5th June 2019

Sevenoaks Town Council

You are summoned to attend a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** to be held in the Council Chamber at the address below on Monday 10th June 2019 at 7.00pm to be followed by a meeting of the Town Council. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

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

Town Clerk

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

Committee Members - the quorum for the meeting is a minimum of 6 committee members

Cllr Simon Raikes (Chairman)	**Cllr Tony Clayton (Vice Chairman)**
Cllr Keith Bonin	Cllr Dr Merilyn Canet
Cllr Nicholas Busvine OBE (ex officio)	
Cllr Andrew Eyre	Cllr Edward Waite
Cllr Roderick Hogarth	Cllr Tom Morris
Cllr Robert Piper	Cllr Sue Camp

PUBLIC QUESTION TIME

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

AGENDA

01 ELECTION OF CHAIRMAN AND VICE CHAIRMAN

Following the Annual Council Meeting held on 13th May 2019, the following appointments were made:

a) CHAIRMAN – Cllr Simon Raikes was elected
b) VICE CHAIRMAN – Cllr Tony Clayton was elected

[Minute 64 refers].

02 APOLOGIES FOR ABSENCE

To receive and note apologies for absence.

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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

Town Clerk

03 REQUESTS FOR DISPENSATIONS

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

04 DECLARATIONS OF INTEREST

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

05 MINUTES

To receive and sign the minutes of the meeting of the Finance & General Purposes Committee held on 29th April 2019, **resolved** to be a true record at the Annual Council Meeting held on 13th May 2019 [*Minute 58 refers]* (copy attached).

06 SUB COMMITTEES

(a) Youth Council

To receive and note the minutes of the meeting of the Youth Council held on 22nd May 2019 (copy attached).

(b) Youth Services Sub Committee

To receive and note the minutes of the meeting of the Youth Services Committee held on 22nd May 2019 (copy attached).

07 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 period 1st to 30th April 2019

(b) Suppliers' Accounts

To authorise payment of the accounts listed in the schedules for the period 1st to 31st March and 1st to 30th April 2019 (copy attached).

(c) Payroll Account

To confirm payments from the account listed in the schedules for the period 1st to 31st March and 1st to 30th April 2019 (copy attached).

(d) Petty Cash Account

To confirm payments from the account listed in the schedules the period 1st to 31st March and 1st to 30th April 2019 (copy attached).

(e) Hospitality and Gifts Register

To receive and note that no Hospitality or Gifts were received by the staff for the period 1st to 30th April 2019.

08 REVIEW OF FINANCIAL MATTERS IN ACCORDANCE WITH THE TOWN COUNCIL'S STANDING ORDERS

To receive and note the following financial matters in accordance with the Town Council's Standing Orders, adopted at Annual Council Meeting on 13th May 2019 [*Minute 62 Appendix A refers*]:

a) Inventory - A review of land and assets, including buildings and office equipment.	**RECOMMENDATION**: defer to 2020 when next due.
b) Insurance Cover – 2019/2020	To note this has been arranged for the 2019/2020 year [*2019 04 29 - Minute number 44a refers]*
c) Complaints Procedure	To receive and note the up to date complaints procedure (copy attached).
d) Freedom of Information	To receive and note the up to date Town Council's procedure for handling requests made under the Freedom of Information Act 2000
e) Press/Media Policy	**RECOMMENDATION**: defer review of policy to next meeting

09 REVIEW OF INTERNAL CONTROLS

To receive and consider:

a) Internal Audit Report for the year end Visit
b) Annual Review of Internal Audit
c) Statement of the System of Internal Control

10 ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2019

To receive and approve the:

a) Annual Governance Statement
b) Statement of Annual Accounts to 31 March 2019
c) Supporting papers for submission to the External Auditors.

11 PUBLIC WORKS

To receive a Progress Report relating to Public Works Loan Board application (copy attached).

12 GRANT

To receive and consider a revised grant application for the sum of £436.00 to pay for the printing of 2000 coloured brochures [20 pages] regarding the Kent Painters Group Grant Application submitted to FGP on 4th of March 2019, which was not awarded (copy papers attached).

13 SEVENOAKS WEDNESDAY MARKETS

To receive and note the Committee Clerk's report of the Wednesday Markets and the resolution of the Seveoaks Town Partnership meeting (copy attached).

14 SEVENOAKS TOWN PARTNERSHIP

To receive and note the minutes of the meeting held on 29th May 2019 (copy attached).

15 CURRENT MATTERS AND PRIORITIES

To receive and note a list of

a) current matters

b) priorities

of the Town Council

16 PRESS RELEASE

To consider any agenda item, which would be considered appropriate for a press release.

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Sevenoaks Town Council
Minutes of the FINANCE & GENERAL PURPOSES COMMITTEE
Held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks
On Monday 29th April 2019

Meeting Commenced: 7.00 p.m. **Meeting Concluded:** 8.00 p.m.

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

In Attendance:
Cllr E Waite, Linda Larter MBE, Town Clerk and Christine Franklin, Responsible Finance Officer.

The meeting was not recorded.

Public Question Time There were no public present.

39. Apologies for Absence
Received from Cllr Maxine Chakowa

40. Declaration of Interests
There were no Declarations of Interest

41. Requests for Dispensations
There were no requests for Dispensations

42. Minutes of the Meeting held on 4th March 2019
RESOLVED: to receive, adopt and sign the Minutes as a true record of the meeting.

43. Sub Committees

a) Youth Council Meeting held on 13th March 2019
RESOLVED: Subject to noting that the meeting concluded at 6.55 p.m. it was agreed to note the Minutes of the meeting.

b) Youth Services Sub Committee Meeting held on 13th March 2019
Councillors requested that KCC Youth Services be informed that there were vulnerable members of the community throughout Sevenoaks and not just in selected wards. It was also noted that Cllr Waite had submitted a Freedom of Information Request to KCC requesting the information that had not been forthcoming to the Town Council, despite several requests.
RESOLVED: To accept the Minutes of the meeting.

c) Community Centre User Group Meeting held on 10th April 2019
RESOLVED: To accept the Minutes of the meeting.

44. Finance Reports
RESOLVED: The Responsible Finance Officer to provide a written report relating to some minor queries and to accept the following reports:

a) Statement of Accounts
The Committee received and considered the management accounts for the following periods – 1st – 28th February 2019 (net £79,643) and 1st – 31st March 2019 (net £73,890). It was noted that the March 2019 management accounts would be adjusted to reflect the end of year requirements e.g. creditors and final accounts would be reported to the next meeting.

Suppliers Accounts
The payment of the accounts listed in the period 1st – 28th February 2019 of £221,874.24.

Payroll Account
The payment from the accounts listed in the schedule for the period 1st – 28th February 2019 £63,559.70.

Petty Cash Account
The payment from the account listed in the schedule for the period 1st – 28th February 2019 £959.30.

Internal Auditor's Report
The Internal Auditor's Report for visit three on 25th March 2019 and the Responsible Finance Officer's response.

Annual Return 2018 / 2019
To note the proposed time table for the year end audit for 2018 / 2019.

Renewal of Insurance
To note the insurance renewal for the term 2019 / 20 at £12,928.69 and the fleet insurance at £2,980.

Hospitality and Gift Register
To receive and note the hospitality or gifts received by employees and Councillors for the period 1st February to 31st March 2019.

45. Community Infrastructure Levy (CIL) Receipts and Allocation of Expenditure
It was noted that Sevenoaks Town Council would be receiving £21,315.32 Community Infrastructure Levy in April 2019.

It had previously been agreed that this would be used as a contribution towards the Access Ramp from the Community Centre site to platform 1 of the Bat & Ball Station.

It was also noted that £1,200,000 CIL grant from Sevenoaks District Council had been received as part funding for the Bat & Ball Centre project.

RESOLVED: To note the report.

46. Grant Application from 'Art in June'

The Committee considered the grant application request for fifty custom car magnets to promote the project.

RESOLVED: To provide a grant of £250, subject to normal conditions.

47. Minutes of the Sevenoaks Town Partnership held on 17th April 2019

RESOLVED: To receive and accept the Minutes.

48. Current Matters and Priorities

The Committee received and considered the reports relating to current matters and the Town Council priorities.

It was noted that the new Town Council would review its priorities following the Election. Councillors requested that consideration be given to moving Bradbourne Lakes up on the priorities whilst noting that the Town Council did not manage the facility.

RESOLVED: To receive and accept the reports.

49. Press Release

It was agreed not to issue a press release.

There being no further business the Chairman closed the Meeting.

Signed .... Dated ....

Chairman

Sevenoaks Youth Council
Notes of the Meeting held on 22nd May 2019
6 p.m. in Sevenoaks Town Council Chamber

Roshni Agarwai	Absent	Ola Kujawinska	Present
Eva Azazoglu	Present	Emily Mahoney	Present
Alexander Black	Absent	Megan Ng	Absent
Samuel Crawford	Present	Louisa Phillips	Present
Tasha Dambacher, Chairman	Present	Michael Roberts	Apologies
Ronnie Day	Apologies	Rosie Spurling	Apologies
Charlotte Foulds, Vice Chairman	Present	Gabby Tan	Apologies
Oscar Goodwin	Present	Loic Thiry	Apologies
Matthias Jammot, Treasurer	Apologies	Amy Vickers	Absent
Meera Jassi	Apologies	Jacob Watson	Present *[arrived 6:15 after running chess club]*
Tom Chapman	Apologies	Sam Chard	Present
Phoebe Crichtlow	Present	Amber Warrender	Present
Katie Willis	Present	Ishwar Sharma	Present

Also, In Attendance
Cllrs: Keith Bonin, Dr Merilyn Canet, Andrew Eyre and Richard Parry
Shane Mochrie-Cox – KCC Senior Early Help Worker
Michèle MacDonald, Committee Clerk.

37. Apologies for Absence
Received and noted from Youth Councillors:
Ronnie Day, Matthias Jammot, Meera Jassi, Tom Chapman, Michael Roberts, Rosie Spurling, Gabby Tan and Loic Thiry.

38. Minutes of the Meeting held on 13th March 2019
RESOLVED: that the Minutes of the meeting be accepted as a true record.
The Chairman, Youth Councillor Tasha Dambacher, took the opportunity to welcome the newly elected [21.05.2019] Vice Chairman of Sevenoaks District Council, Cllr Diana Esler, on behalf of the Youth Council to say a few words.

Cllr Diana Esler was proud to attend the Sevenoaks Youth Council meeting, her first appointment after being in post half a day, saying it was a privilege and honour to attend and thanked all Youth Councillors for giving up their time to be here and hoped they will achieve great things.

The Vice Chairman personally presented the Making it Happen Community & Voluntary Award to a Youth Councillor, Ishwar Sharma, on behalf of the Sevenoaks Youth Council for achieving "Youth Group of the Year – Highly Commended 2019".

The updates since the last meeting were noted as:

a. Fareshare donations continue
b. Chess club is becoming more popular with the Youth People staying on afterwards at HiTB
c. Pool competition has taken place with young people happy to receive the winning prize of two free Stag cinema tickets
d. the chosen charity stem4, have been invited to attend a future meeting.
e. Local schools have been asked to participate in the Plastic Free Sevenoaks campaign. To date one school, Trinity, had expressed an interest.
RESOLVED that Youth Councillors discuss this within their schools, advertise on Instagram and social media to encourage participation of this project for the Town of Sevenoaks. It was noted that this is now a global campaign, which may encourage interest.

39. Finance Report

In the absence of the Treasurer, the Chairman noted that following the allocation of £500 from the Town Council on 1st April 2019, the balance stood at £1,159.20. The separate finance report for the Youth Council's future charity fundraising was noted.

40. House in the Basement (HiTB) Youth Café

RESOLVED:

a) The March and April report with the aims for May 2019
b) The Statistics for March and April which had been tabled and are attached as **Appendix A**

41. Kent Youth Voice

It was noted that three local young people in Sevenoaks, including one Youth Councilor, had participated in the making of the booklet Bullying Detox, which may be viewed on line: https://www.kent.gov.uk/data/assets/pdf_file/0016/92230/Anti-bullying-detox-guide.pdf. The Chairman recommended that all Youth Councillors view this on line.

42. Debating Committee

RESOLVED: unanimously that the Chairman with the Youth Council set up a free debating committee at the House in the Basement Youth Café to start in September after school. The Chairman advised that this will involve local schools (years 9 to 11). Youth Cllr Tasha Dambacher to arrange liaising with Youth Councillors and the Committee Clerk in the interim.

43. Parliament Visit

Noted that parental/school permission slips were handed out to those Youth Councillors attending. The bus would leave the Town Council offices at 7am and return approximately 3pm.

44. Events for 2019

The Committee Clerk asked the Youth Councillors to be volunteers at the below events and possibly set up stalls to raise awareness of:

a) the HiTB facilities and free of charge events it offers
b) the Youth Council's chosen charity for the year.
c) Youth Councillor Ishwar Sharma advised that International Yoga Day Celebrations would take place in Orpington on Sunday 23rd June 2019 which is a fundraising event and may be of assistance to the Youth Council. The United Nations theme this year is global warming. Ishwar to further liaise with the Committee Clerk.
d) Live on the Vine – Friday 19th July 2019 **RESOLVED:**
   i. Youth Councillors Amber, Phoebe, Katie and Oscar to have a stall at Live on the Vine in aid of the Youth Council's charity – stem 4. Committee Clerk to ask for assistance from other Youth Councillors.
   ii. Youth Councillors to discuss amongst peers/family if anyone is interested in the performing arts [music- singing/playing instruments or a mixture, dancing, standup comedy etc] inviting them to attend the free music lesson/Open Mic Nights on the last Friday in May [31st] and June [28] 2019.

   Apologies received from Youth Councillors Tasha and Emily.
e) Skateboard event – Saturday 3rd August 2019 **RESOLVED:** Youth Councillors to check diaries and inform Committee Clerk **asap** whether they can volunteer selling refreshments at this event in aid of their chosen charity.

45. Date of Next Meeting

6 p.m. on 3rd July 2019 in the Council Chamber. Apologies received from Charlotte, Emily, Louisa, Ola and Tasha.
RESOLVED: that Youth Councillors inform the Committee Clerk, by 30th May 2019, of their attendance on 3rd July, should the meeting date need to be changed to ensure a Quorum of 1/3rd of the Committee.

There being no further business the Chairman closed the meeting at 6:25 p.m.

A After the meeting the Committee Clerk asked whether ASDAN folders could be handed in before the next meeting to try and get the award. Shane Mochrie Cox gave a succinct verbal presentation of the benefits of ASDAN assisting Youth Councillors regarding their volunteering hours to enable them to be recognise.

Youth Councillors Amber, Katie and Phoebe to meet up with the Committee Clerk during half term to help finish off their work and will advise availability to confirm date and time.

ASDAN to be put on the next agenda

B Ishwar further discussed Minute 44c – advising that the Youth Council could perhaps have a stall. Amber would be interested in attending to raise money for the charity. It was agreed that the Global warming theme ties in with the Youth Council's Plastic Free Sevenoaks Pledge and that Yoga ties in with mental health and the Youth Council's chosen charity 'stem4'.

Ishwar to email the Committee Clerk with further details by the end of this week.

10.6.19
FGP
6b

Sevenoaks Town Council
Minutes of the Youth Services Sub Committee
Held on 22nd May 2019 in the Council Chamber

Meeting started: 7.00 p.m. **Meeting concluded: 8.45 p.m.**

Cllr Mrs Rachel E Parry Chairman	Present	Cllr Claire Shea Vice Chairman	Present
Cllr Roderick Hogarth	Apologies	Cllr Tom Morris Brown	Present
Cllr Keith Bonin	Present	Cllr Victoria Granville-Baxter	Present
Cllr Andrew Eyre	Present	Cllr Edward Waite *[arrived 7:53pm]*	Present
Cllr Simon Raikes (Chairman F&GP)	Apologies	Cllr Tony Clayton (Vice Chairman F&GP)	Apologies
Cllr Richard Parry *[substitute Cllr Hogarth]*	Present	Mr Sarah Gaunt	Present
Mrs Caroline Berry	Present *[left at 7:45pm]*		(8)

Also in Attendance:
Cllr Dr Merilyn Canet
Cllr Sue Camp
Michèle MacDonald, Committee Clerk

Public Question Time:
No members of the public were present

83 Election of Chairman and Vice Chairman
RESOLVED: to note that following the Annual Council Meeting held on 13th May 2019, the following appointments were made:
a) CHAIRMAN – Cllr Mrs Rachel Parry was elected
b) VICE CHAIRMAN – Cllr Claire Shea was elected
[*Minute 64 refers*].

In view of the newly appointed committee members at Annual Council Meeting *the Chairman invited all members to introduce themselves.*

84 Apologies for Absence
RESOLVED to note apologies received from:
Cllrs Roderick Hogarth, Simon Raikes, and Tony Clayton
Miss Charlotte Marchant, Manager House in the Basement
Ms Maxine Quinton, Community Safety Unit, Sevenoaks District Council
It was noted that Cllr Richard Parry was a substitute for Cllr Roderick Hogarth.

85 Requests for Dispensation
There were no requests.

86 Declarations of Interest
There were no declarations of interest.

87 Minutes

a) of the Youth Services Sub Committee held on 13th March 2019
RESOLVED:
   i. to accept and sign the Minutes of the meeting as a true record.
   ii. to note that following the Annual Council Meeting held on 13th May 2019 the Youth Services Sub Committee would be changed to a full Committee with Terms of Reference at a future meeting of the Town Council [*Minute 62 c) refers*]
   iii. that the Committee Clerk
   - seek outside funding and ask local sports shops to attend the Skate Board Event at Greatness on 3rd August 2019 selling skateboards and sports accessories
   - further request details from KCC about where and when youth work had taken place and was currently taking place within Sevenoaks Town [*Minute 494 refers*]
   - forward Ms Sarah Gaunt the flyer of the skateboard event by the middle of June so that KCC can share across the Sevenoaks District

b) of the Youth Council meeting held on 13th March 2019
RESOLVED: to note the Minutes of the meeting.

88 House in the Basement Youth Café [HiTB]
RESOLVED to receive and note the following reports:

a) HiTB report for March and April 2019 together with the aims for 2019.
RESOLVED: that young people be asked ideas on publicising the venue to attract more youth and report to the next meeting.

b) HiTB statistics for March and April 2019 (attached as **APPENDIX** A)
RESOLVED that the Youth Council and Manager of HiTB plus its female attendees, be asked for their opinions of how to encourage more females to attend and for the Committee Clerk to add to the agenda in July.

c) Finance Cost Centre Report for March 2019

The Chairman brought forward agenda Item 10 b) Minute 92 b) to this point in the meeting [*Report from its co-opted partner SAYT*]

89 Report from its co-opted partner: Sevenoaks Area Youth Trust [SAYT]
Mrs Caroline Berry gave a brief history of SAYT and mentioned their

a) partnership work with HiTB on Wednesdays
b) weekly youth detached work currently taking place mainly in Kemsing and Greatness.
c) continued difficulties in fundraising
d) and that they now employ 1.5 youth workers

Mrs Caroline Berry left at 7:45pm

The Chairman then proceeded in the original order of the agenda.

89 Grant Application

RESOLVED: to grant £250 for portaloos for use on the Vine plus printing costs for advertising the Sevenoaks Young Readers Festival taking place on 21st September 2019.

90 Kent County Council [KCC] Youths Services Commissioning

In view of the new members of the Town Council and on this committee, a history of events was present via the Town Clerk's report. It was noted that the HITB remains the Town Council's only provision for a young people's centre to have their own space within the centre of Sevenoaks in accordance to the initial request, Youth Councillor's funding application and grant awarded to build this.

The Committee advised it had seen no evidence that the KCC Commissioning programme had been enacted within Sevenoaks which it had highlighted in its letter to KCC dated 20th September 2018, to which the Town Council still awaited a response.

Cllr Edward Waite arrived at 7:53pm.

There was a discussion of the KCC service provision of youth services in town of Sevenoaks which the committee felt continued to be poor.

Ms Sarah Gaunt asked that Cllr Waite forward his Freedom of Information request so that she could provide further detailed answers.

RESOLVED: that

a) going forwards the Town Council be made aware by West Kent Communities when there is a Youth Commissioning presence in the town of Sevenoaks [e.g. PHSE lessons in local schools].
b) the Town Clerk and Chairman & Vice Chairman would write to West Kent Communities requesting a meeting to discuss a way forward.

91 Youth Provision within Sevenoaks Town

RESOLVED:

a) to receive and note the Town Council's provision of youth services within the town of Sevenoaks.
   It was noted that the Committee Clerk
   i. had formed a partnership with Humberts Estate Agents in that 20 boards advertising Live on the Vine 2019 would be provided
   ii. awaits the results of a grant application, to be announced at the end of May for a sum of either £1,000, £2,000 or £4,000, for which the Committee congratulated her.
b) to ask the Mayor to build upon links with the local youth groups

92 Report from Co-Opted Partners

Kent County Council
Ms Sarah Gaunt advised that the

a) **Try Angle Awards** for young people is again underway this year and that the Committee Clerk would shortly be sent the flyer and dates of local ceremonies in order that the Mayor may be invited timely to present awards.
b) **Youth Advisory Group [YAG]** has ceased. Further updates to follow regarding the changes.

Sevenoaks District Council – Communities Safety Team – apologies received together with their report:

"Here is a brief update from us:

- *Family Fun Days have been finalised for the Summer*
- *Plans are being put in place regarding detached youth work on the Vine in order to discourage young people causing a nuisance, as they have historically at this time of year. There have not been any reports of young people causing a nuisance to date."*

The Committee Clerk updated the Committee of the Town Council's Summer Fun dates:

Date	Time	Location
31.07.2019	2-5pm	Greatness Recreation Ground
07.08.2019	2-5pm	Hillingdon Rise Play Area
14.08.2019	2-5pm	Vine Gardens
21.08.2019	10am-2pm	Greatness Recreation Ground. *Provided by Sevenoaks District Council*
28.08.2019	2-5pm	Pontoise Close Play Area

RESOLVED: to thank the Communities Safety Team for their support.

West Kent Communities [WKC]
A representative was not present. It was noted that Mark Murison had recently left WKC and that contact should be made with Mrs Heather Brightwell and to arrange a meeting with the Town Clerk, Chairman and Vice Chairman of this Committee.

93 Press Release
RESOLVED: To distribute a press release relating to the free music lessons, Open Mic Nights [last Friday in the month] and Live on the Vine summer festival on 19th July 2019.

There being no further business the Chairman closed the meeting.

Signed .... Dated ....
Chairman

DATE	ACTIVITIES	Attendance Male	Attendance Female	Cash Banked	Hours opened
02/03/2019	Guitar, Pizza make your own, music, games, TV, my neighbour totoro, art, clay, singing	10	1	13.85	6
06/03/2019	Art club Final, Guitar, Piano, Pizza, PC games, PS4	4	4	7.17	5
08/03/2019	Shut the box, guitar, piano, singing, discussions regarding mental health, school and music. Drawing and painting. PC games, PS4, Music	11	1	29.7	5
09/03/2019	Videogames, debating, gymnastics, drawing, computer games, guitars, piano, singing, clay, paint	8	6	29.7	6
13/03/2019	Beggining of chess club [x1] - numbers werent as expected but will advertise more and spread the word. Hopeful for next week. Computers, pool, Debreif, Fairshare	6	2	23.2	5
15/03/2019	Shut the box, Guitar songs, singing, pc games, xbox, pool, slime	5	2	14	5
16/03/2019	PC, Lasagne, hip hop, Music, guitar, songs, singing, debate, piano	12	5	23.5	6
20/03/2019	Chess club [x 7], Soup, PC Games, Monopoly, Uno, Doddle, Discussion, Cake, Scrabble, Art	9	2	22.5	5
22/03/2019	Ping Pong, shut the box, scooby dooby, soup, politics, art, pagan discussion	6	1	22.5	5
23/03/2019	ping pong, guitar, Drawing, Art, Drag discussion, Knit, Reading	14	3	28.6	6
27/03/2019	Chess [x6] Table tennis, Pool, soup, Miranda, Music, Instruments	10	2	24.4	5
29/03/2019	Music - Where is my mind, Mr Brightside, Stand up comedy and discussed LOTV	10	3	12.9	5
30/03/2019	Table tennis, Bread and butter pudding, pc games, card games, pool	11	2	27.1	6
	TOTAL	116	34	279.12	70

DATE	ACTIVITIES	Attendance Male	Attendance Female	Cash Banked	Hours opened
03/04/2019	Chess [x6] Xbox, PC GAMES, MUSIC, NINTENDO SWITCH, UNO, DODDLE	10	1	39.2	5
05/04/2019	Monopoly, PC Games, Minecraft, Guitar, Bass, Soup, Drawing, Painting, Piano	13	0	22.3	5
10/04/2019	Chess [x6]Guitar, Piano, Drawing, School work/ Homeoworl, Sat outside with table and chairs.	6	1	21.01	5
13/04/2019	PC games, PS4, Doddle, Pool, Uno, Supper, Monopoly, Scrabble, Art	6	1	23.6	6
17/04/2019	Empires, Chess [x4], Dobble, Music, PC games, Pool, ps3	10	2	36.3	5
24/04/2019	Chess [x6] Doddle, Uno, Pictionary, Guitar, Singing, empires, PC, Scrabble, Drawing, PS4, pool. table tennis	10	1	21.2	5
26/04/2019	Pool, Table tennis, Guitar, Ukulele, Singing, Art, Uno, Scrabble OMN Gilrs x 6 Boys x 5	8	5	12.5	5
	TOTAL	63	11	176.11	36

Closed Sat 6th / 12th / 19th / 20th / 27th and 30th

7a)

1.0 Summary

The net income including Precept, is £17,480 against a budget of £6,758 resulting in a year to date favourable variance of £10,722. 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)

Half the Precept of 570,693 was received in April 2019.

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

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

Cost Centre	Name	Variance £		Comments
21	Open Spaces	6,138	(F)	Please refer to the variance report.
28	Vine Café	344	(F)	Please refer to the variance report.
31	Establishment	4,012	(F)	Please refer to the variance report.
36	Community Centre	163	(F)	Please refer to the variance report
39	Property	37	(A)	Timing on wayleaves
	Subtotal	10,657	(F)	60% of Total Variance
	Other	6,823	(A)	(40) % of Total Variance
	TOTAL	17,480	(F)	

3.0 Cashflow

Since 1ST April 2019, there has been a net increase in cashflow of £1,535,787 resulting in a cash balance on 30th April 2019 of £3,997,057.

4.0 Working Capital (Appendix 2)

Including precept received in advance, there is a net increase in current assets of £1,204,465 primarily due to net CIL receipts of £1,222,390 (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 30th April 2019 shows funds totalling £3,997,057 (£2,958,923 at 30th April *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%.

Agenda Item 7a

Sevenoaks Town Council

Working Capital Summary as at 30th April 2019

	B/fwd 01-Apr-19 £	Movement* £	C/fwd 30-Apr-19 £		30-Apr-18 £
Current Assets					
Stock	3,075	-	3,075		1,041
Trade debtors	18,681	18,104	36,785		49,214
VAT	72,199	6,671	78,871		45,306
Prepayments and other debtors	67,867	(14,630)	53,237		55,981
Cash at bank and in hand	2,461,271	1,535,787	3,997,057		2,958,923
	2,623,092	1,545,932	4,169,025		3,110,466
Current Liabilities					
Trade creditors	203,297	(121,120)	82,176		186,304
Accruals and other creditors	115,568	(6,265)	109,303		143,822
Prior Mayors charity account	-	-	-		-
Precept received in advance of budget		475,578	475,578	Note 1	453,581
Receipts in advance (rent and hall hire)	20,675	(6,725)	13,950		25,993
	339,540	341,467	681,007		809,701
Net Current Assets	2,283,552	1,204,465	3,488,018		2,300,765
Represented by:					
General Funds					
Revenue Reserves	318,758	17,763	336,520	Note 2	392,359
Earmarked/Designated Funds					
Pension Reserve	2,814	-	2,814		2,814
Rolling Capital Prog Revenue Reserve	44,419	-	44,419		53,502
Street Lighting Reserve	7,737	-	7,737		7,737
Community Centre Reserve	16,398	-	16,398		16,398
Stag Winding Up Reserve	7,000	-	7,000		6,000
Planning Fees Reserve	12,500	-	12,500		12,500
Youth Activities Reserve	1,500	-	1,500		-
Contingency Provision Reserve	120,196	-	120,196		55,442
Pension Deficit Reserve	-	-	-		-
Capital Receipts Reserve	1,140,575	(34,085)	1,106,490	Note 5	1,267,077
CIL Earmarked Reserve	517,322	1,222,390	1,739,712		410,054
Capital Projects Reserve	-	-	-		-
No 8 bus Reserve	75,130	(3,309)	71,821	Note 3	60,525
QH Allotments Key Reserve	4,115	(55)	4,060		4,035
Mayor's Charity Reserve	15,088	1,762	16,850	Note 4	12,321
	1,964,795	1,186,703	3,151,497		1,908,406
	2,283,552	1,204,465	3,488,018		2,300,765

* 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-precept received in advance is currently £570,693 representing 5 months operational costs

Note 2 Year to date net inflow largely explained by revenue reserves of £17,480

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.

Note 5 This includes capital infrastructure net expenditure of £34,085

April 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					
Bat & Ball Station	7,613	(116)	(7,729)	(1,134)	Lower than budgeted cleaning costs to date (£1,312). Lower than budgeted Goods for Resale to date (£4,315). Lower than budgeted Hire income to date. Partly due to hirers still using the Community Centre as it is still open. Lower than budgeted Sale of Goods to date (£10,886)
Establishments	46,339	50,351	4,012	667,540	Higher than expected Banner Income in April (£1,452). Current month in Contingency is an opening balance adjustment based on March adjustment. Contingency still has zero spend in April.
General	(740)	550	1,290	30,200	Other Income for Ferrari event on Vine in Other Income.
Council Offices	1,770	3,803	2,033	47,485	Lower than budgeted spend on Salaries due to caretakers not moving over to STC yet from the Community Centre. Accruals for Electric bills released in April but bills have not yet come in.
Community Centre	(4,347)	(4,184)	163	(12,432)	Largely tracking budget to date.
Grants	137	166	29	57,000	Largely tracking budget to date.
Property	(1,313)	(1,350)	(37)	(7,900)	Largely tracking budget to date.

April 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	2,773	2,767	(6)	35,630	Largely tracking budget to date.
Open Spaces & Leisure Committee					
General	15,804	21,942	6,138	260,002	£3,540 positive variance in Gross Pay due to currently vacant staff positions. Accrual in Equipment Maintenance not yet offset by invoice that was accrued. £1,500 in Other Income from SDC Litter Campaign.
Cemetery	(2,788)	1,404	4,192	11,724	Larger than budgeted income (£10,172).
Allotments	450	633	183	135	Some new allotment holders in April - prorated income from April to renewal season in October.
Street lighting/ general	732	3,260	2,528	21,626	Lower than budgeted Street Lighting expenses in April. Annual Maintenance contract invoice (first half) budgeted in April but has not arrived yet. Should appear in May.
Vine Café	3,319	3,663	344	12,170	Lower than budgeted Salaries for April (£1,938). New Air Conditioning unit under New Equipment, as well as new tabletops. These 2 costs make up all of the new equipment for the café in April.
Vine Grounds	695	984	289	20,000	Largely tracking budget to date.

