20th November 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 25th November 2019 at 7.00pm. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

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

L. Carter

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

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

1 APOLOGIES FOR ABSENCE

To receive and note apologies for absence.

2 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).

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email: council@sevenoakstown.gov.uk
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3 DECLARATIONS OF INTEREST

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

4 MINUTES

To receive and sign the minutes of the meeting of the Finance & General Purposes Committee held on 16th September 2019.

5 FINANCE REPORTS

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

a) Accounts 1st to 31st October 2019

Statement of Accounts, Suppliers' Accounts, Payroll Account, Petty Cash Account (copies attached)

b) Accounts 1st to 30th September 2019

Statement of Accounts, Suppliers' Accounts, Payroll Account, Petty Cash Account (copies attached)

c) Accounts 1st to 31st August 2019

Statement of Accounts, Suppliers' Accounts, Payroll Account, Petty Cash Account (copies attached)

5.2 Hospitality and Gifts Register

To receive and note Hospitality or Gifts received by the staff for the periods 1st to 31st October 2019: None

6 INTERNAL AUDIT VISIT 1 REPORT

To note the first Internal Audit Report for 2019/20 which took place on the 19th of September 2019 (copy attached)

7 INTERNAL CONTROLS

To review and adopt updated Financial Regulations as per NALC updates in July 2019 (copy attached)

8 2020/21 DRAFT REVENUE ESTIMATES AND ROLLING CAPITAL PROGRAMME

To receive and consider:

a) Draft Revenue Estimates 2020/2021 (copy attached

b) Property Maintenance Programme (copy attached)

c) Charges (to be reviewed in January)

d) Open Spaces and Leisure Committee Draft Revenue Budget (copy attached) *[Minute 354 OS&L 11.11.19 refers]*

9 RECOMMENDATION FROM OPEN SPACES & LEISURE COMMITTEE

Greatness Cemetery Mess Room and Workshop

[Minute 352(ii) OS&L 11.11.19 refers]

RECOMMENDATION: To Finance & General Purposes Committee that authorisation be delegated to the Chairman, Vice-Chairman and Town Clerk to proceed with the replacement building, requesting an additional allocation of £20,000 from Capital Reserve.

10 SEVENOAKS TOWN PARTNERSHIP

To receive and note the minutes of the meeting held on 13th November 2019 (copy attached).

11 COMMUNITY INFRASTRUCTURE LEVY (CIL) OCTOBER 2019 RECEIPT

To receive a report from the Town Clerk relating to the October 2019 CIL receipt (copy attached).

12. STREET LIGHTS IN PRIVATE ROADS: UPDATE (Copy attached)

13 CURRENT MATTERS AND PRIORITIES

a) Current Matters

To receive and note a list of Current Matters

b) Sevenoaks Town Council Priorities Blue Skies 2019 Recommendations

To receive and agree the Town Council's revised priorities (copy attached)

14 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 on 16th September 2019 in the Council Chamber

Meeting Commenced: 7.00 p.m. **Meeting Concluded:** 8.45 p.m.

Present:

Cllr Keith Bonin	Present		Cllr Roderick Hogarth	Present
Cllr Nicholas Busvine OBE	Apologies		Cllr Tom Morris Brown	Present
Cllr Sue Camp	Present		Cllr Robert Piper	Present
Cllr Dr Merilyn Canet	Present		Cllr Simon Raikes, Chairman	Present
Cllr Tony Clayton, Vice Chairman	Present		Cllr Edward Waite (7.20pm)	Present
Cllr Andrew Eyre	Present			

In Attendance: Town Clerk, Responsible Financial Officer, Committee Clerk.

Public Question Time: There was one member of the public present.

The meeting was not recorded.

272. Apologies for Absence
RESOLVED: To accept apologies for absence from Cllr Nicholas Busvine.

273. Requests for Dispensations
There were no requests for dispensations.

274. Declaration of Interests
Declarations of Interests were declared by:

- Councillor Eyre, in respect of the grant applications by the Stag Theatre (Agenda Item 9b), the Stag Youth Theatre (Agenda Item 9e) and Sevenoaks Three Arts Festival (Agenda Item 9f);
- Councillor Clayton, in respect of the grant application by Sevenoaks Counselling (Agenda Item 9d); and
- Councillor Raikes declared a pecuniary interest in respect of the Street Lighting Update (Agenda Item 7);

The Councillors took no part in the discussion on those items and did not vote thereon. Councillor Clayton took the chair for the Street Lighting Update at Agenda Item 7.

275. Minutes of the Finance & General Purposes Committee held on 19th August 2019.
RESOLVED: To receive and sign the Minutes as a true record of the previous meeting.

The Town Clerk advised that the auditors had accepted the revisions to the Section 2 - Accounting Statements, approved at the meeting of this Committee held on 19th August 2019, and would be issuing an unqualified audit report.

276. Finance Reports

i) Statement of Accounts for 1st to 31st July 2019.
The Committee received and noted the management accounts for the period 1st to 31st July 2019.

It was agreed that a separate note of the Public Works Loan Board (PWLB) loan, payments and balance be presented going forward.

ii) Suppliers Accounts
1st to 31st July 2019 **£131,708.14**

iii) Payroll Account
1st to 31st July 2019 **£76005.43**

iv) Petty Cash Account
1st to 31st July 2019 **£873.34**

v) Hospitality and Gift Register report
No matters to report.

RESOLVED: The Committee accepted all the presented and reviewed Financial Reports.

277. CCLA
The Committee reviewed documents relating to the investment fund and considered how it complied with the Town Council's Investment Strategy.

RESOLVED: To invest funds for the short term in CCLA in order to reduce the risk of not placing more than 40% in one financial institution.

278. Change to Order of Agenda
RESOLVED: That the order of agenda be amended to facilitate consideration of Agenda Item 9(b) Grant Application Stag Theatre early, for the benefit of the member of public in attendance.

279. Grant Application: Stag Theatre
The Committee considered a grant aid request submitted by the Stag Theatre together with the Grant Aid Balance.

RESOLVED: That grant request be awarded under the General Power of Competence (Localism Act 2011 Sections 1-8 refers) as follows:

Grant Ref No.	Organisation Name & Charity Reg No if applicable	Purpose of Award	Grant Application	Grant Approved
	Stag Theatre	On nine-hundredth anniversary of Textus Roffensis of 1120 (in which Sevenoaks was first mentioned), to produce digital archive of all retail shop fronts and owners/staff in Sevenoaks High Street, London Road, Upper High Street and roads in between.	£500	£500

280. Street Lighting Update
Councillor Clayton in the chair for this item.

The Committee considered a request for an extension to the consultation period on streetlighting with residents in the following unadopted roads: Woodside Road, Coombe Avenue, Heathfield Road and Lyle Park and Pineneedle Lane.

RESOLVED:
i) That residents of Woodside Road, Coombe Avenue and Heathfield Road be advised that the decision whether to pay for the street lights, together with payment, was required by 31st October 2019 latest or the Town Council would proceed to removal of the lights;
ii) That residents of Lyle Park and Pineneedle Lane be advised that the response date to request to pay for the lights be extended to 30th November 2019; and
iii) The Responsible Financial Officer recirculate to Town Councillors documents relating to charges for maintenance and upgrade to street lights.

281. Sevenoaks Town Partnership
RESOLVED: To note the Minutes of the Sevenoaks Town Partnership held on 4th September 2019 and that some amendments were needed and would be addressed at the Partnership's next meeting.

282. Grant Applications
The Committee considered grant aid requests received together with the Grant Aid Balance.

It was noted that under its new Terms of Reference, the Youth Services Committee was authorised to allocate funds from the Youth Outreach Budget of £4,656, and to make recommendations to this Committee regarding other grant applications. At its meeting held on 11th September 2019, the Youth Services Committee resolved that grant requests be awarded under the General Power of Competence (Localism Act 2011 Sections 1-8 refers) as follows:

Grant Ref No.	Organisation & Charity Reg No if applicable	Purpose of Award	Grant Application	Grant Approved
	Stag Youth Theatre	To tour production on climate change to primary schools	£2000	£2000
	Sevenoaks Three Arts Festival	First prize in Sevenoaks Young Musician of the Year competition	£1000	£600
	The Children's Workshop	Outdoor learning training for 9 staff members	£720	£720

The Youth Services Committee had referred the application by Sevenoaks Swimming Club to the Finance and General Purposes Committee for consideration.

