for the relocation and battery charging/charging. No lifting equipment will be needed as the poles will be in place; the SID can just be attached to the bracket and secured using the supplied padlocks.

Initial training will be given on the device setup, with further support if needed. The use of hi-visibility vests and PPE are essential and the Parish Council must carry out a risk assessment for the movement of the signs and consider parking/access for each location.

A Memorandum of Understanding will need to be signed by the Parish which sets out the roles and responsibilities of each party.

Maintenance

The signs have a 12 month warranty from the manufacturer but any initial problems can be discussed with the KCC Traffic & Network Solutions team. However, the supplier will deal with any technical issues directly with the Parish Council.

Any replacement batteries or new brackets should be procured via KCC to ensure compatibility. It is strongly advised that the SID is covered by Parish Council insurance, as in the event of theft or third party damage we are unable to provide a replacement.

Finance

Below are sample prices for a complete SID package, although each will be quoted for the specific requirements following a site survey. These have been rounded for commercial confidentiality – please do not use them as actual figures:



Mini SID package: 8kg sign + 2kg battery (recommended option)

Mini sign	£3,535	inc. batteries, charger and padlocks
Data collection	£330	option to include software
Galvanised pole	£780	includes post, labour and install (x3)
Mounting bracket	£85	one for each site/direction (2 extra)
Site visit/surveys	£380	also includes delivery and training
Typical cost	£6,760	based on three posts (excl. VAT)



Advanced SID package: 12kg sign + 12kg battery

Advanced sign	£3,765	inc. batteries, charger and padlocks
Data collection	£330	option to include software
Galvanised pole	£780	includes post, labour and install (x3)
Mounting bracket	£85	one for each site/direction (2 extra)
Site visit/surveys	£380	also includes delivery and training
Typical cost	£6,990	based on three posts (excl. VAT)

27 September 2018

SEVENOAKS TOWN COUNCIL ENVIRONMENTAL POLICY

The Town Council aims to run its business and its premises in such a way that it embraces, to the best possible effect, all relevant environmental matters to the benefit of the Town Council and local present and future residents.

In 2019 Sevenoaks Town Council updated its Environmental Policy in response to the global problem of plastic pollution and committing to make every effort to phase out single use plastic across its premises. It would also strongly encourage groups and organisations to find alternatives to single – use plastic when using Town Council facilities.

The Environment

The key adverse environmental impacts affecting the Town Council are: -

- Material consumption — office supplies, cleaning products, equipment and furniture.
- Emissions to air from the use of energy in its buildings and fuel in transport
- Single Use Plastic (SUP) to be avoided. This is plastic that is used once before being discarded. Where single-use items are unavoidable, compostable items should be used.
- Waste management
- Suppliers' environmental performance
- Management of open spaces including cemetery, allotments.

To reduce the effect of these adverse impacts, the Town Council will aim to embrace the following objectives: -

- Minimise material consumption and consider the lifecycle impact of any purchases
- Reduce waste and re-use material wherever possible
- Improve the quality of its working environment;
- Minimise c02 emissions produced by Town Council activities;
- Minimise energy use and emissions to air;
- Encourage suppliers to raise their environmental performances
- Encourage staff to use public transport or car-sharing schemes
- Utilize fuel efficient vehicles wherever possible
- Encourage public to use public transport and cycles by providing infrastructure to enable this e.g. cycle racks, public bus service, restoration of Bat & Ball Station.

Energy Management

The Town Council is committed to responsible energy management and will, where possible, promote energy efficiency throughout its operation by the following actions: -

- Increase awareness of energy efficiency amongst employees;
- Recommend energy conservation technology where applicable (including insulation, low energy light bulbs, low water use toilets); •
- Monitor heating controls;
- Encourage staff and hirers to close windows and external doors when heating is on.
- Encourage staff and hirers to turn off unnecessary lights
- Encourage staff to switch off computers, VDUs, printers and photocopiers when not in use.

Recycling and Conservation

- Recycled paper should be used wherever possible in the following products _ letterheads, folders, compliment slips, business cards, photocopy paper, printed paper, envelopes and toilet rolls.
- Single Use Plastic (SUP) to be avoided. This is plastic that is used once before being discarded. Where single-use items are unavoidable, compostable items should be used.

Water Conservation

- Where possible have water meters installed
- Where possible conserve water on Allotments, Cemetery and other open spaces
- Where possible we will utilise water butts fed by building down pipes as a nondrinking water source

Cleaning Materials

- Cleaning fluids, polishes and glues, etc, to come from eco-friendly manufacturers where possible
- Use of solvents, harmful to the environment, to be avoided.