April 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
	£	£	£	£	
Sevenoaks Town Partnership	2,417	191	(2,226)	5,000	New STP website costs in April Computers code (£2,725)
Business Hub	-	-	-	(9,280)	Not yet operational.
Youth Cafe	783	2,576	1,793	29,620	Round Table donation shown as increased income in April. A new cooker resulted in overspend in 6281/50.
Markets	3,991	1,718	(2,273)	-	Current adverse variance due to non-operation of the Friday Markets and annual market fees occuring in April.
Precept	(95,116)	(95,116)	-	(1,141,385)	
Rolling Cap Budget	34,085	-	(34,085)	-	
Total (exc. capital items)	(17,482)	(6,758)	10,722		

Summary by Committee:

Planning	2,773	2,767	(6)	35,630
Open spaces & Leisure	14,893	28,223	13,330	313,487
Vine Café	3,319	3,663	344	12,170
Finance & General Purpose	56,650	53,705	(2,945)	806,099
Precept	(95,116)	(95,116)	-	(1,141,385)
Rolling Capital Budget	34,085	-	(34,085)	-
Total (exc. Capital items)	(17,482)	(6,758)	10,722	

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2019

Month No : 1

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
11	Planning - General									
4010	Gross Pay	2,767	2,767	0	2,767	2,767	0	33,200		30,433
6240	Computer/ Data Base/WP's	0	0	0	0	0	0	530		530
6630	Professional Fees	6	0	-6	6	0	-6	1,600		1,594
6720	Books and Periodicals	0	0	0	0	0	0	300		300
	Planning - General :- Expenditure	**2,773**	**2,767**	**-6**	**2,773**	**2,767**	**-6**	**35,630**	**0**	**32,857**
	Net Expenditure over Income	**2,773**	**2,767**	**-6**	**2,773**	**2,767**	**-6**	**35,630**		
21	O/ Spaces & Leisure - General									
4010	Gross Pay	10,634	14,174	3,540	10,634	14,174	3,540	170,090		159,456
4270	Employers Pension Contribution	685	948	263	685	948	263	11,380		10,695
5013	Graffiti Removal	44	0	-44	44	0	-44	1,000		956
5025	Lower St Johns Toilets	922	596	-326	922	596	-326	7,152		6,230
5026	Greatness Rec Convenience	195	333	138	195	333	138	4,000		3,805
5050	Seats And Litter Bins	0	0	0	0	0	0	2,700		2,700
5060	Sevenoaks Common	0	0	0	0	0	0	3,600		3,600
5065	Tree Safety Survey	0	0	0	0	0	0	3,700		3,700
5070	Other Woodlands	0	0	0	0	0	0	3,300		3,300
5110	Raleys/ K P Pavilion	0	100	100	0	100	100	2,080		2,080
5120	Raleys/KP Pitch & Grnd Mtce.	0	0	0	0	0	0	5,000		5,000
5310	Miscellaneous Open Spaces	909	1,000	91	909	1,000	91	21,500		20,591
5316	Skatepark Maintenance	0	0	0	0	0	0	2,500		2,500
5317	Raleys Car Park	0	0	0	0	0	0	480		480

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Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2019

Month No : 1

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
5320	Fertilizers	0	0	0	0	0	0	1,200		1,200
5330	Grass Seed	2,043	2,000	-43	2,043	2,000	-43	2,000		-43
5340	Plants	0	0	0	0	0	0	2,700		2,700
5410	Repairs & General Maintenance	-16	125	141	-16	125	141	1,500		1,516
5500	Equipment Hired and New	560	252	-308	560	252	-308	8,000		7,440
5525	Equipment Maintenance	-657	120	777	-657	120	777	8,000		8,657
5550	Vehicle Expenses	515	375	-140	515	375	-140	4,500		3,985
5700	Fuel	272	500	228	272	500	228	6,200		5,928
6000	Rent & Rates	0	0	0	0	0	0	1,600		1,600
6010	Light Heat & Cleaning	-103	175	278	-103	175	278	2,100		2,203
6101	Telephone	12	17	5	12	17	5	200		188
6104	Mobile Telephone	15	25	10	15	25	10	300		285
6320	Staff Training	953	1,000	48	953	1,000	48	2,500		1,548
6330	Welfare/Hospitality	3	17	14	3	17	14	200		197
6730	Subscriptions	0	150	150	0	150	150	200		200
6812	Road Dues	0	0	0	0	0	0	2,000		2,000
6851	Bus Shelter Maintenance	0	15	15	0	15	15	170		170
6900	Sundry Expenses	4	8	4	4	8	4	100		96
6922	Health&Safety/Risk Assessments	0	50	50	0	50	50	1,500		1,500
6930	Alarm Maintenance	0	0	0	0	0	0	720		720
6931	CCTV Maintenance	0	0	0	0	0	0	1,200		1,200
6934	Waste Bin Collection-Dog Bins	0	0	0	0	0	0	2,800		2,800
6935	Waste Bin Disposal-Waste Bins	101	0	-101	101	0	-101	4,100		3,999
6952	Protective Clothing	268	117	-151	268	117	-151	1,400		1,132
	O/ Spaces & Leisure - General :- Expenditure	**17,358**	**22,097**	**4,739**	**17,358**	**22,097**	**4,739**	**293,672**	**0**	**276,314**

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2019

Month No : 1

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1022	Letting & Hire of Facilities	50	0	50	50	0	50	30,000		
1316	Raleys Car Park Permits	4	0	4	4	0	4	1,750		
1850	Log Sales	0	0	0	0	0	0	1,200		
1990	Other Income	1,500	155	1,345	1,500	155	1,345	720		
	O/ Spaces & Leisure - General :- Income	**1,554**	**155**	**1,399**	**1,554**	**155**	**1,399**	**33,670**		
	Net Expenditure over Income	**15,804**	**21,942**	**6,138**	**15,804**	**21,942**	**6,138**	**260,002**		
22	O/ Spaces & Leisure - Cemetery									
4010	Gross Pay	5,216	5,410	194	5,216	5,410	194	64,920		59,704
4270	Employers Pension Contribution	442	507	65	442	507	65	6,084		5,642
5210	Cemetery Chapel & Office	0	0	0	0	0	0	200		200
5230	Cemetery Wshop/Messroom Mtce	0	0	0	0	0	0	170		170
5410	Repairs & General Maintenance	43	84	41	43	84	41	1,000		957
5500	Equipment Hired and New	342	136	-206	342	136	-206	2,200		1,858
5525	Equipment Maintenance	152	208	56	152	208	56	2,500		2,348
5700	Fuel	15	79	64	15	79	64	950		935
6000	Rent & Rates	506	655	149	506	655	149	5,900		5,394
6010	Light Heat & Cleaning	0	100	100	0	100	100	1,200		1,200
6013	Cleaning	47	0	-47	47	0	-47	0		-47
6101	Telephone	80	62	-18	80	62	-18	740		660
6104	Mobile Telephone	8	8	0	8	8	0	100		92
6200	Printing & Stationery	0	33	33	0	33	33	400		400
6240	Computer/ Data Base/WP's	0	0	0	0	0	0	390		390

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2019

Month No : 1

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
6320	Staff Training	318	500	183	318	500	183	1,500		1,183
6330	Welfare/Hospitality	26	13	-13	26	13	-13	150		124
6500	Goods for Resale	0	17	17	0	17	17	200		200
6630	Professional Fees	190	100	-90	190	100	-90	100		-90
6730	Subscriptions	0	100	100	0	100	100	100		100
6802	Trees Plants Turf & Fertilizer	0	300	300	0	300	300	3,000		3,000
6822	Roads Path & Boundaries	0	0	0	0	0	0	600		600
6832	Lawn/Wall of Remembrance	0	0	0	0	0	0	100		100
6900	Sundry Expenses	0	4	4	0	4	4	50		50
6922	Health&Safety/Risk Assessments	0	0	0	0	0	0	970		970
6930	Alarm Maintenance	0	0	0	0	0	0	1,150		1,150
6932	Cemetery Security	0	438	438	0	438	438	5,250		5,250
6935	Waste Bin Disposal-Waste Bins	0	100	100	0	100	100	1,200		1,200
6952	Protective Clothing	0	50	50	0	50	50	600		600
	O/ Spaces & Leisure - Cemetery :- Expenditure	**7,384**	**8,904**	**1,520**	**7,384**	**8,904**	**1,520**	**101,724**	**0**	**94,340**
1700	Cemetery Income	10,172	7,500	2,672	10,172	7,500	2,672	90,000		
	O/ Spaces & Leisure - Cemetery :- Income	**10,172**	**7,500**	**2,672**	**10,172**	**7,500**	**2,672**	**90,000**		
	Net Expenditure over Income	**-2,788**	**1,404**	**4,192**	**-2,788**	**1,404**	**4,192**	**11,724**		
23	O/ Spaces & Leisure- Allotment									
4010	Gross Pay	290	225	-65	290	225	-65	3,500		3,210
4270	Employers Pension Contribution	0	18	18	0	18	18	210		210

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2019

Month No : 1

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
5410	Repairs & General Maintenance	130	150	20	130	150	20	1,200		1,070
6000	Rent & Rates	239	240	1	239	240	1	1,700		1,461
6922	Health&Safety/Risk Assessments	0	0	0	0	0	0	300		300
	O/ Spaces & Leisure- Allotment :- Expenditure	**659**	**633**	**-26**	**659**	**633**	**-26**	**6,910**	**0**	**6,251**
1010	Rental Income	0	0	0	0	0	0	938		
1047	QH Allotments Income	209	0	209	209	0	209	5,837		
	O/ Spaces & Leisure- Allotment :- Income	**209**	**0**	**209**	**209**	**0**	**209**	**6,775**		
	Net Expenditure over Income	**450**	**633**	**183**	**450**	**633**	**183**	**135**		
26	Open Spaces-Street Lighting/Ge									
6861	Public Clock Maintenance	0	160	160	0	160	160	800		800
6862	Street Lighting	285	2,800	2,515	285	2,800	2,515	13,023		12,738
6865	In Bloom Costs	447	500	53	447	500	53	16,260		15,813
	Open Spaces-Street Lighting/Ge :- Expenditure	**732**	**3,460**	**2,728**	**732**	**3,460**	**2,728**	**30,083**	**0**	**29,351**
1263	Cont'ns to street lighting	0	0	0	0	0	0	7,197		
1990	Other Income	0	200	-200	0	200	-200	1,260		
	Open Spaces-Street Lighting/Ge :- Income	**0**	**200**	**-200**	**0**	**200**	**-200**	**8,457**		
	Net Expenditure over Income	**732**	**3,260**	**2,528**	**732**	**3,260**	**2,528**	**21,626**		

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2019

Month No : 1

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
28	O/ Spaces & Leisure-Vine Cafe									
4010	Gross Pay	1,670	3,608	1,938	1,670	3,608	1,938	43,300		41,630
4270	Employers Pension Contribution	-98	220	318	-98	220	318	2,640		2,738
5410	Repairs & General Maintenance	180	42	-138	180	42	-138	500		320
5500	Equipment Hired and New	3,693	150	-3,543	2,982	150	-2,832	1,800		-1,182
5525	Equipment Maintenance	0	42	42	0	42	42	500		500
6000	Rent & Rates	101	100	-1	101	100	-1	1,200		1,099
6010	Light Heat & Cleaning	-126	0	126	-126	0	126	1,600		1,726
6101	Telephone	27	25	-2	27	25	-2	300		273
6200	Printing & Stationery	0	0	0	0	0	0	30		30
6210	Postage & Courier	0	0	0	0	0	0	160		160
6240	Computer/ Data Base/WP's	0	13	13	0	13	13	150		150
6320	Staff Training	0	150	150	0	150	150	300		300
6460	Publicity & Democratic notices	0	21	21	0	21	21	250		250
6500	Goods for Resale	1,764	1,595	-169	1,764	1,595	-169	20,000		18,236
6533	Copyright Fees/Royalties	0	0	0	0	0	0	300		300
6635	Professional Fees Licensing	130	100	-30	130	100	-30	100		-30
6900	Sundry Expenses	0	17	17	0	17	17	200		200
6922	Health&Safety/Risk Assessments	0	500	500	0	500	500	500		500
6930	Alarm Maintenance	0	0	0	0	0	0	500		500
6935	Waste Bin Disposal-Waste Bins	0	334	334	0	334	334	2,000		2,000
6976	Credit card charges	67	46	-21	67	46	-21	550		483
	O/ Spaces & Leisure-Vine Cafe :- Expenditure	**7,407**	**6,963**	**-444**	**6,697**	**6,963**	**266**	**76,880**	**0**	**70,183**

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2019

Month No : 1

Cost Centre Report

Code	Description	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1211	Sale of Goods	3,378	3,300	78	3,378	3,300	78	61,710		
1212	Events Management	0	0	0	0	0	0	3,000		
	O/ Spaces & Leisure-Vine Cafe :- Income	**3,378**	**3,300**	**78**	**3,378**	**3,300**	**78**	**64,710**		
	Net Expenditure over Income	**4,030**	**3,663**	**-367**	**3,319**	**3,663**	**344**	**12,170**		
29	O/Spaces & Leisure-Vine Ground									
4010	Gross Pay	732	717	-15	732	717	-15	8,600		7,868
4270	Employers Pension Contribution	44	43	-1	44	43	-1	520		476
5010	Vine Area General Maintenance	77	292	215	77	292	215	3,500		3,423
5020	Vine Public Convenience	595	667	72	595	667	72	8,000		7,405
6000	Rent & Rates	19	60	41	19	60	41	720		701
6010	Light Heat & Cleaning	0	0	0	0	0	0	250		250
6460	Publicity & Democratic notices	0	0	0	0	0	0	250		250
6635	Professional Fees Licensing	0	0	0	0	0	0	100		100
6868	Summer Concerts	0	0	0	0	0	0	3,100		3,100
6931	CCTV Maintenance	0	0	0	0	0	0	640		640
	O/Spaces & Leisure-Vine Ground :- Expenditure	**1,468**	**1,779**	**311**	**1,468**	**1,779**	**311**	**25,680**	**0**	**24,212**
1208	Other Events Income	0	0	0	0	0	0	2,000		
1805	Tea Kiosk Rental & Pavilion	773	795	-23	773	795	-23	3,180		
1870	Vine Club Insurance Contrib.	0	0	0	0	0	0	500		
	O/Spaces & Leisure-Vine Ground :- Income	**773**	**795**	**-23**	**773**	**795**	**-23**	**5,680**		
	Net Expenditure over Income	**695**	**984**	**289**	**695**	**984**	**289**	**20,000**		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2019

Month No : 1

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
30	F& G P - Bat & Ball Station									
4010	Gross Pay	9,061	8,433	-628	9,061	8,433	-628	101,200		92,139
4270	Employers Pension Contribution	352	533	181	352	533	181	6,400		6,048
5410	Repairs & General Maintenance	38	128	90	38	128	90	1,540		1,502
5500	Equipment Hired and New	52	0	-52	52	0	-52	0		-52
6000	Rent & Rates	0	412	412	0	412	412	4,950		4,950
6011	Electricity	0	431	431	0	431	431	5,170		5,170
6012	Gas	-52	167	219	-52	167	219	2,000		2,052
6013	Cleaning	0	1,312	1,312	0	1,312	1,312	15,748		15,748
6014	Water	0	249	249	0	249	249	2,990		2,990
6020	Insurance Cost	0	172	172	0	172	172	2,060		2,060
6101	Telephone	15	54	39	15	54	39	650		635
6200	Printing & Stationery	11	17	6	11	17	6	200		189
6210	Postage & Courier	-2	0	2	0	0	0	0		0
6320	Staff Training	0	0	0	0	0	0	250		250
6460	Publicity & Democratic notices	102	381	279	102	381	279	4,568		4,466
6500	Goods for Resale	1,135	5,450	4,315	1,135	5,450	4,315	65,396		64,261
6533	Copyright Fees/Royalties	0	46	46	0	46	46	550		550
6635	Professional Fees Licensing	0	46	46	0	46	46	550		550
6650	Bad debts	-30	0	30	0	0	0	0		0
6900	Sundry Expenses	22	50	28	22	50	28	600		578
6922	Health&Safety/Risk Assessments	0	85	85	0	85	85	1,020		1,020
6930	Alarm Maintenance	0	102	102	0	102	102	1,230		1,230
6931	CCTV Maintenance	0	52	52	0	52	52	620		620

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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
6935	Waste Bin Disposal-Waste Bins	0	102	102	0	102	102	1,230		1,230
6976	Credit card charges	0	42	42	0	42	42	500		500
	F& G P - Bat & Ball Station :- Expenditure	**10,704**	**18,264**	**7,560**	**10,736**	**18,264**	**7,528**	**219,422**	**0**	**208,686**
1022	Letting & Hire of Facilities	385	4,756	-4,371	385	4,756	-4,371	57,074		
1211	Sale of Goods	2,738	13,624	-10,886	2,738	13,624	-10,886	163,482		
1990	Other Income	-7,312	0	-7,312	0	0	0	0		
	F& G P - Bat & Ball Station :- Income	**-4,189**	**18,380**	**-22,569**	**3,123**	**18,380**	**-15,257**	**220,556**		
	Net Expenditure over Income	**14,893**	**-116**	**-15,009**	**7,613**	**-116**	**-7,729**	**-1,134**		
31	F & G P - Establishments									
4010	Gross Pay	25,775	26,637	862	25,775	26,637	862	319,640		293,865
4270	Employers Pension Contribution	2,898	3,377	479	2,898	3,377	479	40,520		37,622
4271	Pension Deficiency	5,917	5,917	0	5,917	5,917	0	71,000		65,083
5500	Equipment Hired and New	68	208	140	68	208	140	2,500		2,432
6020	Insurance Cost	4,597	4,500	-97	4,597	4,500	-97	20,000		15,403
6101	Telephone	459	492	33	459	492	33	5,900		5,441
6103	Fax	0	8	8	0	8	8	100		100
6200	Printing & Stationery	356	1,250	894	1,931	1,250	-681	15,000		13,069
6210	Postage & Courier	332	420	88	332	420	88	5,000		4,668
6240	Computer/ Data Base/WP's	934	1,083	149	934	1,083	149	13,000		12,066
6241	Website Costs	0	0	0	0	0	0	2,000		2,000
6242	I.T. Infrastructure	0	0	0	0	0	0	6,500		6,500

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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
6281	Furnishings,Furniture/Eqpt	0	0	0	0	0	0	1,400		1,400
6300	Computers Accountancy	1,552	1,500	-52	1,552	1,500	-52	3,300		1,748
6315	Recruitment Costs	0	333	333	0	333	333	4,000		4,000
6320	Staff Training	0	417	417	0	417	417	5,000		5,000
6321	Investors in People	0	0	0	0	0	0	800		800
6330	Welfare/Hospitality	155	158	3	155	158	3	1,900		1,745
6410	Civic Exps/Annual Reception	870	825	-45	870	825	-45	1,650		780
6415	Gifts/hospitality	226	55	-171	226	55	-171	400		174
6420	Annual Parish Meeting	0	0	0	0	0	0	100		100
6421	Honour Bd. Badges & Insignia	0	70	70	0	70	70	250		250
6422	Mayor Allowance 2019/20	0	0	0	0	0	0	5,360		5,360
6424	Mayors Car Allowance 2019/20	0	0	0	0	0	0	2,400		2,400
6435	Members Expenses	0	0	0	0	0	0	4,000		4,000
6437	Mayors Allowance 2018/19	-350	0	350	-350	0	350	0		350
6440	Press Notices	0	130	130	0	130	130	1,500		1,500
6450	Bye Laws	0	0	0	0	0	0	100		100
6460	Publicity & Democratic notices	0	730	730	0	730	730	2,900		2,900
6461	Banner Costs	0	125	125	0	125	125	1,500		1,500
6610	Audit Fees	-960	0	960	0	0	0	4,000		4,000
6619	Irrecoverable VAT	6,000	0	-6,000	0	0	0	6,000		6,000
6620	Legal Expenses	0	0	0	0	0	0	5,000		5,000
6635	Professional Fees Licensing	365	400	35	365	400	35	1,800		1,435
6710	Conference Fees & Expenses	336	192	-144	336	192	-144	2,300		1,964
6720	Books and Periodicals	70	32	-38	70	32	-38	380		310
6730	Subscriptions	2,194	2,000	-194	2,194	2,000	-194	4,000		1,806

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Cost Centre Report

Code	Heading	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6889	Waste Sacks	420	362	-58	420	362	-58	1,450		1,030
6900	Sundry Expenses	0	42	42	0	42	42	500		500
6922	Health&Safety/Risk Assessments	0	0	0	0	0	0	3,000		3,000
6975	Bank Charges	192	125	-67	192	125	-67	1,500		1,308
6976	Credit card charges	29	58	29	29	58	29	700		671
7010	Election Expenses	0	0	0	0	0	0	3,000		3,000
7611	Contingency provision	-65,465	0	65,465	0	0	0	108,330		108,330
7614	Stag reserve	0	0	0	0	0	0	1,000		1,000
	F & G P - Establishments :- Expenditure	**-13,029**	**51,446**	**64,475**	**48,971**	**51,446**	**2,475**	**680,680**	**0**	**631,709**
1115	Interest on Deposits	788	500	288	788	500	288	6,000		
1231	Banner Income	1,452	387	1,065	1,452	387	1,065	4,640		
1889	Waste Sacks Income	153	125	28	153	125	28	1,500		
1990	Other Income	240	83	157	240	83	157	1,000		
	F & G P - Establishments :- Income	**2,633**	**1,095**	**1,538**	**2,633**	**1,095**	**1,538**	**13,140**		
	Net Expenditure over Income	**-15,661**	**50,351**	**66,012**	**46,339**	**50,351**	**4,012**	**667,540**		
32	F & G P - General									
6490	Christmas Lights Switch On	0	0	0	0	0	0	26,000		26,000
6491	Remembrance Day/Civic Serv.	0	0	0	0	0	0	2,700		2,700
6495	Number 8 bus expenses	3,309	3,095	-214	3,309	3,095	-214	37,138		33,829
6869	Special Events	260	550	290	260	550	290	6,500		6,240
	F & G P - General :- Expenditure	**3,569**	**3,645**	**76**	**3,569**	**3,645**	**76**	**72,338**	**0**	**68,769**

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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
1490	Christmas Lights Switch On	0	0	0	0	0	0	5,000		
1495	Number 8 bus income	3,309	3,095	214	3,309	3,095	214	37,138		
1990	Other Income	1,000	0	1,000	1,000	0	1,000	0		
	F & G P - General :- Income	**4,309**	**3,095**	**1,214**	**4,309**	**3,095**	**1,214**	**42,138**		
	Net Expenditure over Income	**-740**	**550**	**1,290**	**-740**	**550**	**1,290**	**30,200**		
33	F & G P - Council Offices									
4010	Gross Pay	176	2,305	2,129	176	2,305	2,129	27,660		27,484
4270	Employers Pension Contribution	0	124	124	0	124	124	1,490		1,490
5410	Repairs & General Maintenance	0	172	172	0	172	172	2,060		2,060
6000	Rent & Rates	2,959	2,017	-942	2,959	2,017	-942	24,205		21,246
6010	Light Heat & Cleaning	-834	515	1,349	-834	515	1,349	6,180		7,014
6013	Cleaning	820	0	-820	820	0	-820	0		-820
6510	Catering Expenses	0	0	0	0	0	0	150		150
6900	Sundry Expenses	0	8	8	0	8	8	100		100
6922	Health&Safety/Risk Assessments	0	0	0	0	0	0	300		300
6930	Alarm Maintenance	0	0	0	0	0	0	1,400		1,400
6935	Waste Bin Disposal-Waste Bins	62	62	0	62	62	0	740		678
	F & G P - Council Offices :- Expenditure	**3,183**	**5,203**	**2,020**	**3,183**	**5,203**	**2,020**	**64,285**	**0**	**61,102**
1022	Letting & Hire of Facilities	1,413	1,400	13	1,413	1,400	13	16,800		
	F & G P - Council Offices :- Income	**1,413**	**1,400**	**13**	**1,413**	**1,400**	**13**	**16,800**		
	Net Expenditure over Income	**1,770**	**3,803**	**2,033**	**1,770**	**3,803**	**2,033**	**47,485**		

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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
36	F & G P - Community Centre									
4010	Gross Pay	2,724	2,666	-58	2,724	2,666	-58	8,000		5,276
4270	Employers Pension Contribution	144	150	6	144	150	6	450		306
5410	Repairs & General Maintenance	95	166	71	95	166	71	500		405
6000	Rent & Rates	833	1,725	892	833	1,725	892	5,175		4,342
6011	Electricity	0	225	225	0	225	225	675		675
6012	Gas	405	155	-250	405	155	-250	465		60
6013	Cleaning	0	70	70	0	70	70	210		210
6101	Telephone	36	33	-3	36	33	-3	100		64
6104	Mobile Telephone	0	25	25	0	25	25	80		80
6320	Staff Training	0	33	33	0	33	33	100		100
6520	Refreshments for Resale	0	58	58	0	58	58	175		175
6533	Copyright Fees/Royalties	0	0	0	0	0	0	565		565
6635	Professional Fees Licensing	0	0	0	0	0	0	220		220
6900	Sundry Expenses	0	16	16	0	16	16	50		50
6930	Alarm Maintenance	0	166	166	0	166	166	500		500
6931	CCTV Maintenance	0	78	78	0	78	78	78		78
6935	Waste Bin Disposal-Waste Bins	13	150	137	13	150	137	450		437
6939	Healthcare Services	0	158	158	0	158	158	475		475
	F & G P - Community Centre :- Expenditure	**4,251**	**5,874**	**1,623**	**4,251**	**5,874**	**1,623**	**18,268**	**0**	**14,017**
1022	Letting & Hire of Facilities	8,375	10,000	-1,625	8,375	10,000	-1,625	30,000		
1457	Indoor Activities	223	58	165	223	58	165	700		
	F & G P - Community Centre :- Income	**8,598**	**10,058**	**-1,460**	**8,598**	**10,058**	**-1,460**	**30,700**		
	Net Expenditure over Income	**-4,347**	**-4,184**	**163**	**-4,347**	**-4,184**	**163**	**-12,432**		

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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
38	F & G P - Grants									
6937	Annual Subsidy-Comm Centre	60	83	23	60	83	23	1,000		940
6938	Annual Subsidy-Council Chamber	52	83	31	52	83	31	1,000		948
7500	Local Organisations Grants	0	0	0	0	0	0	16,500		16,500
7502	Sevenoaks Summer Festival	0	0	0	0	0	0	5,000		5,000
7520	Twinning Support	0	0	0	0	0	0	1,000		1,000
7552	Youth Outreach	75	0	-75	75	0	-75	5,000		4,925
7555	Youth Council Support	-50	0	50	-50	0	50	500		550
7556	Stag Community Arts Centre	0	0	0	0	0	0	27,000		27,000
	F & G P - Grants :- Expenditure	**137**	**166**	**29**	**137**	**166**	**29**	**57,000**	**0**	**56,863**
	Net Expenditure over Income	**137**	**166**	**29**	**137**	**166**	**29**	**57,000**		
39	F & G P - Property									
5410	Repairs & General Maintenance	0	25	25	0	25	25	100		100
	F & G P - Property :- Expenditure	**0**	**25**	**25**	**0**	**25**	**25**	**100**	**0**	**100**
1046	SCC Ground Rents & Wayleaves	375	375	0	375	375	0	3,000		
1469	O/S Ground Rents & Wayleaves	938	1,000	-63	938	1,000	-63	5,000		
	F & G P - Property :- Income	**1,313**	**1,375**	**-63**	**1,313**	**1,375**	**-63**	**8,000**		
	Net Expenditure over Income	**-1,313**	**-1,350**	**-38**	**-1,313**	**-1,350**	**-38**	**-7,900**		

Sevenoaks Town Council

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Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
40	Sevenoaks Town Partnership									
6101	Telephone	0	8	8	0	8	8	100		100
6200	Printing & Stationery	0	8	8	0	8	8	100		100
6240	Computer/ Data Base/WP's	2,778	42	-2,736	2,778	42	-2,736	500		-2,278
6244	Information Screens	0	125	125	0	125	125	1,500		1,500
6322	Business Awards	115	0	-115	115	0	-115	7,500		7,385
6323	Business Show	1,239	2,500	1,261	1,239	2,500	1,261	2,500		1,261
6710	Conference Fees & Expenses	0	58	58	0	58	58	700		700
6900	Sundry Expenses	199	50	-149	199	50	-149	600		401
7000	Reinvestment	0	0	0	0	0	0	2,500		2,500
7608	Friends of Bat & Ball	0	0	0	0	0	0	1,000		1,000
7609	Vintage Bus Expenses	0	0	0	0	0	0	10,000		10,000
7616	Wellbeing show	877	1,000	123	877	1,000	123	2,500		1,623
	Sevenoaks Town Partnership :- Expenditure	**5,207**	**3,791**	**-1,416**	**5,207**	**3,791**	**-1,416**	**29,500**	**0**	**24,293**
1206	Business Awards	0	0	0	0	0	0	7,000		
1207	Business Show	2,400	3,000	-600	2,400	3,000	-600	3,000		
1209	Wellbeing show income	390	600	-210	390	600	-210	3,500		
1350	Revenue Grant income	0	0	0	0	0	0	1,000		
1435	Vintage Bus income	0	0	0	0	0	0	10,000		
	Sevenoaks Town Partnership :- Income	**2,790**	**3,600**	**-810**	**2,790**	**3,600**	**-810**	**24,500**		
	Net Expenditure over Income	**2,417**	**191**	**-2,226**	**2,417**	**191**	**-2,226**	**5,000**		

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Cost Centre Report

Code	Description	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
41	Business Hub									
4010	Gross Pay	0	0	0	0	0	0	10,000		10,000
4270	Employers Pension Contribution	0	0	0	0	0	0	2,000		2,000
5410	Repairs & General Maintenance	0	0	0	0	0	0	6,000		6,000
6000	Rent & Rates	0	0	0	0	0	0	4,000		4,000
6011	Electricity	0	0	0	0	0	0	9,000		9,000
6012	Gas	0	0	0	0	0	0	7,000		7,000
6013	Cleaning	0	0	0	0	0	0	10,000		10,000
6014	Water	0	0	0	0	0	0	4,000		4,000
6242	I.T. Infrastructure	0	0	0	0	0	0	2,000		2,000
	Business Hub :- Expenditure	**0**	**0**	**0**	**0**	**0**	**0**	**54,000**	**0**	**54,000**
1022	Letting & Hire of Facilities	0	0	0	0	0	0	4,000		
1025	Prov.of postal/Business addres	0	0	0	0	0	0	1,200		
1026	Hot Desking Facility	0	0	0	0	0	0	24,960		
1027	Dedicated Desk x12	0	0	0	0	0	0	33,120		
	Business Hub :- Income	**0**	**0**	**0**	**0**	**0**	**0**	**63,280**		
	Net Expenditure over Income	**0**	**0**	**0**	**0**	**0**	**0**	**-9,280**		
50	Youth Cafe									
4010	Gross Pay	2,456	2,266	-190	2,456	2,266	-190	27,200		24,744
4270	Employers Pension Contribution	11	91	80	11	91	80	1,100		1,089
5410	Repairs & General Maintenance	120	83	-37	120	83	-37	1,000		880

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Cost Centre Report

Code		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6010	Light Heat & Cleaning	0	42	42	0	42	42	500		500
6101	Telephone	45	46	1	45	46	1	560		515
6200	Printing & Stationery	0	42	42	0	42	42	500		500
6240	Computer/ Data Base/WP's	17	62	45	17	62	45	750		733
6281	Furnishings,Furniture/Eqpt	931	0	-931	931	0	-931	500		-431
6320	Staff Training	0	0	0	0	0	0	400		400
6340	Staff Uniforms	0	50	50	0	50	50	200		200
6460	Publicity & Democratic notices	0	42	42	0	42	42	500		500
6500	Goods for Resale	185	141	-44	224	141	-83	1,700		1,476
6635	Professional Fees Licensing	130	200	70	130	200	70	200		70
6900	Sundry Expenses	-5	13	18	0	13	13	150		150
6922	Health&Safety/Risk Assessments	0	0	0	0	0	0	400		400
	Youth Cafe :- Expenditure	**3,890**	**3,078**	**-812**	**3,934**	**3,078**	**-856**	**35,660**	**0**	**31,726**
1022	Letting & Hire of Facilities	167	311	-144	167	311	-144	3,740		
1211	Sale of Goods	62	191	-129	62	191	-129	2,300		
1350	Revenue Grant income	2,922	0	2,922	2,922	0	2,922	0		
	Youth Cafe :- Income	**3,150**	**502**	**2,648**	**3,150**	**502**	**2,648**	**6,040**		
	Net Expenditure over Income	**740**	**2,576**	**1,836**	**783**	**2,576**	**1,793**	**29,620**		
60	Markets									
4010	Gross Pay	164	242	78	164	242	78	2,900		2,736
5410	Repairs & General Maintenance	0	0	0	0	0	0	103		103

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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
5420	Saturday market charges	1,097	1,201	104	1,097	1,201	104	14,420		13,323
5421	Wednesday Market charges	1,999	2,188	189	1,999	2,188	189	26,265		24,266
5423	Friday market charges	0	1,201	1,201	0	1,201	1,201	14,420		14,420
6001	Blighs Market Charges	3,215	1,551	-1,664	3,215	1,551	-1,664	18,615		15,400
6010	Light Heat & Cleaning	67	41	-26	67	41	-26	500		433
6460	Publicity & Democratic notices	1,315	1,500	185	1,315	1,500	185	3,500		2,185
7000	Reinvestment	0	0	0	0	0	0	-6,239		-6,239
	Markets :- Expenditure	**7,858**	**7,924**	**66**	**7,858**	**7,924**	**66**	**74,484**	**0**	**66,626**
1017	Rental Income Sat Market	1,732	1,871	-139	1,732	1,871	-139	22,456		
1018	Rental Income Wed Market	760	1,148	-388	760	1,148	-388	13,774		
1019	Rental Income Blighs Market	1,375	2,040	-665	1,375	2,040	-665	24,480		
1024	Rental Income Friday Market	0	1,147	-1,147	0	1,147	-1,147	13,774		
1990	Other Income	-1,721	0	-1,721	0	0	0	0		
	Markets :- Income	**2,146**	**6,206**	**-4,060**	**3,867**	**6,206**	**-2,339**	**74,484**		
	Net Expenditure over Income	**5,713**	**1,718**	**-3,995**	**3,991**	**1,718**	**-2,273**	**0**		
70	Precept									
1995	Precept	95,116	95,116	-1	95,116	95,116	-1	1,141,385		
	Precept :- Income	**95,116**	**95,116**	**-1**	**95,116**	**95,116**	**-1**	**1,141,385**		
	Net Expenditure over Income	**-95,116**	**-95,116**	**-1**	**-95,116**	**-95,116**	**-1**	**-1,141,385**		
	Finance & General Purposes Expenditure	**63,550**	**146,019**	**82,469**	**124,915**	**146,019**	**21,104**	**1,876,316**	**0**	**1,751,401**
	Income	**133,361**	**152,777**	**-19,416**	**142,395**	**152,777**	**-10,382**	**1,850,315**		
	Net Expenditure over Income	**-69,812**	**-6,758**	**63,054**	**-17,480**	**-6,758**	**10,722**	**26,001**		

Ledger No 1 for Month No 12

Supplier A/c Order

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Items marked with a * are disputed invoices.

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
10/10/2018	CN/INV-2686	25310	BIKEDOCK SOLUTION	AGG001	-15,472.80	0.00	-15,472.80	9062	91	-15,472.80	25310/CN-VAT correction
10/10/2018	INV-2686	25311	BIKEDOCK SOLUTION	AGG001	12,894.00	2,578.80	15,472.80	9062	91	12,894.00	25311/2tier bike shelter
23/01/2019	C12519Z/FU	25094	ALPHA FURNITURE	ALPHA001	730.00	146.00	876.00	9062	91	730.00	25094/folding tables-B&B Cafe
23/01/2019	CNC12519Z	25091	ALPHA FURNITURE	ALPHA001	-182.50	-36.50	-219.00	9062	91	-182.50	25091/CN - folding tables
31/01/2019	C12532Z/FU	25093	ALPHA FURNITURE	ALPHA001	1,676.00	335.20	2,011.20	9062	91	1,676.00	25093/chairs for B&B Cafe
31/01/2019	CNC12532Z	25092	ALPHA FURNITURE	ALPHA001	-419.00	-83.80	-502.80	9062	91	-419.00	25092/CN - chairs
29/03/2019	118264-079	25275	AMENITY TRAINING	AMEN001	950.00	0.00	950.00	6922	21	633.33	25275/Health&Safety training
								6922	22	316.67	25275/Health&Safety training
21/03/2019	61213	25205	APPOINTMENT BUS	APP001	59.72	11.95	71.67	6200	31	52.92	25205/counter charges
								6200	36	6.80	25205/counter charges
08/02/2019	11996	25243	ARK TRADING	ARK001	66.84	13.37	80.21	6952	21	12.50	25243/combat trousers
								6952	21	40.39	25243/navy fleece
								6952	21	13.95	25423/w.proof jacket
08/02/2019	CN11996	25303	ARK TRADING	ARK001	-66.84	-13.37	-80.21	6952	21	-66.84	25303/CN-clothing OS
26/08/2048	20170007	25264	AVELEY & NEWHAM	AVE002	300.00	0.00	300.00	6868	32	300.00	25264/summer concert 2018
03/01/2019	CN158	25151	MR G BALL	BALL002	-5,095.30	0.00	-5,095.30	9071	91	-5,095.30	25151/corr-wrong account-158
15/03/2019	15/03/2019	25183	BANKLINE	BANKL01	85.90	0.00	85.90	6975	31	85.90	25183/Monthly service fee-Mar
19/03/2019	SI2296	25166	BARDSLEY FARMS	BAR003	129.60	25.92	155.52	6500	30	64.80	25166/goods for resale
								6500	28	64.80	25166/goods for resale
01/03/2019	3542304	25067	BOOKER	BOOK001	123.08	15.35	138.43	6500	28	123.08	25067/goods for resale
14/03/2019	3542938	25187	BOOKER	BOOK001	102.47	8.19	110.66	6500	28	102.47	25187/goods for resale
14/03/2019	3542939	25188	BOOKER	BOOK001	108.60	10.18	118.78	6500	30	108.60	25188/goods for resale
01/03/2019	3542303	25190	BOOKER	BOOK002	184.52	23.74	208.26	6500	50	184.52	25190/goods for resale
15/03/2019	65387	25225	BOURNE AMENITY	BOUR001	150.00	30.00	180.00	5120	21	150.00	25225/rootzone-bulk bag
17/03/2019	VP4171457	25206	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	25206/cemetery chapel-phone
01/03/2019	1744010	25182	CASTLE WATER	CAS001	259.06	0.00	259.06	6000	23	259.06	25182/BradbourneAllot.Water
01/03/2019	1750878	25185	CASTLE WATER	CAS001	913.53	0.00	913.53	6000	36	913.53	25185/water bill-Jan-Jun 2019
07/03/2019	1785668	25239	CASTLE WATER	CAS001	218.29	0.00	218.29	6000	23	218.29	25239/water bill Jan-June 2019

Ledger No 1 for Month No 12 **Supplier A/c Order**

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
								Nominal Ledger Analysis			
12/03/2019	1810347	25240	CASTLE WATER	CAS001	800.78	0.00	800.78	6000	33	800.78	25240/water bill Feb2019
12/03/2019	01811633	25241	CASTLE WATER	CAS001	17.58	0.00	17.58	6000	29	17.58	25241/water bill Feb 2019
15/03/2019	1820613	25242	CASTLE WATER	CAS001	82.66	0.00	82.66	5025	21	82.66	25241/water bill Feb 2019
01/03/2019	128447	25070	CURD & CURE	CHS001	64.77	0.00	64.77	6500	28	64.77	25070/goods for resale
01/03/2019	128448	25069	CURD & CURE	CHS001	30.40	0.00	30.40	6500	30	30.40	25069/goods for resale
01/03/2019	128449	25072	CURD & CURE	CHS001	87.89	0.00	87.89	6500	30	87.89	25072/goods for resale
01/03/2019	128450	25071	CURD & CURE	CHS001	30.40	0.00	30.40	6500	30	30.40	25071/goods for resale
01/03/2019	128451	25068	CURD & CURE	CHS001	36.00	7.20	43.20	6500	30	36.00	25068/goods for resale
20/03/2019	130001	25208	CURD & CURE	CHS001	65.68	0.00	65.68	6500	30	65.68	25208/goods for resale
21/03/2019	130107	25209	CURD & CURE	CHS001	32.84	0.00	32.84	6500	30	32.84	25209/goods for resale
30/01/2019	3141441	25292	CIPFA	CIPFA001	200.00	40.00	240.00	6730	31	200.00	25292/2019-2020 membership
07/03/2019	STCO-06	25076	CJ'S CLEANING	CJS002	560.00	0.00	560.00	6013	33	560.00	25076/4 week regular clean
09/03/2019	STCO-	25075	CJ'S CLEANING	CJS002	430.00	0.00	430.00	6013	50	430.00	25075/deep clean HITB
21/03/2019	701	25254	CTP COLIN TOMS&PRTRS	COL001	-7,012.50	-1,402.50	-8,415.00	9063	91	-7,012.50	25254/CN-inv24194 & 24527
12/03/2019	148644	25252	CONNECTAPHONE	CON001	436.58	87.32	523.90	6101	36	12.25	25252/phone charges Feb 2019
								6101	22	14.22	25252/phone charges Feb 2019
								6101	21	11.58	25252/phone charges Feb 2019
								6101	31	398.53	25252/phone charges Feb 2019
28/02/2019	280219	25135	CORBAN COFFEE	COR002	140.00	0.00	140.00	6500	30	140.00	25135/coffee for resale
21/03/2019	21/03/2019	25198	CORBAN COFFEE	COR002	140.00	0.00	140.00	6500	30	140.00	25198/coffee for resale
21/03/2019	INV-5027	25249	CREATIVE PRODUCTIONS	CPR001	35.00	7.00	42.00	9062	91	35.00	25249/B&B Cafe Banners
06/03/2019	10335	25131	STREETLIGHTS	DIR001	79.25	15.85	95.10	6862	26	79.25	25131/St Nicholas Dr-repairs
11/03/2019	10347	25165	STREETLIGHTS	DIR001	207.75	41.55	249.30	6862	26	69.25	25165/Repairs-Woddside Rd
								6862	26	69.25	25165/Repairs-Wilderness Ave
								6862	26	69.25	25165/Repairs-South Park
20/03/2019	908208	25270	ERNEST DOE	DOE001	141.84	28.37	170.21	5525	22	141.84	25270/Husq strimmer service
04/03/2019	907314	25301	ERNEST DOE	DOE001	127.49	25.50	152.99	5525	22	127.49	25301/HW-MWLB553S service
14/11/2018	1193	25308	DPA SOUND HIRE	DPA001	255.00	51.00	306.00	6491	32	255.00	25308/sound hire Remebrance D.
01/03/2019	H16E30302F	25101	E-ON	E-ON	305.92	61.18	367.1[illegible]	6862	26	305.92	25101/electricity bill - Feb