RESOLVED: That grant request be awarded under the General Power of Competence (Localism Act 2011 Sections 1-8 refers) as follows:

Grant Ref No.	Organisation & Charity Reg No if applicable	Purpose of Award	Grant Application	Grant Approved	Reason for Refusal
	Hi Kent	To run free hearing aid users support clinics in Hollybush Day Centre.	£1000	£1000	
	PS Breastfeeding CIC	Additional management and supervision of trained volunteers; also to pay volunteer expenses and 3 enrichment sessions.	£1401	£1401	
	Sevenoaks Counselling	Supplement bursary fund	£1500	£1500	

		which assists clients who cannot afford full cost of counselling.			
	Sevenoaks Swimming Club	Purchase of 6 new starting blocks and backstroke wedges to be based permanently in Sevenoaks Leisure Centre.	£11,538		Not appropriate use of charitable fund; feel could work with Sencio to improve facilities.

283. Allotment Rates
RESOLVED:
1) That allotment rents increase to £4.00 per rod with effect from 1st October 2019; and
2) That allotment rents increase by 3% for 2020-21, in line with other Town Council fees and charges, to £4.15 per rod.

284. Community Infrastructure Levy (CIL)
RESOLVED:
i) That £50,000 from the October 2019 CIL income be contributed towards the Business Hub project; and
ii) To adopt the Sevenoaks Town Council Community Infrastructure Policy.

285. Current Matters and Priorities
RESOLVED: To note the contents of the reports relating to Current Matters and Priorities.

The Committee offered congratulations to all involved on Sevenoaks Town Council being awarded gold again in the South and South East in Bloom competition.

286. Press Release
RESOLVED: That a press release be distributed in relation to grants awarded.

There being no further business the Chairman of the Committee closed the Meeting.

Signed .... Dated ....
Chairman

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1.0 Summary

The net loss including Precept, is £12,434 against budgeted profit of £47,656 resulting in a year to date net adverse variance of £60,090. This does not include capital infrastructure related expenditure and funding, which is covered elsewhere.

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

2.0 Income and Expenditure (Appendix 1)

Precept received in advance for November 2019 to March 2019 is £475,577

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	8,814 (A)	Please refer to the variance report.
28	Vine Café	25,910 (A)	Please refer to the variance report.
30	Bat & Ball Station	45,414 (A)	Please see comments below
31	Establishment	14,211 (F)	Please refer to the variance report.
39	Property	1,679 (A)	Timing on wayleaves

As the Bat & Ball station café is within the early stages of operation, some of the adverse variance will be offset by the Management & Maintenance Plan covering the first five years of operation (part of the HLF grant funding). This adjustment will be made at the end of the financial year.

3.0 Cashflow

Since 1STApril 2019, there has been a net increase in cashflow of £2,925,263 resulting in a cash balance on 31st October 2019 of £5,386,534.

4.0 Working Capital (Appendix 2)

Including precept received in advance, there is a net increase in current assets of £2,471,675
Receipts include: CIL receipt to date is £1,276,987 towards the Business Hub of £50,000, £5,671 towards the Jubilee Clock, £21,000 towards the Access Ramp at Bat & Ball station and £1,200,000 for the Bat & Ball Centre refurbishment.

Receipt of £238,398 grant payment from The HLF towards Bat & Ball station project and operation.

PWLB Loan of 1,400,000 received towards the refurbishment of The Community Centre.

The year to date expenditure includes £21,804 on Vine Pavilion windows, £250,000 towards the Ramp at Bat & Ball station (Allocations previously approved by Committee).

5.0 Fund Balances (Appendix 3)

The statement of fund balances as at 31st October 2019 shows funds totalling £5,534,064 (£3,319,851 at 31ST October *2018*). For now, there is sufficient liquidity to cover current commitments.

Deposits have been invested for varying maturities with HSBC, Handelsbanken, CCLA, Nationwide and Bank of Scotland. Interest rates vary from 0.04% to 0.80%.

October 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	20,528	20,276	(252)	35,630	Largely tracking budget to date.
Open Spaces & Leisure Committee					
General	145,781	145,614	(167)	260,002	Slight Adverse variance due to Increase in Gross pay of (£3,754) of approved overtime and recruit of staff rather than Apprentice. Increase variance in St Johns Toilets (£1,868) due to increase in rates and cleaning. Additional spend on Gym Equipment@Julian's Meadow which will be offset by Grants received later this year. Positive variance in income due to approved transfer from revenue reserves of £20,000 for the purchased van. Higher income on Lettings and Hiring than budgeted. Overall Generally costs less than budgeted.
Cemetery	18,982	7,903	(11,079)	11,724	Adverse variance due to additional staff (approved previously). Higher than expected costs due to Repairs on JCB digger& Rear window. Insurance claim received for stolen equipment of (£2,687) .Lower income than expected budget on cemetery income.
Allotments	(371)	(1,864)	(1,493)	135	Adverse variance due to replacement of damaged fence £1,715 with the potential funds from insurance claim to offset costs. Additional approved overtime on Gross pay of (£316)
Street lighting/ general	21,523	24,162	2,639	21,626	Costs were less than budgeted
Vine Café	28,669	2,759	(25,910)	12,170	Adverse variance due essential staff cover (approved budget & overtime) of £7,774. Purchase of AC system which was not within budget originally.
Vine Grounds	11,164	12,450	1,286	20,000	Positive variance as costs were less than budgeted. Transfer Allocation of (£21,804) from Cill to offset cost of Vine pavilion windows/ramp.

October 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	44,852	(562)	(45,414)	(1,134)	Adverse variance due to lower sales of goods and hire income lower than budgeted income. This is due to cafe opening hours not fully operational. There should be slight increase in hiring of facilities over the next couple of months. Positive variance in expenditure due to Gross Pay(£15,969),Goods for Resale (£23,802)& Cleaning (£7,525).
Establishments	315,041	329,252	14,211	667,540	Positive variance due to Higher interest on deposits due to increase of funds over the past couple of months and increase of waste sacks and banner income. Increase in Election costs of (£8k) as previously budgeted, but overall less expenditure spend to date.
General	7,736	7,970	234	30,200	Largely tracking to date
Council Offices	18,151	27,425	9,274	47,485	Favourable variance due to Gross Pay (£9,933) been less than budgeted as Caretaker started this month. Costs were high due to increase Rents and Rates but there is investigations on receiving refunds due to incorrect charges on invoices. Waste Bins are high due to electrical waste skip been used of (£320).
Community Centre	(19,158)	(12,432)	6,726	(12,432)	Positive variance due to a transfer of £26,000 from Revenue Reserves as agreed by F&GP minute 411 to offset the loss of income due to closure of Community Centre in June 2019.
Grants	37,314	39,912	2,598	57,000	Positive variance as less Grant applications have been received as budgeted.
Property	(4,871)	(6,550)	(1,679)	(7,900)	Less income received than expected due timing of wayleaves received.