Office Equipment

Generally new equipment will be chosen from eco-friendly standards in materials, manufacturers in use and for disposal.

Local Sourcing

Where possible, the Town Council will seek to minimise environmental damage caused through transportation of goods by sourcing materials locally, including food. This also has the positive effect of supporting the local economy.

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In response to the global problem of plastic pollution, Sevenoaks Town Council and Sevenoaks Youth Council have committed to phasing out single-use plastic across all its facilities. This also means it strongly encourages groups and organisations to find alternatives to single-use plastic when using Town Council venues.

What's the problem?

Plastic pollution is a global challenge. Every year the world produces millions of tonnes of plastic, of which half is estimated to be single use. Much discarded plastic ends up in rivers, waterways and oceans, finally entering the food chain.

What does 'single use plastic' mean?

Single use plastic (SUP) is plastic that is used once before being discarded. The most common SUP items are disposable water bottles, plastic bags, plastic straws, takeaway coffee cups and other plastic serve ware (e.g. food trays, plastic cutlery and individual sauce sachets).

What could be used instead?

Many SUP items can easily be replaced by reusable alternatives such as water glasses or bottles, crockery and metal cutlery. Event attendees can be encouraged to bring their own reusable bags, water bottles and coffee cups. Paper straws can replace plastic ones.

Can tap water be provided in Sevenoaks?

In 2019 the Sevenoaks Town Partnership will be launching the local Refill Scheme where local businesses who are willing to fill up water bottles will be promoted. Reducing the need to purchase plastic water bottles.

Plastic glasses etc for Events

We recognise that crowded events such as fetes, parties etc real glasses can provide a safety hazard. In these circumstances the Town Council encourages the use of sturdy plastic cups that can be cleaned and reused and ultimately can be recycled.

What single use alternatives are acceptable?

Where single-use items are unavoidable, we encourage the public to provide genuinely compostable alternatives, and take responsibility for their proper disposal (e.g. separating them from other waste and disposing of them in appropriate waste bins to ensure proper break down. It should be noted that even compostable single use items have implications for the environment and therefore should be limited wherever possible.

What is Sevenoaks Town Council doing to address the matter locally?

The Town Council is

- working with the Sevenoaks Town Partnership to launch the Refill Campaign to reduce the need for plastic water bottles.
- Across its facilities it will commit to reducing the use of single use plastic.
- Raising awareness of the issue to users of its facilities.
- Launching an anti-litter campaign to encourage more recycling and less litter.

Sevenoaks Town Council can be contacted via its website

www.sevenoakstown.gov.uk

or email

council@sevenoakstown.gov.uk

or telephone

01732 459953



PLASTIC FREE SEVENOAKS PLEDGE

On behalf of _____ (business/organisation), I agree that we will take the following steps to reduce our use of single-use plastic. By doing this, we will play our part in eliminating unsustainable plastic use from Sevenoaks while ensuring a healthier environment.

We, _____ (business/organisation), pledge to do the following:



Separate waste into recyclables and non-recyclables by _____ (date)



Ban / phase out single-use plastic bags by _____ (date)



Ban / phase out single-use plastic straws by _____ (date)



Ban / phase out single-use plastic cups and lids by _____ (date)



Ban / phase out single-use plates and cutlery by _____ (date)



Ban / phase out single-use plastic bottles by _____ (date)

*Please tick the pledge(s) you'd like to undertake and choose a realistic target date. Whether you commit to all or one, every action is a step in the right direction. If your business has already completed an action in the past, please tick the box and provide the date of completion.

Upon achieving your pledges, we will promote your logo on our social media platforms and send you a Plastic Free Sevenoaks sticker to display proudly in your shop/office. Please send this completed form and any updates to council@sevenoakstown.gov.uk

Name _____ Signature _____ Date _____

Shop/Business/Organisation _____

Email _____

Contact Number _____



Sevenoaks Town Council

Current Matters

Agenda Item 12 (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 27 th April 2017. No further changes since 18 th September 2017. Invoices were sent prior to the financial year end. Invoices sent out annually in March. <i>Full report to future F&GP.</i>
2	CIC Minute 395	Bat & Ball Station		Station building project nearing completion. HLF Activity Plan and ancillary works to continue. <i>All utilities connected Handover 26.02.2019 Opened 27.02.2019</i>
3	- CIC 7.8.2017		Business Hub	Feasibility report prepared. Funding application made to KCC. Temporary repair to roof to be carried out. <i>South Eastern Local Enterprise Partnership – to be reviewed on 8th March 2019 re application for £265,000. £25,000 CIL funds set aside New Planning Application submitted</i>
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 <i>Amended planning application for materials submitted.</i> 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.
5		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
6	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 <i>The Leader of Sevenoaks District Council, Cllr Fleming, confirmed a response would be with the Town Council prior to the next meeting of the Sevenoaks Town Forum on 9th April 2019.</i>

No	Project	Details	Proposed target timescale	£	Update / comment
1	Bat & Ball Community Conference Centre	Research feasibility of building new multi-purpose community centre, including commission plans to tender stage.	March 2017	£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.