Ledger No 1 for Month No 12

Supplier A/c Order

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Detail
4/03/2019	H16F011B0	25203	E-ON	E-ON	-1,206.22	0.00	-1,206.22	6862	26	-1,206.22	25203/credit-electricity
5/03/2019	H16F053E92	25204	E-ON	E-ON	1,534.14	0.00	1,534.14	6862	26	1,534.14	25204/electricity bill
5/03/2019	0002848091	25155	ELITE	EFS001	96.13	0.00	96.13	6500	28	96.13	25155/goods for resale
5/03/2019	0002848808	25154	ELITE	EFS001	60.02	0.00	60.02	6500	30	60.02	25154/goods for resale
1/03/2019	0002852913	25207	ELITE	EFS001	81.94	0.00	81.94	6500	30	81.94	25207/goods for resale
9/03/2019	0002860643	25261	ELITE	EFS001	84.51	0.00	84.51	6500	28	84.51	25261/goods for resale
1/03/2019	20705	25280	ATLAS FM/EMPRISE SVS	EMP001	359.81	71.96	431.77	6932	22	359.81	25280/lock-unlock cem. March
1/03/2019	20706	25281	ATLAS FM/EMPRISE SVS	EMP001	620.00	124.00	744.00	4010	21	620.00	25281/lock-unlock High St gard
2/03/2019	04042090	25269	FAIRALLS	FAIR001	60.04	12.01	72.05	5410	23	60.04	25269/ballast,cement,water can
8/03/2019	I020812	25238	FORGE GARAGE	FORG001	332.71	66.54	399.25	5550	21	332.71	25238/GU14XKZ MOT&service
3/03/2019	GRANT2019	25083	FRIENDS OF PONTOISE	FRIE001	250.00	0.00	250.00	7520	38	250.00	25083/Grant 05 - 2019
3/03/2019	GRANT2019	25085	FRIENDS OF RHEINBACH	FRIE002	250.00	0.00	250.00	7520	38	250.00	25085/Grant 09 - 2019
2/01/2019	IN2291	25309	THE FURNITURE PRACT	FUR002	364.47	72.89	437.36	9062	91	364.47	25309/training room table-samp
6/03/2019	24792	25248	GEER	GEER001	507.00	101.40	608.40	5410	36	132.20	25248/heating valve replacemen
								5410	36	287.80	25248/annual bolier service
								5410	33	87.00	25248/annual bolier service
5/03/2019	160	25132	GLENN BALL	GLE001	4,179.00	0.00	4,179.00	9071	91	4,179.00	25132/architect work
0/01/2019	158	25152	GLENN BALL	GLE001	5,095.30	0.00	5,095.30	9071	91	5,095.30	25152/architect services fee
1/03/2019	INV-2372	25276	GO COACH	GO001	3,308.66	0.00	3,308.66	6495	32	4,305.66	25276/Route 8 March service
								1495	32	-997.00	25276/Route 8 March service
1/03/2019	05/006494	25229	GREENHAM	GREE001	231.48	46.29	277.77	6952	21	126.50	25229/protective clothing
								6952	22	25.35	25229/protective clothing
								6013	22	9.62	25229/cleaning products
								6822	22	70.01	25229/trench cover
0/03/2019	I3364100	25230	GREENHAM	GREE001	108.55	21.71	130.26	5500	33	108.55	25230/hoover
0/03/2019	CNI3364100	25231	GREENHAM	GREE001	-108.55	-21.71	-130.26	5500	33	-108.55	25231/CN-hoover
8/02/2019	9727	25222	HARDWARE CENTRE	HARD001	1.58	0.31	1.89	5525	21	1.58	25222/shelf bracket
0/03/2019	11888	25180	HELIOCENTRIX	HELI001	45.00	9.00	54.00	6240	31	45.00	25180/replacement SSD
0/03/2019	11889	25179	HELIOCENTRIX	HELI001	780.00	156.00	936.00	6240	31	780.00	25179/2x Office PCs

Ledger No 1 for Month No 12

Supplier A/c Order

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)ate	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
								Nominal Ledger Analysis			
›1/03/2019	11929	25263	HELIOCENTRIX	HELI001	980.39	196.08	1,176.47	6240	31	980.39	25263/IT support -March
)1/04/2018	4306/2	25266	INST CEM & CREM MGMT	INST002	90.00	0.00	90.00	6730	22	90.00	25266/corrected ICCM invoice
)1/04/2018	CN4306	25265	INST CEM & CREM MGMT	INST002	-90.00	0.00	-90.00	6730	22	-90.00	25265/CN-incorrect ICCM pymnt
13/03/2019	GRANT2019	25088	KENT YOUTH JAZZ	JAZZ001	500.00	0.00	500.00	7500	38	500.00	25088/Grant 23 - 2019
)1/02/2019	7078	25178	KALC	KALC	11.82	0.57	12.39	6720	31	11.82	25178/The Good Cllrs Guide
25/02/2019	1003859	25127	KALL KWIK	KALL001	35.00	7.00	42.00	6200	40	35.00	25127/Poster refill scheme
28/02/2019	1003881	25125	KALL KWIK	KALL001	369.00	30.00	399.00	6200	31	369.00	25125/Precept flyer
28/02/2019	1003917	25126	KALL KWIK	KALL001	75.00	15.00	90.00	6460	30	75.00	25126/B&B Posters x2
14/03/2019	1003927	25102	KALL KWIK	KALL001	60.00	12.00	72.00	6495	32	60.00	25102/Poster-print&design
15/03/2019	I3361527	25103	KALL KWIK	KALL001	44.15	8.83	52.98	6013	30	26.20	25103/hand towel
								6200	31	17.95	25103/white laser labels
15/03/2019	CNI3361527	25142	KALL KWIK	KALL001	-44.15	-8.83	-52.98	6013	30	-26.20	25142/hand towel
								6200	31	-17.95	25142/laser labels
18/03/2019	1003984	25271	KALL KWIK	KALL001	185.00	12.00	197.00	6460	30	30.00	25271/B&B Cafe poster
								6460	30	125.00	25271/B&B Cafe 3000 leaflets
								6460	30	30.00	25271/B&B Cafe flyer design
27/03/2019	1003935	25277	KALL KWIK	KALL001	50.00	10.00	60.00	6200	31	50.00	25277/anti-litter stickersx200
27/03/2019	1003992	25278	KALL KWIK	KALL001	50.00	10.00	60.00	6200	31	50.00	25278/litter picking poster
18/03/2019	1004000	25293	KALL KWIK	KALL001	52.00	2.40	54.40	6460	50	52.00	25293/Tuesday C. Poster/flyers
20/03/2019	1003963	25291	KALL KWIK .	KALL001	125.00	0.00	125.00	6323	40	125.00	25291/3000x double sided flyer
14/03/2019	INV_S00477	25175	KEEP BRITAIN TIDY	KBT001	325.00	65.00	390.00	6460	29	325.00	25175/Green Flag appl 2019
27/12/2018	900079545	25124	KENT COUNTY COUNCIL	KCC002	480.00	96.00	576.00	6610	31	480.00	25124/audit visit fee
07/03/2019	I3355703	25096	KCC KCS	KCC003	7.60	1.52	9.12	6200	31	7.60	25096/gel wrist rest
08/03/2019	I3356791	25098	KCC KCS	KCC003	15.30	3.06	18.36	6200	31	7.80	25098/cut flush holders pck 25
								6200	31	4.20	25098/data files pack 25
								6200	31	3.30	25098/peel&stick flags pck 200
08/03/2019	I3356792	25097	KCC KCS	KCC003	6.55	1.31	7.86	6013	33	6.55	25097/Henry dustbags
15/03/2019	I3361527	25143	KCC KCS	KCC003	44.15	8.83	52.98	6013	30	26.20	25143/hand towel
								6200	31	17.95	25143/laser lables

Ledger No 1 for Month No 12

Supplier A/c Order

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Detail
14/03/2019	I3360511	25221	KCC KCS	KCC003	302.60	60.52	363.12	5500	21	265.25	25221/hazardous substan cabine
								5500	21	37.35	25221/additional shelf
22/03/2019	I3366049	25191	KCC KCS	KCC003	86.70	17.34	104.04	6200	31	86.70	25191/copy paper
20/03/2019	I3364100	25232	KCC KCS	KCC003	108.55	21.71	130.26	5500	33	108.55	25232/hoover - council offices
27/03/2019	I3368648	25244	KCC KCS	KCC003	31.70	6.34	38.04	6013	36	31.70	25244/Detergent powder 5kg
28/03/2019	I3369428	25245	KCC KCS	KCC003	67.25	13.45	80.70	6013	33	12.30	25245/lemon channel blocks
								6200	31	54.95	25245/stationery
15/03/2019	15113	25174	KENTFARM	KENTFAR001	55.00	0.00	55.00	5420	60	55.00	25174/Annual subsciption
15/02/2018	CN6544628	25136	KFF	KFF001	-58.60	-3.01	-61.61	6500	28	-58.60	25135/CN goods for resale
28/02/2018	6865531	25137	KFF	KFF001	332.29	4.62	336.91	6500	30	332.29	25137/goods for resale
28/02/2018	CN6867656	25138	KFF	KFF001	-27.00	0.00	-27.00	6500	30	-27.00	25138/CN goods for resale
15/02/2018	CORR/CR65	25146	KFF	KFF001	58.60	3.01	61.61	6500	28	58.60	25146/duplicate entryCR6544628
28/02/2018	CORR/6865	25149	KFF	KFF001	-332.29	-4.62	-336.91	6500	30	-332.29	25149/CN-wrong date-6865531
28/02/2018	CORR/CN68	25147	KFF	KFF001	27.00	0.00	27.00	6500	30	27.00	25147/correction-CN6867656
28/02/2019	6867656	25148	KFF	KFF001	-27.00	0.00	-27.00	6500	30	-27.00	25148/goods for resale-CN
28/02/2019	6865531/A	25150	KFF	KFF001	332.29	4.62	336.91	6500	30	332.29	25150/goods for resale
05/03/2019	6869593	25192	KFF	KFF001	541.81	69.49	611.30	6500	30	541.81	25192/goods for resale
05/03/2019	6871513	25193	KFF	KFF001	-194.80	-38.96	-233.76	6500	30	-194.80	25193/CN-goods for resale
18/03/2019	6881351	25195	KFF	KFF001	122.50	0.00	122.50	6500	30	122.50	25195/goods for resale
18/03/2019	6882914	25196	KFF	KFF001	-28.54	0.00	-28.54	6500	30	-28.54	25196/CN-goods for resale
21/03/2019	6884605	25194	KFF	KFF001	106.07	9.30	115.37	6500	30	106.07	25194/goods for resale
27/03/2019	6890388	25262	KFF	KFF001	63.16	7.63	70.79	6500	30	63.16	25262/goods for resale
14/03/2019	1143132237	25164	KONICA MINOLTA	KMB001	230.97	46.19	277.16	6200	31	230.97	25164/March-June`19 charges
28/03/2019	1143454760	25260	KONICA MINOLTA	KMB001	549.40	109.88	659.28	6200	31	549.40	25260/counter charges Dec-Mar
12/03/2019	82385	25228	LANDSCAPE SUPPLY CO	LAND001	82.05	16.41	98.46	6952	21	5.16	25228/gloves
								5010	29	76.89	25228/metal fixing U-pins
14/03/2019	82420	25220	LANDSCAPE SUPPLY CO	LAND001	265.45	53.09	318.54	5010	29	265.45	25220/anti-slip reinforc.mesh
29/03/2019	82808	25257	LANDSCAPE SUPPLY CO	LAND001	265.45	53.09	318.54	5010	29	265.45	25257/anti-slip mesh
29/03/2019	82865	25236	LANDSCAPE SUPPLY CO	LAND001	124.73	24.95	149.68	6952	22	65.86	25236/balance helmet,gloves

Ledger No 1 for Month No 12 **Supplier A/c Order**

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Detail
								6952	21	58.87	25236/balance helmet,gloves
28/03/2019	SL002746	25289	LENGARD LTD	LENG001	45,106.20	9,021.24	54,127.44	9062	91	45,106.20	25289/#9 B&B Station project
28/02/2019	736574	25120	LISTER WILDER	LIST002	362.89	72.58	435.47	5025	21	350.00	25120/labour
								5025	21	12.89	50120/oil,spark plug,air filte
19/03/2019	737209	25217	LISTER WILDER	LIST002	26.73	5.34	32.07	5525	21	26.73	25217/screws and wing nut
25/03/2019	737454	25214	LISTER WILDER	LIST002	25.00	5.00	30.00	5525	21	25.00	25214/sharpen chipper blade
26/03/2019	737555	25216	LISTER WILDER	LIST002	8.84	1.77	10.61	5525	21	8.84	25216/trimax decal pack
31/03/2019	738167	25286	LISTER WILDER	LIST002	821.52	164.30	985.82	5525	21	821.52	25286/Allet service
22/02/2019	22FEBRUAR	25273	PHILIP MELDRUM	MEL001	75.00	0.00	75.00	7552	38	75.00	25273/Feb open mic session
29/03/2019	29MARCH	25274	PHILIP MELDRUM	MEL001	75.00	0.00	75.00	7552	38	75.00	25274/March open mic session
02/03/2019	1678	25141	MIDLAND FINE ARTS	MIDLAND001	22.40	4.48	26.88	6200	31	22.40	25141/framing"The Stag Theatre
05/03/2019	23503	25100	NEREO	NER001	112.00	0.00	112.00	6315	31	112.00	25100/DBS check - SW
18/02/2019	1218268	25189	NISBETS	NIS001	-336.51	-67.31	-403.82	9062	91	-336.51	25189/returns-Cafe set up eq.
28/02/2019	18518186	25159	NISBETS	NIS001	355.39	71.07	426.46	5500	30	279.82	25159/kitchen equipments
								5500	30	75.57	25159/chef clothing
28/02/2019	18518187	25157	NISBETS	NIS001	460.48	92.09	552.57	5500	30	48.58	25157/cling film,hot cups
								9062	91	411.90	25157/wicker folding chair set
04/03/2019	15836149	25158	NISBETS	NIS001	729.99	145.99	875.98	5500	30	729.99	25158/upright freezer-600Ltr
18/03/2019	1218252	25162	NISBETS	NIS001	-224.90	-44.98	-269.88	9062	91	-224.90	25162/bamboo butlers trayx10
18/03/2019	18622964	25161	NISBETS	NIS001	192.62	38.52	231.14	6500	30	192.62	25161/goods for resale
28/02/2019	28FEB19/AN	25145	ONECARD	ONE002	2,012.36	180.73	2,193.09	9062	91	25.83	25145/CamJamEduKit/Rasb Pi3
								9062	91	74.99	25145/TV wall mount bracket
								9062	91	74.99	25145/TV wall mount bracket
								9062	91	11.32	25145/HDMI 2.0 cable
								6730	31	195.00	25145/membership 2019-2020
								6437	31	72.50	25145/Charity dinner\Gravesham
								6200	31	16.77	25145/legal walletts-pack 10
								6200	32	7.26	25145/notebooks
								6320	28	20.00	25145/L2 Hygiene Safety Train.

Ledger No 1 for Month No 12

Supplier A/c Order

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Detail
								6320	50	20.00	25145/L2 Hygiene Safety Train.
								6500	28	52.78	25145/goods for resale
								6500	28	44.92	25145/goods for resale
								6500	28	53.63	25145/goods for resale
								6500	28	-3.00	25145/refund goods for resale
								6500	28	42.85	25145/wooden chess setsx10
								6240	40	10.95	25145/Acrobat Standard Licence
								6240	50	16.64	25145/Adobe illustrator
								6240	40	41.62	25145/creative cloud membershi
								6104	36	8.34	25145/CC mobile
								6104	21	6.25	25145/OS ipad
								6104	22	8.34	25145/cemetery mobile
								6104	21	8.34	25145/wooden chess setsx10
								506	0	128.29	25145/drinks,condiments Quiz N
								506	0	79.79	25145/beer for Quiz Night
								506	0	15.00	25145/gifts for helpers Quiz N
								506	0	35.00	25145/white wine for Quiz Nigh
								506	0	-37.29	25145/refund drink Quiz Night
								5500	31	15.50	25145/white jug-620ml
								5500	30	2.60	25145/wall brackets-first aid
								5500	30	9.16	25145/tea box
								6101	31	8.34	25145/LL ipad
								6101	31	6.25	25145/main office ipad
								6101	31	6.25	25145/Tesco ipad
								5410	50	3.91	25145/acoustic guitar
								5410	50	3.91	25145/acoustic guitar
								5410	50	19.98	25145/roundwound bas strings
								6210	31	379.50	25145/stamps
								6630	11	6.00	25145/register,title plan view

Ledger No 1 for Month No 12 **Supplier A/c Order**

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Detail
								6900	31	6.00	25145/duplicate charge
								9063	91	133.67	25145/planning amendm.fee
								5525	21	46.16	25145/periodic inspection tags
								5525	22	30.78	25145/periodic inspection tags
								7555	38	91.60	25145/LEAP Chess clock
								7555	38	61.64	25145/Bridge game tables
								7555	38	150.00	25145/wooden chess setsx10
28/02/2019	28FEB19/LIN	25144	ONECARD	ONE002	34.00	0.00	34.00	6330	31	34.00	25144/sympathy fl;owers KJ
28/03/2019	28MAR19/A	25294	ONECARD	ONE002	1,386.04	96.55	1,482.59	6330	31	8.95	25294/sugar sachets x1000
								6330	31	50.00	25294/farewell gift KH
								6200	31	50.00	25294/Q Connect Mylar index
								6200	31	12.97	25294/thermal fax refill
								6200	31	13.70	25294/16GB USB stick
								6240	40	10.95	25294/Acrobat Standard Licence
								6240	50	16.64	25294/Adobe illustrator
								6240	40	41.62	25294/Creative Cloud Mship
								6240	31	47.98	25294/2x EDID spoofers
								6869	32	78.00	25294/web host for 2yrs(AFD)
								6869	32	36.00	25294/domain renew 5yrs(AFD)
								6869	32	16.62	25294/umbrella for events
								6869	32	16.62	25294/umbrella for events
								6869	32	16.62	25294/umbrella for events
								6500	28	46.90	25294/goods for resale
								6500	30	97.07	25294/goods for resale
								6500	30	87.95	25294/goods for resale
								6500	30	-2.00	25294/refund goods for resale
								6500	28	59.05	25294/goods for resale
								6500	30	-3.00	25294/refund goods for resale
								6500	30	75.08	25294/goods for resale

Ledger No 1 for Month No 12

Supplier A/c Order

Items marked with a * are disputed invoices.

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
								6500	28	48.45	25294/goods for resale
								6500	30	61.32	25294/goods for resale
								6500	30	-4.00	25294/refund goods for resale
								6101	31	8.34	25294/LL ipad
								6101	31	6.25	25294/main office ipad
								6101	31	6.25	25294/Tesco ipad
								6104	21	6.25	25294/OS ipad
								6104	22	8.34	25294/cem mobile
								6104	36	8.34	25294/CC mobile
								5500	28	21.22	25294/black letterbox
								5500	30	21.22	25294/black letterbox
								5500	30	33.32	25294/remote controls x2
								5500	30	20.84	25294/HDMI leads,remote holder
								5500	31	27.99	25294/80m digital measure tool
								5500	30	6.08	25294/2way socket splitter ada
								5500	30	33.29	25294/DAB portable radio
								5500	30	5.41	25294/audio cable
								6630	11	6.00	25294/register and title plan
								6630	11	6.00	25294/register and title plan
								6630	11	6.00	25294/register and title plan
								6630	11	6.00	25294/register and title plan
								6630	11	6.00	25294/register and title plan
								5525	21	34.74	25294/periodic insp tags-red
								6210	31	150.00	25294/Drop&Go card topup
								6013	30	74.67	25294/wash&care wood floor cl
28/03/2019	28MAR19/LI	25295	ONECARD	ONE002	126.06	13.40	139.46	6330	31	40.00	25295/flowers for SM
								6900	31	2.50	25295/parking at B&B Station
								6900	31	2.50	25295/parking at B&B Station
								6900	31	2.50	25295/parking at B&B Station

Ledger No 1 for Month No 12 **Supplier A/c Order**

Items marked with a * are disputed invoices.

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
								6900	31	2.50	25295/parking at B&B Station
								6865	26	4.21	25295/unruled blank notebook
								6865	26	5.45	25295/The Victorain Garden
								9062	91	66.40	25295/child`s caps-HLF AP
12/11/2018	1805	25123	OXENHILL	OXEN001	12.78	0.00	12.78	6720	31	12.78	25123/2xHistory of Soaks-books
18/03/2019	1902	25167	OXENHILL	OXEN001	63.90	0.00	63.90	6720	31	63.90	25167/10xHistory of Sevenoaks
07/03/2019	114190	25215	PALMSTEAD	PALM002	181.71	33.29	215.00	5340	21	97.94	25215/plants
								6900	33	83.77	25215/plants
12/03/2019	98790	25213	PHC	PHC001	450.00	90.00	540.00	6939	21	350.00	25213/OH nurse visit 22Oct`18
								6939	22	100.00	25213/OH nurse visit 22Oct`18
19/03/2019	35129	25177	PLAY INSPECTION	PIC001	295.00	59.00	354.00	5310	21	295.00	25177/post installation inspec
03/03/2019	0000302867	25043	PLUSNET	PLUS01	18.50	3.70	22.20	6101	22	18.50	25043/internet bill
04/03/2019	0000297694	25044	PLUSNET	PLUS01	23.50	4.70	28.20	6101	28	23.50	25044/internet bill
04/03/2019	0000302865	25045	PLUSNET	PLUS01	44.28	8.86	53.14	6101	50	44.28	25045/INTERNET BILL
09/03/2019	0000249846	25112	PLUSNET	PLUS01	24.06	4.81	28.87	6101	36	24.06	25112/internet bill
08/03/2019	0000249844	25184	PLUSNET	PLUS01	47.50	9.50	57.00	6101	31	47.50	25184/internbet bill-March
13/03/2019	190327	25290	POWER PRECISION	POWER001	1,383.16	276.63	1,659.79	5525	21	1,383.16	25290/Poweroll club mach serv.
28/02/2019	170408	25121	PREMIER ALARMS	PREM001	65.00	13.00	78.00	6930	21	65.00	25121/call out fee-alarm fault
01/03/2019	90333	25040	PROVENDER	PRO002	101.25	20.25	121.50	5010	29	101.25	25040/truf
21/02/2019	89602	25139	PROVENDER	PRO002	262.50	52.50	315.00	5010	21	262.50	25139/turf
28/02/2019	S65078	25140	RAWSTONE HIRE	RAW001	54.00	10.80	64.80	5500	21	54.00	25140/6x fencing panel
31/03/2019	S66058	25283	RAWSTONE HIRE	RAW001	1.93	0.39	2.32	5310	21	1.93	25283/fencing panel
31/03/2019	S65762	25302	RAWSTONE HIRE	RAW001	59.79	11.96	71.75	2002	21	59.79	25302/6x fencing panels
05/03/2019	94	25130	REFLECTIONS	REFL001	48.00	0.00	48.00	5410	36	48.00	25130/window cleaning
04/03/2019	438282407	25219	REXEL	REX001	11.63	2.33	13.96	6010	33	11.63	25219/16W 2pin GR8 light bulbs
04/03/2019	438282685	25218	REXEL	REX001	36.00	7.20	43.20	5525	21	36.00	25218/KewTech test lead tags
04/03/2019	SM19969	25021	RIALTAS	RIAL001	165.00	33.00	198.00	6240	31	165.00	25021/allotments software
04/03/2019	9058370337	25119	ROYAL MAIL	ROYA002	0.88	0.00	0.88	6210	31	0.88	25119/response services
01/03/2019	1526402	25041	SAFEGUARD PEST	SAFE001	23.50	4.70	28.20	5500	36	23.50	25041/fly killer quarterly hir

Sevenoaks Town Council Year End 2019

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 12

Ledger No 1 for Month No 12

Supplier A/c Order

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
								Nominal Ledger Analysis			
19/03/2019	SEV/019/19	25160	SAFER SEVENOAKS	SAFE004	260.00	0.00	260.00	110	0	260.00	25160/membership&radio hire
28/02/2019	U960531	25095	SAVILLS	SAV001	1,850.00	370.00	2,220.00	9065	91	1,850.00	25095/Heritage stmnt-Cricket G
04/03/2019	MO-19/02	25118	SEV D ACCOMMODATION	SDAF001	250.00	0.00	250.00	7500	38	250.00	25118/sponsorship STiS guide
01/03/2019	2052610	25042	SDC	SDC001	3,038.46	0.00	3,038.46	5420	60	1,076.92	25042/rent
								5421	60	1,961.54	25042/rent
08/03/2019	30556399/1	25172	SDC	SDC001	6,071.23	0.00	6,071.23	110	0	6,071.23	25172/Rates-Cemetery 2019-20
08/03/2019	30567016/1	25173	SDC	SDC001	22,831.50	0.00	22,831.50	110	0	22,831.50	25173/Rates-Offices 2019-20
08/03/2019	30621583/1	25168	SDC	SDC001	4,517.20	0.00	4,517.20	110	0	4,517.20	25168/Rates-Comm Centre2019/20
08/03/2019	30671380/1	25169	SDC	SDC001	1,890.35	0.00	1,890.35	110	0	1,890.35	25169/Rates-StJohnsToil2019-20
08/03/2019	30720213/5/	25170	SDC	SDC001	675.13	0.00	675.13	110	0	675.13	25170/Rates-Vine Cafe 2019-20
08/03/2019	30735468/3/	25171	SDC	SDC001	2,037.65	0.00	2,037.65	110	0	2,037.65	25171/Rates-Bus.Hub 2019-20
14/03/2019	2052972	25210	SDC	SDC001	16.00	0.00	16.00	6889	31	16.00	25210/recyclying sacks
18/10/2018	CN18/10/18	25233	SDC	SDC001	-74.00	0.00	-74.00	6889	31	-74.00	25233/CN-recycling sacks
28/03/2019	2053140	25268	SDC	SDC001	32.00	0.00	32.00	6889	31	32.00	25268/2bundles recyc sacks
29/03/2019	CN4/0	25306	SDC	SDC001	-2,775.93	0.00	-2,775.93	9012	91	-2,775.93	25306/CN council tax correctio
11/03/2019	153731	25133	SDC DIRECT SERVICES	SDC002	637.00	127.40	764.40	6934	21	637.00	25133/dog bin waste collection
15/11/2018	151647	25234	SDC DIRECT SERVICES	SDC002	74.00	0.00	74.00	6889	31	74.00	25234/2 bundles recycling bags
25/03/2019	153876	25251	SDC DIRECT SERVICES	SDC002	76.60	0.00	76.60	6935	36	76.60	25251/bin collection charges
25/03/2019	153964	25250	SDC DIRECT SERVICES	SDC002	62.40	0.00	62.40	6935	28	62.40	25250/bin collection charges
04/03/2019	S084550250	25114	EDF ENERGY	SEEB001	133.92	6.70	140.62	6861	26	133.92	25114/elec bill-6Sept-4March
26/03/2019	28310	25253	SEEMP	SEEMP001	332.00	66.40	398.40	6730	31	332.00	25253/membership 2019/20
12/03/2019	9302930216	25099	SETON	SET001	33.12	6.62	39.74	9062	91	33.12	25099/signage-B&B Sta.Ext.Toil
13/03/2019	GRANT2019	25089	SEV SOCIETY	SEV002	750.00	0.00	750.00	7500	38	750.00	25089/Grant 34 - 2019
13/03/2019	GRANT2019	25086	SEVENOAKS ART CLUB	SEV012	200.00	0.00	200.00	7500	38	200.00	25086/Grant 13 - 2019
13/03/2019	GRANT2019	25081	SEV VOLUNTEER TRANSP	SEV023	500.00	0.00	500.00	7500	38	500.00	25081/Grant 02 - 2019
13/03/2019	GRANT2019	25082	SEV LITERARY	SEV024	350.00	0.00	350.00	7500	38	350.00	25082/Grant 03 - 2019
13/03/2019	GRANT2019	25084	SEV THREE ARTS	SEV026	600.00	0.00	600.00	7500	38	600.00	25084/Grant 06 - 2019
26/03/2019	INV602320	25247	SG MEDIA	SG001	210.00	42.00	252.00	7616	40	210.00	25274/Wellbeing show advert
12/02/2019	70800	25226	SGE	SGE001	17.82	0.89	18.71	5700	22	17.82	25226/gas oil

Ledger No 1 for Month No 12

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 A/C	Centre	Amount	Analysis Detail
25/02/2019	70960	25227	SGE	SGE001	17.82	0.89	18.71	5700	22	17.82	25227/gas oil
19/03/2019	71345	25297	SGE	SGE001	16.20	1.38	17.58	5525	22	3.78	25297/tape insulation
								5700	22	12.42	25297/gas oil
26/03/2019	71401	25296	SGE	SGE001	20.70	1.04	21.74	5700	22	20.70	25296/gas oil
30/03/2019	71580	25298	SGE	SGE001	18.63	0.93	19.56	5700	22	18.63	25298/gas oil
31/03/2019	71608	25300	SGE	SGE001	98.00	19.60	117.60	5525	21	98.00	25300/repair flail mower leg
31/03/2019	71612	25299	SGE	SGE001	31.50	6.30	37.80	5525	21	31.50	25299/mend hole in mower skid
17/02/2019	2959092	25115	SHELL	SHEL001	55.18	11.03	66.21	5700	21	55.18	25115/diesel
24/02/2019	2990303	25224	SHELL	SHEL001	78.33	15.66	93.99	5700	22	18.46	25224/fuel
								5700	21	59.87	25224/fuel/guard card
03/03/2019	3018636	25223	SHELL	SHEL001	324.58	64.92	389.50	5700	21	324.58	25223/fuel,annual card charge
10/03/2019	3042747	25259	SHELL	SHEL001	171.72	34.34	206.06	5700	21	171.72	25259/unleaaded&diesel
24/03/2019	3089852	25258	SHELL	SHEL001	49.46	9.89	59.35	5700	22	49.46	25258/diesel-GL55YAD
31/03/2019	3121184	25307	SHELL	SHEL001	5.00	1.00	6.00	5700	21	5.00	25307/guard card
04/03/2019	1370449	25156	STANDARD LIFE	SLI001	325.00	65.00	390.00	110	0	325.00	25156/market stall licence fee
01/03/2019	1900091773	25107	SSE	SSE001	193.80	38.76	232.56	6010	31	193.80	25107/annual meter op charge
05/03/2019	5717745600	25108	SSE	SSE001	65.38	13.07	78.45	6010	30	65.38	25108/gas bill 23Jan-1March
06/03/2019	4815822740	25111	SSE	SSE001	170.01	34.00	204.01	6010	22	170.01	25111/electicity bill Feb
06/03/2019	7315981070	25113	SSE	SSE001	187.29	37.45	224.74	6011	36	187.29	25113/electricity bill - Feb
06/03/2019	7317744300	25110	SSE	SSE001	297.58	59.51	357.09	6010	30	297.58	25110/electicity bill Feb
11/03/2019	3815799800	25116	SSE	SSE001	69.68	3.48	73.16	5025	21	69.68	25116/electricity bill-Dec/Mar
11/03/2019	8161928000	25117	SSE	SSE001	478.53	95.70	574.23	6010	21	478.53	25117/electricity bill-Knole P
13/03/2019	GRANT2019	25090	SEVENOAKS SUMMER	SSF001	5,000.00	0.00	5,000.00	7502	38	5,000.00	25090/ Grant 2019
07/03/2019	38	25128	S WILLIAMS	SWA001	450.00	90.00	540.00	9062	91	450.00	25128/0.5days work
07/03/2019	39	25129	S WILLIAMS	SWA001	450.00	90.00	540.00	9063	91	450.00	25129/0,5 days work
05/02/2019	01010	25237	TAMILLEK TREE CARE	TAM001	3,610.20	0.00	3,610.20	5070	21	3,610.20	25237/Quaife Woodland survey
29/03/2019	010109	25256	TAMILLEK TREE CARE	TAM001	485.00	0.00	485.00	5060	21	485.00	25256/dismantle 4birch-SevComm
29/03/2019	010121	25255	TAMILLEK TREE CARE	TAM001	445.00	0.00	445.00	5060	21	445.00	25255/emerg.work-LetterboxLane
02/03/2019	13981	25074	JS TAYLOR	TAYL001	400.00	0.00	4[illegible]	5110	21	280.00	25074/inst 4x emergency lights

Ledger No 1 for Month No 12 **Supplier A/c Order**

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
								5110	21	120.00	25074/inst 2x double sockets
02/03/2019	13982	25073	JS TAYLOR	TAYL001	1,340.00	0.00	1,340.00	5110	21	1,340.00	25073/inst.emergency lighting
20/03/2019	I3995	25197	JS TAYLOR	TAYL001	285.00	0.00	285.00	5410	50	120.00	25197/supply&fit extractor fan
								5410	50	165.00	25197/supply&fit 10xLED lapms
08/03/2019	1084/BB/974	25153	THEIS KHAN	THEI001	26,394.83	5,278.97	31,673.80	9063	91	26,394.83	25153/architectural services
25/03/2019	25/03/2019	25211	THERAPIA	THER001	120.00	0.00	120.00	506	0	120.00	25211/March sessions
22/03/2019	T0010	25202	TILTON SOLUTIONS LTD	TIL001	4,050.00	0.00	4,050.00	4010	31	4,050.00	25202/finance dep support
22/03/2019	T0011	25201	TILTON SOLUTIONS LTD	TIL001	900.00	0.00	900.00	9062	91	900.00	25201/services 27Jan-22 Feb`19
28/02/2019	4628827	25122	TRINTY (REACH)	TRM	150.03	30.01	180.04	6430	31	150.03	25122/ATM flyer
10/03/2019	4645179	25163	TRINTY (REACH)	TRM	144.00	28.80	172.80	6460	31	144.00	25163/ATM flyers
17/03/2019	4654373	25181	TRINTY (REACH)	TRM	138.30	27.66	165.96	6460	31	138.30	25181/ATM-Public Notices
24/03/2019	4663708	25246	TRINTY (REACH)	TRM	501.12	100.22	601.34	6460	31	501.12	25246/Precept advert 1/2page
31/03/2019	4677931	25279	TRINTY (REACH)	TRM	98.78	19.76	118.54	6440	31	98.78	25279/public notices April 19
27/02/2019	0000087	25267	UK CHESS CHALLENGE	UKCC001	41.67	8.33	50.00	7552	38	41.67	25267/players entry fee
28/02/2019	VC/28219	25134	V.C HANDYMAN	VCH001	740.00	0.00	740.00	6001	60	740.00	25134/setting up Sat Markets
31/03/2019	VC/310319	25272	V.C HANDYMAN	VCH001	1,100.00	0.00	1,100.00	6001	60	1,100.00	25272/Sat/Blighs Market set up
31/03/2019	LAO116983	25282	VEOLIA	VEOL001	12.82	2.56	15.38	6935	36	12.82	25282/CC bin collection
05/03/2019	7402	25046	VIRTUAL COLLEGE	VIR002	240.00	48.00	288.00	6320	50	90.00	25046/Safeguarding training
								6320	31	150.00	25046/Safeguarding training
13/03/2019	GRANT2019	25087	WEST KENT MED	WEST008	750.00	0.00	750.00	7500	38	750.00	25087/Grant 17 - 2019
31/03/2019	132818	25284	WETTON CLEANING SERV	WET001	1,364.53	272.91	1,637.44	5020	29	584.80	25284/toilet clean
								5025	21	584.80	25284/toilet clean
								5026	21	194.93	25284/toilet clean
31/03/2019	132819	25285	WETTON CLEANING SERV	WET001	27.79	5.56	33.35	5020	29	11.91	25285/toilet clean
								5025	21	11.91	25285/toilet clean
								5026	21	3.97	25285/toilet clean
29/11/2018	CN304024S	25304	WICKSTEED LEISURE	WICK001	-4,893.75	-978.75	-5,872.50	9062	91	-4,893.75	25304/posted in wrong nominal
20/03/2019	304028SFEE	25200	WICKSTEEDS	WICK002	2,700.00	540.00	3,240.00	9062	91	2,700.00	25200/Station-prof services
21/03/2019	3040R03FEE	25199	WICKSTEEDS	WICK002	3,881.25	776.25	4,657.50	9062	91	3,881.25	25199/Ramp&Steps-prof services