October 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	7,416	2,037	(5,379)	5,000	Adverse variance due to less tickets sold in Business Show & Wellbeing Show, approved spent on STC website of (£2,725).
Business Hub	1,736	(1,546)	(3,282)	(9,280)	Electricity Bills for the property which was expected to have been operational by now. Further investigations on high bills and has been advised that credit notes will be issued.
Youth Cafe	16,183	17,261	1,078	29,620	Slight Positive Variance due to Grant received in April 19 (£2,922)
Markets	7,565	4,087	(3,478)	-	Current adverse variance due to lower than expected income from Bligh's & Wednesday Markets.
Precept	(665,808)	(665,810)	(2)	(1,141,385)	
Rolling Cap Budget	(67,395)	-	67,395	-	
Total (exc. capital items)	12,434	(47,656)	(60,090)		

Summary by Committee:

Planning	20,528	20,276	(252)	35,630
Open spaces & Leisure	197,079	188,265	(8,814)	313,487
Vine Café	28,669	2,759	(25,910)	12,170
Bat Ball Station	44,852	(562)	(45,414)	(1,134)
Finance & General Purpose	387,113	407,416	20,303	806,099
Precept	(665,808)	(665,810)	(2)	(1,141,385)
Rolling Capital Budget	(67,395)	-	67,395	-
Total (exc. capital items)	12,434	(47,656)	(60,090)	

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 31/10/2019

Month No: 7

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month 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	19,367	19,367	0	33,200		13,833
6240	Computer/ Data Base/WP's	451	398	(53)	517	470	(47)	530		13
6630	Professional Fees	6	0	(6)	345	439	94	1,600		1,255
6720	Books and Periodicals	299	0	(299)	299	0	(299)	300		1
	Planning - General :- Indirect Expenditure	**3,523**	**3,165**	**(358)**	**20,528**	**20,276**	**(252)**	**35,630**	**0**	**15,102**
	Net Expenditure	**(3,523)**	**(3,165)**	**358**	**(20,528)**	**(20,276)**	**252**	**(35,630)**		
21	O/ Spaces & Leisure - General									
1022	Letting & Hire of Facilities	21,531	15,000	(6,531)	24,841	20,000	(4,841)	30,000		0
1316	Raleys Car Park Permits	0	0	0	17	0	(17)	1,750		0
1350	Revenue Grant income	0	0	0	1,228	0	(1,228)	0		0
1850	Log Sales	438	0	(438)	438	0	(438)	1,200		0
1990	Other Income	285	51	(234)	24,649	410	(24,239)	720		0
	O/ Spaces & Leisure - General :- Income	**22,254**	**15,051**	**(7,203)**	**51,172**	**20,410**	**(30,762)**	**33,670**		
4010	Gross Pay	15,705	14,174	(1,531)	102,972	99,218	(3,754)	170,090		67,118
4270	Employers Pension Contribution	852	948	96	5,705	6,636	931	11,380		5,675
5013	Graffiti Removal	0	0	0	44	0	(44)	1,000		956
5025	Lower St Johns Toilets	834	596	(238)	6,040	4,172	(1,868)	7,152		1,112
5026	Greatness Rec Convenience	210	333	123	1,447	2,331	884	4,000		2,553
5050	Seats And Litter Bins	0	0	0	241	1,275	1,034	2,700		2,459
5060	Sevenoaks Common	16	600	584	3,031	3,600	569	3,600		569

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 31/10/2019

Month No: 7

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
5065	Tree Safety Survey	0	0	0	2,350	2,500	150	3,700		1,350
5070	Other Woodlands	2,218	1,400	(818)	3,334	2,420	(914)	3,300		(34)
5110	Knole Paddock & Pavilion	0	100	100	421	700	279	2,080		1,659
5120	Knole Paddock Pitch & Grnd Mt	0	618	618	1,010	2,637	1,627	5,000		3,990
5310	Miscellaneous Open Spaces	5,108	1,000	(4,108)	21,855	7,000	(14,855)	21,500		(355)
5316	Skatepark Maintenance	0	0	0	602	2,500	1,898	2,500		1,898
5317	Raleys Car Park	8	0	(8)	494	480	(14)	480		(14)
5320	Fertilizers	615	0	(615)	615	375	(240)	1,200		585
5330	Grass Seed	0	0	0	2,143	2,000	(143)	2,000		(143)
5340	Plants	688	825	137	1,689	2,225	536	2,700		1,011
5410	Repairs & General Maintenance	23	125	102	263	875	612	1,500		1,237
5500	Equipment Hired and New	3,205	712	(2,493)	27,129	4,524	(22,605)	8,000		(19,129)
5525	Equipment Maintenance	77	170	93	1,529	4,120	2,591	8,000		6,471
5550	Vehicle Expenses	5	375	370	2,497	2,625	128	4,500		2,003
5700	Fuel	598	670	72	2,991	3,130	139	6,200		3,209
6000	Rent & Rates	46	160	114	356	800	444	1,600		1,244
6010	Light Heat & Cleaning	0	0	0	562	1,350	788	2,100		1,538
6101	Telephone	11	17	6	98	119	21	200		102
6104	Mobile Telephone	22	25	3	98	175	77	300		202
6320	Staff Training	0	500	500	1,653	2,000	348	2,500		848
6330	Welfare/Hospitality	15	17	2	90	119	29	200		110
6730	Subscriptions	0	0	0	0	150	150	200		200
6812	Road Dues	0	0	0	0	0	0	2,000		2,000
6851	Bus Shelter Maintenance	0	14	14	0	100	100	170		170

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 31/10/2019

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6900 Sundry Expenses	0	8	8	11	56	45	100		89
6922 Health&Safety/Risk Assessments	0	50	50	806	1,050	244	1,500		694
6930 Alarm Maintenance	0	0	0	63	210	148	720		658
6931 CCTV Maintenance	0	0	0	0	0	0	1,200		1,200
6934 Waste Bin Collection-Dog Bins	0	0	0	1,310	1,400	90	2,800		1,490
6935 Waste Bin Disposal-Waste Bins	465	335	(130)	2,181	2,335	154	4,100		1,919
6952 Protective Clothing	41	117	76	1,325	817	(508)	1,400		75
O/ Spaces & Leisure - General :- Indirect Expenditure	**30,763**	**23,889**	**(6,874)**	**196,953**	**166,024**	**(30,929)**	**293,672**	**0**	**96,719**
Net Income over Expenditure	**(8,510)**	**(8,838)**	**(328)**	**(145,781)**	**(145,614)**	**167**	**(260,002)**		
22 O/ Spaces & Leisure - Cemetery									
1550 Insurance Claims	2,687	0	(2,687)	2,687	0	(2,687)	0		0
1700 Cemetery Income	6,230	7,500	1,270	42,535	52,500	9,965	90,000		0
O/ Spaces & Leisure - Cemetery :- Income	**8,917**	**7,500**	**(1,417)**	**45,222**	**52,500**	**7,278**	**90,000**		
4010 Gross Pay	7,246	5,410	(1,836)	40,446	37,870	(2,576)	64,920		24,474
4270 Employers Pension Contribution	548	507	(41)	3,332	3,549	217	6,084		2,752
5210 Cemetery Chapel & Office	0	0	0	0	0	0	200		200
5230 Cemetery Wshop/Messroom Mtce	0	0	0	187	170	(17)	170		(17)
5410 Repairs & General Maintenance	0	84	84	57	584	527	1,000		943
5500 Equipment Hired and New	0	100	100	1,617	1,136	(481)	2,200		583
5525 Equipment Maintenance	1,263	208	(1,055)	3,366	1,456	(1,910)	2,500		(866)
5700 Fuel	51	79	28	335	553	218	950		615

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Detailed Income & Expenditure by Phased Budget Heading 31/10/2019

Month No: 7 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6000	Rent & Rates	506	450	(56)	3,675	3,355	(320)	5,900		2,225
6010	Light Heat & Cleaning	39	100	61	480	700	220	1,200		720
6101	Telephone	44	62	19	345	434	89	740		395
6104	Mobile Telephone	0	8	8	58	56	(2)	100		42
6200	Printing & Stationery	0	33	33	0	231	231	400		400
6240	Computer/ Data Base/WP's	372	390	19	372	390	19	390		19
6320	Staff Training	199	0	(199)	517	1,000	484	1,500		984
6330	Welfare/Hospitality	0	13	13	98	88	(10)	150		52
6500	Goods for Resale	0	17	17	155	117	(38)	200		45
6630	Professional Fees	0	0	0	95	100	5	100		5
6730	Subscriptions	0	0	0	95	100	5	100		5
6802	Trees Plants Turf & Fertilizer	1,376	400	(976)	2,433	2,100	(333)	3,000		567
6822	Roads Path & Boundaries	300	100	(200)	673	400	(273)	600		(73)
6832	Lawn/Wall of Remembrance	0	0	0	0	0	0	100		100
6900	Sundry Expenses	27	4	(23)	35	28	(7)	50		15
6922	Health&Safety/Risk Assessments	0	0	0	1,101	720	(381)	970		(131)
6930	Alarm Maintenance	0	0	0	581	1,150	569	1,150		569
6932	Cemetery Security	360	438	78	2,570	3,066	496	5,250		2,680
6935	Waste Bin Disposal-Waste Bins	118	100	(18)	968	700	(268)	1,200		232
6952	Protective Clothing	324	50	(274)	612	350	(262)	600		(12)
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure		**12,771**	**8,553**	**(4,218)**	**64,204**	**60,403**	**(3,801)**	**101,724**	**0**	**37,520**
Net Income over Expenditure		**(3,854)**	**(1,053)**	**2,801**	**(18,982)**	**(7,903)**	**11,079**	**(11,724)**		