Sevenoaks Town Council**Priorities [Note updated with 2015 Blue Skies Proposals]****Agenda Item 12 (b)**

No	Project	Details	Proposed target timescale	£	Update / comment
2	Bat & Ball Station building CIC Minute 395 07.01.2019	STC acquire station building on long peppercorn lease. Use as community building.	January 2016	£1,500,000 <i>approx</i>	Station building project nearing completion. Awaiting utility meter installation. HLF Activity Plan and ancillary works to continue. <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 were 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. <u>Ancillary Works</u> 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.

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 12 (b)

No	Project	Details	Proposed target timescale	£	Update / comment
					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. <i>All utilities installed.</i>
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. <i>New public toilets installed. CIL Funding allocated towards this facility.</i> 3G Official launch Saturday 9th September 2011-17.

Sevenoaks Town Council**Priorities [Note updated with 2015 Blue Skies Proposals]****Agenda Item 12 (b)**

No	Project	Details	Proposed target timescale	£	Update / comment																
4	Neighbourhood Development Plan for Sevenoaks	To provide a long term sustainable plan for the Sevenoaks	March 2017	£20,000 approx £300,000 (Cap projects)	Questionnaire for public on line and distributed to all households from 11.04.2014. Children competition – excellent entries received. Questionnaire responses being analysed. SDC circulating questionnaire re Economic Development and willing to share data. Integrated transport study and information banners for public consultation during December. <i>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.</i> Original Draft Timetable <table><tr><td>Draft Plan present to NDP Cttee</td><td>Feb 2018</td></tr><tr><td>Public consultation on draft plan</td><td>July 2018</td></tr><tr><td>Amendments</td><td>Aug 2018</td></tr><tr><td>Submission to SDC examination</td><td>Sept 2018</td></tr><tr><td>Pre examination consultation</td><td>Oct 2018</td></tr><tr><td>Amendments</td><td>Dec 2018</td></tr><tr><td>Referendum</td><td>Feb 2019</td></tr><tr><td>Plan is made</td><td>Early / mid 2019</td></tr></table> <i>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.</i> <i>SDC had stated should be delayed until Local Plan completed.</i>	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
Draft Plan present to NDP Cttee	Feb 2018																				
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Pre examination consultation	Oct 2018																				
Amendments	Dec 2018																				
Referendum	Feb 2019																				
Plan is made	Early / mid 2019																				
	CIC 07.01.2019 Minute 393 (x)																				

Sevenoaks Town Council**Priorities [Note updated with 2015 Blue Skies Proposals]****Agenda Item 12 (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	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 7 th December 2018. 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 <i>has been submitted</i>
	CIC 07.01.2019 Minute No 396				

Sevenoaks Town Council**Priorities [Note updated with 2015 Blue Skies Proposals]****Agenda Item 12 (b)****PRIORITY TWO**

No	Project	Details	Proposed target timescale	£	Update / comment
1	Vine Cricket Pavilion	Research and feasibility to be undertaken into rebuild and refurbishment of the building	Dec 2015 Tbc Oct 2016	23,000 70,000 70,000 30,000	Grant to KCC applied for refurbishment of toilets. Grant successful. Work completed. 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. 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. 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 12 (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. <i>Nearing Completion – approximately middle of March once railings have been fitted.</i>
2	South East in Bloom	Provide action plan for obtaining gold award.			Budget and plans for 2019 to start December 2018. commenced. Results provided on 13.9.19. <i>Action plan being prepared for 2019.</i> <i>Theme: red, white and blue and 'edible gardening'.</i>

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 12 (b)**PRIORITY THREE**

No	Project	Details	Proposed target timescale	£	Update / comment
1	Bradbourne Lakes	To seek continued improvements with facility			To work with SDC to achieve this. Bradbourne Residents Association had started to create a plan. SDC agreed at Town Forum 10.03.2014 to involve STC. SDC produced Consultation document. <i>Meeting with SDC scheduled for 26.02.2019</i>
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 12 (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 12 (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 12 (b)****COMPLETED**

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

Sevenoaks Town Council**Priorities [Note updated with 2015 Blue Skies Proposals]****Agenda Item 12 (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 16.02.2017.
5	Cemetery Lodge	To sell property	Asap		Contracts for sale completed 30 th May 2018. Sold £485,000.