Ledger No 1 for Month No 12 **Supplier A/c Order**

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
								Nominal Ledger Analysis			
29/11/2018	304024SFEE	25305	WICKSTEEDS	WICK002	4,893.75	978.75	5,872.50	9062	91	4,893.75	25305/quantity surveying
28/02/2019	51189187	25109	WORLDPAY	WOR001	0.97	0.01	0.98	6976	31	0.97	25109/transaction chrg-online
28/02/2019	51210768	25105	WORLDPAY	WOR001	57.89	7.97	65.86	6976	28	57.89	25105/transaction charges-Feb
28/02/2019	51277175	25104	WORLDPAY	WOR001	27.18	4.88	32.06	6976	31	27.18	25104/transaction charges-Feb
01/03/2019	WM1069109	25106	WORLDPAY	WOR001	7.50	1.50	9.00	6976	31	7.50	25106/monthly service fee
31/03/2019	55507060	25288	WORLDPAY	WOR001	54.73	7.62	62.35	6976	28	54.73	25288/card charges
31/03/2019	55572114	25287	WORLDPAY	WOR001	26.87	4.91	31.78	6976	31	26.87	25287/card charges
18/03/2019	657	25186	YELLOW DUCK	YELL002	225.00	45.00	270.00	9062	91	225.00	25186/Cycle shelter signage
18/03/2019	658	25176	YELLOW DUCK	YELL002	198.00	39.60	237.60	6460	30	198.00	25176/Econ roller banner
26/03/2019	36865576	25212	ZURICH INSURANCE	ZUR001	555.04	0.00	555.04	6020	31	555.04	25212/policy 01/04/19-31/03/20
26/03/2019	36036938	25235	ZURICH INSURANCE	ZUR001	12,373.65	0.00	12,373.65	6020	31	12,373.65	36036938/25235/Zurich Insuranc
				TOTAL INVOICES	**189,874.75**	**22,647.30**	**212,522.05**			**189,874.75**	

Sevenoaks Town Council

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 1

F&GP
2019-6-10
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Ledger No 1 for Month No 1

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
05/04/2019	1334060	25376	4 IMPRINT	4IM001	182.95	36.59	219.54	6323	40	182.95	25376/100 bags for Business Sh
10/04/2019	1334399	25423	4 IMPRINT	4IM001	182.95	36.59	219.54	7616	40	182.95	25423/100x cotton bags
16/04/2019	1334811	25415	4 IMPRINT	4IM001	376.45	75.29	451.74	6460	60	376.45	25415/250 resuable bags
24/04/2019	DM-1335263	25413	4 IMPRINT	4IM001	744.30	148.86	893.16	6323	40	297.72	25413/100 sports bottle
								7616	40	297.72	25413/100 sports bottle
								6869	40	148.86	25413/50 sports bottle
17/04/2019	9087	25367	ACOO PROMOS CENTRAL	ACOO001	142.00	28.40	170.40	6200	31	142.00	25367/custom lanyards
08/04/2019	1/IJ9421	25333	ALTOOFFICE	ALTO001	112.00	22.40	134.40	6200	31	112.00	25333/HP301 inkjet cartridge
11/04/2019	118265-004	25345	AMENITY TRAINING	AMEN001	930.00	0.00	930.00	6320	21	697.50	25345/brush cutter training
								6320	22	232.50	25345/brush cutter training
30/04/2019	61453	25441	APPOINTMENT BUS	APP001	132.57	26.51	159.08	6200	36	10.95	25441/counter charges
								6200	31	121.62	25441/counter charges
15/04/2019	15/04/2019	25446	BANKLINE	BANKL01	115.90	0.00	115.90	6975	31	115.90	25446/Monthly charges Apr
04/04/2019	3543873	25320	BOOKER	BOOK001	187.14	16.61	203.75	6500	28	187.14	25320/goods for resale
04/04/2019	3543874	25321	BOOKER	BOOK001	114.14	15.98	130.12	6500	30	114.14	25321/goods for resale
19/04/2019	3544557	25346	BOOKER	BOOK001	164.09	3.72	167.81	6500	28	164.09	25346/goods for resale
19/04/2019	3544558	25347	BOOKER	BOOK001	145.04	14.20	159.24	6500	30	145.04	25347/goods for resale
26/04/2019	3544912	25386	BOOKER	BOOK001	348.63	53.05	401.68	6500	28	348.63	25386/goods for resale
11/04/2019	3544249	25334	BOOKER	BOOK002	223.89	24.83	248.72	6500	50	223.89	25334/goods for resale
17/04/2019	SVO/348771	25450	BREWERS	BREW001	15.18	3.04	18.22	5013	21	10.13	25450/chalkboard paint
								5013	21	5.05	25450/Albany brush
24/04/2019	SVO/348817	25452	BREWERS	BREW001	29.25	5.85	35.10	5013	21	29.25	25452/sadolin and brush set
17/04/2019	VP4171457	25377	BT	BRIT002	48.56	1.71	50.27	6101	22	48.56	25377/April charges
06/04/2019	1895858	25335	CASTLE WATER	CAS001	886.58	0.00	886.58	6000	33	886.58	25335/water bill 1-31 Mar`19
03/04/2019	1878180	25395	CASTLE WATER	CAS001	45.05	0.00	45.05	6000	28	45.05	25395/water charges March
04/04/2019	1884134	25394	CASTLE WATER	CAS001	194.14	0.00	194.14	5025	21	194.14	25394/water bill March
04/04/2019	1884997	25396	CASTLE WATER	CAS001	19.46	0.00	19.46	6000	29	19.46	25396/water charges March
05/04/2019	131445	25324	CURD & CURE	CHS001	60.24	0.00	60.24	6500	28	60.24	25324/goods for resale

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

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Detail
25/04/2019	133001	25383	CURD & CURE	CHS001	69.49	0.00	69.49	6500	28	69.49	25383/goods for resale
25/04/2019	133002	25385	CURD & CURE	CHS001	52.20	10.44	62.64	6500	28	52.20	25385/goods for resale
25/04/2019	133003	25384	CURD & CURE	CHS001	29.76	5.95	35.71	6500	28	29.76	25384/goods for resale
24/04/2019	STCO-07	25342	CJ'S CLEANING	CJS002	560.00	0.00	560.00	6013	33	560.00	25342/4 weekly clean-11Mar-5Ap
24/04/2019	STCO-08	25343	CJ'S CLEANING	CJS002	560.00	0.00	560.00	6013	33	560.00	25343/4 week clean-8Apr-3May
16/04/2019	148714	25390	CONNECTAPHONE	CON001	441.60	88.32	529.92	6101	21	11.60	25390/monthly phone bill
								6101	22	13.22	25390/monthly phone bill
								6101	36	11.49	25390/monthly phone bill
								6101	30	14.76	25390/monthly phone bill
								6101	31	390.53	25390/monthly phone bill
16/04/2019	GP890	25338	COOLINGS	COOL001	495.00	99.00	594.00	5500	28	495.00	25338/6x acrylic table tops
12/04/2019	12APR19	25378	CORBAN COFFEE	COR002	140.00	0.00	140.00	6500	30	140.00	25378/coffee for resale
04/04/2019	INV-5057	25348	CREATIVE PRODUCTIONS	CPR001	102.00	20.40	122.40	6460	30	102.00	25348/2 x A1 boards
09/04/2019	INV-5067	25425	CREATIVE PRODUCTIONS	CPR001	79.50	15.90	95.40	7616	40	79.50	25425/1000 x A5 flyers
12/04/2019	INV-5091	25424	CREATIVE PRODUCTIONS	CPR001	50.20	10.04	60.24	6323	40	50.20	25424/posters
24/04/2019	INV-5106	25412	CREATIVE PRODUCTIONS	CPR001	78.00	15.60	93.60	7616	40	78.00	25412/advertising board
30/04/2019	INV-5132	25469	CREATIVE PRODUCTIONS	CPR001	50.00	10.00	60.00	6900	40	50.00	25469/roller banner
04/04/2019	10393	25370	STREETLIGHTS	DIR001	160.75	32.15	192.90	6862	26	160.75	25370/repair-Clarenden&Harriso
11/04/2019	10413	25461	STREETLIGHTS	DIR001	162.75	32.55	195.30	6862	26	162.75	25461/lighting repair Linden C
11/04/2019	22773	25454	ERNEST DOE	DOE001	6.99	1.40	8.39	5525	22	6.99	25454/Hitch pin
02/04/2019	H1701FAD2	25392	E-ON	E-ON	328.48	65.70	394.18	6862	26	328.48	25392/March electricity charge
14/03/2019	CN/H16F011	25437	E-ON	E-ON	1,206.22	0.00	1,206.22	6862	26	1,206.22	25437/CN/electricity ch March
14/03/2019	H16F011B0	25438	E-ON	E-ON	-1,573.32	0.00	-1,573.32	6862	26	-1,573.32	25438/CN electricity charges M
01/04/2019	0002862817	25315	ELITE	EFS001	55.88	0.00	55.88	6500	30	55.88	25315/goods for resale
12/04/2019	0002873846	25336	ELITE	EFS001	68.19	0.00	68.19	6500	28	68.19	25336/goods for resale
15/04/2019	0002875808	25337	ELITE	EFS001	64.17	0.00	64.17	6500	30	64.17	25337/goods for resale
16/04/2019	0002877053	25350	ELITE	EFS001	81.04	0.00	81.04	6500	30	81.04	25350/goods for resale
19/04/2019	0002880925	25349	ELITE	EFS001	58.05	0.00	58.05	6500	28	58.05	25349/goods for resale
20/04/2019	0002881927	25380	ELITE	EFS001	67.54	0.00	67	6500	28	67.54	25380/goods for resale

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

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
								Nominal Ledger Analysis			
20/04/2019	0002886854	25379	ELITE	EFS001	-12.50	0.00	-12.50	6500	28	-12.50	25379/CN-kale/inv 0002881927
24/04/2019	0002884118	25381	ELITE	EFS001	51.71	0.00	51.71	6500	28	51.71	25381/goods for resale
01/04/2019	SINV008195	25316	ELLIS WHITTAM	ELLI001	540.10	17.00	557.10	6020	31	540.10	25316/legal expenses insurance
15/04/2019	10422STC	25351	ENVOY	ENV002	7,400.00	1,480.00	8,880.00	9062	91	7,400.00	25351/evaluation of re-develop
09/04/2019	04042712	25455	FAIRALLS	FAIR001	42.64	8.53	51.17	5410	22	42.64	25255/materials fix litter bin
18/04/2019	04043051	25453	FAIRALLS	FAIR001	10.30	2.06	12.36	5310	21	10.30	25453/postfix and shingle
23/04/2019	04043081	25456	FAIRALLS	FAIR001	23.90	4.78	28.68	5410	21	23.90	25456/boltandscrews
11/04/2019	FBAUK19-	25352	FIELD BASED ASSESMEN	FBA001	340.00	0.00	340.00	6320	22	85.00	25352/L2 award-brush cut train
								6320	21	255.00	25352/L2 award-brush cut train
12/04/2019	IN944904	25422	FLASHBAY	FLA002	169.50	33.90	203.40	6240	31	169.50	25422/8GB flash drive x25
11/04/2019	602614	25329	GALA GRAPHICS	GALA001	48.66	9.73	58.39	6460	60	48.66	25329/ballons&badges LYLM
15/04/2019	603485	25332	GALA GRAPHICS	GALA001	464.00	92.80	556.80	6460	60	464.00	25332/bunting LYLM
12/04/2019	162	25353	GLENN BALL	GLE001	2,457.41	0.00	2,457.41	9071	91	2,457.41	25353/architect services
30/04/2019	INV-2429	25463	GO COACH	GO001	3,308.66	0.00	3,308.66	6495	32	4,566.96	25463/route 8 bus service Apr
								1495	32	-1,258.30	25463/route 8 bus service Apr
15/04/2019	100640	25419	GODFREYS	GOD001	48.76	9.75	58.51	5525	22	13.91	25419/Toro V belt
								5525	22	3.33	25419/Toro spark plug
								5525	22	13.60	25419/Toro oil filter
								5525	22	17.92	25419/Toro air filter
15/04/2019	100641	25417	GODFREYS	GOD001	37.54	7.51	45.05	5525	21	23.14	25417/Hsqv blade
								5525	21	14.40	25417/Hsqv shield
15/04/2019	100648	25418	GODFREYS	GOD001	66.00	13.20	79.20	5525	22	66.00	25418/shredder kit
10/04/2019	05/009009	25451	GREENHAM	GREE001	237.04	47.41	284.45	5310	21	24.05	25451/telescopic post
								6952	21	212.99	25451/Protective clothing
09/04/2019	8613	25354	GRAHAM TAYLOR ENGRAV	GTE001	63.32	12.66	75.98	6415	31	63.32	25354/jade glass-Mayor`s award
24/04/2019	8613/2	25402	GRAHAM TAYLOR ENGRAV	GTE001	10.00	2.00	12.00	6415	31	10.00	25402/delivery charge-Jade gla
15/04/2019	72518	25355	HERBERT & WARD	HAW001	178.50	0.00	178.50	6500	28	178.50	25355/goods for resale
04/04/2019	11989	25440	HELIOCENTRIX	HELI001	125.00	25.00	150.00	5500	31	125.00	25440/24" Monitor w/stand
30/04/2019	12036	25474	HELIOCENTRIX	HELI001	983.72	196.74	1,180.46	6240	31	983.72	25474/ IT back up service

Ledger No 1 for Month No 1

Supplier A/c Order

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Detail
30/04/2019	12044	25475	HELIOCENTRIX	HELI001	642.40	128.48	770.88	6240	21	642.40	25475/ computer office package
01/04/2019	10958	25357	INST CEM & CREM MGMT	INST002	95.00	0.00	95.00	6630	22	95.00	25357/ann.membership AC
01/04/2019	4306/2019/2	25356	INST CEM & CREM MGMT	INST002	95.00	0.00	95.00	6630	22	95.00	25356/annual membership
29/04/2019	00553	25467	INTRATEST	INT001	875.00	175.00	1,050.00	5410	31	875.00	25467/lampost test hang basket
15/04/2019	SEVE02FLO	25339	INVICTA INSURANCE	INV003	2,980.00	0.00	2,980.00	6020	31	2,980.00	25339/fleet insurance 2019-20
01/04/2019	7198	25358	KALC	KALC	1,300.00	260.00	1,560.00	6730	31	1,300.00	25358/annual subsciption 19/20
26/04/2019	1004024	25444	KALL KWIK	KALL001	354.00	8.00	362.00	6322	40	115.00	25444/1000 flyers
								6323	40	199.00	25444/200 guides
								6323	40	40.00	25444/40 mins design
30/04/2019	1004023	25470	KALL KWIK	KALL001	239.00	8.00	247.00	7616	40	239.00	25470/show guide and design
23/04/2019	1088	25359	KARTY-PARTY	KAR002	250.00	0.00	250.00	6869	32	250.00	25359/characters Ferrari event
08/04/2019	900085840	25325	KENT COUNTY COUNCIL	KCC002	480.00	96.00	576.00	6610	31	480.00	25325/3rd audit visit-March`19
24/04/2019	I3379008	25460	KENT COUNTY COUNCIL	KCC002	13.15	2.63	15.78	6013	33	13.15	25460/wiping cloths and mop
30/04/2019	I3383100	25457	KENT COUNTY COUNCIL	KCC002	101.10	20.22	121.32	6935	21	101.10	25457/Dustbin and sacks
24/04/2019	CN/I3379008	25496	KENT COUNTY COUNCIL	KCC002	-13.15	-2.63	-15.78	6013	33	-13.15	25496/CN-wrong account code
30/04/2019	CN/I3383100	25498	KENT COUNTY COUNCIL	KCC002	-101.10	-20.22	-121.32	6935	21	-101.10	25498/CN-wrong account code
04/04/2019	I3373550	25361	KCC KCS	KCC003	13.90	2.78	16.68	6200	31	13.90	25361/stationery STc
04/04/2019	I3373551	25362	KCC KCS	KCC003	40.65	8.13	48.78	6013	22	40.65	25362/cleaning products
04/04/2019	I3373552	25360	KCC KCS	KCC003	138.60	27.72	166.32	6200	31	138.60	25360/stationery STC
05/04/2019	I3374456	25363	KCC KCS	KCC003	5.85	1.17	7.02	6013	22	5.85	25363/cleaning products
14/04/2019	I3376128	25421	KCC KCS	KCC003	10.65	2.13	12.78	6200	31	10.65	25421/stationery
18/04/2019	I3377076	25414	KCC KCS	KCC003	114.30	22.86	137.16	6013	33	106.70	25414/cleaning materials
								6200	31	7.60	25414/stationery
26/04/2019	13381016	25447	KCC KCS	KCC003	2.35	0.47	2.82	6200	31	2.35	25447/stationary
30/04/2019	I3384159	25468	KCC KCS	KCC003	105.65	21.13	126.78	6200	31	105.65	25468/ stationary
24/04/2019	I3379008	25497	KCC KCS	KCC003	13.15	2.63	15.78	6013	33	13.15	25497/cleaning products
30/04/2019	I3383100	25499	KCC KCS	KCC003	101.10	20.22	121.32	6935	21	101.10	25499/waste sacks
08/04/2019	6	25323	KEMSING PEST CONTROL	KEMS002	130.00	0.00	130.00	5410	23	130.00	25323/rat treatment Bradb Allo
01/04/2019	6894428	25314	KFF	KFF001	59.33	0.00	5[illegible]	6500	30	59.33	25314/goods for resale

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

Items marked with a * are disputed invoices.

ate	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
								Nominal Ledger Analysis			
/04/2019	6901487	25328	KFF	KFF001	52.07	2.81	54.88	6500	30	52.07	25328/goods for resale
/04/2019	6917967	25465	KFF	KFF001	78.98	5.58	84.56	6500	30	78.98	25465/food for resale
/04/2019	6919644	25466	KFF	KFF001	-1.95	0.00	-1.95	6500	30	-1.95	25466/food for resale refund
/04/2019	110524	25318	KERNOCK PARK	KPP001	92.00	18.40	110.40	6865	26	92.00	25318/Aureum plant x200
/04/2019	INV0207714	25443	LANES GROUP	LAN001	95.00	19.00	114.00	5410	36	95.00	25443/clear blockage
/04/2019	82919	25364	LANDSCAPE SUPPLY CO	LAND001	107.45	21.49	128.94	6952	21	54.99	25364/safety boots
								5500	21	52.46	25364/litter picker,bag holder
/04/2019	83171	25420	LANDSCAPE SUPPLY CO	LAND001	120.44	24.09	144.53	5010	29	76.89	25420/metal U-pins
								5500	21	43.55	25420/shovel,spade
/04/2019	SESSION27	25405	PHILIP MELDRUM	MEL001	75.00	0.00	75.00	7552	38	75.00	25405/open mic session
/04/2019	27APR2019	25427	MILK & MORE	MILK001	3.24	0.00	3.24	6330	31	3.24	25427/milk delivery Apr
/04/2019	1486/18/003	25477	MOULTON TAGGART	MOUL001	1,000.00	200.00	1,200.00	9063	91	1,000.00	25477/ surveyors
/04/2019	928061232	25331	NALC	NALC001	211.49	42.30	253.79	6710	31	211.49	25331/Annual conf LL
/04/2019	18776923	25327	NISBETS	NIS001	59.70	11.94	71.64	5500	50	59.70	25327/kicthen equipments
/04/2019	18781790	25326	NISBETS	NIS001	22.49	4.49	26.98	5500	50	22.49	25326/chopping boards x6
/04/2019	18879788	25411	NISBETS	NIS001	17.09	3.41	20.50	6281	50	17.09	25411/oval coupe plate
/04/2019	Q423550	25340	NLA MEDIA	NLA001	396.00	79.20	475.20	6730	31	396.00	25340/licence renewal 2019-20
/04/2019	300419	25449	OASIS LANDSCAPES	OAS001	180.00	0.00	180.00	4010	21	180.00	25449/garden maint.VG Apr
/04/2019	28APR/ANN	25502	ONECARD	ONE002	2,408.14	242.54	2,650.68	5550	21	252.50	25502/tax forGU14 XKZ 12 month
								5550	21	262.50	25502/tax GL55 YAD 12 months
								6500	28	37.38	25502/goods for resale VC
								6500	28	11.67	25502/goods for resale VC
								6500	30	44.13	25502/goods for resale B&B Caf
								6500	30	6.67	25502/goods for resale B&B Caf
								6500	28	34.35	25502/goods for resale VC
								6500	28	9.41	25502/goods for resale VC
								6500	30	55.19	25502/goods for resale B&B Caf
								6500	28	46.50	25502/goods for resale VC
								6500	28	5.84	25502/goods for resale VC

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

Items marked with a * are disputed invoices.

ate	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
								6500	30	54.91	25502/goods for resale B&B Caf
								6500	30	3.34	25502/goods for resale B&B Caf
								6500	30	73.85	25502/goods for resale B&B Caf
								6500	30	2.50	25502/goods for resale B&B Caf
								6500	28	49.15	25502/goods for resale VC
								5410	28	200.00	25502/dishwasher repair prepay
								5410	28	-20.42	25502/dishwash.rep. overpy ref
								6240	40	10.95	25502/Acrobat standard licence
								6240	50	16.64	25502/Adobe illustrator
								6240	40	41.62	25502/Creative Cloud membershi
								5500	31	13.32	25502/masterplug circ. breaker
								5500	31	8.37	25502/2x extension leads
								5500	31	5.82	25502/cable crimping set
								5500	31	12.49	25502/50m network cable
								5500	31	27.99	25502/bluetooth pwr amplifier
								5500	21	108.98	25502/water butt for High St G
								5500	21	354.98	25502/water butt x2 Vine Garde
								6281	50	8.32	25502/guitar wall mount w/hook
								6281	50	7.25	25502/recycling bin
								6281	50	19.57	25502/blender for HITB
								6101	31	8.34	25502/LL ipad
								6101	31	6.25	25502/main office ipad
								6101	31	6.25	25502/Tesco ipad
								6104	21	6.25	25502/OS ipad
								6104	21	8.34	25502/OS mobile NC
								6104	22	8.34	25502/cemetery mobile
								6410	31	130.29	25502/drinks Mayor end of year
								6330	31	7.20	25502/milk,tea
								460	60	25.98	25502/LYLM bunting banner

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

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
								6415	31	70.70	25502/engraved tray Cllr PW
								6630	11	6.00	25502/register&title plan view
								506	0	66.62	25502/drinks Chevening lunch
								506	0	291.81	25502/lunch Knole visit
28/04/2019	28APR/LIN	25501	ONECARD	ONE002	147.37	0.00	147.37	6710	31	125.00	25501/hotel room NALC conf LL
								6900	30	22.37	25501/books for B&B St Cafe
01/04/2019	10602	25365	PARKERS	PARK001	2,043.14	0.00	2,043.14	5330	21	1,943.04	25365/grass seeds 20kg
								5330	21	100.10	25365/cricket grass seed 20kg
03/04/2019	0000302867	25393	PLUSNET	PLUS01	18.50	3.70	22.20	6101	22	18.50	253939/monthly internet bill
04/04/2019	0000297694	25398	PLUSNET	PLUS01	26.60	5.32	31.92	6101	28	26.60	25398/monthly internet bill
04/04/2019	0000302865	25397	PLUSNET	PLUS01	45.23	9.05	54.28	6101	50	45.23	25397/monthly internet bill
09/04/2019	0000249846	25389	PLUSNET	PLUS01	24.68	4.94	29.62	6101	36	24.68	25389/monthly internet bill
08/04/2019	0000249844	25463	PLUSNET	PLUS01	47.50	9.50	57.00	6101	33	47.50	25463/Internet bill Apr
05/04/2019	I009794535	25426	SAGE	SAGE001	1,552.00	310.40	1,862.40	6240	31	1,552.00	25426/Sage50 annual fee
04/04/2019	2053235	25322	SDC	SDC001	3,177.00	510.40	3,687.40	6200	31	370.00	25322/leaflets-plastic free pr
								6200	31	840.00	25322/comm investm plan prints
								6200	31	1,575.00	25322/annual report prints
								6200	31	105.00	25322/ATM agenda prints
								6200	31	100.00	25322/annual meeting banners
								6200	31	150.00	25322/annual meeting flyers
								6200	31	37.00	25322/annual meeting street ba
08/04/2019	2053263	25341	SDC	SDC001	3,096.28	0.00	3,096.28	5420	60	1,097.42	25341/rent April 2019
								5421	60	1,998.86	25341/rent April 2019
29/04/2019	2053412	25406	SDC	SDC001	3,870.35	0.00	3,870.35	5420	60	1,371.77	25406/rent May 2019
								5421	60	2,498.58	25406/rent May 2019
02/04/2019	154231	25317	SDC DIRECT SERVICES	SDC002	122.15	0.00	122.15	510	0	122.15	25317/biffa bin-spec ev. 2018.
18/04/2019	154276	25368	SDC DIRECT SERVICES	SDC002	179.60	0.00	179.60	510	0	179.60	25368/bin supply/The Vine09/18
25/03/2019	154025	25464	SDC DIRECT SERVICES	SDC002	62.40	0.00	62.40	6935	33	62.40	25464/bin collection charges
30/04/2019	154359	25476	SDC DIRECT SERVICES	SDC002	420.00	0.00	420.00	6889	31	420.00	25476/30 garden waste sacks

Ledger No 1 for Month No 1

Supplier A/c Order

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Detail
10/04/2019	9914	25344	SEV MOWERS	SEV006	650.00	130.00	780.00	5500	22	475.00	25344/Husq strimmer/batt+charg
								5500	22	175.00	25344/Husq strim extra battery
03/04/2019	SH002000	25366	SEVENOAKS FLORIST	SEV009	83.33	16.67	100.00	506	0	83.33	25366/flowers-Chevening lunch
07/04/2019	3150440	25388	SHELL	SHEL001	143.98	28.80	172.78	5700	22	15.28	25388/fuel
								5700	21	128.70	25388/fuel
14/04/2019	3175248	25500	SHELL	SHEL001	142.98	28.59	171.57	5700	21	142.98	25500/fuel-unleaded and diesel
15/04/2019	8081	25416	SJM 360 GROUP	SJM001	2,486.86	497.37	2,984.23	5500	28	2,486.86	25416/AC supply and installati
16/04/2019	9100019501	25448	SPEEDY	SPEED001	210.00	42.00	252.00	5525	21	105.00	25448/inspection leisure
								5525	22	105.00	25448/inspection cemetery
04/04/2019	4815822740	25401	SSE	SSE001	131.98	6.59	138.57	5210	22	131.98	25401/electricity bill March
04/04/2019	7315981070	25399	SSE	SSE001	206.51	41.30	247.81	6010	36	206.51	25399/electricity bill March
04/04/2019	7317744300	25400	SSE	SSE001	507.88	101.57	609.45	6010	30	507.88	25400/electicity bill March
09/04/2019	7417144400	25439	SSE	SSE001	67.27	3.36	70.63	6010	60	67.27	25439/electricity Jan-Apr 2019
30/04/2019	9115694680	25479	SSE	SSE001	1,017.82	203.56	1,221.38	6012	36	1,017.82	25479/Gas charges
23/04/2019	3004	25369	SOUTHBLOOM	SSEB001	355.00	0.00	355.00	6865	26	355.00	25369/entry fee for SSEB
30/04/2019	3937	25471	STAG	STAG002	37.47	0.00	37.47	5500	30	37.47	25471/stag microphone purchase
30/04/2019	3940	25472	STAG	STAG002	246.99	49.40	296.39	6281	50	246.99	25472/Stag radio handset icom
02/04/2019	39	25330	S WILLIAMS	SWA001	450.00	90.00	540.00	9062	91	450.00	25330/architect work March
17/04/2019	34868	25371	TAYWELL	TAY001	90.25	18.05	108.30	6500	28	90.25	25371/ice cream for resale
24/04/2019	34958	25382	TAYWELL	TAY001	128.25	25.65	153.90	6500	28	128.25	25382/ice cream for resale
02/04/2019	139964	25319	JS TAYLOR	TAYL001	120.00	0.00	120.00	5410	50	40.00	25319/replace faulty light fit
								5410	50	40.00	25319/replace 3x cool wh lamp
								5410	50	40.00	25319/replace 3x fluoresc lamp
30/04/2019	139985	25404	JS TAYLOR	TAYL001	550.00	0.00	550.00	6281	50	550.00	25404/new cooker hood and hob
25/04/2019	1085/BBS/9	25408	THEIS KHAN	THEI001	5,600.00	1,120.00	6,720.00	9062	91	5,600.00	25408/Architectural fees
25/04/2019	1085/BBS/9	25407	THEIS KHAN	THEI001	500.00	100.00	600.00	9062	91	500.00	25407/Ramp Stage 5-architect f
30/04/2019	30APR19	25403	THERAPIA	THER001	180.00	0.00	180.00	506	0	180.00	25403/April sessions
03/04/2019	03APR2019	25492	TRINTY (REACH)	TRM	19.50	0.00	19.50	6730	31	19.50	25492/Chronicle subs-Apr-Jun19
30/04/2019	VC300419	25478	V.C HANDYMAN	VCH001	1,140.00	0.00	1,14[illegible]	6001	60	1,140.00	25478/Sat market stall set up

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

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Detail
30/04/2019	LAO117271	25473	VEOLIA	VEOL001	12.82	2.56	15.38	6935	36	12.82	25473/bin collection
01/04/2019	9288	25372	VISION ICT	VISICT001	2,725.00	545.00	3,270.00	6240	40	2,725.00	25372/new website STP
12/04/2019	159232	25375	WARNERS SOLICITORS	WARN001	5,087.50	1,017.50	6,105.00	9063	91	5,087.50	25375/professional fees - JCT
12/04/2019	159233	25374	WARNERS SOLICITORS	WARN001	825.00	165.00	990.00	9062	91	825.00	25374/professional fees-JCT
16/04/2019	159256	25373	WARNERS SOLICITORS	WARN001	750.00	150.00	900.00	6001	60	750.00	25373/legal advice-gazebos
30/04/2019	133377	25458	WETTON CLEANING SERV	WET001	27.79	5.56	33.35	5020	29	11.91	25458/Vine toilet cleaning
								5020	21	11.91	25458/O/ space toilet cleaning
								5020	21	3.97	25458/O/ space toilet cleaning
30/04/2019	1333378	25459	WETTON CLEANING SERV	WET001	1,364.53	272.91	1,637.44	5020	29	584.80	25459/toilet clean and lock up
								5025	21	584.80	25459/toilet clean and lock up
								5026	21	194.93	25459/toilet clean and lock up
23/04/2019	3040R04FEE	25410	WICKSTEEDS	WICK002	4,893.75	978.75	5,872.50	9062	91	4,893.75	25410/contract admin,Qty surve
26/04/2019	304029SFEE	25409	WICKSTEEDS	WICK002	3,206.25	641.25	3,847.50	9062	91	3,206.25	25409/quantity surveying
01/04/2019	WM1072845	25391	WORLDPAY	WOR001	7.50	1.50	9.00	6975	31	7.50	25391/monthly service fee
30/04/2019	59580082	25442	WORLDPAY	WOR001	28.89	4.90	33.79	6976	31	28.89	25442/trans.charges Apr
30/04/2019	59750936	25445	WORLDPAY	WOR001	67.28	8.75	76.03	6976	28	67.28	25445/Trans.charges Apr
29/04/2019	59	25387	ZENZERO	ZENZERO	400.00	0.00	400.00	6460	60	400.00	25387/mobile photo booth 18May
				TOTAL INVOICES	**87,647.51**	**11,494.02**	**99,141.53**			**87,647.51**	

Receipts for Month 12 — **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 : **12/03/2019**	**2,761.81**							
	Nat West - Current Account	2,761.81			205		2,761.81	February L&G Pensions Tfr
Banked on : **25/03/2019**	**40,943.85**							
	Nat West - Current Account	40,943.85			205		40,943.85	Tfr March Salaries
Banked on : **26/03/2019**	**21,356.38**							
	Nat West - Current Account	21,356.38			205		21,356.38	Tfr HMRC/KCC Pensions Marc
Banked on : **28/03/2019**	**187.38**							
	Nat West - Current Account	187.38			205		187.38	Tfr March NEST Pensions
nked on : **29/03/2019**	**2,690.51**							
	Nat West - Current Account	2,690.51			205		2,690.51	Tfr L&G Pensions March
Total Receipts for Month	67,939.93		0.00	0.00			67,939.93	
Cash Book Totals	68,939.93		0.00	0.00			68,939.93	

Continued on Page 364

Payments for Month 12 **Nominal Ledger**

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c	Centre	£ Amount	Transaction Detail
12/03/2019	NatWest Bank	DD12/3	2,761.81			516		2,761.81	February L&G Pensions
25/03/2019	NatWest Bank	BACS25/3-	279.00			520		279.00	March Salaries
25/03/2019	NatWest Bank	BACS25/3-	40,664.85			520		40,664.85	March Salaries
26/03/2019	NatWest Bank	BACS26/3	21,356.38			516		9,698.27	Monthly KCC Pensions March
						515		11,658.11	Monthly HMRC March
28/03/2019	NatWest Bank	DD28/3	187.38			516		187.38	March NEST Pensions
29/03/2019	NatWest Bank	DD29/3	2,690.51			516		2,690.51	March L&G Pensions

	£ Total Amnt	£ Creditors	£ V A T	£ Amount
Total Payments for Month	67,939.93	0.00	0.00	67,939.93
Balance Carried Fwd	1,000.00			
Cash Book Totals	68,939.93	0.00	0.00	68,939.93

Date:	23/05/2019	**Sevenoaks Town Council**	F+GP	**Page No:** 1
Time:	15:42	**Cash Book 5**	10.6.2019	**User : MB**
		Payroll A/c	7c	**For Month No : 1**

Receipts for Month 1 — **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 : **02/04/2019**	**250.00**							
	Nat West - Current Account		250.00			205		250.00	JH Salary Adv
	Banked on : **25/04/2019**	**47,278.55**							
	Nat West - Current Account		47,278.55			205		47,278.55	Monthly Salaries April '19
	Banked on : **26/04/2019**	**23,929.39**							
	Nat West - Current Account		23,929.39			205		23,929.39	Monthly HMRC/Pensions April 19
	Banked on : **30/04/2019**	**196.74**							
	Nat West - Current Account		196.74			205		196.74	NEST April '19
	Total Receipts for Month	71,654.68		0.00	0.00			71,654.68	
	Cash Book Totals	72,654.68		0.00	0.00			72,654.68	

Continued on Page 2

Payments for Month 1 — **Nominal Ledger**

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c	Centre	£ Amount	Transaction Detail
02/04/2019	NatWest Bank	BACS2/4	250.00			520		250.00	Salary Advance - JH
25/04/2019	NatWest Bank	BACS25/4	46,806.55			520		46,806.55	Monthly Salaries April '19
25/04/2019	NatWest Bank	BACS25/4-	472.00			520		472.00	Mayor's Travel Allow April '19
26/04/2019	NatWest Bank	BACS26/4	23,929.39			516		9,947.35	Monthly KCC April '19
						515		13,982.04	Monthly HMRC April '19
30/04/2019	NatWest Bank	DD30/4	196.74			516		196.74	NEST April '19
	Total Payments for Month		71,654.68	0.00	0.00			71,654.68	
	Balance Carried Fwd		1,000.00						
	Cash Book Totals		72,654.68	0.00	0.00			72,654.68	

Date: 23/05/2019	**Sevenoaks Town Council**	F+GP	**Page No: 1**
Time: 15:43	**Cash Book 6**	10.6.2019	**User : MB**
	Petty Cash	7d	**For Month No : 1**

Receipts for Month 1 — **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**1,054.40**						**1,054.40**	
	Banked on : **26/04/2019**	**332.05**							
	Nat West - Current Account		332.05			210		332.05	petty cash top up
	Total Receipts for Month	332.05		0.00	0.00			332.05	
	Cash Book Totals	1,386.45		0.00	0.00			1,386.45	