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 31/10/2019

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month 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									
1010 Rental Income	(65)	0	65	935	938	3	938		0
1047 QH Allotments Income	(109)	0	109	5,873	5,837	(36)	5,837		0
O/ Spaces & Leisure- Allotment :- Income	**(174)**	**0**	**174**	**6,808**	**6,775**	**(33)**	**6,775**		
4010 Gross Pay	476	625	149	2,691	2,375	(316)	3,500		809
4270 Employers Pension Contribution	21	18	(3)	142	126	(16)	210		68
5410 Repairs & General Maintenance	1,715	250	(1,465)	2,003	1,150	(853)	1,200		(803)
6000 Rent & Rates	0	240	240	868	960	92	1,700		832
6002 QH Allotments Costs	0	0	0	734	0	(734)	0		(734)
6922 Health&Safety/Risk Assessments	0	0	0	0	300	300	300		300
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	**2,212**	**1,133**	**(1,079)**	**6,437**	**4,911**	**(1,526)**	**6,910**	**0**	**473**
Net Income over Expenditure	**(2,386)**	**(1,133)**	**1,253**	**371**	**1,864**	**1,493**	**(135)**		
26 Open Spaces-Street Lighting/Ge									
1263 Cont'ns to street lighting	0	0	0	8,623	0	(8,623)	7,197		0
1990 Other Income	0	0	0	650	1,260	610	1,260		0
Open Spaces-Street Lighting/Ge :- Income	**0**	**0**	**0**	**9,273**	**1,260**	**(8,013)**	**8,457**		
6861 Public Clock Maintenance	992	480	(512)	992	800	(192)	800		(192)
6862 Street Lighting	1,739	927	(812)	16,416	8,362	(8,054)	13,023		(3,393)
6865 In Bloom Costs	0	0	0	13,388	16,260	2,872	16,260		2,872
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	**2,731**	**1,407**	**(1,324)**	**30,796**	**25,422**	**(5,374)**	**30,083**	**0**	**(713)**
Net Income over Expenditure	**(2,731)**	**(1,407)**	**1,324**	**(21,523)**	**(24,162)**	**(2,639)**	**(21,626)**		

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Detailed Income & Expenditure by Phased Budget Heading 31/10/2019

Month No: 7 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month 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									
1211	Sale of Goods	1,061	4,950	3,889	24,146	46,749	22,603	61,710		0
1212	Events Management	0	0	0	0	2,000	2,000	3,000		0
	O/ Spaces & Leisure-Vine Cafe :- Income	**1,061**	**4,950**	**3,889**	**24,146**	**48,749**	**24,603**	**64,710**		
4010	Gross Pay	3,809	3,608	(201)	33,030	25,256	(7,774)	43,300		10,270
4270	Employers Pension Contribution	50	220	170	362	1,540	1,178	2,640		2,278
5410	Repairs & General Maintenance	0	42	42	352	294	(58)	500		148
5500	Equipment Hired and New	1	150	149	3,602	1,050	(2,552)	1,800		(1,802)
5525	Equipment Maintenance	0	42	42	0	294	294	500		500
6000	Rent & Rates	102	100	(2)	4	700	696	1,200		1,196
6010	Light Heat & Cleaning	56	0	(56)	1,083	800	(283)	1,600		517
6013	Cleaning	1	0	(1)	1	0	(1)	0		(1)
6101	Telephone	4	25	21	170	175	5	300		130
6200	Printing & Stationery	21	0	(21)	23	30	7	30		7
6210	Postage & Courier	0	0	0	0	160	160	160		160
6240	Computer/ Data Base/WP's	536	12	(524)	666	90	(576)	150		(516)
6320	Staff Training	0	0	0	0	300	300	300		300
6460	Publicity & Democratic notices	0	21	21	0	147	147	250		250
6500	Goods for Resale	984	1,402	418	11,260	17,497	6,237	20,000		8,740
6533	Copyright Fees/Royalties	0	300	300	307	300	(7)	300		(7)
6635	Professional Fees Licensing	0	0	0	130	100	(30)	100		(30)
6900	Sundry Expenses	18	17	(1)	79	119	40	200		121
6922	Health&Safety/Risk Assessments	0	0	0	0	500	500	500		500

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Detailed Income & Expenditure by Phased Budget Heading 31/10/2019

Month No: 7

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6930	Alarm Maintenance	451	0	(451)	628	500	(128)	500		(128)
6935	Waste Bin Disposal-Waste Bins	84	334	250	586	1,336	750	2,000		1,414
6976	Credit card charges	0	46	46	532	320	(212)	550		18
	O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	**6,117**	**6,319**	**202**	**52,815**	**51,508**	**(1,307)**	**76,880**	**0**	**24,065**
	Net Income over Expenditure	**(5,056)**	**(1,369)**	**3,687**	**(28,669)**	**(2,759)**	**25,910**	**(12,170)**		
29	O/Spaces & Leisure-Vine Ground									
1208	Other Events Income	0	666	666	0	1,332	1,332	2,000		0
1805	Tea Kiosk Rental & Pavilion	0	0	0	2,318	2,385	68	3,180		0
1870	Vine Club Insurance Contrib.	0	0	0	382	500	118	500		0
2012	CIL income allocation	0	0	0	21,804	0	(21,804)	0		0
	O/Spaces & Leisure-Vine Ground :- Income	**0**	**666**	**666**	**24,504**	**4,217**	**(20,287)**	**5,680**		
4010	Gross Pay	603	717	114	4,771	5,019	248	8,600		3,829
4270	Employers Pension Contribution	36	43	7	262	301	39	520		258
5010	Vine Area General Maintenance	17	292	275	832	2,044	1,212	3,500		2,668
5020	Vine Public Convenience	1,121	667	(454)	4,987	4,669	(318)	8,000		3,013
5412	Capital Refurbishments	0	0	0	21,804	0	(21,804)	0		(21,804)
6000	Rent & Rates	22	60	38	66	420	354	720		654
6010	Light Heat & Cleaning	0	0	0	131	124	(7)	250		119
6460	Publicity & Democratic notices	0	0	0	0	250	250	250		250
6635	Professional Fees Licensing	0	100	100	70	100	30	100		30
6868	Summer Concerts	0	0	0	2,093	3,100	1,007	3,100		1,007

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Detailed Income & Expenditure by Phased Budget Heading 31/10/2019