Continued on Page 2

Payments for Month 12 **Nominal Ledger**

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c	Centre	£ Amount	Transaction Detail
01/03/2019	Open Spaces	290	19.95			6330	21	19.95	milk, tea, sugar, coffee
04/03/2019	Youth Cafe	292/A	32.87			6500	50	32.87	food supplies
04/03/2019	Youth Cafe	292/B	0.10		0.02	6900	50	0.08	carrier bags
04/03/2019	Bat& Ball Station	288/REV	-30.00			299		-30.00	cash in for 288
04/03/2019	Bat & Ball Station	291	25.00			5500	30	25.00	tool bag
05/03/2019	Council Offices	293	1.15			6330	31	1.15	milk
06/03/2019	Council Offices	294	1.09			6330	31	1.09	milk
08/03/2019	Council Offices	295/A	0.99			6330	31	0.99	bananas
08/03/2019	Council Offices	295/B	2.98			6330	31	2.98	cookies
08/03/2019	Council Offices	296	0.85			6330	31	0.85	milk
11/[illegible]2019	Council Offices	297	4.00		0.16	6330	31	3.84	biscuits
11/03/2019	Bat & Ball Cafe	298/A	13.38			5500	30	13.38	cook books,[illegible]s pot,glass jar
11/03/2019	Bat & Ball Cafe	298/B	8.00			6200	30	8.00	stationery
11/03/2019	Bat & Ball Station	298/C	18.59		3.10	5500	30	15.49	kitchen equipments
11/03/2019	Bat& Ball Cafe	298/D	16.76		0.33	6500	30	16.43	goods for resale
11/03/2019	Vine Cafe	299/A	5.95		0.99	6900	28	4.96	Easter decoration, stencil set
11/03/2019	Vine Cafe	299/B	5.75			6500	28	5.75	milk
12/03/2019	Bat & Ball Station	300	13.49		2.25	5500	30	11.24	appl roller mover with foot br
13/03/2019	Allotments	301	9.49			6002	23	9.49	spray paint
13/03/2019	Community Centre	302/A	37.85			6520	36	37.85	cakes,tea,coffe,milk
13/03/2019	Community Centre	302/B	4.99			5410	36	4.99	bateries
13/03/2019	Youth Cafe	303/A	6.00			6900	50	6.00	parking
13/03/2019	Youth Cafe	303/B	2.00			6013	50	2.00	cleaning products
13/03/2019	Youth Cafe	303/C	2.00			5410	50	2.00	batteries, ash tray
13/03/2019	Youth Cafe	303/D	1.00			6281	50	1.00	vegetable peeler
13/[illegible]/2019	Youth Cafe	303/E	14.61			6500	50	14.61	food supplies
13/[illegible]2019	Youth Cafe	303/F	0.15		0.03	6900	50	0.12	bags
13/03/2019	Youth Cafe	304	7.24			6500	50	7.24	salami,ham,sa[illegible]d
15/03/2019	Council Offices	305	4.45			6330	31	4.45	milk,tea
15/03/2019	Bat & Ball Station	360/A	2.30			6900	30	2.30	parking
15/03/2019	Bat & Ball Station	306/B	42.90		7.15	6013	30	35.75	cleaning products
18/03/2019	Council Offices	307/A	6.75			6330	31	6.75	coffee
18/03/2019	Council Offices	307/B	6.15			6330	31	6.15	biscuits-Annual Town Meeting
18/03/2019	Bat & Ball Station	308/A	29.70			5500	30	29.70	mirror for disabled toilet
18/03/2019	Bat & Ball Station	308/B	2.89		0.48	5500	30	2.41	cabin hook
19/03/2019	Vine Cafe	309	31.18		5.20	6200	28	25.98	loyalty card
19/03/2019	Bat & Ball Cafe	310/A	31.17		5.20	6200	30	25.97	loyalty card
19/03/2019	Bat & Ball Cafe	310/B	23.49		0.47	6500	30	23.02	goods for resale
19/03/2019	Bat & Ball Cafe	310/C	2.85			5500	30	2.85	flowers - decoration
20/03/2019	Bat & Ball Sation	311	2.50			6900	30	2.50	parking
20/03/2019	Bat & Ball Station	312/A	79.35		1.91	9062	91	77.44	educational workshop materials
20/03/2019	Bat & Ball Station	312/B	4.00		0.66	6900	30	3.34	door stop,picture

Continued on Page 437

Payments for Month 12 **Nominal Ledger**

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c	Centre	£ Amount	Transaction Detail
									frame
20/03/2019	Council Offices	313	6.76			6330	31	6.76	water for the clean up day
21/03/2019	Youth Cafe	314	23.61		1.51	6500	50	22.10	supplies - goods for resale
22/03/2019	Council Offices	315	7.00			6900	31	7.00	taxi fare LL
27/03/2019	Bat & Ball Station	316	9.00			6900	30	9.00	2x key cut
27/03/2019	Community Centre	317/A	26.50			6520	36	26.50	milk,cakes
27/03/2019	Community Centre	317/B	0.10		0.02	6900	36	0.08	bag
	Total Payments for Month		568.88	0.00	29.48			539.40	
	Balance Carried Fwd		1,054.40						
	Cash Book Totals		1,623.28	0.00	29.48			1,593.80	

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Payments for Month 1

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c	Centre	£ Amount	Transaction Detail
01/04/2019	open spaces	318	3.24			6330	21	3.24	milk,sugar
02/04/2019	cemetery	319	10.00			1700	22	10.00	casket plaque
02/04/2019	Bat&Ball Cafe	320/A	4.90			5500	30	4.90	broom
02/04/2019	Bat&Ball Cafe	320/B	21.10			6500	30	21.10	goods for resale
03/04/2019	Cemetery	321/A	24.55			6330	22	24.55	milk,sugar,coffee,te
03/04/2019	cemetery	321/B	2.00		0.32	6330	22	1.68	squash
03/04/2019	council offices	322	1.10			6330	31	1.10	millk
09/04/2019	Bat&Ball Station	323	40.05		1.60	5410	30	38.45	bolts and chains for bins
09/04/2019	Bat&Ball Station Cafe	323/B	0.94			299		0.94	overpayment
12/04[illegible]9	open spaces	324	4.00			6900	21	4.00	parking
15/04/2019	council offices	325	22.70			6630	31	22.70	food for CIC meeting
18/04/2019	Bat&Ball Station/Cafe	326/A	54.04			6500	30	54.04	goods for resale
18/04/2019	Bat&Ball Station/Cafe	326/B	3.05		0.51	6500	30	2.54	chocolate,bags
18/04/2019	Bat&Ball Station/cafe	326/C	4.79			5500	30	4.79	bin liners,white boards
18/04/2019	Vine Cafe	327/A	8.00		1.33	6500	28	6.67	chocolates
18/04/2019	Vine Cafe	327/B	4.30			6500	28	4.30	cereal,mushroom
23/04/2019	council offices	328	1.70			6330	31	1.70	milk
23/04/2019	Vine Cafe	329	16.75			6500	28	16.75	goods for resale
23/04/2019	Town Partnership	330	22.99		3.83	6323	40	19.16	decoration for Business Show
24/04/2019	Mayor`s Charity	331	1.00			506		1.00	parking-delivering raffle priz
24/04/2019	Town Partnership	332/A	28.72			6323	40	28.72	milk,coffee,sugar,te
24/04/2019	Town Partnership	332/B	16.53		2.75	6323	40	13.78	crisp,biscuit,napkin,j
29/04/2019	Bat&Ball Station/Cafe	333/A	22.72			6500	30	22.72	goods for resale
29/0[illegible]19	Bat&Ball Station/Cafe	333/B	5.80		0.96	6500	30	4.84	goods for resale
29/04/[illegible]19	Bat&Ball Station/Cafe	333/C	5.20		0.86	5500	30	4.34	batteries,bags
	Total Payments for Month		330.17	0.00	12.16			318.01	
	Balance Carried Fwd		1,056.28						
	Cash Book Totals		1,386.45	0.00	12.16			1,374.29	

Receipts for Month 12 | **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**959.30**					**959.30**	
	Banked on : **15/03/2019**	**406.58**						
	Nat West - Current Account		406.58			210	406.58	top up petty cash
	Banked on : **22/03/2019**	**257.40**						
	Nat West - Current Account		257.40			210	257.40	top up petty cash
	Total Receipts for Month	663.98		0.00	0.00		663.98	
	Cash Book Totals	1,623.28		0.00	0.00		1,623.28	

Continued on Page 436

SEVENOAKS TOWN COUNCIL
CODE OF PRACTICE FOR HANDLING COMPLAINTS

1. This code is concerned with complaints about the Council's procedures and administration.

2. It is not concerned with complaints against an individual employee, which will be dealt with as an employment matter; nor is it concerned with complaints about an individual councillor, which are subject to the jurisdiction of the Standards Board*.

3. Making a complaint

3.1 The complainant should be asked to put the complaint about the council's procedures or administration in writing to the Chief Executive/Town Clerk.

3.2 If the complainant does not wish to put the complaint to the Chief Executive/Town Clerk they are advised to put it to the Town Mayor.

3.3 The Chief Executive/Town Clerk shall acknowledge receipt of the complaint within 5 working days and advise the complainant when the matter will be considered by the panel established for the purposes of hearing complaints.

3.4 The panel will consist of three of the following:- the Town Mayor, the chairmen or vice chairmen of Finance & General Purposes, Open Spaces and Leisure, Planning and Personnel committees.

3.5 The complainant shall be invited to attend the meeting of the panel and bring with them such representative who is either a friend or relative, or a trade union representative.

3.6 The meeting will not be open to the public and press; however, witnesses may be called for the appropriate part of the hearing.

3.7 Seven clear working days prior to the meeting the complainant shall provide the council with copies of any documentation or other evidence that they wish to refer to at the meeting. The council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting.

4. At the Meeting

4.1 The Town Mayor, or in his/her absence the chairman of the panel, to introduce everyone.

4.2 The Town Mayor, or in his/her absence the chairman of the panel, to explain procedure.

4.3 The complainant (or representative) to outline the grounds for complaint.

4.4 Members to ask any question of the complainant.

4.5 The Chief Executive/Town Clerk or relevant committee chairman to represent and explain the council's position.

4.6 Members to ask any question of the council's representative.

4.7 Council representative and complainant or his/her representative to be offered the opportunity of summing up. No further evidence may be introduced at this stage.

4.8 Chief Executive/Town Clerk or committee chairman and complainant and his/her representative to be asked to leave the room while the panel decide whether or not the grounds for the complaint have been made. (If a point of clarification is necessary, both parties to be invited back).

4.9 Chief Executive/Town Clerk or committee chairman and complainant and his/her representative return to hear decision or to be advised when decision will be made. The decision of the panel will be by simple majority and will be final.

5. Vexations and Repeated Complaints

If it appears to the Complaints Committee of the Council that a complaint is:
a. Trivial
b. Vexations
c. Repetitive
d. Frivolous
it shall so report to the Finance and General Purposes Committee with a recommendation that no further correspondence related to it be entered into by any members of officers.

6. After the Meeting

6.1 Decision confirmed in writing to the complainant within ten working days together with details of any action to be taken.
6.2 Any decision on a complaint shall be announced at a Council meeting in public.

* Following the abolition of the Standards Board Sevenoaks District Council is responsible for handling complaints which relate to a member's failure to comply with the council's code of conduct.

Sevenoaks Town Council – Guide to Information

(Freedom of Information Publication Schedule)

The Freedom of Information Act came into force at the beginning of 2005 and encourages greater openness and transparency across the public sector. The Act provides individuals or organisations with the right to request information held by a public authority.

The Act requires Sevenoaks Town Council to adopt a Guide to Information. This document specifies what information the Council will routinely publish, in what format that information will be available, and whether the Council will charge for providing the information and if so the level of charge.

Information to be published	**How the information can be obtained**
Class 1: Council Internal Practice and Procedure	
Minutes of council, committees and sub-committee meetings – limited to the last 2 years	STC website / STC Council Offices
Procedural Standing Orders	STC website/ STC Council Offices
Councils Annual Report to Parish Meeting	STC website/ STC Council Offices
Class 2: Code of Conduct	
Members Declaration of Acceptance of Office	STC website/ STC Council Offices
Members register of Interests	STC website/ STC Council Offices
Register of Interests Book	STC website/ STC Council Offices
Class 3: Periodical Electoral Review	
Information relating to the last Periodic Electoral Review of the council area	STC Council Offices
Information relating to the last boundary review of the council area	STC Council Offices
Class 4: Employment Practice and Procedure	
Terms and Condition of Employment	STC Council Offices
Job descriptions	STC Council Offices

Sevenoaks T[illegible]wn Council – Guide to Informa[illegible]n

(Freedom of Information Publication Schedule)

Class 5: Planning Documents	
Responses to planning applications	STC Council Offices / Website
Class 6: Audit and Accounts	
Annual Return Form – limited to the last financial year	STC website/ STC Council Offices
Annual Statutory Report by auditor (internal and external) – limited to the last financial year	STC Council Offices
Receipt / Payment reports, receipt books of all kinds, bank statements from all accounts – limited to the last financial year	STC Council Offices
Precept request – limited to last financial year	STC website/ STC Council Offices
VAT records – limited to the last financial year	STC Council Offices
Financial Standing Orders and Regulations	STC website/ STC Council Offices
Assets Register – this will include details of commons / village greens owned by the Council including management schemes for commons as well as community centres and recreation ground.	STC Council Offices
Risk Assessments	STC Council Offices
Class 7: Development and Implementation of Policy	
Policy Statements issued by Council	STC Council Offices / Website
Responses made by council to consultation papers	STC Council Offices
Analysis of responses received to public consultation by the Council	STC Council Offices
Complaints handling procedure	STC Council Offices/ Website
Class 8: Byelaws	Not applicable
Class 9: Council Circulars / Newsletters	
Town Guide	STC Council Offices
History of town	STC Council Offices / STC Website

(Freedom of Information Publication Schedule)

Town Crier	STC website/ STC Council Offices
Class 10: Arts, Entertainment & Tourist Information	
Details relating to the Stag Community Arts Centre	STC Council Offices / Website / Stag
Details relating to the Tourist Information Centre	STC Council Offices / Website
Class 11: Allotments	
Plans	STC Council Offices
Standard Tenancy Agreement	STC Council Offices
Class 12: Burial Grounds	
Plans	STC Council Offices / Greatness Park Cemetery
General Policies	STC Council Offices / Greatness Park Cemetery

Contact Details:
Sevenoaks Town Council, Town Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG
Tel: 01732 459953 Fax: 01732 742577 Email: council@sevenoakstown.gov.uk
Website: www.sevenoakstown.gov.uk

Sevenoaks Town Council – Guide to Information

(Freedom of Information Publication Schedule)

Fees and Charges

Upon request one paper copy of each document will be photocopied and posted free of charge to residents of Sevenoaks Town.

For non residents documents will be photocopied at £0.10 per page and charged normal rate of postage.

Sevenoaks Town Council
2018-19 Year-end

INTERNAL AUDIT REPORT

Date: 9th May 2019

Report Author: Kelly Neath

Audit Manager: Amanda Palmer

TABLE OF CONTENTS

1 SUMMARY

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

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

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

In accordance with the agreed audit plan (Appendix B) and following our audit visit to you on 8th May 2019 we have completed audit testing in the following areas:

- Expenditure
- Risk Assessment
- Budget Reporting
- Income (Room Hire)
- Petty Cash
- Salaries and Wages
- Assets and Investments
- Bank Reconciliations
- VAT
- Annual Return

2 FINDINGS

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

Finding: Audit testing of a sample of payments found that all invoices have been appropriately authorised as per the financial regulations and all payments had been reported to the Finance and General Purposes Committee.

Risk Assessments
Control: The Council has undertaken a risk assessment and is managing the resultant risks identified.

Finding: The Council has an appropriate risk assessment in place identifying key risks, management controls and risk owners. The risk assessment is reviewed annually at the Finance and General Purposes Committee.

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

Finding: The Council's position against its budget is reported to the Finance and General Purposes Committee and includes appropriate explanations for significant budget variances.

Income
Control: A sequential receipt book is in place to record all income received. All income recorded as received within the receipt book are against invoices/booking forms/daily cash book etc agrees with the bank paying in book.

Finding: During this visit we reviewed room hire income. From a sample of bookings we found that all had been charged at the correct rate, as agreed at the Finance and General Purposes Committee, all fees had been collected timely and could be traced through to the bank account and the accounts.

Petty Cash
Control: There is a maximum agreed level of petty cash in place. Receipts are available to support all expenditure. Receipts are duly numbered to allow cross reference with petty cash books. All cash top ups are noted in the petty cash book. Entries in the petty cash book are up to date. All petty cash payments are reasonable.

Finding: Audit testing of a sample of petty cash vouchers found that all were supported by receipts and sequentially numbered vouchers signed by the authoriser and receiver. There was no evidence of personal loyalty points being collected and all spend appears reasonable. We undertook a reconciliation of the petty cash tin and found the amount agreed with the petty cash records.

Salaries and Wages
Control: Salaries and wages are reviewed annually and agreed at full council. Accurate salaries and wages are paid to staff.

Finding: A review of salaries and wages takes place annually. We tested a sample of salary payments and found all had been paid in line with the agreed 2018-19 salaries. We took a further sample of adhoc/casual salary payments and found that all were supported by a timesheet detailing hours worked, all had been signed by the employee and a relevant manager and all payments were in line with the agreed 2018-19 rates.

Assets and Investments
Control: All assets are recorded in an up to date asset register. All investments are recorded in an investment register.

Finding: Assets are recorded on a fixed asset register. We took a sample of assets and were able to locate them in the council offices. Assets are not currently security marked however, the Responsible Finance Officer has advised us that she is aware of this and is currently looking at ways to practically complete this due to the nature of the Council's varied and complex assets.

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

Finding: Bank reconciliations are carried out timely and are reviewed and authorised by both the RFO and Town Clerk.

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

Finding: VAT returns are completed accurately and timely and can be traced through to the bank account and the accounts.

Year-end/Annual Return
Control: The financial statements are complete and accurate.

Finding: As part of the year-end visit the internal audit section of the Annual Governance and Accountability Return has been completed. Thank you for your support and co-operation during our visits throughout the year.

Kent County Council
kent.gov.uk

Appendix A – Audit Plan 2018/19

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

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

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

Sevenoaks Town Council
Annual review of the effectiveness of the Council's system of internal audit

Requirement	Evidence of achievement	Effectiveness satisfied
Internal audit work is planned	The proposed internal audit work for the financial year 2018/19 was proposed in consultation with the Town Clerk and Responsible Finance Officer. The plan was subsequently approved by the Finance and General Purposes Committee. The planned work takes into account the Council's risk assessment and is designed to meet the Council's needs.	Yes
Understanding the whole organisation its needs and objectives	The annual audit plan demonstrates how the audit work will provide assurance for the Council's Annual Governance Statement. In formulating the plan, national agenda items are also considered together with any risks facing the council to ensure that the Council's risk management and corporate governance arrangements are adequate.	Yes
Be seen as a catalyst for change	The internal audit supports the Council's work. Recommendations are always based around improving the existing systems and controls and hence assist the Council to deliver improved services to the community.	Yes
Add value and assist the organisation in achieving its objectives	All correspondence from the Internal auditor following his/her quarterly visits are reviewed by the Finance and General Purposes Committee. All recommendations are positively discussed and acted upon where this is called for.	Yes
Ensure the right resources are available	The internal auditor understands the Council and the legal and corporate framework in which it operates. All members of staff assist the internal auditor to perform his/her duties as and when required.	Yes

Sevenoaks Town Council

Finance Officer's Report

Financial report for the year ended 31 March 2019

This document summarises Sevenoaks Town Council's financial reports for the financial year ending 31 March 2019 and of our financial position at 31 March 2019.

Attached to this report are the following:

- Statement of Fund balances
- Working Capital Summary
- Income and Expenditure Account for the year ended 31 March 2019
- Variance analysis for the year ended 31 March 2019
  Capital Expenditure & Funds
- Annual Return 31 March 2019 incorporating the Annual Governance Statement (Agenda item no.10)
- Attachments to Annual Return 2019 (Agenda item no.10)

1. Fund balances and Investment Review

The statement of fund balances at 31 March 2019 total £2,461,271 (31 Mar 2018- £2,175,341).

£1,563,248 is available for instant access. The Council's policy is to retain not less than 3 months estimated working capital and capital requirements in current and deposits accounts giving immediate access.

Funds are placed on deposit of up to one year's duration with Bank of Scotland, NatWest, Nationwide and Handelsbanken. Interest rate ranges from 0.04% to 0.65%.

S ratings reviewed 31st March 2019.

4.0 Working Capital (Appendix 2)

The net current assets have increase by £345,108 since the beginning of the financial year to a balance of £2,275,831. This corresponds to an increase in revenue reserves of £2,575 and an increase in Earmarked Reserves of £342,533.

This includes:

1. An underspend against budget of £18,278.
2. Net Capital expenditure of £139,008 (Expenditure of £1,315,708 less capital receipts of £1,176,699.)

The full movement in earmarked reserves is detailed below:

Earmarked Reserves Summary

		2018/19	2017/18	Mvmt
		£	£	
315	Pension Reserve	2,814	2,814	-
316	Rolling Cap Prog Reserve	44,419	53,502	(9,083)
317	Street Lighting Reserve	7,737	7,737	-
318	Community Centre Reserve	16,398	16,398	-
319	Stag winding-up Reserve	7,000	6,000	1,000
320	Planning Fees Reserve	12,500	12,500	-
321	Youth Activities	1,500	-	1,500
324	Contingency Reserve	120,196	55,442	64,754
325	Pension Deficit Reserve	-	-	-
340	Capital Receipts Reserve	1,140,575	1,279,584	(139,008)
360	CIL Earmarked Reserve	517,322	99,993	417,329
370	No 8 Bus Reserve	75,130	63,529	11,600
372	QH Allotment Key Reserve	4,115	4,035	80
506	Mayors Charity Funds	15,088	21,284	(6,196)
				-
		1,964,795	1,622,818	341,977
310	Revenue Reserve	310,480	307,905	2,575
		2,275,275	1,930,723	

Rolling Capital Reserve

As at 31 March 2019 the Rolling Capital Reserve balance was at £44,419 following an outflow of £9,083 in the year. Opening balance of £53,502 plus inflow of £13,008 less outflow of £22,091. Outflow include allocations to:

1. Skatepark Repairs £7,018
2. Paving Work £3,500
3. St Johns Hot Water Cylinder £1,265

No 8 Bus Reserve

Net inflow of £11,600 represents;

Outflow of £39,399 to offset 12 months operational costs.
Inflow of £51,000 from KCC towards the provision of the No 8 Bus for the next three years (per minute.

Community Infrastructure Levy (CIL)

CIL receipts from the District Council was £649,178 Allocation to approve projects are below:

Sevenoaks Town Council
Mar-19

360	**CIL Reserve/ Project Allocation**	**£**
Bal b/f 1 April 2018		**99,992.94**
27/04/2018	CIL Receipt from SDC	312,089.07
30/04/2018	23220/Greatness Rec. toilets/GLE001	-2,028.20
31/12/2018	Greatness W.C. Fencing	-4,089.06
2[illegible]/07/2018	Payment re B&B station	258,274.00
2[illegible]/10/2018	CIL Payment	78,815.08
31/10/2018	Pontoise Gates	-480.00
31/10/2018	Bus shelters	-5,000.00
31/10/2018	Skateboard Park surface	-3,000.00
12/12/2018	24604/ Fencing Deposit/ EDW002	-1,128.00
25/02/2019	Completion of Fencing/ EDW002	-2,632.00
31/12/2018	CTP Ramp& Cycle store slab/COL001/24758 Platform 2	-4,875.00
22/01/2019	B&B Ancillary works fees October/THEI001/24808	-1,900.00
22/01/2019	B&B Ancillary works fees August/THEI001/24807	-2,250.00
23/01/2019	B&B Ramp& Steps/WICK002/24853	-4,387.50
19/10/2018	B&B Ancillary works fees August/THEI001/24351 Ramp	-4,050.00
03/09/2018	B&B Ancillary works fees August/THEI001/24232 Ramp	-3,100.00
2[illegible]/03/2019	B&B Ramp& Steps/WICK002/	-3,881.25
26/11/2018	Bat & Ball Station Fencing & Gates	-10,237.09
28/02/2019	Bat & Ball station Building	-100,000.00
28/02/2019	Bat & Ball station Building	-78,810.62
Balance		**517,322.37**

Income & Expenditure for the year ended 31 March 2019

The Council's net revenue budget for 2018/19 was set at £1,088,593. This figure was made up of approximately £1,651,731 less other income of £555,826 and £7,312 allocated from Revenue Reserves to fund Bat &Ball station for the first six months of operation. Actual net expenditure for the year was £1,606,213 offset by £535,898 of other income. The net position for the financial year 2018/19 was underspend of £18,278. This includes reserves movements made within Council policy and the use of contingency provision.

The underspend was achieved through higher than budgeted income, use of grants and contingency. Details of cost centre variances are provided in the variance analysis.

Capital Expenditure& Funds (Capital Receipts Reserve)

These are expenditure which contribute to service provision over a number of years. This is because they are not usually controlled against a fixed budget as with revenue spending but rather through a programme of approved works within a multi-year capital plan. Capital projects are approved on the basis of affordability and priorities. Earmarked reserves are set up to manage such expenditure.

Net capital receipts in the year to 31 March 2019 amounted to £1,176,699 and include:

Capital Income		
1 SDC long term loan repayment re: allotment land	£29,230.92/yr	29,230.92
2 HLF Grants- Bat & Ball Station		441,641.72
3 Railway Hertigage Trust Grant		8,600.00
4 Cemetry Lodge Receipts		483,326.00
5 Refund of Cricket Grounds Rates		410.00
6 CIL Allocation to Bat&Ball station&ancillaries		213,491.00
		1,176,699.64

1. Payment from SDC (£29,231) which is an annual receipt relating to a series of long-term loans with SDC the majority of which expire in 2051/52.
2. Heritage Lottery Fund Grants to fund some allocated costs towards the Bat& Ball station.
3. CILL allocation towards the Bat & Ball station.

Capital outflows include:

1 Cemetery Lodge Disposal	6,430
2 Bat & Ball Station	1,000,888
3 Bat & Ball Centre	163,876
4 Stag	32,311
5 Sports Strategy	10,324
6 Masterplan	1,512
7 Hockey Pitch	50,000
8 Business Hub	22,386
9 Quakers Hall	23,523
10 Allotment	4,454
	1,315,708

Use of Contingency provision

Sevenoaks Town Council
Mar-19

7611/31	**Contingency Provision**		
		£	£
2018/19 Allocation			108,330.00
Bal b/f 1 April 2018			**108,330.00**
Chq 001476	10% of Grant Application Vine Apavillion Ramp Project- Derbyshire Environmental Trust	2,761.22	
Tayl001	Electric supply for Vine defib	390.00	
Jnl 4450	Trump protest security	240.00	
Jnl 4522	Illegal Rave security	720.00	
JTH001	Mayors Fundraising Website- Fund Branding Logo Amendments **23728**	150.00	
JTH001	Mayors Fundraising Website- Fund Design amend& host **23728**	931.05	
CDS001	Groundwater Risk Assessment/24981	4,500.00	
HEI	New Server, Hard Drive	5,000.00	
JJBC	Vine Cricket Pavillion/24894- Match Grant Funding	2,000.00	
4010/31	Transfer from Central Services Salaries - due to staff changes	8,000.00	
Onecard	Vine Café Freezer	710.80	
REP001	Vine Café ePos Till System	1,622.67	
1045/39	Vine Car Park - expected income not received from SDC far use of STC land	11,550.00	
1024/60	Friday Markets - expected profit figure from Friday markets that did not happen	5,000.00	
	Transferred unused budget to Contigency Reserve (324)	64,754.26	
		108,330.00	-
	Year to Date spend		- 108,330.00
	Balance at 31 March 2019		- 108,330.00

The amount of £64,754.26 transferred to earmarked reserves for future development interest costs.

Grants received and allocated to the financial year 2018-19

Grant Register 2018-19

Grants register 2018/19

Donor	Project Funded	STC	STP	Total (£)	Date Applied for	Date Received	Reference	Budget Year	Nominal Code
Groundwork	Live on the Vine	✓		1000		29.03.2018	LOV	2018/19	1350/31
HLF	HIB	✓		10000		01/12/2017	HIB	2018/19	1350/50
Kent Police	Safer in Kent - Live on vine	✓		1575		22/03/2018	LOV	2018/19	1350/31
Crabtree/KCC	Apprentice Award/Business awards	✓		500		15/05/2018	S100518KRE-IP-E	2018/19	1206/40
MidKent College	Apprentice Incentive re D Panesar	✓		500			169678067	2018/19	1350/31
KCC	No. 8 Bus	✓		51000		07.06.2018	S040618SA-E/CTGRANT 2018	2018/19	370/0
KCC	Tuesday Club	✓		2000		13.03.19	S080318DCR-ZERO-E	2019/20	2002/50
Enovert	Pontosise Play Area Refurshibment	✓		18349		08.03.19	Pay-in Book 3540	2018/19	2002/21
Derbyshire	Vine Pavillion	✓		25000		12.02.19	Pay-in Book 3537	2018/2019	2002/29
KCC	2 Bus Shelters	✓		4000		11.12.2018		2018/2019	135[illegible]
				114,424					

Annual Return

The Annual Return with necessary attachments is set out on agenda 10. It has been reviewed and signed by the Internal Auditor and will be made available for viewing to the public from Monday,19th June to Friday 19 July 2019.

The Annual Governance Statement sets out responsibilities for the system of internal control and or the accounting statements. It must be reviewed and approved by the Council; and signed by the Mayor and the Town Clerk ahead of the accounting statements (this could be at the same meeting).

The accounting statements 2018/19 must be approved by the Council and signed by the Chair of the meeting approving financial statements and submitted for audit by Friday 14th June 2019.

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed			
	Yes	No*		'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.				*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.				*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.				*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.				*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.				*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.				*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.				*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.				*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
(For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

Section 2 – Accounting Statements 2018/19 for

ENTER NAME OF AUTHORITY

	Year ending 31 March 2018 £	Year ending 31 March 2019 £	Notes and guidance *Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	2,543,784	1,930,723	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	1,029,625	1,088,693	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	979,903	2,214,371	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	768,942	803,616	*Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.*
5. (-) Loan interest/capital repayments	–	–	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	1,853,647	2,375,046	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	1,930,723	2,055,025	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*

8. Total value of cash and short term investments	2,175,341	2,461,271	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March –* ***To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	5,310983	5,304,927	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings			*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

	Yes	No	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)			*The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.*
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Franklin

Date 05/06/19

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Annual Internal Audit Report 2018/19

SEVENOAKS TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. *("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)*			✓ NOT EXEMPT
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓

	Yes	No	Not applicable
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 21/06/2018 18/12/2018 08/05/2019

Name of person who carried out the internal audit: KELLY NEATH

Signature of person who carried out the internal audit: [signature]

Date: 08/05/2019

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Sevenoaks Town Council

STATEMENT ON THE SYSTEM OF INTERNAL CONTROL

Scope of responsibility

The Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the council's functions and which includes arrangements for the management of risk.

Purpose of the system of internal control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control has continued to operate at the Council throughout this financial year and accords with proper practice.

The internal control environment

The system of internal control is based on a framework of regular management information, financial regulations, administrative procedures (including segregation of duties), management supervision, and a system of delegation and accountability. Development and maintenance of the system is undertaken by managers within the Council. In particular, the system includes:

- comprehensive budgeting systems;
- setting targets to measure financial and other performance;
- the preparation of regular financial reports which indicate actual expenditure against the forecasts;
- clearly defined capital expenditure guidelines;
- risk appraisal programmes to identify and manage risks and hazards in all the Council's areas of operation; and
- as appropriate, formal project management disciplines.

The council has contracted for the internal audit function to be carried out by Kent County Council's Corporate Services department (KCC). A member of KCC's internal audit staff visits the council a minimum of four times a year, and reports prepared by KCC are supplied to both the Town Clerk, the Responsible Finance Officer and the Chair of the Finance & General Purposes Committee. All reports are presented to the council's Finance & General Purposes

Committee for comment and approval. KCC also provides the Council with advice on risk assessment, statistical analysis and operating standards.

The internal auditor provides the Council with an independent opinion on the adequacy and effectiveness of internal control.

Review of effectiveness
The Council has responsibility for conducting, at least annually, a review of the effectiveness of the system of internal control. The review and effectiveness of the system of internal control is informed by:

- the work of managers within the council;
- the work of the internal auditor as described above; and
- the external auditors in their annual audit letter and other reports.

In the year to 31st March 2019, no significant weaknesses in the council's systems were identified. Recommendations made by the internal Auditors are as described in the paragraph below to ensure adherence to the financial regulations. All weaknesses are addressed and a plan put in place to ensure continuous improvement of the system is in place.

Identified internal control issues

In the period under review, the following potential weaknesses in internal controls were identified and rectified as follows:

	Potential weakness	Rectification
1	**Fuel Cards:** Ensure all fuel receipts are retained and any loyal points claimed.	Officers ensure receipts are attached, and that loyalty points are not claimed. Discrepancies are appropriately escalated. This was verified during the 3rd Audit Visit for 2018/19
2	**Income** Explanations for no sales and voids from tills at the Cafés.	Weakness mitigated by ensuring that voids and no sales are now written on receipts with detailed explanations.
3	**Forms-** Process in place for Accident forms and general membership forms	Existing procedures and policies have since been reinforced. Managers have been reminded of the procedures.
4	**Assets:** The Internal Auditor advised for all assets over £100 to be security marked as soon as practically possible upon receipt of goods with a non-removable marker.	Officers to research a cost effective method of implementing this.

Finance & General Purposes Committee 10.06.2019

Approval of statement

This statement was approved on 10 June 2019 at a meeting of the Council's Finance & General Purposes Committee.

Signed_____________________________

Councillor S G Raikes
Chairman – F&GP Committee

Signed_____________________________

Mrs Christine Franklin
Responsible Finance Officer

Sevenoaks Town Council
Income and Expenditure Account
Financial Year ending 31 March 2019

Should Bat and Ball Café be added t Should Bat and Ball Café be added to this column

	Planning Committee		Open Spaces Committee		Finance & General Purposes Committee		Vine Café		Bat&Ball Café		Total	
	2019 £	2018 £	2019 £	2018 £	2019 £	2018 £	2019 £	2018 £	2019 £	2018 £	2019 £	2018 £
Income	-	-	199,083	179,179	274,791	285,814	51,076	49,598	10,948	-	535,898	514,590
Expenditure												
Staff Costs	31,920	31,301	237,666	221,889	479,574	468,124	45,045	47,627	9,412	-	803,616	768,942
Loan interest/Capital repayments	-	-										
Other costs	1,466	781	248,444	210,880	515,604	527,814	30,044	24,926	7,038	-	802,597	764,401
	33,386	32,082	486,110	432,769	995,178	995,938	75,089	72,553	16,450	-	1,606,213	1,533,343
Net expenditure/(income)	33,386	32,082	287,026	253,591	720,387	710,124	24,013	22,956	5,502	-	1,070,315	1,018,753
Precept											1,088,593	1,029,625
(Surplus)/ Deficit for the year											(18,278)	(10,872)

Sevenoaks Town Council
Balance Sheet
Financial year ending 31 March 2019

	2019 £	2018 £
Current Assets		
Cash	2,461,271	2,175,341
Debtors	158,747	135,161
Stock	3,075	1,041
	2,623,092	2,311,543
Less:Current Liabilities		
Creditors	318,865	353,457
Receipts in advance	20,675	27,362
	339,540	380,820
Net Current Assets	2,283,552	1,930,723
Represented by:		
General Fund	318,758	307,905
Earmarked Reserves	1,964,795	1,622,818
	2,283,553	1,930,723

Sevenoaks Town Council
Financial year ending 31 March 2019

Box 8	2019 £	2018 £
Natwest Current accounts	536,277	196,658
Co-op Current accounts		-
Bank of Scotland Current account		-
Natwest and Co-op payroll accounts	1,000	725
Natwest Investment (Direct Reserve)	825	496
Bank of Scotland Treasury account	600,000	750,000
Clydesdale Treasury account	1	1
HSBC Deposit Bond	50,251	50,183
Handelsbanken Deposit account	63,376	62,631
Handelsbanken Notice account	260,005	260,005
Handelsbanken SRFC		-
Nationwide Instant Saver	910,519	804,690
Mayors Charity Account	18,933	30,617
House in the Basement Youth Café	1,000	1,000
Sevenoaks Town Partnership	7,933	7,373
Nationwide Sevenoaks Funds	10,096	10,042
Petty Cash	1,054	920
	2,461,271	2,175,341

LL. 7.5.19

Sevenoaks Town Council
Financial year ending 31 March 2019

Prepared by Christine Franklin
Date

	£	£
Balance per bank statements as at 31 March 2019		
Natwest Current accounts	537,077	
Co-op Current accounts		
Bank of Scotland Current account	-	
Natwest and Co-op payroll accounts	1,000	
Natwest Investment (Direct Reserve)	825	
Bank of Scotland Treasury account	600,000	
desdale Treasury account	1	
HSBC Deposit Bond	50,251	
Handelsbanken Deposit account	63,376	
Handelsbanken Notice account	260,005	
Handelsbanken SRFC		
Nationwide Instant Saver	910,519	
Mayors Charity Account	18,933	
House in the Basement Youth Café	1,000	
Sevenoaks Town Partnership	7,933	
Nationwide Sevenoaks Funds	10,096	
		2,461,016
Petty Cash float		1,054
Less: unpresenteded cheques at 31 March 2019		
(Natwest Current account)		
001492	(20)	
000426	(300)	
000442	(15)	
0443	(15)	
[illegible]18	(250)	
1621	(200)	
		(800)
Add: any un-banked cash at 31 March 2019		-
Net balances as at 31 March 2019 (Box 8)		2,461,271

CASHBOOK:

Opening Balance 1 April 2018 (Prior year Box 8)		2,175,341
Add: Receipts in the year		
Natwest Current accounts	6,871,522	
Co-op Current accounts	156	
Bank of Scotland Current account	-	
Natwest and Co-op payroll accounts	799,259	
Natwest Investment (Direct Reserve)	329	
Bank of Scotland Treasury account	2,900,000	
Clydesdale Treasury account	-	
HSBC Deposit Bond	69	
Handelsbanken Deposit account	745	
Handelsbanken Notice account	-	
Handelsbanken SRFC	-	
Nationwide Instant Saver	405,829	
Mayors Charity Account	24,899	
House in the Basement Youth Café	-	
Sevenoaks Town Partnership	560	
Nationwide Sevenoaks Funds	54	
Petty Cash	8,341	
		11,011,763
Less: Payments in the year		
Natwest Current accounts	(6,531,904)	
Co-op Current accounts	(156)	
Bank of Scotland Current account	-	
Natwest and Co-op payroll accounts	(798,984)	
Natwest Investment (Direct Reserve)		
Bank of Scotland Treasury account	(3,050,000)	
Clydesdale Treasury account	-	
HSBC Deposit Bond	-	
Handelsbanken Deposit account		
Handelsbanken Notice account	-	
Handelsbanken SRFC	-	
Nationwide Instant Saver	(300,000)	
Mayors Charity Account	(36,583)	
House in the Basement Youth Café	-	
Sevenoaks Town Partnership	-	
Nationwide Sevenoaks Funds	0	
Petty Cash	(8,206)	
		(10,725,833)
Closing balance per cash book as at 31 March 2019		2,461,271

Sevenoaks Town Council
Financial year ending 31 March 2019

	2019 £	2018 £
Balance per box 8 (Cash balances)	2,461,271	2,175,341
Add		
Stock	3,075	1,041
Debtors		
Trade debtors	11,952	35,032
Miscellaneous debtors	11,110	997
SCC Bookings Debtors	6,729	11,229
VAT Control	72,199	27,715
Season ticket loan	-	-
Prepayments	56,757	60,188
	158,747	135,161
Creditors		
Trade creditors	(203,297)	(85,507)
Accruals	(23,844)	(138,241)
Sundry creditors	(91,490)	(129,566)
Prior year mayors charities	-	-
Cashbook suspense	(234)	(143)
Superannuation Due	(0)	(0)
	(318,865)	(353,457)
Receipts in advance	(20,675)	(27,362)
Balance per box 7 (Reserves)	2,283,552	1,930,723

Earmarked Reserves Summary

Reserves		
Revenue Reserve	318,758	307,905
Pension reserve	2,814	2,814
Rolling Capital Prog revenue reserve fund	44,419	53,502
Street Lighting reserve	7,737	7,737
Community Centre Fund	16,398	16,398
Stag Winding up Reserve	7,000	6,000
Planning fees reserve	12,500	12,500
Youth Activities Reserve	1,500	-
Contingency provision reserve	120,196	55,442
Pension Deficit reserve	-	-
Capital receipts reserve	1,140,575	1,279,584
CIL Earmarked Reserve	517,322	99,993
No. 8 Bus Reserve	75,130	63,529
QH Allotment Key Reserve	4,115	4,035
Mayors charity Funds	15,088	21,284
Street Lighting LED Upgrade Fund		
	2,283,553	1,930,723
	- 0	

Sevenoaks Town Council
Financial year ending 31 March 2019

Earmarked Reserves Summary

		2018/19	2017/18	Mvmt
		£	£	
315	Pension Reserve	2,814	2,814	-
316	Rolling Cap Prog Reserve	44,419	53,502	(9,083)
317	Street Lighting Reserve	7,737	7,737	-
318	Community Centre Reserve	16,398	16,398	-
319	Stag winding-up Reserve	7,000	6,000	1,000
320	Planning Fees Reserve	12,500	12,500	-
321	Youth Activities	1,500	-	1,500
324	Contingency Reserve	120,196	55,442	64,754
325	Pension Deficit Reserve	-	-	-
340	Capital Receipts Reserve	1,140,575	1,279,584	(139,008)
360	CIL Earmarked Reserve	517,322	99,993	417,329
370	No 8 Bus Reserve	75,130	63,529	11,600
372	QH Allotment Key Reserve	4,115	4,035	80
506	Mayors Charity Funds	15,088	21,284	(6,196)
				-
		1,964,795	1,622,818	341,977
310	Revenue Reserve	310,480	307,905	2,575
		2,275,275	1,930,723	

Sevenoaks Town Council
Annual Return for 31 March 2019
Financial year ending 31 March 2019

Box 9

	2019 £	Movement Analysed	2018 £
Total Fixed Asset Cost	5,660,095	(14,501)	5,645,593
Accumulated Depreciation	(258,290)	-	(258,290)
grants	(450,242)	15,515	(434,727)
Long term debtor	353,365	5042.17	358,407
Balance per Box 9	5,304,927	6,056	5,310,983

The depreciation has been frozen since 31 March 2007 which is when the Council last had to prepare full accounts under the SORP.
Reduction in accumulated depreciation relates to pre-2007 asset disposed in the current year

Sevenoaks Town Council
Financial year ending 31 March 2019

Explanation of Variances

Full explanations, including numerical figures are to be provided for the following:

Variances of more than 15% between totals for individual boxes (except variances of less than £200) are to be explained;
If the total reserves (Box 7) figure is more than twice the annual precept box (Box 2)

Section 2		Year ending 2017/2018	Year ending 2018/2019	Variance	Variance	Detailed explanation of variance (with amounts £)
		£	£	£	%	
Box 1	Balances b/fwd	2,543,784	1,930,723			
Box 2	Annual Precept	1,029,625	1,088,593	58,968	5.73%	Per approved council budget of £1,651,731 less other income of £555,826 and £7,312 allocated from Revenue Reserves for funding for the operation of Bat&Ball station for the first six months of operation.
Box 3	Total other receipts	979,903	2,214,371	1,234,469	125.98%	Capital receipts from sale of Cemetry Lodge(£483,326), Heritage Lottery Fund for Bat&Ball Station (£450241.72) &CILL Allocation(£213,491) which contrinbuted to the increase of reciepts.
Box 4	Staff Costs	768,942	803,616	34,674	4.51%	
Box 5	Loan interest/capital repayments	-	-	-		
Box 6	all other payments	1,853,647	2,382,471	528,824	28.53%	Increase largely attributable to the complettion of projects relating to : Bat & Ball station (increase of £1000,888.29) off which HLF Grant offsets portion of the amount. Bat & Ball Centre (£163,876),Nothern Masterplan (£1512.50), The , 3G Football pitch Grant(£50,000) Council Office- New Server/ Hard Drive\Computers- (£10,000) No. 8 Bus reserve increase-£11,600 Contingency reserve increase-£65,310 Rolling Capital Program decrease in reserve-£9,083 STC Contribution to Business Improvement District costs -£5,000

Sevenoaks Town Council
Financial year ending 31 March 2019

Explanation of Variances

Full explanations, including numerical figures are to be provided for the following:

Variances of more than 15% between totals for individual boxes (except variances of less than £200) are to be explained;

If the total reserves (Box 7) figure is more than twice the annual precept box (Box 2)

Section 2		Year ending		Variance		Detailed explanation of variance (with amounts £)
		2017/2018	2018/2019			
Box 7	Balances C/fwd	1,930,723	2,047,600	116,878	6.05%	Refer Earmarked Reserses Summary sheet
Box 8	Cash and short term investments	2,175,341	2,461,271	285,930	13.14%	Cash inflow of 11,011,763 less outflow of £10,725,833 mainly due to ongoing capital projects offset by captal receipts
Box 9	Total fixed assets and LT investments	5,310,983	5,304,927	(6,056)	-0.11%	Reduction for Long Debtor loan -Quakers Hall Allotment Land
Box 10	Total borrowings	-	-	-	-	Not applicable

Explanation for 'high' reserves

Box 8	As part of the strategic plan to enhance community infrastructure, Proceeds are held in various medium term funds of up to 12 months to fund projects cash requirements.

Sevenoaks Town Council
Mar-19
Capital Receipts Reserve-Capital Income and Expenditure listing

				£ Income	£ Expenditure	£ Total
340 Bal b/f 1 April 2018-Capital Receipts Reserve						1,279,583.57
Capital Income						
1 SDC long term loan repayment re: allotment land			£29,230.92/yr	29,230.92		
2 HLF Grants- Bat & Ball Station				441,641.72		
3 Railway Hertigage Trust Grant				8,600.00		
4 Cemetry Lodge Receipts				483,326.00		
5 Refund of Cricket Grounds Rates				410.00		
6 CIL Allocation to Bat&Ball station&ancillaries				213,491.00		
				1,176,699.64		
						1,176,699.64
		Total Capital Income				2,456,283.21
Capital Costs						
WARN001		**Cemetery Lodge disposal**	**9012/91**			
	19006/19007	Cemetery lodge -legal fees		(6,062.50)		
		Cemetery lodge council tax		(535.23)		
		Cemetery lodge elec/gas		(140.46)		
		Presale Accrual		308.11		
			P1-12		(6,430.08)	
		Bat & Ball Station (Project 131)	**9062/91**			
HERI002		Heritage Statement	P1-12			
THEI001		Architectural feasibility RIBA 0-4	P1-12	(48,242.05)		
WICK002		Quantity Surveying & Principal designer	P1-12	(55,926.35)		
PRM		Structural engineering	P1-12	(2,687.50)		
MAX001		Engineering	P1-12	(5,000.00)		
SWA001		Client Advisior-General support	P1-12	(13,500.00)		
CPR001		Information Leaflets, printing,	P1-12	(1,351.90)		
NET001		Project LSE2305-Ramp	P1-12	(4,202.82)		
Activity costs		HEO Salary	P1-12	(23,755.66)		
Activity costs		HEO Pension	P1-12	(1,082.66)		
Activity costs		HEO Staff costs	P1-12	(648.25)		
Activity costs		Workshop& Training	P1-12	(1,980.81)		
KENC001		Cesspit Inspection/cleaning services	P1-12	(955.00)		
ZUR001		Work in Progress Insurance cover for site	P3	(3,422.60)		
VISICT001		Bat & Ball Station website design and development	P4	(3,120.00)		
BBS001		Building Control	P8	(2,134.00)		
BSL001		Tarmac Works fron entrance		(2,162.00)		
SSE001		U25 Gas meter	P9	(474.78)		
AGG001		Tier Bike Shelter	P1-12	(12,894.00)		
YELL002		Displays, Station signs		(8,380.00)		
		pavement boards		(224.84)		
		noitice boards at station		(519.80)		
SET001		signage-B&B Sta. Ext Toil		(33.12)		
		Furniture		(10,937.11)		
		Furnishing		(4,455.99)		
STELL003		Fencing&Gates	P1-12	(15,422.09)		
TIL001		B&B refurb& Finance Support		(4,275.00)		
TREE001		Emergency TreeWorks at B&B station		(860.00)		
PRIM002		Main Speaker Station Opening Event		(4,000.00)		
		Travel & Meetings,hospitality		(250.70)		
LENG001		Building Contractors	P1-12	(749,077.31)		
		workshop materials/childs cap		(179.78)		
		Planning Fees		(312.50)		
SAUN002		Repairs/Maintenance ticket hall		(1,350.00)		
		TV Appliances	P1-12	(3,718.43)		
		Set up costs	P1-12	(12,589.15)		
		Maintenance & Misc	P1-12	(952.09)		
		Reciept from SDC		190.00		
					(1,000,888.29)	

Sevenoaks Town Council
Mar-19
Capital Receipts Reserve-Capital Income and Expenditure listing

				£	£	£
Sub Total		**Bat & Ball Centre (RCP project 102)**	**9063/91**			
THEI001		Architectural services, Quantity surveying principle design		(94,129.12)		
PRM		Structural engineering		(2,913.75)		
SWA001		Sarah Williams Architecture		(7,200.00)		
FREE001		Vision ICT Design work, Building Services		(24,750.00)		
GREEN001		Ecological scope survey		(450.00)		
SDC001		Pre-planning application		(583.67)		
BBS001		BBS Site Services		3,875.00		
RIX001		Explorer Works		(2,800.00)		
CON002		Traffic/Transport Assessment		(850.00)		
MOU001		Professional Services		(9,600.00)		
COL001		Prof fees: Structural scheme design		(24,475.00)		
TC13636						
TC13619			P1-12		(163,876.54)	
		STAG (RCP project 131)	**9064/91**			
STAG002	23481	CIC Grant		(31,611.60)		
					(31,611.60)	
		Sports Strategy(RCP project)	**9065/91**			
OFA001		Fees for Rugby		(2,100.00)		
SAV001	24336/24470/25095	Planning/Application/ Heritage		(6,524.00)		
JOH002	24857	Survey&Design Lighting		(1,700.00)		
			P1-12		(10,324 00)	
Sub Total		**Northern Masterplan (RCP project)**	**9066/91**			
UIS001	20487	Fee for workstage 2		(6,682.50)		
		Y/E Journals		9,120.00		
BLA001	23835	Survey Analysis		(3,950.00)		
			P1-12		(1,512.50)	
Sub Total		**3G Hockey Pitch**	**9069/91**			
		Sports Strategy Grant Hockey		(50,000.00)		
					(50,000.00)	
Sub Total						
		Business Hub	**9071/91**			
COL001	24697	CTP- Professional Fees		(3,350.00)		
MEN001	24850	Crockery		(400.00)		
GLE001	25152/25132	Architect Fees		(9,274.30)		
Geneon		Genecon Assessment		(8,725.00)		
		Miscellaneous		(19.60)		
MSB001	24057	Roofing Repairs to Hub		(618.00)		
					(22,386.90)	
		Other:				
		Irrecoverable VAT			-	
		Project costs 2018/19				(1,287,029.91)
		Other Costs in earlier in the Year				
		Quakers Hall Interim Pay				(12,216.29)
		Stag				(700.00)
		Quakers Hall Final Bid Fees				(11,307.62)
		Allotment Costs				(4,454.54)
Total	**Balance @ 31 March 2019**					**1,140,575.31**

Sevenoaks Town Council Year End 2019

Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2019

Month No : 12

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
11	Planning - General									
4010	Gross Pay	2,660	2,660	0	31,920	31,920	0	31,920		0
6240	Computer/ Data Base/WP's	0	0	0	334	510	176	510		176
6630	Professional Fees	36	64	28	983	2,000	1,017	2,000		1,017
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	**2,696**	**2,724**	**28**	**33,386**	**34,880**	**1,494**	**34,880**	**0**	**1,494**
	Net Expenditure over Income	**2,696**	**2,724**	**28**	**33,386**	**34,880**	**1,494**	**34,880**		

Sevenoaks Town Council Year End 2019

Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2019

Month No : 12

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
21	O/ Spaces & Leisure - General									
4010	Gross Pay	11,351	13,500	2,149	147,537	162,000	14,463	162,000		14,463
4270	Employers Pension Contribution	668	874	206	8,466	10,510	2,043	10,510		2,044
5013	Graffiti Removal	0	0	0	13	1,500	1,487	1,500		1,487
5025	Lower St Johns Toilets	1,281	694	-587	12,677	8,350	-4,327	8,350		-4,327
5026	Greatness Rec Convenience	199	500	301	2,327	6,000	3,673	6,000		3,673
5040	Footpaths, Bridle Ways, ROW	0	150	150	0	150	150	150		150
5050	Seats And Litter Bins	0	0	0	2,685	2,600	-85	2,600		-85
5060	Sevenoaks Common	930	1,134	204	2,645	3,500	855	3,500		855
5065	Tree Safety Survey	2,505	1,800	-705	2,505	3,600	1,095	3,600		1,095
5070	Other Woodlands	1,105	0	-1,105	3,200	3,200	0	3,200		0
5110	Raleys/ K P Pavilion	1,740	980	-760	1,972	2,080	108	2,080		108
5120	Raleys/KP Pitch & Grnd Mtce.	150	2,218	2,068	2,433	4,845	2,412	4,845		2,412
5310	Miscellaneous Open Spaces	357	291	-66	62,681	21,500	-41,181	21,500		-41,181
5316	Skatepark Maintenance	0	0	0	2,550	2,550	0	2,550		0
5317	Raleys Car Park	0	0	0	521	480	-41	480		-41
5320	Fertilizers	0	0	0	134	1,200	1,066	1,200		1,066
5330	Grass Seed	0	1,950	1,950	885	1,950	1,065	1,950		1,065
5340	Plants	98	0	-98	2,165	2,700	535	2,700		535
5410	Repairs & General Maintenance	40	125	85	5,196	1,500	-3,696	1,500		-3,696
5500	Equipment Hired and New	1,607	627	-980	6,611	8,000	1,389	8,000		1,389
5525	Equipment Maintenance	3,313	3,000	-313	7,304	8,000	696	8,000		696
5550	Vehicle Expenses	333	45	-288	4,638	3,400	-1,238	3,400		-1,238
5700	Fuel	616	574	-42	6,170	6,000	-170	6,000		-170

Sevenoaks Town Council Year End 2019

Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2019

Month No : 12

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
6000	Rent & Rates	0	150	150	-25	1,500	1,525	1,500		1,525
6010	Light Heat & Cleaning	567	170	-397	2,385	2,040	-345	2,040		-345
6013	Cleaning	-144	0	144	0	0	0	0		0
6101	Telephone	12	13	1	174	200	26	200		26
6104	Mobile Telephone	21	25	4	146	300	154	300		154
6320	Staff Training	0	212	212	3,470	2,500	-970	2,500		-970
6330	Welfare/Hospitality	20	13	-7	138	200	62	200		62
6730	Subscriptions	0	0	0	282	200	-82	200		-82
6812	Road Dues	0	200	200	1,025	2,000	975	2,000		975
6851	Bus Shelter Maintenance	0	14	14	65	170	105	170		105
6900	Sundry Expenses	0	12	12	3	100	97	100		97
6922	Health&Safety/Risk Assessments	633	0	-633	795	1,500	705	1,500		705
6930	Alarm Maintenance	65	0	-65	764	700	-64	700		-64
6931	CCTV Maintenance	0	0	0	270	1,200	930	1,200		930
6934	Waste Bin Collection-Dog Bins	637	0	-637	3,167	2,700	-467	2,700		-467
6935	Waste Bin Disposal-Waste Bins	-50	335	385	2,783	4,000	1,217	4,000		1,217
6939	Healthcare Services	350	0	-350	350	0	-350	0		-350
6952	Protective Clothing	191	117	-74	1,705	1,400	-305	1,400		-305
	O/ Spaces & Leisure - General :- Expenditure	**28,594**	**29,723**	**1,129**	**302,810**	**286,324**	**-16,485**	**286,325**	**0**	**-16,485**
1022	Letting & Hire of Facilities	9,752	1,650	8,102	33,732	20,000	13,732	20,000		
1316	Raleys Car Park Permits	0	18	-18	1,468	1,030	438	1,030		
1350	Revenue Grant income	0	0	0	5,341	0	5,341	0		
1470	Income from Other Departments	0	0	0	25	0	25	0		
1850	Log Sales	0	0	0	1,549	1,200	349	1,200		

Sevenoaks Town Council Year End 2019

Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2019

Month No : 12

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
1990	Other Income	289	106	183	2,408	720	1,688	720		
2002	Capital Grants	18,349	0	18,349	18,349	0	18,349	0		
2012	CIL income allocation	0	0	0	13,329	0	13,329	0		
	O/ Spaces & Leisure - General :- Income	**28,389**	**1,774**	**26,615**	**76,201**	**22,950**	**53,251**	**22,950**		
	Net Expenditure over Income	**204**	**27,949**	**27,745**	**226,609**	**263,374**	**36,766**	**263,375**		

Sevenoaks Town Council Year End 2019

Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2019

Month No : 12

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
22	O/ Spaces & Leisure - Cemetery									
4010	Gross Pay	5,074	5,000	-74	61,829	60,000	-1,829	60,000		-1,829
4270	Employers Pension Contribution	431	492	61	5,582	5,900	318	5,900		318
5210	Cemetery Chapel & Office	0	0	0	1	170	169	170		169
5230	Cemetery Wshop/Messroom Mtce	0	0	0	1,057	170	-887	170		-887
5340	Plants	0	0	0	15	0	-15	0		-15
5410	Repairs & General Maintenance	-4,500	83	4,583	1,182	1,000	-182	1,000		-182
5500	Equipment Hired and New	308	509	201	2,007	2,140	133	2,140		133
5525	Equipment Maintenance	379	290	-89	3,748	2,400	-1,348	2,400		-1,348
5700	Fuel	155	75	-80	939	900	-39	900		-39
6000	Rent & Rates	450	545	96	6,246	5,700	-546	5,700		-546
6010	Light Heat & Cleaning	542	100	-442	1,350	1,200	-150	1,200		-150
6013	Cleaning	10	0	-10	249	0	-249	0		-249
6101	Telephone	41	60	19	492	730	238	730		238
6104	Mobile Telephone	17	-2	-19	100	40	-60	40		-60
6200	Printing & Stationery	0	13	13	369	200	-169	200		-169
6240	Computer/ Data Base/WP's	0	0	0	328	380	52	380		52
6320	Staff Training	0	0	0	460	1,500	1,040	1,500		1,040
6330	Welfare/Hospitality	0	13	13	166	150	-16	150		-16
6500	Goods for Resale	0	17	17	0	200	200	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	1,772	1,500	-272	1,500		-272
6822	Roads Path & Boundaries	70	0	-70	1,595	550	-1,045	550		-1,045

Sevenoaks Town Council Year End 2019

Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2019

Month No : 12

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
6832	Lawn/Wall of Remembrance	0	0	0	0	100	100	100		100
6900	Sundry Expenses	0	6	6	88	50	-38	50		-38
6922	Health&Safety/Risk Assessments	317	242	-75	467	970	503	970		503
6930	Alarm Maintenance	0	0	0	719	1,150	431	1,150		431
6932	Cemetery Security	360	425	65	4,452	5,100	648	5,100		648
6935	Waste Bin Disposal-Waste Bins	0	100	100	1,071	1,200	129	1,200		129
6939	Healthcare Services	100	0	-100	100	0	-100	0		-100
6952	Protective Clothing	91	50	-41	435	600	165	600		165
	O/ Spaces & Leisure - Cemetery :- Expenditure	**3,844**	**8,018**	**4,174**	**97,001**	**94,200**	**-2,801**	**94,200**	**0**	**-2,801**
1700	Cemetery Income	-1,302	6,166	-7,468	78,271	74,000	4,271	74,000		
	O/ Spaces & Leisure - Cemetery :- Income	**-1,302**	**6,166**	**-7,468**	**78,271**	**74,000**	**4,271**	**74,000**		
	Net Expenditure over Income	**5,146**	**1,852**	**-3,294**	**18,730**	**20,200**	**1,470**	**20,200**		

Sevenoaks Town Council Year End 2019

Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2019

Month No : 12

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
23	O/ Spaces & Leisure- Allotment									
4010	Gross Pay	168	210	42	4,062	3,300	-762	3,300		-762
4270	Employers Pension Contribution	0	40	40	0	500	500	500		500
5410	Repairs & General Maintenance	60	240	180	1,113	1,590	477	1,590		477
5500	Equipment Hired and New	0	0	0	195	0	-195	0		-195
6000	Rent & Rates	239	440	201	646	1,760	1,114	1,760		1,114
6002	QH Allotments Costs	9	0	-9	682	0	-682	0		-682
6922	Health&Safety/Risk Assessments	0	0	0	0	300	300	300		300
	O/ Spaces & Leisure- Allotment :- Expenditure	**477**	**930**	**453**	**6,697**	**7,450**	**753**	**7,450**	**0**	**753**
1010	Rental Income	3	0	3	843	880	-38	880		
1047	QH Allotments Income	234	0	234	6,260	3,150	3,110	3,150		
1990	Other Income	0	0	0	3	0	3	0		
	O/ Spaces & Leisure- Allotment :- Income	**237**	**0**	**237**	**7,105**	**4,030**	**3,075**	**4,030**		
	Net Expenditure over Income	**240**	**930**	**690**	**-408**	**3,420**	**3,828**	**3,420**		

Sevenoaks Town Council Year End 2019

Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2019

Month No : 12

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
26	Open Spaces-Street Lighting/Ge									
6861	Public Clock Maintenance	134	200	66	1,836	1,000	-836	1,000		-836
6862	Street Lighting	921	874	-47	8,796	12,644	3,848	12,644		3,848
6865	In Bloom Costs	10	0	-10	16,789	16,224	-565	16,224		-565
	Open Spaces-Street Lighting/Ge :- Expenditure	**1,064**	**1,074**	**10**	**27,422**	**29,868**	**2,446**	**29,868**	**0**	**2,446**
1263	Cont'ns to street lighting	5,313	7,197	-1,884	5,313	7,197	-1,884	7,197		
1997	In Bloom Income	0	0	0	2,230	1,224	1,006	1,224		
	Open Spaces-Street Lighting/Ge :- Income	**5,313**	**7,197**	**-1,884**	**7,543**	**8,421**	**-878**	**8,421**		
	Net Expenditure over Income	**-4,249**	**-6,123**	**-1,874**	**19,879**	**21,447**	**1,568**	**21,447**		

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Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
28	O/ Spaces & Leisure-Vine Cafe									
4010	Gross Pay	275	2,000	1,725	43,921	43,800	-121	43,800		-121
4270	Employers Pension Contribution	-70	109	179	1,124	1,700	576	1,700		576
5410	Repairs & General Maintenance	0	41	41	346	500	154	500		154
5500	Equipment Hired and New	-2,312	150	2,462	2,071	1,800	-271	1,800		-271
5525	Equipment Maintenance	0	41	41	653	500	-153	500		-153
6000	Rent & Rates	215	100	-115	2,010	1,200	-810	1,200		-810
6010	Light Heat & Cleaning	126	0	-126	1,871	1,600	-271	1,600		-271
6013	Cleaning	-82	0	82	0	0	0	0		0
6101	Telephone	24	25	2	307	300	-7	300		-7
6200	Printing & Stationery	26	0	-26	103	30	-73	30		-73
6210	Postage & Courier	0	0	0	60	160	100	160		100
6240	Computer/ Data Base/WP's	0	12	12	0	150	150	150		150
6320	Staff Training	20	0	-20	320	300	-20	300		-20
6460	Publicity & Democratic notices	0	19	19	253	250	-3	250		-3
6500	Goods for Resale	1,078	1,120	42	18,805	29,000	10,195	29,000		10,195
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	5	15	10	179	180	1	180		1
6922	Health&Safety/Risk Assessments	0	0	0	54	500	446	500		446
6930	Alarm Maintenance	0	0	0	813	500	-313	500		-313
6935	Waste Bin Disposal-Waste Bins	62	0	-62	1,012	2,100	1,088	2,100		1,088
6976	Credit card charges	113	46	-67	755	550	-205	550		-205
	O/ Spaces & Leisure-Vine Cafe :- Expenditure	**-522**	**3,678**	**4,200**	**75,089**	**85,520**	**10,431**	**85,520**	**0**	**10,431**

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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	2,489	2,750	-261	49,403	57,000	-7,597	57,000		
1212	Events Management	0	2,113	-2,113	1,673	28,525	-26,853	28,525		
	O/ Spaces & Leisure-Vine Cafe :- Income	**2,489**	**4,863**	**-2,374**	**51,076**	**85,525**	**-34,449**	**85,525**		
	Net Expenditure over Income	**-3,011**	**-1,185**	**1,826**	**24,013**	**-5**	**-24,018**	**-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
29	O/Spaces & Leisure-Vine Ground									
4010	Gross Pay	630	682	52	9,693	8,250	-1,443	8,250		-1,443
4270	Employers Pension Contribution	38	42	4	496	500	4	500		4
5010	Vine Area General Maintenance	972	283	-689	4,804	3,400	-1,404	3,400		-1,404
5020	Vine Public Convenience	614	1,000	386	7,035	12,000	4,965	12,000		4,965
5412	Capital Refurbishments	-2,000	0	2,000	25,075	0	-25,075	0		-25,075
6000	Rent & Rates	-142	58	200	439	700	261	700		261
6010	Light Heat & Cleaning	0	14	14	66	65	-1	65		-1
6460	Publicity & Democratic notices	325	0	-325	418	250	-168	250		-168
6635	Professional Fees Licensing	0	0	0	70	100	30	100		30
6868	Summer Concerts	180	0	-180	2,960	3,000	40	3,000		40
6869	Special Events	120	0	-120	0	0	0	0		0
6931	CCTV Maintenance	0	0	0	1,124	620	-504	620		-504
	O/Spaces & Leisure-Vine Ground :- Expenditure	**736**	**2,079**	**1,343**	**52,180**	**28,885**	**-23,295**	**28,885**	**0**	**-23,295**
1208	Food Fair Income	-50	0	-50	1,523	3,152	-1,630	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		
2002	Capital Grants	0	0	0	25,000	0	25,000	0		
	O/Spaces & Leisure-Vine Ground :- Income	**-50**	**0**	**-50**	**29,963**	**6,932**	**23,031**	**6,932**		
	Net Expenditure over Income	**786**	**2,079**	**1,293**	**22,217**	**21,953**	**-264**	**21,953**		

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		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
30	F& G P - Bat & Ball Station									
4010	Gross Pay	4,342	3,804	-538	8,944	15,216	6,272	15,216		6,272
4270	Employers Pension Contribution	210	1,304	1,094	468	5,214	4,746	5,214		4,746
5410	Repairs & General Maintenance	0	188	188	855	750	-105	750		-105
5500	Equipment Hired and New	1,703	0	-1,703	872	0	-872	0		-872
6000	Rent & Rates	0	968	968	0	3,870	3,870	3,870		3,870
6010	Light Heat & Cleaning	923	875	-48	923	3,498	2,575	3,498		2,575
6013	Cleaning	137	0	-137	498	0	-498	0		-498
6020	Insurance Cost	0	251	251	0	1,002	1,002	1,002		1,002
6101	Telephone	0	53	53	0	210	210	210		210
6200	Printing & Stationery	34	0	-34	183	0	-183	0		-183
6330	Welfare/Hospitality	0	0	0	85	0	-85	0		-85
6460	Publicity & Democratic notices	458	701	243	458	2,802	2,344	2,802		2,344
6500	Goods for Resale	777	1,632	855	2,677	6,528	3,851	6,528		3,851
6533	Copyright Fees/Royalties	0	77	77	0	308	308	308		308
6635	Professional Fees Licensing	0	68	68	290	270	-20	270		-20
6650	Bad debts	30	0	-30	30	0	-30	0		-30
6730	Subscriptions	0	0	0	140	0	-140	0		-140
6900	Sundry Expenses	17	0	-17	27	0	-27	0		-27
6922	Health&Safety/Risk Assessments	0	121	121	0	482	482	482		482
6930	Alarm Maintenance	0	150	150	0	600	600	600		600
6931	CCTV Maintenance	0	75	75	0	300	300	300		300
6935	Waste Bin Disposal-Waste Bins	0	150	150	0	600	600	600		600
	F& G P - Bat & Ball Station :- Expenditure	**8,631**	**10,417**	**1,786**	**16,450**	**41,650**	**25,200**	**41,650**	**0**	**25,200**

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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
1022	Letting & Hire of Facilities	122	4,505	-4,383	216	18,017	-17,801	18,017		
1211	Sale of Goods	3,420	4,081	-661	3,420	16,321	-12,901	16,321		
1990	Other Income	7,312	0	7,312	7,312	0	7,312	0		
	F& G P - Bat & Ball Station :- Income	**10,854**	**8,586**	**2,268**	**10,948**	**34,338**	**-23,390**	**34,338**		
	Net Expenditure over Income	**-2,223**	**1,831**	**4,054**	**5,502**	**7,312**	**1,810**	**7,312**		

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Cost Centre Report

Code	Description	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
31	F & G P - Establishments									
4010	Gross Pay	19,434	24,750	5,316	297,414	297,000	-414	297,000		-414
4270	Employers Pension Contribution	2,749	2,917	169	29,527	35,000	5,473	35,000		5,473
4271	Pension Deficiency	5,833	5,663	-170	70,000	68,000	-2,000	68,000		-2,000
5500	Equipment Hired and New	43	212	169	5,338	2,500	-2,838	2,500		-2,838
6020	Insurance Cost	1,011	0	-1,011	15,212	17,000	1,788	17,000		1,788
6101	Telephone	488	209	-279	6,004	2,500	-3,504	2,500		-3,504
6103	Fax	0	8	8	0	100	100	100		100
6200	Printing & Stationery	3,748	1,216	-2,532	14,353	14,600	247	14,600		247
6210	Postage & Courier	798	420	-378	5,495	5,000	-495	5,000		-495
6240	Computer/ Data Base/WP's	-2,982	835	3,817	24,351	13,580	-10,771	13,580		-10,771
6241	Website Costs	0	0	0	2,495	880	-1,615	880		-1,615
6242	I.T. Infrastructure	986	5,200	4,214	1,973	5,200	3,227	5,200		3,227
6281	Furnishings,Furniture/Eqpt	0	800	800	469	1,400	931	1,400		931
6300	Computers Accountancy	0	0	0	2,756	4,000	1,244	4,000		1,244
6315	Recruitment Costs	112	333	221	4,710	4,000	-710	4,000		-710
6320	Staff Training	150	417	267	2,569	5,000	2,431	5,000		2,431
6321	Investors in People	790	790	0	790	790	0	790		0
6330	Welfare/Hospitality	168	164	-4	2,065	1,970	-95	1,970		-95
6410	Civic Exps/Annual Reception	0	0	0	1,614	1,650	36	1,650		36
6415	Gifts/hospitality	0	15	15	501	400	-101	400		-101
6420	Annual Parish Meeting	0	100	100	0	100	100	100		100
6421	Honour Bd. Badges & Insignia	0	15	15	200	250	51	250		51
6433	Mayors Allowance 2017/18	0	0	0	-436	0	436	0		436

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Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6435	Members Expenses	0	0	0	2,526	3,930	1,404	3,930		1,404
6437	Mayors Allowance 2018/19	772	435	-337	5,200	5,200	0	5,200		0
6438	Mayors Car Allowance 2018/19	1,429	2,340	911	2,340	2,340	0	2,340		0
6440	Press Notices	99	130	31	1,288	1,500	212	1,500		212
6450	Bye Laws	0	100	100	0	100	100	100		100
6460	Publicity & Democratic notices	933	340	-593	4,965	2,400	-2,565	2,400		-2,565
6461	Banner Costs	0	85	85	2,225	1,020	-1,205	1,020		-1,205
6610	Audit Fees	1,440	0	-1,440	3,780	5,200	1,420	5,200		1,420
6619	Irrecoverable VAT	0	6,000	6,000	0	6,000	6,000	6,000		6,000
6620	Legal Expenses	0	3,570	3,570	339	5,000	4,661	5,000		4,661
6635	Professional Fees Licensing	0	0	0	1,420	1,980	561	1,980		561
6650	Bad debts	0	0	0	125	0	-125	0		-125
6710	Conference Fees & Expenses	0	260	260	2,141	2,300	159	2,300		159
6720	Books and Periodicals	12	28	16	383	380	-3	380		-3
6730	Subscriptions	264	0	-264	3,393	3,500	107	3,500		107
6889	Waste Sacks	48	350	302	1,914	1,400	-514	1,400		-514
6900	Sundry Expenses	23	43	20	619	490	-129	490		-129
6922	Health&Safety/Risk Assessments	0	0	0	3,165	3,000	-165	3,000		-165
6975	Bank Charges	184	116	-68	1,876	1,390	-486	1,390		-486
6976	Credit card charges	63	41	-22	732	500	-232	500		-232
7010	Election Expenses	3,000	3,000	0	3,000	3,000	0	3,000		0
7611	Contingency provision	104,219	22,000	-82,219	108,330	108,330	0	108,330		0
7614	Stag reserve	1,000	1,000	0	1,000	1,000	0	1,000		0
	F & G P - Establishments :- Expenditure	**146,815**	**83,902**	**-62,913**	**638,162**	**640,880**	**2,718**	**640,880**	**0**	**2,718**