Month No: 7 **Cost Centre Report**

	Current Month Actual	Current Month Budget	Current Month 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	651	640	(11)	640		(11)
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	**1,799**	**1,879**	**80**	**35,668**	**16,667**	**(19,001)**	**25,680**	**0**	**(9,988)**
Net Income over Expenditure	**(1,799)**	**(1,213)**	**586**	**(11,164)**	**(12,450)**	**(1,286)**	**(20,000)**		
30 F& G P - Bat & Ball Station									
1022 Letting & Hire of Facilities	1,405	4,756	3,351	10,537	33,292	22,755	57,074		0
1211 Sale of Goods	3,724	13,624	9,900	19,897	95,368	75,471	163,482		0
F& G P - Bat & Ball Station :- Income	**5,129**	**18,380**	**13,251**	**30,434**	**128,660**	**98,226**	**220,556**		
4010 Gross Pay	5,892	8,433	2,541	43,062	59,031	15,969	101,200		58,138
4270 Employers Pension Contribution	94	533	439	1,205	3,731	2,526	6,400		5,195
5340 Plants	501	0	(501)	752	0	(752)	0		(752)
5410 Repairs & General Maintenance	1,027	128	(899)	2,915	896	(2,019)	1,540		(1,375)
5500 Equipment Hired and New	374	0	(374)	3,064	0	(3,064)	0		(3,064)
6000 Rent & Rates	3,062	412	(2,650)	3,676	2,884	(792)	4,950		1,274
6011 Electricity	476	431	(45)	2,964	3,017	53	5,170		2,206
6012 Gas	0	167	167	1,554	1,169	(385)	2,000		446
6013 Cleaning	157	1,312	1,155	505	9,184	8,679	15,748		15,243
6014 Water	0	249	249	0	1,743	1,743	2,990		2,990
6020 Insurance Cost	295	172	(123)	295	1,204	909	2,060		1,765
6101 Telephone	21	54	33	109	378	269	650		541
6200 Printing & Stationery	135	17	(118)	336	119	(217)	200		(136)
6320 Staff Training	160	0	(160)	320	250	(70)	250		(70)

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 31/10/2019

Month No: 7

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6460	Publicity & Democratic notices	0	381	381	727	2,667	1,940	4,568		3,841
6500	Goods for Resale	1,532	5,450	3,918	10,430	38,150	27,720	65,396		54,966
6533	Copyright Fees/Royalties	0	46	46	0	322	322	550		550
6635	Professional Fees Licensing	180	46	(134)	203	322	119	550		347
6900	Sundry Expenses	68	50	(18)	205	350	145	600		395
6922	Health&Safety/Risk Assessments	0	85	85	1,133	595	(538)	1,020		(113)
6930	Alarm Maintenance	0	102	102	761	714	(47)	1,230		469
6931	CCTV Maintenance	0	52	52	0	364	364	620		620
6935	Waste Bin Disposal-Waste Bins	108	102	(6)	638	714	76	1,230		592
6976	Credit card charges	0	42	42	432	294	(138)	500		68
	F& G P - Bat & Ball Station :- Indirect Expenditure	**14,083**	**18,264**	**4,181**	**75,286**	**128,098**	**52,812**	**219,422**	**0**	**144,136**
	Net Income over Expenditure	**(8,953)**	**116**	**9,070**	**(44,852)**	**562**	**45,414**	**1,134**		
31	F & G P - Establishments									
1115	Interest on Deposits	4,023	500	(3,523)	12,659	3,500	(9,159)	6,000		0
1231	Banner Income	1,548	387	(1,161)	3,896	2,709	(1,187)	4,640		0
1889	Waste Sacks Income	195	125	(70)	1,728	875	(853)	1,500		0
1990	Other Income	0	83	83	47	581	534	1,000		0
	F & G P - Establishments :- Income	**5,766**	**1,095**	**(4,671)**	**18,331**	**7,665**	**(10,666)**	**13,140**		
4010	Gross Pay	25,029	26,637	1,608	185,121	186,459	1,338	319,640		134,519
4270	Employers Pension Contribution	2,872	3,377	505	19,891	23,639	3,748	40,520		20,629
4271	Pension Deficiency	5,917	5,917	0	41,417	41,419	2	71,000		29,583

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Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
5500	Equipment Hired and New	450	208	(242)	1,483	1,456	(27)	2,500		1,017
6020	Insurance Cost	1,077	1,400	323	11,337	13,000	1,663	20,000		8,663
6101	Telephone	451	492	41	3,189	3,444	255	5,900		2,711
6103	Fax	0	9	9	0	58	58	100		100
6200	Printing & Stationery	269	1,250	981	6,826	8,750	1,924	15,000		8,174
6210	Postage & Courier	282	416	134	2,737	2,916	179	5,000		2,263
6240	Computer/ Data Base/WP's	1,140	1,083	(57)	10,682	7,581	(3,101)	13,000		2,318
6241	Website Costs	0	0	0	1,831	1,500	(331)	2,000		169
6242	I.T. Infrastructure	672	650	(22)	4,566	4,550	(16)	6,500		1,934
6281	Furnishings,Furniture/Eqpt	0	0	0	124	300	176	1,400		1,276
6300	Computers Accountancy	972	0	(972)	2,814	2,660	(154)	3,300		486
6315	Recruitment Costs	54	333	279	54	2,334	2,280	4,000		3,946
6320	Staff Training	590	416	(174)	1,928	2,916	988	5,000		3,072
6321	Investors in People	0	0	0	0	0	0	800		800
6330	Welfare/Hospitality	925	158	(767)	2,105	1,106	(999)	1,900		(205)
6410	Civic Exps/Annual Reception	0	0	0	944	825	(119)	1,650		706
6415	Gifts/hospitality	0	55	55	665	275	(390)	400		(265)
6420	Annual Parish Meeting	0	0	0	0	0	0	100		100
6421	Honour Bd. Badges & Insignia	0	15	15	222	175	(47)	250		28
6422	Mayor Allowance 2019/20	300	487	187	1,682	2,922	1,240	5,360		3,678
6424	Mayors Car Allowance 2019/20	48	0	(48)	48	0	(48)	2,400		2,352
6435	Members Expenses	208	0	(208)	4,000	4,000	0	4,000		0
6440	Press Notices	(251)	460	711	284	1,240	956	1,500		1,216
6450	Bye Laws	0	0	0	0	0	0	100		100

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Detailed Income & Expenditure by Phased Budget Heading 31/10/2019

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Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6460	Publicity & Democratic notices	82	0	(82)	747	1,370	623	2,900		2,153
6461	Banner Costs	0	125	125	675	875	201	1,500		826
6610	Audit Fees	480	500	20	3,280	3,500	220	4,000		720
6619	Irrecoverable VAT	0	0	0	0	0	0	6,000		6,000
6620	Legal Expenses	0	690	690	0	1,430	1,430	5,000		5,000
6635	Professional Fees Licensing	570	223	(347)	935	1,800	865	1,800		865
6650	Bad debts	37	0	(37)	37	0	(37)	0		(37)
6710	Conference Fees & Expenses	60	192	132	989	1,344	355	2,300		1,311
6720	Books and Periodicals	52	32	(20)	154	224	70	380		226
6730	Subscriptions	0	0	0	4,957	3,550	(1,407)	4,000		(957)
6889	Waste Sacks	0	0	0	1,794	724	(1,070)	1,450		(344)
6900	Sundry Expenses	70	42	(28)	176	294	118	500		324
6922	Health&Safety/Risk Assessments	0	0	0	3,100	3,000	(100)	3,000		(100)
6975	Bank Charges	146	125	(21)	1,047	875	(172)	1,500		453
6976	Credit card charges	8	58	51	230	406	176	700		470
7010	Election Expenses	0	0	0	11,298	3,000	(8,298)	3,000		(8,298)
7611	Contingency provision	0	0	0	0	1,000	1,000	108,330		108,330
7614	Stag reserve	0	0	0	0	0	0	1,000		1,000
	F & G P - Establishments :- Indirect Expenditure	**42,511**	**45,350**	**2,839**	**333,372**	**336,917**	**3,545**	**680,680**	**0**	**347,308**
	Net Income over Expenditure	**(36,745)**	**(44,255)**	**(7,510)**	**(315,041)**	**(329,252)**	**(14,211)**	**(667,540)**		