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Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1115	Interest on Deposits	1,396	500	896	12,844	6,000	6,844	6,000		
1231	Banner Income	1,862	1,750	112	3,753	4,500	-747	4,500		
1350	Revenue Grant income	0	0	0	500	0	500	0		
1889	Waste Sacks Income	254	50	204	2,110	1,200	910	1,200		
1990	Other Income	-1,231	109	-1,340	799	1,700	-901	1,700		
	F & G P - Establishments :- Income	**2,280**	**2,409**	**-129**	**20,005**	**13,400**	**6,605**	**13,400**		
	Net Expenditure over Income	**144,535**	**81,493**	**-63,042**	**618,157**	**627,480**	**9,323**	**627,480**		

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Cost Centre Report

Code		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
32	F & G P - General									
6490	Christmas Lights Switch On	-280	0	280	29,318	26,000	-3,318	26,000		-3,318
6491	Remembrance Day/Civic Serv.	255	0	-255	3,059	2,700	-359	2,700		-359
6495	Number 8 bus expenses	2,139	3,005	866	39,400	36,056	-3,344	36,056		-3,344
6868	Summer Concerts	120	0	-120	0	0	0	0		0
6869	Special Events	336	0	-336	7,166	6,500	-666	6,500		-666
	F & G P - General :- Expenditure	**2,569**	**3,005**	**436**	**78,944**	**71,256**	**-7,688**	**71,256**	**0**	**-7,688**
1490	Christmas Lights Switch On	0	0	0	8,790	5,000	3,790	5,000		
1495	Number 8 bus income	5,628	3,005	2,623	39,400	36,056	3,344	36,056		
1990	Other Income	0	0	0	0	4,000	-4,000	4,000		
	F & G P - General :- Income	**5,628**	**3,005**	**2,623**	**48,190**	**45,056**	**3,134**	**45,056**		
	Net Expenditure over Income	**-3,058**	**0**	**3,058**	**30,754**	**26,200**	**-4,554**	**26,200**		

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Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
33	F & G P - Council Offices									
4010	Gross Pay	4,624	1,575	-3,049	14,469	18,900	4,431	18,900		4,431
4270	Employers Pension Contribution	0	47	47	344	570	226	570		226
5410	Repairs & General Maintenance	87	167	80	2,636	2,000	-636	2,000		-636
6000	Rent & Rates	2,869	1,958	-911	33,141	23,500	-9,641	23,500		-9,641
6010	Light Heat & Cleaning	1,148	1,015	-133	4,971	6,000	1,029	6,000		1,029
6013	Cleaning	-3,224	0	3,224	0	0	0	0		0
6510	Catering Expenses	0	130	130	0	130	130	130		130
6900	Sundry Expenses	84	7	-77	106	90	-16	90		-16
6922	Health&Safety/Risk Assessments	0	150	150	75	300	225	300		225
6930	Alarm Maintenance	0	0	0	758	1,400	642	1,400		642
6935	Waste Bin Disposal-Waste Bins	0	61	61	832	740	-92	740		-92
	F & G P - Council Offices :- Expenditure	**5,587**	**5,110**	**-477**	**57,332**	**53,630**	**-3,702**	**53,630**	**0**	**-3,702**
1022	Letting & Hire of Facilities	-259	1,193	-1,452	12,004	14,319	-2,315	14,319		
	F & G P - Council Offices :- Income	**-259**	**1,193**	**-1,452**	**12,004**	**14,319**	**-2,315**	**14,319**		
	Net Expenditure over Income	**5,847**	**3,917**	**-1,930**	**45,328**	**39,311**	**-6,017**	**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
36	F & G P - Community Centre									
4010	Gross Pay	2,519	2,683	164	31,309	32,200	891	32,200		891
4270	Employers Pension Contribution	120	125	5	1,475	1,500	25	1,500		25
5410	Repairs & General Maintenance	496	242	-254	1,994	2,900	906	2,900		906
6000	Rent & Rates	825	0	-825	7,345	6,700	-645	6,700		-645
6010	Light Heat & Cleaning	-33	0	33	0	0	0	0		0
6011	Electricity	394	225	-169	2,635	2,700	65	2,700		65
6012	Gas	613	900	287	1,850	1,800	-50	1,800		-50
6013	Cleaning	65	67	2	573	800	227	800		227
6101	Telephone	36	33	-3	479	400	-79	400		-79
6104	Mobile Telephone	17	7	-10	67	80	13	80		13
6200	Printing & Stationery	7	5	-2	233	70	-163	70		-163
6230	Office Furniture/Machinery	0	50	50	0	600	600	600		600
6240	Computer/ Data Base/WP's	0	25	25	41	300	259	300		259
6281	Furnishings,Furniture/Eqpt	0	96	96	174	320	146	320		146
6320	Staff Training	0	16	16	0	200	200	200		200
6460	Publicity & Democratic notices	0	42	42	0	500	500	500		500
6520	Refreshments for Resale	64	58	-6	517	700	183	700		183
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	38	38	0	500	500	500		500
6900	Sundry Expenses	0	6	6	75	50	-25	50		-25
6922	Health&Safety/Risk Assessments	0	0	0	-828	300	1,128	300		1,128
6930	Alarm Maintenance	0	0	0	456	2,000	1,544	2,000		1,544

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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
6931	CCTV Maintenance	0	0	0	300	300	0	300		0
6935	Waste Bin Disposal-Waste Bins	89	150	61	1,348	1,800	452	1,800		452
6939	Healthcare Services	0	158	158	948	1,900	952	1,900		952
	F & G P - Community Centre :- Expenditure	**5,212**	**4,926**	**-286**	**51,199**	**59,300**	**8,101**	**59,300**	**0**	**8,101**
1022	Letting & Hire of Facilities	-413	5,192	-5,605	74,259	62,300	11,959	62,300		
1457	Indoor Activities	345	228	117	2,796	2,728	68	2,728		
	F & G P - Community Centre :- Income	**-68**	**5,420**	**-5,488**	**77,055**	**65,028**	**12,027**	**65,028**		
	Net Expenditure over Income	**5,280**	**-494**	**-5,774**	**-25,856**	**-5,728**	**20,128**	**-5,728**		

Sevenoaks Town Council Year End 2019

Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2019

Month No : 12

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	389	87	-302	819	1,000	181	1,000		181
6938	Annual Subsidy-Council Chamber	81	87	6	1,545	1,000	-545	1,000		-545
7500	Local Organisations Grants	3,900	8,000	4,100	17,850	16,500	-1,350	16,500		-1,350
7502	Sevenoaks Summer Festival	5,000	0	-5,000	5,000	5,000	0	5,000		0
7520	Twinning Support	500	500	0	500	1,000	500	1,000		500
7552	Youth Outreach	1,692	2,500	808	2,870	5,000	2,130	5,000		2,130
7555	Youth Council Support	353	250	-103	420	500	80	500		80
7556	Stag Community Arts Centre	0	0	0	27,000	27,000	0	27,000		0
	F & G P - Grants :- Expenditure	**11,915**	**11,424**	**-491**	**56,003**	**57,000**	**997**	**57,000**	**0**	**997**
	Net Expenditure over Income	**11,915**	**11,424**	**-491**	**56,003**	**57,000**	**997**	**57,000**		

Sevenoaks Town Council Year End 2019

Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2019

Month No : 12

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
39	F & G P - Property									
5410	Repairs & General Maintenance	0	0	0	0	100	100	100		100
6000	Rent & Rates	166	0	-166	1,826	0	-1,826	0		-1,826
6010	Light Heat & Cleaning	0	0	0	1,961	0	-1,961	0		-1,961
	F & G P - Property :- Expenditure	**166**	**0**	**-166**	**3,787**	**100**	**-3,687**	**100**	**0**	**-3,687**
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	11,550	-11,550	11,550		
1046	SCC Ground Rents & Wayleaves	0	645	-645	1,500	3,900	-2,400	3,900		
1469	O/S Ground Rents & Wayleaves	269	1,000	-731	5,456	5,000	456	5,000		
1990	Other Income	11,550	0	11,550	11,550	0	11,550	0		
	F & G P - Property :- Income	**11,819**	**2,608**	**9,211**	**27,168**	**39,700**	**-12,532**	**39,700**		
	Net Expenditure over Income	**-11,653**	**-2,608**	**9,045**	**-23,381**	**-39,600**	**-16,219**	**-39,600**		

Sevenoaks Town Council Year End 2019

Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2019

Month No : 12

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
40	Sevenoaks Town Partnership									
6101	Telephone	0	9	9	13	100	88	100		88
6200	Printing & Stationery	35	8	-27	35	100	65	100		65
6240	Computer/ Data Base/WP's	105	42	-63	1,449	500	-949	500		-949
6244	Information Screens	0	125	125	1,070	1,500	430	1,500		430
6322	Business Awards	0	0	0	7,154	7,500	346	7,500		346
6323	Business Show	-210	0	210	1,538	2,500	962	2,500		962
6710	Conference Fees & Expenses	0	62	62	495	700	205	700		205
6869	Special Events	0	0	0	135	0	-135	0		-135
6900	Sundry Expenses	0	50	50	1,696	600	-1,096	600		-1,096
7000	Reinvestment	2,936	2,500	-436	2,936	2,500	-436	2,500		-436
7608	Friends of Bat & Ball	0	0	0	80	1,000	920	1,000		920
7609	Vintage Bus Expenses	0	300	300	6,393	10,000	3,608	10,000		3,608
7616	Wellbeing show	-210	0	210	1,073	2,500	1,427	2,500		1,427
	Sevenoaks Town Partnership :- Expenditure	**2,656**	**3,096**	**440**	**24,066**	**29,500**	**5,434**	**29,500**	**0**	**5,434**
1206	Business Awards	0	0	0	6,328	7,000	-672	7,000		
1207	Business Show	-1,410	0	-1,410	2,730	3,000	-270	3,000		
1209	Wellbeing show income	-450	0	-450	2,890	3,500	-610	3,500		
1350	Revenue Grant income	0	1,000	-1,000	0	1,000	-1,000	1,000		
1435	Vintage Bus income	0	300	-300	5,641	10,000	-4,359	10,000		
1990	Other Income	0	0	0	1,477	0	1,477	0		
	Sevenoaks Town Partnership :- Income	**-1,860**	**1,300**	**-3,160**	**19,066**	**24,500**	**-5,434**	**24,500**		
	Net Expenditure over Income	**4,516**	**1,796**	**-2,720**	**5,000**	**5,000**	**0**	**5,000**		

Sevenoaks Town Council Year End 2019

Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2019

Month No : 12

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
50	Youth Cafe									
4010	Gross Pay	2,093	3,337	1,244	24,546	40,000	15,454	40,000		15,454
4270	Employers Pension Contribution	6	42	36	287	500	213	500		213
5410	Repairs & General Maintenance	315	87	-228	1,220	1,000	-220	1,000		-220
6010	Light Heat & Cleaning	0	38	38	-456	500	956	500		956
6013	Cleaning	432	0	-432	434	0	-434	0		-434
6101	Telephone	44	47	3	525	560	35	560		35
6200	Printing & Stationery	0	38	38	477	500	23	500		23
6240	Computer/ Data Base/WP's	33	63	30	1,031	750	-281	750		-281
6281	Furnishings,Furniture/Eqpt	1	275	274	831	500	-331	500		-331
6320	Staff Training	110	0	-110	265	400	135	400		135
6340	Staff Uniforms	0	0	0	50	200	150	200		150
6460	Publicity & Democratic notices	52	42	-10	364	500	137	500		137
6500	Goods for Resale	48	225	177	1,084	2,700	1,616	2,700		1,616
6573	Youth Magazine Expenditure	0	12	12	0	100	100	100		100
6635	Professional Fees Licensing	0	0	0	260	200	-60	200		-60
6900	Sundry Expenses	11	13	2	239	150	-89	150		-89
6922	Health&Safety/Risk Assessments	0	400	400	8	400	392	400		392
	Youth Cafe :- Expenditure	**3,145**	**4,619**	**1,474**	**31,166**	**48,960**	**17,794**	**48,960**	**0**	**17,794**
1022	Letting & Hire of Facilities	0	325	-325	3,148	3,900	-753	3,900		
1211	Sale of Goods	245	279	-34	1,635	3,315	-1,680	3,315		
1350	Revenue Grant income	0	0	0	10,000	10,000	0	10,000		
1500	Fundraising	0	1,508	-1,508	0	18,085	-18,085	18,085		

Sevenoaks Town Council Year End 2019

Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2019

Month No : 12

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
2002	Capital Grants	2,000	0	2,000	2,000	0	2,000	0		
	Youth Cafe :- Income	**2,245**	**2,112**	**133**	**16,783**	**35,300**	**-18,517**	**35,300**		
	Net Expenditure over Income	**900**	**2,507**	**1,607**	**14,383**	**13,660**	**-723**	**13,660**		

Sevenoaks Town Council Year End 2019

Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2019

Month No : 12

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
60	Markets									
4010	Gross Pay	181	241	60	2,202	2,900	698	2,900		698
5410	Repairs & General Maintenance	0	0	0	262	100	-162	100		-162
5420	Saturday market charges	1,132	1,125	-7	14,083	13,500	-583	13,500		-583
5421	Wednesday Market charges	1,962	1,750	-212	25,539	21,000	-4,539	21,000		-4,539
5423	Friday market charges	0	1,125	1,125	0	13,500	13,500	13,500		13,500
6001	Blighs Market Charges	1,840	866	-974	11,218	10,370	-848	10,370		-848
6010	Light Heat & Cleaning	0	41	41	169	500	331	500		331
6460	Publicity & Democratic notices	0	288	288	1,178	3,500	2,322	3,500		2,322
6900	Sundry Expenses	0	0	0	-132	0	132	0		132
7000	Reinvestment	0	16,607	16,607	0	16,957	16,957	16,957		16,957
	Markets :- Expenditure	**5,114**	**22,043**	**16,929**	**54,519**	**82,327**	**27,808**	**82,327**	**0**	**27,808**
1017	Rental Income Sat Market	2,235	2,029	206	22,774	24,337	-1,563	24,337		
1018	Rental Income Wed Market	563	1,767	-1,205	10,766	21,212	-10,446	21,212		
1019	Rental Income Blighs Market	1,385	1,524	-140	14,258	18,278	-4,020	18,278		
1024	Rental Income Friday Market	0	1,542	-1,542	0	18,500	-18,500	18,500		
1990	Other Income	6,721	0	6,721	6,721	0	6,721	0		
	Markets :- Income	**10,903**	**6,862**	**4,041**	**54,519**	**82,327**	**-27,808**	**82,327**		
	Net Expenditure over Income	**-5,789**	**15,181**	**20,970**	**0**	**0**	**0**	**0**		

Sevenoaks Town Council Year End 2019

Detailed Income & Expenditure by Year to Date Budget Heading 31/03/2019

Month No : 12

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
70	Precept									
1995	Precept	90,716	90,717	-1	1,088,593	1,088,593	0	1,088,593		
	Precept :- Income	**90,716**	**90,717**	**-1**	**1,088,593**	**1,088,593**	**0**	**1,088,593**		
	Net Expenditure over Income	**-90,716**	**-90,717**	**-1**	**-1,088,593**	**-1,088,593**	**0**	**-1,088,593**		
	Finance & General Purposes Expenditure	**228,701**	**196,768**	**-31,933**	**1,606,213**	**1,651,730**	**45,517**	**1,651,731**	**0**	**45,518**
	Income	**167,335**	**144,212**	**23,123**	**1,624,491**	**1,644,419**	**-19,928**	**1,644,419**		
	Net Expenditure over Income	**61,365**	**52,556**	**-8,809**	**-18,278**	**7,311**	**25,589**	**7,312**		

March 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	33,386	34,880	1,494	34,880	Planning Fee Expenditure varies year on year depending on applications and the level of professional(planning) fees to be paid by STC
Open Spaces & Leisure Committee					
General	226,609	263,374	36,765	263,375	Favourable variance on Salaries & Pensions (£16,506). Higher than budgeted costs on lower St Johns Toilets of £4,327 due to essential works on locks and the hot water heater. Underspend on Greatness Rec Conveniences (£3,372) due to lower than budgeted cleaning costs. Misc. Open Spaces additional projects of £46,018 financed by grant income of (£18,349) projects&Cill Allocation of £13,329 include 2 replacement Bus Shelters at a net cost of £14,340 to STC. Positive variance on Letting & Hire of Facilities due to extra bookings of pitches over the Winter Season. Positive variance in Other Income to offset 2 Memorial Benches in Seats & Litter Bins.
Cemetery	18,730	20,200	1,470	20,200	Overspend on Gross Pay due to higher than expected volume of Out of Hours Funerals, resulting in more overtime than budgeted but also more than budgeted Cemetery Income (£4,271) . A contigency transfer for Groundwater Risk Assessmet for (£4,500).
Allotments	(408)	3,420	3,828	3,420	Positive Variance in QH Allotments in general. Total Quaker Hall Allotments Income (£3,110) due to actual occupancy at over 90% compared to budget at 80%, but it is offset by maintenance, repairs and employee costs being £762 below budget.
Street lighting/ general	19,879	21,447	1,568	21,447	Streetlighting (£1,884) above budget due to not enough private roads maintaining streetlights. Public clock maintenance due to additional clock being maintained. Postive variance from In Bloom of £1,006 due to additional contributions received.
Vine Café	24,013	(5)	(24,018)	(5)	Lower than budgeted income from Events for the cafe of (£26,853). Reduction of income of £7,597 was offset by the sale of goods being below budget by £10,195. The Café operates reduced hours over the winter months which has positively impacted operating costs also reduced income. Income streams continue to be evaluated for opportunities to increase Cafe income.
Vine Grounds	22,217	21,953	(264)	21,953	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 of (£25,000) reduced STC costs to (£2,000) Adverse variance on Gross Pay, due to employing an outside contractor to complete essential landscaping and CCTV maintenance.

March 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					
Bat & Ball Station	5,502	7,312	1,810	7,312	Café only operational in the last two weeks of the financial year. The net income is due to budgeted transfer of £7312 to finance costs.
Establishments	618,157	627,480	9,323	627,480	Above budget expenditure accross different categories.Adverse variance on Gross Pay (£8,414) due to additional staff resources and approved salary increases. 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 (£14,588) due to upgrade of old T infrastructure with new computers, laptops and a new server. Overspend in Publicity/ Democratic services higher than budgeted due to approved expenditure (£1730) Town Cryer& (£600) on "My Sevenoaks Community" advert. Favourable income from interest on Deposits (£6,844) due to high fund balances. Refer RFO commentary on the use of Development fund/contingency.
General	30,754	26,200	(4,554)	26,200	Adverse Varience due to increase costs in special events and no income contributed to other events apart from CLSO. CLSO income was higher than the annual budgeted value due to higher than expected number of stalls and donations.
Council Offices	45,328	39,311	(6,017)	39,311	high Adverse varience due to High premises costs such as water bills (£9,641) which is being reviewed, less income of hire and lettings as budgeted. Favourable Gross Salary variance of (£4,431) due to caretaker postion being vacant.
Community Centre	(25,856)	(5,728)	20,128	(5,728)	Favourable variance mainly due to much higher than expected income from Letting & Hire of Facilities (£11,959). General maintenace below budget of £8,101.
Grants	56,003	57,000	997	57,000	Fewer grant applications were received this year.
Property	(23,381)	(39,600)	(16,219)	(39,600)	.There was a contigency transfer to underwrite the non-delivery of the Vine Waste car park of (£11,550). There was lower than expected income for Knole Paddock Car Park.(£10,588)

March 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
	£	£	£	£	
Sevenoaks Town Partnership	5,000	5,000	-	5,000	Represents STC'S contribution to the Town Partnership. An additonal transfer of £5,000 was made by STC to offset BID costs.
Youth Cafe	14,383	13,660	(723)	13,660	Approximately in line with budget
Markets	-	-	-	-	There was a contingency transfer to underwrite the non-delivery of Friday markets (£5,000). A transfer from the markets reinvestment provison was made to offsetv the loss for the year (£1,721)
Precept	(1,088,593)	(1,088,593)	-	(1,088,593)	representing full precept received
Rolling Cap Budget	-	-	-		
Total (exc. capital items)	(18,278)	7,311	25,589		

Summary by Committee:

Planning	33,386	34,880	1,494	34,880
Open spaces & Leisure	287,027	330,394	43,367	330,395
Vine Café	24,013	(5)	(24,018)	(5)
Finance & General Purpose	725,890	730,635	4,745	730,635
Precept	(1,088,593)	(1,088,593)	-	(1,088,593)
Rolling Capital Budget	-	-	-	-
Total (exc. Capital items)	(18,278)	7,311	25,589	

Sevenoaks Town Council

Statement of Fund Balances as at 31 March 2019

£ (2017/18)		S&P Rating 31/03/2019 Long term	S&P Rating 31/03/2019 Short term	Values £	Total Values £	Percent of Total Funds %	Interest rate
	Bank of Scotland						
750,000	Treasury deposit (1m)	A+	A1	600,000			
					600,000	24.38%	0.80%
	National Westminster Bank	A-	A2				
496	Business Reserve Account			825			
196,658	Current Account			536,277			0.20%
725	Payroll Account			1,000			
1,000	HITB Youth café			1,000			
7,373	Sevenoaks Town Partnership			7,933			
30,617	Mayors Charity Account			18,933			
					565,968	22.99%	
	HSBC	AA-	A1+				
50,183	Business money manager			50,251			0.20%
					50,251	2.04%	
	Handelsbanken	AA-	A1+				
62,631	Deposit account			63,376			0.15%
260,005	35 day notice account			260,005			0.25%
					323,381	13.14%	
	Nationwide	A	A1				
804,690	Instant Saver			910,519			0.60%
10,042	Sevenoaks Fund Instant Saver			10,096			0.60%
					920,615	37.40%	
	Clydesdale						
1	Current account	BB	A2	1	1		
920	Petty Cash						
2,175,341					1,054	0.04%	
					2,461,271	100.00%	

Agenda Item

Sevenoaks Town Council

Working Capital Summary as at 31st March 2019

	B/fwd 01-Apr-18 £	Movement* £	C/fwd 31-Mar-19 £		31-Mar-18 £
Current Assets					
Stock	1,041	2,034	3,075		1,041
Trade debtors	46,260	(27,580)	18,681		46,260
VAT	27,715	44,484	72,199		27,715
Prepayments and other debtors	61,185	6,682	67,867		61,185
Cash at bank and in hand	2,175,341	285,930	2,461,271		2,175,341
	2,311,542	311,551	2,623,092		2,311,543
Current Liabilities					
Trade creditors	85,507	117,789	203,297		85,507
Accruals and other creditors	269,270	(153,702)	115,568		269,270
Prior Mayors charity account	-	-	-		-
Precept received in advance of budget	-	-		Note 1	-
Receipts in advance (rent and hall hire)	26,042	(5,366)	20,675		26,042
	380,819	(41,279)	339,540		380,820
Net Current Assets	1,930,723	352,830	2,283,552		1,930,723
Represented by:					
General Funds					
Revenue Reserves	307,905	10,853	318,757.84	Note 2	307,905
Earmarked/Designated Funds					
Pension Reserve	2,814	-	2,814		2,814
Rolling Capital Prog Revenue Reserve	53,502	(9,083)	44,419		53,502
Street Lighting Reserve	7,737	-	7,737		7,337
Community Centre Reserve	16,398	-	16,398		16,398
Stag Winding Up Reserve	6,000	1,000	7,000		6,000
Planning Fees Reserve	12,500	-	12,500		12,500
Youth Activities Reserve	-	1,500	1,500		
Contingency Provision Reserve	55,442	64,754	120,196		55,442
Pension Deficit Reserve	-	-	-		-
Capital Receipts Reserve	1,279,584	(139,008)	1,140,575	Note 5	1,279,584
CIL Earmarked Reserve	99,993	417,329	517,322		99,993
Capital Projects Reserve	-	-	-		-
No 8 bus Reserve	63,529	11,600	75,130	Note 3	63,529
QH Allotments Key Reserve	4,035	80	4,115		4,035
Mayor's Charity Reserve	21,284	(6,196)	15,088	Note 4	21,284
	1,622,818	341,977	1,964,795		1,622,818
	1,930,723	352,830	2,283,552		1,930,723

* 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-Precept received in advanced. Nil by Year End

Note 2 The year to date inflow of revenue reserves of £2,575 reflects revenue income of £1,606,219 less revenue expenditure of £1,596,219. Net capital expenditure for the year of £1,315708.36 was offset by a transfer from the Capital Reserve.

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. Following finall reconcilation at the end of the mayoral year, cheques will be presented to the chosen charities.

Note 5 This includes cemetery lodge £455,057(net)

Sevenoaks Town Council

Finance & General Purposes Committee – 10th June 2019

Public Works Loan Board Application for Bat & Ball Centre – Agenda Item No 11

Following meetings and review of financial reports in relation to the finances for the Town Council's Community Investment Plan capital projects including the Bat & Ball Centre Sevenoaks Town Council Resolved on 1st April 2019:

RESOLVED: *that the Responsible Financial Officer and Chief Executive proceed with the arrangements to borrow a fixed repayment annuity loan of £1.4m over a 25-year period from the Public Works Loan Board.*

The decision to borrow the £1.4m for the Bat & Ball Centre was based on the following key points:

1	Project Cost – as identified by Quantity Surveyor Report £2,775,000
2	STC's available Capital Funds towards the project £1,678,805
3	Enabling additional contingency fund for the project £303,597*
3	Amount to borrow based on ability to repay – noting available funds in the Development Fund for the purpose. On 1st April 2019 the Town Clerk and Responsible Finance Officer recommended the following: Sevenoaks Town Council created a budget which has been named Development Fund £108,000 (2018 / 19 budget) to fund i) Development costs for capital projects ii) Loan repayments for Bat & Ball Centre iii) Contingency for operational revenue budget The Town Clerk and Responsible Finance Officer have a concern that if too much of the £108,000 budget is used to repay a loan the Town Council will be vulnerable in having insufficient funds for the contingency for the operational revenue budget. It would only need one unexpected event e.g. new IT server, unexploded bombs, under performing facilities and the Town Council would have insufficient contingency and therefore also not easily be able to meet its loan repayments. The Town Council in reaching its decision took the information into account and included an additional contingency* for the project.

5	Enabling reserves funds to be retained towards other capital projects

Summary of Project Budget and Funding

Project Budget		Funding	
QS Report	£2,775,208	CIL Grant	£1,200,000
Additional Contingency*	£303,597	CIL Reserve	£57,815
		Capital Reserves	£420,990
		Public Works Loan Board	£1,400,000
Total	£3,078,805	Total	£3,078,805

An application has been made to the Public Works Loan Board who are currently carrying out the due diligence tests for the application.

Although the finance reports were clear on the requirement of the loan and its purpose the Minute 5 at the Council Meeting held on 1st April 2019 was not clear in that it did not name the purpose e.g. Bat & Ball Centre.

RECOMMENDED that a clarification Minute is provided as follows:

that the Responsible Financial Officer and Chief Executive proceed with the arrangements to borrow a fixed repayment annuity loan of £1.4m over a 25-year period from the Public Works Loan Board for the rebuilding and refurbishment of the Bat & Ball Centre (previously known as Sevenoaks Community Centre).

The Town Council has throughout the process of consultation and discussion of the Community Investment Plan capital projects made it clear that it set up a Development Fund to enable a loan to be repaid should it be needed.

The Public Works Loan Board is seeking further details in relation to this.

A query has also been received in relation to the Town Council's 2019 / 20 budget which indicates a deficit of £26,000. It has been explained to the PWLB that this was a conscious decision of the Town Council to take the sum from reserves to cover the loss of income from the Community Centre whilst it was closed for refurbishment rather than adding this to the rates.

The Public Works Loan Board has also stated that it would wish to see regular public progress reports on the Bat & Ball Centre project and loan application. A copy of the first report is attached and will be placed on Sevenoaks Town Council's website. This is in addition to regular progress reports provided to the Community Infrastructure Committee.

Bat & Ball Centre

(previously known as Sevenoaks Community Centre)

Background

The Sevenoaks Community Centre although used extensively as a community hub was more than 30 years old and the fabric of the building required costly maintenance and was uneconomic to operate. Public feedback also indicated that it was no longer a venue where they would want to hold a special family occasion e.g. wedding. Also, a larger venue had been requested by businesses and public for events with a sit-down capacity for 250. Currently people requiring such a venue need to go out of town.

Sevenoaks Town Council had made a commitment to the regeneration of the Bat & Ball area and believed that a new community centre was a key component to this.

Initially the Town Council considered selling its office site and combining capital income to build a two-storey community centre which would have its offices on the first floor. Unfortunately, there were planning problems relating to this idea on both sites. At the same time the Red Cross relinquished its building, and this provided an opportunity for its development.

Bearing all of this in mind the Town Council reconsidered its original plan and decided to retain its office site and refurbish the old Red Cross building and to keep the current community centre site for its original purposes which had benefits of the car parking not being so restrictive.

This proposal provides several advantages:

- Less pressure on car parking at the Bat & Ball Centre
- Less pressure on car parking at STC Office site, also enabling nearby residents to use some car parking spaces during non-office hours.
- Retains community assets
- Enables Sevenoaks Day Nursery to continue with its original plans (on community centre site)
- Enables a new Business Hub to be created on the STC office site.

Plan for new centre

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 realm enabling a lively and eclectic mix of daytime and evening activities. It is intended to complement and be interactive with the refurbished adjoining Bat & Ball Station building.

The new Bat & Ball Centre will be far more economical to operate and have improved aesthetics and extended community space.

Once the new building is constructed the external areas of the building will be landscaped to enable the exterior to also be a valuable community space.

What will the new centre provide?

The plans have been considered to ensure that current usage can continue and provide more flexible accommodation to enable additional usages.

- Large main hall -Extended from current size and ability with sliding doors to link to smaller hall.
- Smaller hall for multi-use including play schools (meeting Ofsted requirements)
- Catering kitchen
- Meeting room

How will it cost and how will it be funded?

- Project Budget £2,775,208 & contingency £303,597 = £3,078,805
- Funded by £1,200,000 CIL (Community Infrastructure Levy) Grant, £57,815 CIL Reserve, £420,990 Capital Reserves & £1,400,000 Public Works Loan Board (25 years fixed rate, annual repayment £74,202)

Progress to Date (May 2019)

- Extensive consultation taken place regarding provision of new community centre including articles in the press, Town Crier magazine, public meetings, Community Investment Plan, social media.
- Consultations taking place with users of the facility, residents
- Planning permission obtained
- £1.2m Community Infrastructure Levy grant obtained.
- Public Works Loan Board request submitted for £1.4m
- Tender process completed via Government Contract Finder
- Tenders being reviewed and analysed.
- Hirers relocated from building from 1st June 2019 to enable construction works to commence.

Revised Application

Grant NO
49
resubmission
following
Town Councils
request
after F+GP
4-3-2019

Sevenoaks
Town Council

APPLICATION FOR GRANT AID

NB – Grant recipients will be asked to provide a stand and or presentation at the Annual Town Meeting **[18th March 2019]** to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

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

PART 1 – YOUR ORGANISATION

NAME OF ORGANISATION

Kent Painters Group

NAME OF CONTACT

Debra Barr-Smith

ADDRESS OF CONTACT

Dibgate Farm, Chevening Road, Sundridge, Kent

POSTCODE TN14 6AB

TELEPHONE NO:	DAYTIME	01959569054
	EVENING	
	EMAIL ADDRESS	debrabarrsmith@yahoo.co.uk

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

The KPG constitution dictates "The object of KPG is to raise funds for such mental handicap and mental health charities that operate in the county of Kent as are selected by the Executive Committee". We therefore operate fully as a Not For Profit organisation."

All KPG committee members are volunteers and all proceeds (after running costs) get donated directly to the three charities that KPG supports - Sevenoaks Mencap, Macintyre and Rethink. KPG also gives an additional £500 each year to a local charity as a one off payment and this year KPG supported Papyrus-an organisation which works to prevent suicide by teenagers—which has sadly impacted in the Sevenoaks area this year. . In total KPG after the 2018 exhibition donated £5,500 each to Rethink and Mencap and £2500 to MacIntyre. The addresses for these organisations, all supporting those with mental health challenges, are located on Vine Court Road, on Hitchen Hatch Lane and on Dartford Road—all within the Sevenoaks Town Area.

As well as raising funds for the above charities KPG supports the local art community of Kent - and asks exhibitors to have a connection to Kent. KPG selects both amateurs and professionals and are often the step on the ladder that a new artist needs to start being recognised.

KPG holds its exhibition at Sevenoaks School on the last weekend of October each year, so of course, the huge majority of our visitors are from the immediate Sevenoaks Area.

Beneficiaries=100%

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£436.00 X

PLEASE DESCRIBE YOUR PROJECT

Kent Painters Group is proposing to use the Grant Award money towards the printing of 2000 20 page coloured stapled brochures. Of course, this generous donation would be marked in the Brochure which accompanies the Exhibition. X

The brochures are full-colour and guide visitors through the Exhibition with images and descriptions of the artwork on display. The brochures are kept throughout the year as aide-memoire for the Exhibition.

We would put the Sevenoaks Town Council Logo on the Brochure and explain the support which the Council has awarded us.

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

Please see above.

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

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

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?

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

Not applicable

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

NO

IF YES, PLEASE GIVE DETAILS

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

An annual weekend event when outstanding Kent artists are invited by the KPG Committee to exhibit their work at a Sevenoaks Venue. For the last few years this has taken place at Sevenoaks School. KPG then contributes 30% of sales (plus monies earned through the Raffle prize and from concession sales and through sales of catalogues) to be distributed amongst SEVENOAKS Charities.

For 2018 cheques to the value of £13,500 were distributed to Sevenoaks Mencap, Sevenoaks Branch of Rethink and MacIntyre who run a supported living scheme in Sevenoaks. In the letters of appreciation sent to Kent Painters Group, the various organisations noted that their government funding was now withdrawn, so they are particularly reliant on and grateful for the donations from Kent Painters Group. Their appreciation is also shown by volunters from each local group helping with set up/take down, sale of luncheons and manning the reception table.

PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR

Information attached

HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?

12

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

please see below

Artists pay £50 to take part, advertising is sold in the catalogue, sponsors are sought, committee members donate raffle prizes, the catalogue is sold at the door. Lunches which are donated by committee members are sold on the Saturday and Sunday. Artists donate 30% of their sales towards Kent Painters Group.