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 31/10/2019

Cost Centre Report

Month No: 7

		Current Month Actual	Current Month Budget	Current Month 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									
1490	Christmas Lights Switch On	2,910	1,000	(1,910)	2,910	1,000	(1,910)	5,000		0
1495	Number 8 bus income	3,309	3,095	(214)	23,161	21,665	(1,496)	37,138		0
	F & G P - General :- Income	**6,219**	**4,095**	**(2,124)**	**26,071**	**22,665**	**(3,406)**	**42,138**		
6490	Christmas Lights Switch On	1,538	250	(1,288)	1,638	2,500	862	26,000		24,362
6491	Remembrance Day/Civic Serv.	175	0	(175)	904	500	(404)	2,700		1,796
6495	Number 8 bus expenses	3,309	3,095	(214)	23,161	21,665	(1,496)	37,138		13,977
6869	Special Events	597	370	(227)	8,104	5,970	(2,134)	6,500		(1,604)
	F & G P - General :- Indirect Expenditure	**5,619**	**3,715**	**(1,904)**	**33,806**	**30,635**	**(3,171)**	**72,338**	**0**	**38,532**
	Net Income over Expenditure	**600**	**380**	**(220)**	**(7,736)**	**(7,970)**	**(234)**	**(30,200)**		
33	F & G P - Council Offices									
1022	Letting & Hire of Facilities	1,435	1,400	(35)	9,291	9,800	509	16,800		0
1211	Sale of Goods	20	0	(20)	86	0	(86)	0		0
	F & G P - Council Offices :- Income	**1,454**	**1,400**	**(54)**	**9,376**	**9,800**	**424**	**16,800**		
4010	Gross Pay	3,318	2,305	(1,013)	6,202	16,135	9,933	27,660		21,458
4270	Employers Pension Contribution	161	124	(37)	238	868	630	1,490		1,252
5410	Repairs & General Maintenance	42	172	130	388	1,204	816	2,060		1,672
5500	Equipment Hired and New	205	0	(205)	205	0	(205)	0		(205)
6000	Rent & Rates	1,990	2,017	27	16,096	14,119	(1,977)	24,205		8,109
6010	Light Heat & Cleaning	108	515	407	2,444	3,605	1,161	6,180		3,736

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Detailed Income & Expenditure by Phased Budget Heading 31/10/2019

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Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6510	Catering Expenses	0	0	0	0	0	0	150		150
6900	Sundry Expenses	102	8	(94)	107	56	(51)	100		(7)
6922	Health&Safety/Risk Assessments	0	0	0	0	150	150	300		300
6930	Alarm Maintenance	0	0	0	781	655	(126)	1,400		619
6935	Waste Bin Disposal-Waste Bins	115	62	(53)	1,065	433	(632)	740		(325)
	F & G P - Council Offices :- Indirect Expenditure	**6,041**	**5,203**	**(838)**	**27,527**	**37,225**	**9,698**	**64,285**	**0**	**36,758**
	Net Income over Expenditure	**(4,587)**	**(3,803)**	**784**	**(18,151)**	**(27,425)**	**(9,274)**	**(47,485)**		
36	F & G P - Community Centre									
1022	Letting & Hire of Facilities	0	0	0	9,306	30,000	20,694	30,000		0
1457	Indoor Activities	0	0	0	632	700	68	700		0
1990	Other Income	0	0	0	26,000	0	(26,000)	0		0
	F & G P - Community Centre :- Income	**0**	**0**	**0**	**35,938**	**30,700**	**(5,238)**	**30,700**		
4010	Gross Pay	1,798	0	(1,798)	9,596	8,000	(1,596)	8,000		(1,596)
4270	Employers Pension Contribution	84	0	(84)	694	450	(244)	450		(244)
5410	Repairs & General Maintenance	0	0	0	254	500	246	500		246
6000	Rent & Rates	625	0	(625)	2,546	5,175	2,629	5,175		2,629
6011	Electricity	51	0	(51)	471	675	204	675		204
6012	Gas	82	0	(82)	768	465	(303)	465		(303)
6013	Cleaning	0	0	0	0	210	210	210		210
6101	Telephone	35	0	(35)	247	100	(147)	100		(147)
6104	Mobile Telephone	8	0	(8)	50	80	30	80		30

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 31/10/2019

Month No: 7

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6320	Staff Training	0	0	0	0	100	100	100		100
6520	Refreshments for Resale	0	0	0	97	175	78	175		78
6533	Copyright Fees/Royalties	0	0	0	0	565	565	565		565
6635	Professional Fees Licensing	0	0	0	180	220	40	220		40
6900	Sundry Expenses	0	0	0	0	50	50	50		50
6930	Alarm Maintenance	0	0	0	602	500	(102)	500		(102)
6931	CCTV Maintenance	0	0	0	0	78	78	78		78
6935	Waste Bin Disposal-Waste Bins	98	0	(98)	1,274	450	(824)	450		(824)
6939	Healthcare Services	0	0	0	0	475	475	475		475
	F & G P - Community Centre :- Indirect Expenditure	**2,782**	**0**	**(2,782)**	**16,781**	**18,268**	**1,487**	**18,268**	**0**	**1,487**
	Net Income over Expenditure	**(2,782)**	**0**	**2,782**	**19,158**	**12,432**	**(6,726)**	**12,432**		
38	F & G P - Grants									
6937	Annual Subsidy-Comm Centre	0	83	83	60	581	521	1,000		940
6938	Annual Subsidy-Council Chamber	121	83	(38)	671	581	(90)	1,000		329
7500	Local Organisations Grants	0	0	0	5,257	8,500	3,243	16,500		11,243
7502	Sevenoaks Summer Festival	0	0	0	0	0	0	5,000		5,000
7520	Twinning Support	0	500	500	0	500	500	1,000		1,000
7552	Youth Outreach	0	0	0	4,096	2,500	(1,596)	5,000		904
7555	Youth Council Support	0	0	0	230	250	20	500		270
7556	Stag Community Arts Centre	0	0	0	27,000	27,000	0	27,000		0
	F & G P - Grants :- Indirect Expenditure	**121**	**666**	**546**	**37,314**	**39,912**	**2,598**	**57,000**	**0**	**19,686**
	Net Expenditure	**(121)**	**(666)**	**(546)**	**(37,314)**	**(39,912)**	**(2,598)**	**(57,000)**		

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 31/10/2019

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month 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									
1046 SCC Ground Rents & Wayleaves	0	1,500	1,500	1,125	2,625	1,500	3,000		0
1469 O/S Ground Rents & Wayleaves	0	0	0	3,746	4,000	255	5,000		0
F & G P - Property :- Income	**0**	**1,500**	**1,500**	**4,871**	**6,625**	**1,755**	**8,000**		
5410 Repairs & General Maintenance	0	25	25	0	75	75	100		100
F & G P - Property :- Indirect Expenditure	**0**	**25**	**25**	**0**	**75**	**75**	**100**	**0**	**100**
Net Income over Expenditure	**0**	**1,475**	**1,475**	**4,871**	**6,550**	**1,680**	**7,900**		
40 Sevenoaks Town Partnership									
1206 Business Awards	564	0	(564)	6,098	7,000	902	7,000		0
1207 Business Show	0	0	0	1,770	3,000	1,230	3,000		0
1209 Wellbeing show income	0	0	0	1,930	3,500	1,570	3,500		0
1350 Revenue Grant income	0	0	0	0	0	0	1,000		0
1435 Vintage Bus income	0	0	0	13	10,000	9,988	10,000		0
1990 Other Income	73	0	(73)	73	0	(73)	0		0
Sevenoaks Town Partnership :- Income	**637**	**0**	**(637)**	**9,883**	**23,500**	**13,617**	**24,500**		
6101 Telephone	0	8	8	0	56	56	100		100
6200 Printing & Stationery	0	9	9	0	58	58	100		100
6240 Computer/ Data Base/WP's	42	42	0	3,016	292	(2,724)	500		(2,516)
6244 Information Screens	0	125	125	1,275	875	(400)	1,500		225
6322 Business Awards	34	0	(34)	7,664	7,500	(164)	7,500		(164)