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

2016--£200 towards reusable Banners and new Banners
2017--£200 towards reusable Banners and new Banners
2018--£500 towards new Lighting for Display Screens

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION
CHECKLIST

√☐ All relevant parts of the form completed
√☐ Form signed (the signature page has been hand delivered to Council Offices in advance, and may be added to this form)
√☐ Audited accounts for the last two years. Accounts for last year are attached. Accounts up to 31 December, 2018 to follow by email.
NA☐ Annual Report if available (orProject or Business Plan for a new organisation)

DO YOU HAVE A WRITTEN CONSTITUTION? YES
THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY

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

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

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES**AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH PART 2 OF THE GUIDANCE NOTES.**

SIGNATURE signature sheet already handed in at town council offices.
DATE ----(14, December, 2018, first application which was denied)
18 April, 2019

NAME AND POSITION IN ORGANISATION: DEBRA BARR-SMITH,
IN CAPITALS PLEASE KPG Committee Member

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

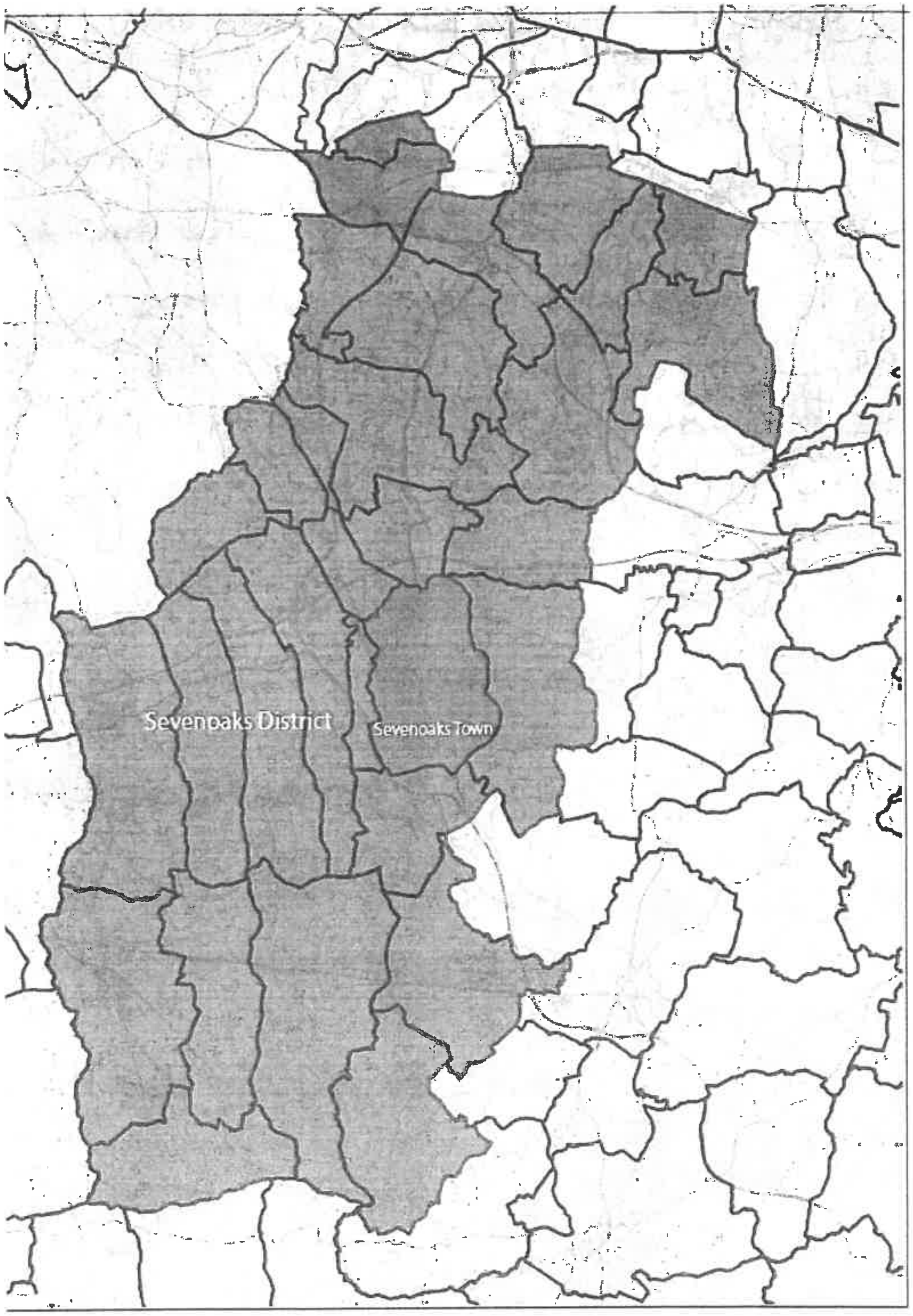
Please make cheque payable to Kent Painters Group. Please send cheque c/o Debra Barr-Smith, Dibgate Farm, Chevening Road, Sundridge, Kent, TN14 6AB

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

- **1st Friday in August**[3.8.2018] for the September Finance and General Purposes Grant Committee
- **2ND Friday in January** [11.01.2019] for the March Finance and General Purposes Grant Committee

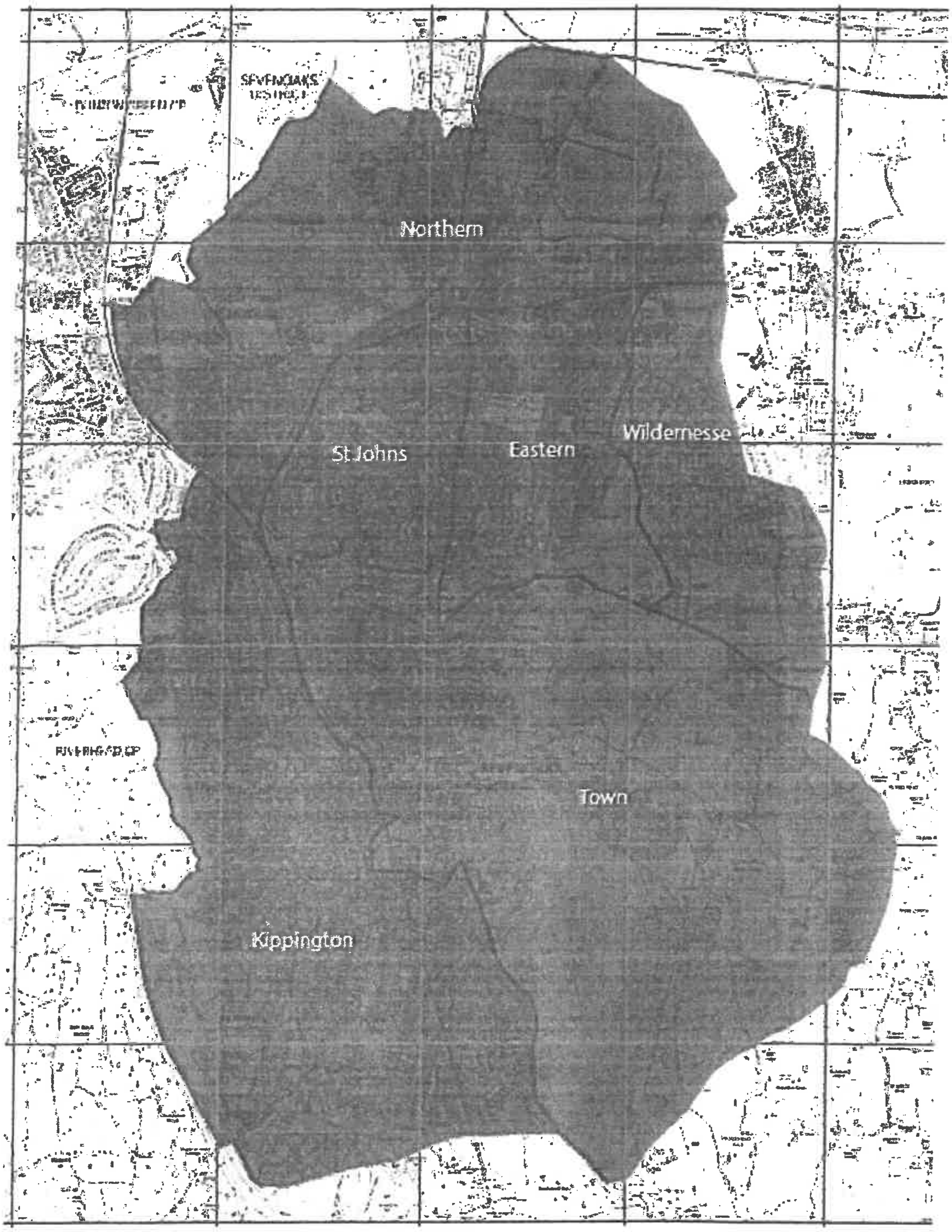
NB Late applications will be reviewed at the following Grants meeting!
Application Forms are also available by email from: council@sevenoakstown.gov.uk
If you have any queries, please contact Michèle MacDonald on 01732 459953.

THIS DOCUMENT IS AVAILABLE IN LARGE PRINT IF REQUIRED.



Updated 22.02.2016 and 30.04.2018

Sevenoaks
Town council



Sevenoaks Town Council Wards

Kent Painters Group

Balance Sheet as at 31st December 20	**2018**		**2017**		**2016**	
assets at year end						
Bank Account	10060		7966		13311	
Uncleared Payments	8500		3000		382	
Total Assets		1560		4966		12929
Surplus carried forward		1560		4966		12929

Income and expenditure account for year ending 31st December 2018

Income						
Art sales	32377		28847		26745	
less artist commissions	22867		21635		20059	
		9510		7212		6686
Additional show comm		93		250		21
Artist show entry fees		3200		3330		3020
Sponsorship		2075		2950		1925
Donations		250		181		656
Food sales		739		697		1349
Bar/ alcohol sales *		1726		2186		
Catalogues		874		1160		1185
Raffle		949		886		1036
Sevenoaks tc grant		500		200		200
Misc		160				5
Total Income		20076		19052		16083

Bar/ alcohol sales *
2016 accounts included this figure under Food sales

Expenditure					
Hall hire		1320		1290	1245
Insurance/ art club		106		106	157
Card machine		353		291	323
Printing		799		688	1232
Postage		666		639	1105
Stationery		102		176	64
Catering		120		250	134
Alcohol/ bar		1312		1558	480
Website		105		8	170
Advertising		442		396	469
electrical works		3327			
misc		330		163	519
Total Expenditure		8982		5565	5898
Show Profit		11094		13487	10185
Surplus Brought Forward	4966		12929		2744

Charitable Donations 2018

Rethink	5500		3950		3250	
Mencap Sevenoaks	5500		4000		3250	
Macintyre	2500		3000		2500	
Papyrus	500					
Hadlow Pottery	500					
Fynvola	0		0		1000	
Spadework	0		0		500	
		14500		10950		10500
Final Balance		1560		4966		12929

Gift Aid Refund Values

Rethink	£2,675.00	£1,249.00	£1,609.50
Fynvola	£0.00	£0.00	£342.00
Mencap Sevenoaks	£2,727.00	£1,200.00	£1,086.50
Macintyre	£1,287.00	£1,239.00	£619.00
Papyrus	£249.00		

Notes to accounts:

1- Charitable donation of £500 was an additional payment made from 2017 show results.

2- Fynvola- this charity is no longer supported by KPG.

AT work
for Car Magnet

ART IN JUNE

OPEN STUDIOS

Sevenoaks & Eden Valley

www.artinjune.org

Sevenoaks
Town council

magnet.indd 1

26/04/2019 18:50

Example last year (2018)
Car magnet

ART IN JUNE
OPEN STUDIOS
www.artinjune.org

THE AIMS OF ART IN JUNE ARE

- To hold an annual Open Studio/Art Trail event in the Sevenoaks Area, run on a voluntary basis, led by the artists themselves and managed by a steering committee/group.
- To enable each participating artist to show their work to the public, either in their own home or studio or in another local space. The aim is for the participating artists to not only exhibit their work, but also to sell and promote it, building up links between other artists and the local community.
- To be an inclusive organisation, bringing together artists from diverse cultural, professional, age and ability backgrounds, and working in a broad range of media.
- To encourage mutual mentoring amongst members and the development of an artist community network.
- To encourage an appreciation of the visual arts and to build a diverse and informal local audience in Sevenoaks.
- To identify Sevenoaks as a creative and artistic centre, complementing other cultural, arts and enterprise activities already established in the Town's calendar.

Extracted from Art in June Constitution . Dec. 16, 2018

Sevenoaks Town Council

Finance & General Purpose Committee 10th June 2019

Sevenoaks Markets Report:

1. Wednesday Market

The Market Operator went into receivership in 2013 owing Sevenoaks District Council a considerable amount of money. Following a local petition Sevenoaks Town Council took the decision to bid for and operate the markets.

Sevenoaks Town Council has been managing the Wednesday market located next to the Bus Station area since then and recently won the tender for the contract for the next five years. It has always been a challenging location and over the past few years the market has seen a steady decline of traders which has resulted in fewer customers visiting the market and its remaining stalls.

Sevenoaks Town Council staff have worked hard to try to encourage new stallholders to attend the market and has been successful in recruiting the following:

- Cake stall
- Children's clothing
- Fish Stall
- Meat products
- Gifts, wrapping paper and cards
- Bedding
- Coffee
- Homemade sausages

However, for a variety of reasons, the most common being lack of footfall these new stalls have not stayed. This has meant that the income from the Wednesday market has decreased and the costs of running the market is currently being underwritten by income from other markets and Sevenoaks Town Council's Market Reinvestment Fund to avoid being subsidised by Sevenoaks Ratepayers.

In 2018/2019 the cost for the market that Sevenoaks Town Council had to pay Sevenoaks District Council was:

£25,500.00 per annum or £490.38 per week. The current rental income from the market is £197.50 per week leaving a shortfall per week of £292.88.

The Sevenoaks District Council rent for the market increased in 2019/2020:

£25,985.25 per annum or £499.72 per week. The income has not changed and currently no new stallholders have agreed to attend.

Just before Christmas 2018 a petition was handed to Sevenoaks District Council for the market to be moved into the High Street.

Sevenoaks Town Council has been made aware that there are future plans for the current market location for a covered, multi decked car park. This would mean that the market would have to either close or be relocated during building works. To date Sevenoaks Town Council has not received any notification from Sevenoaks District Council regarding dates or locations of where the market would be moved too.

Recently there has been Health & Safety issues with the market due to car park users entering the market area wanting to park in the empty spaces. There are currently signs at the entrance to the car park, but these are often ignored, putting customers and stallholders at risk of collisions and possible injuries. Stall holders have reported that cars have driven over stall holders' boxes trying to gain access to the car park despite it being closed due to market day trading.

The market traders believe that the Buckhurst 2 Car Park closure for redevelopment had a detrimental effect on trading at the market with negative feedback received from customers. It is too early to tell if the new car park will have any impact on recovery or trading at the Wednesday market and help increase footfall to the area.

Sevenoaks Town Council made a request in December 2018 for Sevenoaks District Council to grant permission for the Wednesday Market to be moved into the current position of the Saturday High Street Market (outside Lloyds Bank).

The response from Sevenoaks District Council was:
Thank you for your email of 6 December 2018 to Jim Carrington-West concerning the Sevenoaks Wednesday Market. I apologise for our delay in responding, our Legal Team has been trying to explore this option for us. Unfortunately, the contract was made under EU procurement rules (found in the Public Contracts Regulations 2015), meaning that our options are tightly regulated.

The invitation to tender was originally advertised nationally and across the EU. The EU procurement rules set out some principles to make sure that it is an even playing field for all and that favourable contracts are not granted to particular companies. Changes to a contract should only be allowed where all companies know this beforehand and are given a chance to bid on that basis. Regulation 72 of the 2015 Regulations explains the limited circumstances in which we can modify an existing contract.

Tenderers were asked to submit bids for the Sevenoaks Markets based on entering the draft contract which was attached. The Heads of Terms clearly set out the location of the Wednesday market. Changes are not permitted unless they are explicitly allowed for in the *contract documents, where the changes are below a certain value threshold, or the changes fall within some specific other categories. In this case the contract did not explicitly allow for reductions in the rent. The change in rent would also be larger than what is permitted under the regulations.*

In order to reduce the rent for the Town Council, we would have had to make all bidders aware of this before we awarded the contract. If we make a modification to the contract that is not compliant with the rules, then we would be required to carry out a completely new procurement process for this revised contract (reg. 72(9)).

Therefore, for this reason, it is not open to the District Council to agree to the Town Council's proposals.

Sevenoaks District Council's Economic Development Team have stated that they are putting a plan of action to help increase footfall and stallholders for the market that will be passed on to Sevenoaks Town Council for consideration. To date no information has been received.

It is understood that Kent County Council have no objection to the relocation of the market to the High Street. There has been a long debate about the historic rights to hold a 'Charter Market' at the High Street location outside the Chequers. To follow this through to conclusion will require legal representation and Sevenoaks Town Council would need to consider whether it would want to pursue this.

The Town Clerk asked Sevenoaks District Council if it continues to pay the same contract fee for the Wednesday Market whether it will agree to the relocation in the High Street. Sevenoaks District Council have stated that this is not possible due to the procurement restrictions.

Sevenoaks Town Council are a member of NABMA who are writing to Sevenoaks District Council to ask the following - on what grounds they can levy a charge to Sevenoaks Town Council for the Sevenoaks 'Charter' Market in the High Street.

Sevenoaks District Council provided the following reply:
SDC do not charge the Town Council for operating the Sevenoaks Charter market. The operation of this market, like others we are responsible for, are regularly exposed to competitive tendering via EU Procurement rules. The Town Council tendered for the operation of both Sevenoaks' markets and were successful and were awarded the contract for 5 years. The tender was based on the fee they would pay this Council for operating the Charter market on a Saturday in the High Street and a Wednesday market on land we own. The Town Council tendered on this basis. The Charter rests with this Council.

The Sevenoaks Town Partnership considered this matter at its meeting on 29th May 2019.

The Town Council has the following options:

i) **To continue to operate the Wednesday market at a loss, subsidised by other markets and Market Re-Investment Fund.**

ii) **Commence termination of the contract for the Wednesday Market**

iii) **Pursue legal avenues for Sevenoaks Town Council to operate a 'charter' market on the High Street without permission or payment to Sevenoaks District Council.**

2. Bligh's Saturday Market

Traditionally the Bligh's Saturday Market was operated by the Bligh's Management Company. In 2014 They stated that it was no longer financially viable and intended to close it. Traders and residents signed a petition requesting that Sevenoaks Town Council take over the management of the Market.

Sevenoaks Town Council agreed to take over the management of the Bligh's Market as it believed that markets stall add to the economic vibrancy of the town and has been operating this ever since.

In 2016 The new landlords of Bligh's Standard Life stated that they wanted to change the provision of the Market. The changes included reducing number of trading plots available, and a requirement to use branded market gazebo to be supplied by Standard Life.

The provision of the new stalls has not gone well. On receipt of the new stalls there have been many concerns raised by market traders and Sevenoaks Town Council relating to their safety and protection of market traders' products. This culminated in an accident on 9th February 2019 where a market gazebo took flight, resulting in an insurance claim of approximately £400 of loss products and minor injuries and shock to market traders and customers.

For health and safety reasons Sevenoaks Town Council has refused to use the new market gazebos and has sought legal advice on the matter.

The Town Council is now left with the following options:

Option 1 – Use new gazebos provided – not an option due to health and safety issues

Option 2 – Adapt new gazebos

Pros	Cons	Costs
• Would be uniformed and branded	• Not able to adapt the overhang	• Would have to speak to supplier for costs

	• so this would not be used which would mean the gazebos are only 2m x 3m which is unviable for the market traders as not enough space • Payment for services for stall moving and erection charges would increase on current • Potential loss of traders who will find the space unviable for them	of any other additions. Supplier has stated before to Savills that there is no other additions that are available. • Would also need to purchase better weights as current ones are not heavy enough • Would need to purchase different lights as the ones supplied are not suitable • Would need to pay for one whole replacement as one was broken in the wind

<u>Option 3</u> – Continue to use 5 green and white units and 5 people bring their own gazebos

Pros	Cons	Costs
• Very little cost to STC as only need to re-paint, repair the current five units • current stall holders are used to and happy with thus retaining current income	• Not uniformed or branded • Unable to get replacement parts easily • The units are old and no longer in production • Unable to offer everyone the same size/shape for trading area (have reduced number available – sold 2) • Payment for services for stall moving and erection charges would increase on current	• To be confirmed but only cost of paint, new tyres and metal strips/boards • Storage paid for 2019/2020.

	still need to pay for storage next to M&S to SDC	

Option 4 – Buy new gazebos

Pros	Cons	Costs
• Uniformed and branded • Everyone would have the same size and shape for trading	• STC would have to cover the cost of buying the new gazebos • Increased costs with VC Handyman Services	• 10x 3m x 3m gazebos with sides and weights = £7150.00 • Would need to buy lights also

F+G P
10-6-2019
14

Minutes of Sevenoaks Town Partnership Meeting held at the Town Council Chamber On Wednesday 29th May 2019 at 6.30 p.m.

Executive Board:

Executive Board

Representing	Number	Current Member	Current Organisation	
Sevenoaks Town Council	3	Cllr Andrew Eyre (Chairman) CEO / Town Clerk Cllr Tony Clayton Cllr Simon Raikes		Present Present Apologies Present
Sevenoaks District Council	1	Cllr Avril Hunter		Present
Transport	2	Tony Clayton Austin Blackburn	Sevenoaks Rail Travellers Association Go Coach	Apologies Present
Leisure Facilities	3	Jane Parish CEO Andrew Eyre (Chairman) Knole	Sencio Stag Hannah Kay	Apologies Present Apologies
Chamber of Commerce	1	Nick Brooker		Apologies Julie Philips attending as representative
Blighs Meadow	1		Savills, agent for Bligh's owners Standard Life Investments	Apologies
Sevenoaks Chronicle	1			Apologies
Sevenoaks Society	1	Roger Walshe		Apologies
Large Business	2	Maxine Chakowa (Vice Chairman) Elizabeth Dolding	Specsavers Warners Solicitors	Present Apologies
Small Independent Business	2	Roberta Ware Glenn Ball	Francis Jones Jewellers Local Architect	Present Present
Resident Association	1			
Round Table	1			Apologies
Police	1			Apologies
	20			

Also in Attendance:
Stephanie Harrison – Breast Cancer Care/Pink Week
Bonnie Tarling – Committee Clerk
Cllr Merilyn Canet – Sevenoaks Town Council & Sevenoaks District Seniors Action Forum
Rebecca Malkin – National Trust, Knole
Karen Shannon – National Trust, Knole
Cllr Richard Parry – Sevenoaks Town Council
Kim Silver – Resident
Jane Jackson – Resident

Paul Silver – Resident
Cllr Robert Piper – Sevenoaks Town Council
Marilyn Piper – Resident

1. **Chairman**
   Cllr Andrew Eyre was elected as Chairman.

2. **Vice Chairman**
   Maxine Chakowa was elected as Vice Chairman.

3. **Apologies for Absence**
   As noted above.

4. **Declarations of interest**
   None received.

5. **Minutes**
   The minutes of the Sevenoaks Town Partnership meeting held on 17th April were received and agreed with the following amendments to add from Hannah Kay, National Trust, Knole:

   RESOLVED:
   To note and approve the minutes as a true record and record the comments from Hannah Kay from Knole.

   I also just wanted to request a couple of amends to the minutes of the last meeting on April 17th. Would it be possible for you to list me as being in attendance? Mary Hayward's name is on the list but it still shows the Knole representative as 'to be confirmed' in the table.

   Also, on page 3, point 10 under Go Coach, please could you note that the shuttle bus is not an SDC initiative. It is a hire agreement between Knole and Go Coach.

   Further down in the second paragraph, there haven't been discussions with SDC, Knole and Go Coach regarding hiring the vintage bus for event days. This was simply a suggestion from Cllr. Hogarth for the town partnership to consider in the future.

6. **Sevenoaks Business Hub**
   A copy of the report was received and noted.

7. **Business Show & Wellbeing Show 2019.**
   An update was received from the Committee Clerk.

   Both events had been well attended with positive feedback and ideas for 2020 received. Ideas included having talks or demonstrations at lunch time to help attract new visitors later in the event.

8. **Sevenoaks Wednesday Market**
The report was received and discussed. It was noted that Kent County Council had no objections to moving the market (the word obliged was an error in the report).

Currently Sevenoaks District Council were not prepared to move the market due to the current conditions of the contract which would mean re-tendering again for the management of the market.

It was noted that overall the three markets cover their costs when reported as a whole so it is not currently costing the Sevenoaks Ratepayers as per report.

It was noted that Sevenoaks Town Council would also be considering at its Finance & General Purposes Committee on 10th June 2019.

RESOLVED:
For Sevenoaks Town Partnership to write a request to Sevenoaks District Council to reconsider their stance on moving the Wednesday market from its current location to outside the Chequers pub.

9. **Vintage Bus**
The idea of holding 3-4 events per year using the bus were discussed. It was noted that currently there were no events planned where the Vintage Bus could be used but this idea would be considered by the Executive Board in the future if an event arose that would need transport.

10. **Google Digital Garage**
The proposal of having the Google Digital Garage attend an event in Sevenoaks were discussed. The Google Digital Garage includes a large lorry style vehicle that can park at an event and help people with various different topics such as CV writing or Social Media skills. It can also be carried out in a theatre style environment providing the venue has power and AV Equipment.

RESOLVED:
Committee Clerk to investigate possible events to be held in Sevenoaks during late 2019 early 2020.

11. **Member Organisations**

Stag – Arts Festival will be held in September with full details to be announced shortly. A meeting room for 18/20 people would be available for booking shortly called the Limelight Room.

Glenn Ball – The new sash windows and disabled access ramp had been completed at the Vine Pavilion with a photoshoot and afternoon tea taking place on Wednesday 19th June.

Francis Jones Jewellers – Business had been quiet due to ongoing roadworks in the Town.

It had been noted that more crime had been taking place in the town of late with concerns that shops were not reporting thefts to the police. It was requested that this issue be raised at the next Sevenoaks Chamber of Commerce Retail Forum Group.

RESOLVED:
To invite Matthew Scott to a future Sevenoaks Town Partnership meeting to discuss crime issues in the Town.

Go Coach – New routes across the network were starting to settle down, however some routes were continuing to run late. A change in timetables for some routes would take place in November.

Currently investigating the use of different Apps for public to use to track buses.

Current staff levels were good and no major issues with vehicles at the present time.

Specsavers – currently business was very quiet, however Saturday continued to be the busiest trading day.

Sevenoaks & District Chamber of Commerce – Networking meetings continue to grow in their success.

The next Retail Forum meeting would be held at the Stag on Tuesday 4th June 6-8.3pm.

The Summer Reception would be held at Wildernesse House on 27th June.

Next Generation Chamber event would be held at the Vine Cricket Pavilion on 4th July.

The Chamber would be hosting an event for Work Experience students giving them a chance to talk to a variety of different businesses.

Pink Week – Events for Pink Week had now been arranged with the Pink Run and Quiz Night confirmed. It was noted that to date Sevenoaks had raised £176,242.00 for Breast Cancer Care. 2019 would mark the 10th year of fundraising with the hope to hit a target of £200,000 with the aim of holding an event every day from 5th to 12th October. It was requested that anyone wishing to host an event during Pink Week please contact Steph Harrison.

Sevenoaks Senior District Action Forum – Currently looking for new ways to help tackle loneliness and helping older people get back into the work place. The Annual General

Meeting would take place on 31st May with Managing Director Go Coach providing a talk regarding older people using buses.

Knole – Currently working with 13 students on a new work experience programme for 2019.

The new shuttle bus service was well attended with 36 passengers using the bus on Sunday. It was suggested that in future a timetable could used on the marketing rather than stating every half hour.

Currently working with Sevenoaks District Council to gain more volunteers with special needs.

Projects and events:

- Visually impaired tours
- National Volunteers Week
- Dementia Café takes place once a month
- Story time session on Mondays for pre school children
- 13th September Outdoor Cinema

Sevenoaks Town Council – Elections had taken place with new Councillors being elected.

Independent Shopping Day 4th July – many businesses had already signed up to the event. All participating businesses details had been placed on the Sevenoaks Town Partnership website and social media posts would be happening throughout the event day.

Sevenoaks In Bloom competition plans were now well underway with judging taking place on 5th July from 10am.

Capital Projects continue with work currently taking place on the access ramp at Bat & Ball Station.

Bat & Ball Centre – tenders for the project had now been received and works on the building due to start in the near future.

Single Use Plastic Pledge – the project was now underway with businesses encouraged to sign up to the pledge to cut usage single use plastic in Sevenoaks.

Ferrari Event on the Vine Gardens 15th September – a new event would take place on the Vine Gardens from 10.30-4.00 with Ferrari Cars, musical entertainment and food. The event would be free entry and help to raise money for the Mayor's Fund.

Community Rail Partnership – Business Plan currently being discussed with Sevenoaks District Council with funding applications taking place shortly.

Mayor's Cocktail Party on the Vine Gardens 8th July – charities are SSAFA and Sevenoaks Air Cadets.

Staff Changes – It was noted that Bonnie Tarling, Committee Clerk would be leaving on 21st June and the Executive Board wish to note their thanks for all her hard work over the past 4 years.

12. Date of next meeting

The next STP meeting would take place on 10th July, 6.30pm at the Town Council Chamber.

13. Press Release

None suggested.

There being no further business the Chairman closed the meeting at 8.15 pm.

Sevenoaks Town Council

Current Matters **Agenda Item 15 (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	Invoices were sent prior to the financial year end (March). *Repairs to streetlights in Linden Chase (PROW) have been ordered. Consideration needs to be given to upgrade of streetlights.* *Full report to future F&GP.*
2	CIC Minute 395	Bat & Ball Station		*The majority of the Bat & Ball Station / HLF refurbishment is completed. There are some snagging to take place, not least with locks needing to be adjusted on the external toilet*. Work will start on landscaping the exterior of building soon.* *All facilities are open to the public* however there may need to be some closure of the café during recruitment of new staff / manager.* The HLF Activity Plan would continue throughout 2019. As part of the HLF Funding the Town Council was required to produce an Evaluation Plan a copy of which was distributed with the agenda. Once completed the document would be made publically available and a simplified summary leaflet is being produced. <u>Access Ramp</u> The project for the Access Ramp had grown considerably since its original design and this had been reflected in project cost and budget of £175,000. *Work commenced on 29th April 2019 unfortunately immediately contractors uncovered a High Voltage cable running along Network Rail which was not known before. Work is required to ensure that the cable is not disturbed and accessible once the ramp is constructed.*

Item	Minute No		Status	Latest update
				<u>Ancillary Works</u> The Cycle Racks, additional streetlight and signage post had been installed adjacent to platform 2. Installation of the Cycle Racks on the Community Centre site would be reviewed once the new centre hoardings / temporary access has been finalised. However, would now require additional planning consent. Access to Otford Road. Details to be drawn up. Kent County Council are currently being consulted on land requirements.
3	- CIC 7.8.2017 *CIC 15.04.2019 Minute No 30 v)*		Business Hub	Feasibility report prepared. Funding application made to KCC. Temporary repair to roof to be carried out. 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 *8th April 2019 planning permission for Business Hub was granted with some conditions. Restricted use of external seating area plus installation of two electric vehicle charging points.* *14 tenders were returned 5th April 2019.* *The Town Council has applied to HMRC for Option to Tax on Business Hub.* *SELEP Funding unsuccessful in March potential for funding in June or CIL Funding in July 2019.*
4	33(i) – CIC 23.4.2018	Sevenoaks Day Nursery		*The Sevenoaks Day Nursery have finalised its plans for a replacement portable buildings on the community centre site. STC has provided a 25-year peppercorn lease and additional financial support in kind for the project.* *STC agreed to this subject to the building known as the 'Club Room' being available to other similar organisations during term time. This matter is currently being finalised to be able to complete the lease.* *Sevenoaks Day Nursery hope to start its installation from the beginning of June 2019.*

Item	Minute No		Status	Latest update
5	33(i) – CIC 23.4.2018 *27 (i) CIC 20.08.18*	Bat & Ball Centre		Planning Application granted 8.11.2018 Amended planning application for materials submitted. First draft plans prepared, and consultation taken place for Community Centre User. Planning Permission had been approved without any conditions. An amended planning application with some change of details to exterior finishes had been submitted. The planning application had been agreed subject to a new planning condition relating to the provision of cycle racks versus car parking spaces. *The Town Council had agreed to progress a Public Works Loan Board (PWLB) application for £1.4m. The PWLB were seeking further clarification about the application -see F&GP Agenda.* A successful funding application had been agreed from the SDC CIL Board for £1.2m and funds received on 12th April 2019. 4 Tenders for the project were received and opened prior to the meeting and would be analysed by the Quantity Surveyor. The contract was scheduled to commence in June 2019. The Town Council had previously resolved to delegate authority to proceed with the project if tenders received within budget to Chairman of Community Infrastructure Committee, Chairman of Finance and General Purposes Committee and Town Clerk / Deputy Town Clerk.

Item	Minute No		Status	Latest update
6		Sevenoaks Mayor's Fund		*The Sevenoaks Fund was renamed The Sevenoaks Mayor's Fund for Cllr Busvine's Mayoral year this will support:* • *SSAFA* • *Sevenoaks Air Cadets* • *Stag Community Arts Centre* • *Knole Paddock Rugby 3G pitch.*
7	F&GP 361	Markets		**RESOLVED: unanimously** to formally request Sevenoaks District Council to permit the Wednesday market to operate on the 'Charter Market' site in the High Street. The Committee requested that negotiations include: • reduction in charge as the Town Council would vacate the Buckhurst 1 Car Park thereby enabling the District Council additional revenue income • the same process on Wednesday as exists for the Saturday Market to include parking in the High Street for traders for the three spaces. Sevenoaks District Council wrote to the Town Council on 5th March 2019: - Unfortunately, the contract was made under EU procurement rules (found in the Public Contracts Regulations 2015), meaning that out options are tightly regulated. The invitation to tender was originally advertised nationally and across the EU. The EU procurement rules set out some principles to make sure that it is an even playing field for all and that favourable contracts are not granted to particular companies. Changes to a contract should only be allowed where all companies know this beforehand and are given a chance to bid on that basis. Regulation 72 of the 2015 Regulations explains the limited circumstances in which we can modify an existing contract. Tenderers were asked to submit bids for the Sevenoaks Markets based on entering the draft contract which was attached. the

Item	Minute No		Status	Latest update
				Heads of Terms clearly sets out the location of the Wednesday market. Changes are not permitted unless they are explicitly allowed for in the contract documents, where the changes are below a certain value threshold, or the changes fall within some specific other categories. In this case, the contract did not explicitly allow for reductions in the rent. The change in rent would also be larger than what is permitted under the regulations. In order to reduce the rent for the Town Council, we would have to make all bidders aware of this before we awarded the contract. If we make a modification to the contract that is not compliant with the rules, then we would be required to carry out a completely new procurement process for this revised contract (reg. 72 (9)). Therefore, for this reason, it is not open to the District Council to agree to the Town Council's proposals. The Town Council has been informed by the Market Traders that they submitted a petition on this topic to Sevenoaks District Council. The Town Council are putting in place plans for the annual national Love Your Local Market Campaign which takes place between 17th – 29th May. It is hoped that all the Market Traders will support this initiative. *Report to F&GP 10.6.19*

Item	Minute No		Status	Latest update
8	F&GP Min 472	Wayleaves		*The Responsible Financial Officer to provide an information report to a future meeting.*
9	*KCC Youth Service Provision*	F&GP Minute No 43 b)		*STC continued to seek information as to KCC's youth provision being delivered in Sevenoaks town from the Commissioning Project contract.* *Agreed that Chairman of YSSC and Town Clerk meet with West Kent Housing (contractor for KCC Youth Services) to discuss the matter.*

Item	Minute No		Status	Latest update
10	*F&GP 29.4.19 Minute No 48*			*Review of current priorities. A 'Blue Skies Day' has been arranged for 7.9.19 to review current and future STC priorities.*

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 15 (b)

PRIORITY ONE

No	Project	Details	Proposed target timescale	£	Update / comment
1	Bat & Ball Community Conference Centre	*Construction of new multipurpose* community centre	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. *4 Tenders received. Contract scheduled to commence in June 2019.*

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 15 (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 approx.*	*The majority of the Bat & Ball Station / HLF refurbishment is completed. There are some snagging to take place, not least with locks needing to be adjusted on the external toilet*. Work will start on landscaping the exterior of building soon.* *All facilities are open to the public* however there may need to be some closure of the café during recruitment of new staff / manager.* The HLF Activity Plan would continue throughout 2019. As part of the HLF Funding the Town Council was required to produce an Evaluation Plan a copy of which was distributed with the agenda. Once completed the document would be made publically available and a simplified summary leaflet is being produced. Access Ramp The project for the Access Ramp had grown considerably since its original design and this had been reflected in project cost and budget of £175,000. *Work commenced on 29th April 2019 unfortunately immediately contractors uncovered a High Voltage cable running along Network Rail which was not known before. Work is required to ensure that the cable is not disturbed and accessible once the ramp is constructed.* Ancillary Works The Cycle Racks, additional streetlight and signage post had been installed adjacent to platform 2.

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 15 (b)

No	Project	Details	Proposed target timescale	£	Update / comment
	CIC 15.4.2019 *Minute 31*				Installation of the Cycle Racks on the Community Centre site would be reviewed once the new centre hoardings / temporary access has been finalised. However, would now require additional planning consent. Access to Otford Road. Details to be drawn up. Kent County Council are currently being consulted on land requirements.
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. *Football Club have prepared new plans and are starting new consultation process.* Second option being investigated - Football Club to have separate building to replace current portacabins, current pavilion * refurbished to accommodate public toilets, café and community space for hire. Consideration to be given to joint management of facility. New public toilets installed. CIL Funding allocated towards this facility. 3G Official launch Saturday 9th September 2018.

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 15 (b)

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

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 15 (b)

No	Project	Details	Proposed target timescale	£	Update / comment
					Liaison meeting arranged for May 2019. SDC made available final version of Economic Development Review. STC to arrange new timetable for reviewing NDP and EDR during 2019.
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 7th December 2018.

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals] **Agenda Item 15 (b)**

No	Project	Details	Proposed target timescale	£	Update / comment
	CIC 07.01.2019 Minute No 396				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 has been submitted
	CIC 15.04.2019 Minute No 30 v)				*8th April 2019 planning permission for Business Hub was granted with some conditions. Restricted use of external seating area plus installation of two electrical vehicle charging points.* *14 tenders were returned 5th April 2019.* *The Town Council has applied to HMRC for Option to Tax on Business Hub.* *The SELP funding had not been granted in March 2019. IT was possible that it could be available in June 2019.* *Alternatively the Town Council could consider applying for a CIL grant in July 2019.*

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 15 (b)

PRIORITY TWO

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

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 15 (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 and completed 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. *Completed in April – Opening event to take place in June 2019*
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. Action plan being prepared for 2019. Theme: red, white and blue and 'edible gardening'.

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 15 (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. *Town Clerk met with SDC on 26.02.2019 to discuss potential joint working.*
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.
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.

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 15 (b)

No	Project	Details	Proposed target timescale	£	Update / comment
					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.
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 15 (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 15 (b)

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