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 31/10/2019

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6323 Business Show	0	0	0	1,480	2,500	1,020	2,500		1,020
6500 Goods for Resale	1,367	0	(1,367)	1,367	0	(1,367)	0		(1,367)
6710 Conference Fees & Expenses	0	58	58	190	406	216	700		510
6900 Sundry Expenses	465	50	(415)	664	350	(314)	600		(64)
7000 Reinvestment	0	0	0	0	0	0	2,500		2,500
7608 Friends of Bat & Ball	0	150	150	0	1,000	1,000	1,000		1,000
7609 Vintage Bus Expenses	0	0	0	0	10,000	10,000	10,000		10,000
7616 Wellbeing show	0	0	0	1,644	2,500	856	2,500		856
Sevenoaks Town Partnership :- Indirect Expenditure	**1,907**	**442**	**(1,465)**	**17,299**	**25,537**	**8,238**	**29,500**	**0**	**12,201**
Net Income over Expenditure	**(1,271)**	**(442)**	**829**	**(7,416)**	**(2,037)**	**5,379**	**(5,000)**		
41 Business Hub									
1022 Letting & Hire of Facilities	0	666	666	0	666	666	4,000		0
1025 Prov.of postal/Business addres	0	200	200	0	200	200	1,200		0
1026 Hot Desking Facility	0	4,160	4,160	0	4,160	4,160	24,960		0
1027 Dedicated Desk x12	0	5,520	5,520	0	5,520	5,520	33,120		0
Business Hub :- Income	**0**	**10,546**	**10,546**	**0**	**10,546**	**10,546**	**63,280**		
4010 Gross Pay	0	1,666	1,666	0	1,666	1,666	10,000		10,000
4270 Employers Pension Contribution	0	335	335	0	335	335	2,000		2,000
5410 Repairs & General Maintenance	0	1,000	1,000	0	1,000	1,000	6,000		6,000
6000 Rent & Rates	170	666	496	1,189	666	(523)	4,000		2,811
6010 Light Heat & Cleaning	0	0	0	(1,028)	0	1,028	0		1,028

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Detailed Income & Expenditure by Phased Budget Heading 31/10/2019

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6011 Electricity	0	1,500	1,500	1,575	1,500	(75)	9,000		7,425
6012 Gas	0	1,166	1,166	0	1,166	1,166	7,000		7,000
6013 Cleaning	0	1,666	1,666	0	1,666	1,666	10,000		10,000
6014 Water	0	666	666	0	666	666	4,000		4,000
6242 I.T. Infrastructure	0	335	335	0	335	335	2,000		2,000
Business Hub :- Indirect Expenditure	**170**	**9,000**	**8,830**	**1,736**	**9,000**	**7,264**	**54,000**	**0**	**52,264**
Net Income over Expenditure	**(170)**	**1,546**	**1,716**	**(1,736)**	**1,546**	**3,282**	**9,280**		
50 Youth Cafe									
1022 Letting & Hire of Facilities	217	312	95	1,317	2,180	863	3,740		0
1211 Sale of Goods	94	192	98	1,139	1,339	200	2,300		0
1350 Revenue Grant income	0	0	0	2,922	0	(2,922)	0		0
Youth Cafe :- Income	**311**	**504**	**193**	**5,377**	**3,519**	**(1,858)**	**6,040**		
4010 Gross Pay	2,371	2,267	(104)	17,642	15,865	(1,777)	27,200		9,558
4270 Employers Pension Contribution	55	92	37	255	640	385	1,100		845
5410 Repairs & General Maintenance	0	83	83	504	581	77	1,000		496
6010 Light Heat & Cleaning	0	42	42	6	294	288	500		494
6101 Telephone	74	47	(27)	345	326	(19)	560		215
6200 Printing & Stationery	0	42	42	0	294	294	500		500
6240 Computer/ Data Base/WP's	17	62	45	116	436	320	750		634
6281 Furnishings,Furniture/Eqpt	0	225	225	973	225	(748)	500		(473)
6320 Staff Training	0	0	0	0	400	400	400		400

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Detailed Income & Expenditure by Phased Budget Heading 31/10/2019

Month No: 7 **Cost Centre Report**

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6340 Staff Uniforms	0	50	50	146	150	4	200		54
6460 Publicity & Democratic notices	0	42	42	0	291	291	500		500
6500 Goods for Resale	45	142	97	1,042	990	(52)	1,700		658
6635 Professional Fees Licensing	0	0	0	397	200	(197)	200		(197)
6900 Sundry Expenses	0	12	12	132	88	(44)	150		18
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	400		400
Youth Cafe :- Indirect Expenditure	**2,562**	**3,106**	**544**	**21,560**	**20,780**	**(780)**	**35,660**	**0**	**14,100**
Net Income over Expenditure	**(2,251)**	**(2,602)**	**(351)**	**(16,183)**	**(17,261)**	**(1,078)**	**(29,620)**		
60 Markets									
1017 Rental Income Sat Market	1,736	1,871	135	12,914	13,097	183	22,456		0
1018 Rental Income Wed Market	928	1,148	221	5,793	8,036	2,244	13,774		0
1019 Rental Income Blighs Market	1,209	2,040	831	8,376	14,280	5,905	24,480		0
1024 Rental Income Friday Market	0	1,148	1,148	0	8,034	8,034	13,774		0
Markets :- Income	**3,873**	**6,207**	**2,335**	**27,082**	**43,447**	**16,365**	**74,484**		
4010 Gross Pay	137	241	104	1,098	1,693	595	2,900		1,802
5410 Repairs & General Maintenance	0	0	0	13	51	38	103		90
5420 Saturday market charges	1,372	1,202	(170)	8,505	8,410	(95)	14,420		5,915
5421 Wednesday Market charges	2,499	2,189	(310)	15,491	15,320	(171)	26,265		10,774
5423 Friday market charges	0	1,202	1,202	0	8,410	8,410	14,420		14,420
6001 Blighs Market Charges	0	1,551	1,551	8,055	10,857	2,802	18,615		10,560
6010 Light Heat & Cleaning	47	42	(5)	169	293	124	500		331

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 31/10/2019

Month No: 7

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6460	Publicity & Democratic notices	0	200	200	1,315	2,500	1,185	3,500		2,185
7000	Reinvestment	0	0	0	0	0	0	(6,239)		(6,239)
	Markets :- Indirect Expenditure	**4,055**	**6,627**	**2,572**	**34,647**	**47,534**	**12,887**	**74,484**	**0**	**39,837**
	Net Income over Expenditure	**(182)**	**(420)**	**(238)**	**(7,565)**	**(4,087)**	**3,478**	**0**		
70	Precept									
1995	Precept	95,115	95,115	(0)	665,808	665,810	2	1,141,385		0
	Precept :- Income	**95,115**	**95,115**	**(0)**	**665,808**	**665,810**	**2**	**1,141,385**		
	Net Income	**95,115**	**95,115**	**(0)**	**665,808**	**665,810**	**2**	**1,141,385**		
	Grand Totals:- Income	**150,561**	**167,009**	**16,448**	**994,295**	**1,086,848**	**92,553**	**1,850,315**		
	Expenditure	**139,766**	**138,743**	**(1,023)**	**1,006,729**	**1,039,192**	**32,463**	**1,876,316**	**0**	**869,587**
	Net Income over Expenditure	**10,795**	**28,266**	**17,471**	**(12,434)**	**47,656**	**60,090**	**(26,001)**		
	Movement to/(from) Gen Reserve	**10,795**			**(12,434)**					

Agenda Item

Sevenoaks Town Council

Working Capital Summary as at 30th October 2019

	B/fwd 01-Apr-19 £	Movement* £	C/fwd 31-Oct-19 £		30-Oct-18 £
Current Assets					
Stock	3,075	-	3,075		1,041
Trade debtors	18,681	29,185	47,866		63,880
VAT	72,199	(2,314)	69,886		121,701
Prepayments and other debtors	67,867	(41,163)	26,704		26,896
PWLB loan received in July 2019	-	1,399,510	1,399,510		-
Cash at bank and in hand	2,461,271	1,525,753	3,987,024		
Total Cash at Bank			5,386,534		3,106,334
	2,623,092	2,910,972	5,534,064		3,319,851
Current Liabilities					
Trade creditors	203,297	(2,760)	200,537		186,651
Accruals and other creditors	115,568	(20,667)	94,901		104,416
Prior Mayors charity account	-	-	-		-
Precept received in advance of budget		475,577	475,577	Note 1	460,094
Receipts in advance (rent and hall hire)	20,675	(12,853)	7,823		3,412
	339,540	439,297	778,837		754,574
Net Current Assets	2,283,552	2,471,675	4,755,228		2,565,278
Represented by:					
General Funds					
Revenue Reserves	318,758	(58,180)	260,577	Note 2	(154,978)
Earmarked/Designated Funds					
Pension Reserve	2,814	-	2,814		2,814
Rolling Capital Prog Revenue Reserve	44,419	(4,000)	40,419		45,684
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	(67,395)	1,073,180	Note 5	1,734,641
CIL Earmarked Reserve	517,322	1,228,271	1,745,593		739,143
Capital Projects Reserve	-	-	-		-
No 8 bus Reserve	75,130	(23,161)	51,969	Note 3	91,977
QH Allotments Key Reserve	4,115	470	4,585		4,275
PWLB Loan Repayable	-	1,399,510	1,399,510	Note 6	-
Mayor's Charity Reserve	15,088	(3,839)	11,249	Note 4	3,645
	1,964,795	2,529,856	4,494,650		2,720,256
	2,283,552	2,471,675	4,755,228		2,565,278

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

Note 1 Difference between precept received and budgeted year to date income and expenditure-representing 6 months operational costs

Note 2 Year to date net loss over expenditure of £23,228 (includes suspense account balance) and outflow from the Revenue reserve of £46,000 as per prior approval to (1) £20,000 purchase a new van- Council Min and (2) £26,000 to balance the 2019/20 budget -Council Min 411(a)

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 £67,395 £ as HLF grant received for £238,398& Cil Allocation of £33,604 to date

Note 5a £396,401 of the balance shown as Capital Receipts relates to Bat & Ball Station Café Management & Maintenance receipt from HLF

Note 6 PWLB loan received £1.4m with £490 admin charges deducted

0

Sevenoaks Town Council

Statement of Fund Balances as at 31 October 2019

£ (2018/19)		S&P Rating 30/09/2019 Long term	Short term	Values £	Total Values £	Percent of Total Funds %	Interest rate
	Bank of Scotland						
800,000	Treasury deposit (1m)	A+	A1	2,000,000			
					2,000,000	37.13%	0.80%
	National Westminster Bank	A-	A2				
668	Business Reserve Account			875			
697,352	Current Account			373,778			0.20%
444	Payroll Account			1,000			
1,000	HITB Youth café			1,000			
7,933	Sevenoaks Town Partnership			7,901			
6,856	Mayors Charity Account			11,125			
					395,678	7.35%	
	HSBC	AA-	A1+				
50,202	Business money manager			50,300			0.20%
					50,300	0.93%	
	Handelsbanken	AA-	A1+				
63,068	Deposit account			63,813			0.15%
260,005	35 day notice account			260,005			0.25%
					323,818	6.01%	
	Nationwide	A	A1				
1,207,927	Instant Saver			1,605,781			0.60%
10,071	Sevenoaks Fund Instant Saver			10,132			0.60%
					1,615,913	30.00%	
	CCLA						
0	Business money manager	AAA (Fitch only)		1,000,000			
					1,000,000	18.56%	0.71%
	Clydesdale						
1	Current account	BB	A2	1	1		
808	Petty Cash				824	0.02%	
3,106,334					5,386,534	100.00%	

Receipts for Month 7 | **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		**1,000.00**					**1,000.00**	
:PAY 04673	Banked: **18/10/2019**	**72.49**							
:PAY 04673	Legal & General		72.49			516		72.49	Refund of September Contributi
	Banked: **25/10/2019**	**53,705.17**							
BACS25/10	Nat West - Current Account		53,705.17			201		53,705.17	Monthly Salaries October Tfr
	Banked: **28/10/2019**	**24,514.44**							
BACS28/10	Nat West - Current Account		24,514.44			201		24,514.44	Monthly HMRC/Pensions Oct Tfr
	Banked: **30/10/2019**	**3,690.27**							
DD30/10	Nat West - Current Account		3,690.27			201		3,690.27	Monthly L&G/NEST Oct Tfr
	Total Receipts for Month	81,982.37		0.00	0.00			81,982.37	
	Cashbook Totals	82,982.37		0.00	0.00			82,982.37	

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Payments for Month 7 **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
8/10/2019	Nat West - Current Account	DD18/10/19	72.49			201		72.49	Refund of L&G Contributionss
5/10/2019	Employees	BACS25/10	53,476.46			520		53,476.46	Monthly Salaries October '19
5/10/2019	Councillors	BACS25/10-	228.71			520		228.71	Member's Allowance Ocober '19
8/10/2019	HMRC/KCC	BACS28/10	24,514.44			515		14,410.47	Monthly HMRC October '19
						516	0	10,103.97	Monthly KCC October '19
0/10/2019	Legal & General	DD30/10-1	3,455.84			516		3,455.84	Monthly L&G October '19
0/10/2019	NEST	DD30/10-2	234.43			516		234.43	Monthly NEST October '19
	Total Payments for Month		81,982.37	0.00	0.00			81,982.37	
	Balance Carried Fwd		1,000.00						
	Cashbook Totals		82,982.37	0.00	0.00			82,982.37	

Receipts for Month 7 — **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		**1,041.70**					**1,041.70**	
	Banked: **18/10/2019**	**365.52**							
0001690	Nat West - Current Account		365.52			201		365.52	Petty cash top up
	Total Receipts for Month	365.52		0.00	0.00			365.52	
	Cashbook Totals	1,407.22		0.00	0.00			1,407.22	

Continued on Page 2

Payments for Month 7 | **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1/10/2019	Council offices	430	1.70			6330	31	1.70	milk
1/10/2019	Allotments	431	16.80			6210	31	16.80	1st class stamps x 24
1/10/2019	Open spaces	432	10.00		1.67	5340	21	8.33	Plants
2/10/2019	Open spaces	433/A	14.95			6330	21	14.95	milk,tea,coffee,sugar
2/10/2019	Open spaces	433/B	2.56		0.43	5410	21	2.13	Plumbing parts
3/10/2019	Council offices	434	4.99		0.83	5410	33	4.16	Heavy duty duck tape
8/10/2019	Council offices	435	1.59			6330	31	1.59	milk
9/10/2019	B&B Station	436/A	4.70		0.79	6900	30	3.91	parking
9/10/2019	B&B Station	436/B	2.09		0.35	5500	30	1.74	Equipment
9/10/2019	B&B Station	436/C	6.00		1.00	6200	30	5.00	Stationery
9/10/2019	B&B Station	436/D	39.00		6.50	6330	31	32.50	Hospitality food and drink
9/10/2019	Youth Cafe	437/A	43.26			6500	50	43.26	goods for resale
9/10/2019	Youth Cafe	437/B	2.00		0.33	6500	50	1.67	Goods for resale
9/10/2019	Youth cafe	437/C	0.30		0.05	6900	50	0.25	bags
0/10/2019	Council offices	438	35.38		5.90	5410	33	29.48	toilet seat x 2
1/10/2019	Vine cafe	439	17.21			6650	31	17.21	petty cash top up
1/10/2019	open spaces	440	16.00			5060	21	16.00	Bird box x 2
1/10/2019	Open spaces	441	10.99		1.83	5020	29	9.16	tap battery
1/10/2019	Vine cafe	442	10.00			6650	31	10.00	till float
1/10/2019	Vine Cafe	443	10.00			6650	31	10.00	till float
1/10/2019	council offices	444	8.00			6900	31	8.00	taxi to ATCM
5/10/2019	B&B Cafe	445/A	44.65			6500	30	44.65	goods for resale
5/10/2019	B&B Cafe	445/B	8.00		0.50	5500	30	7.50	Equipment
5/10/2019	Bat&Ball Cafe	445/C	30.00		1.66	6013	30	28.34	cleaning products, laundry
5/10/2019	Bat&Ball Cafe	445/D	0.25		0.04	6900	30	0.21	bags
6/10/2019	Cemetery	446	26.80			6900	22	26.80	key cutting
8/10/2019	council offices	447	0.69			6330	31	0.69	sugar
3/10/2019	B&B Station	448	21.75			6900	30	21.75	Train fare for awards show
4/10/2019	B&B station	449	7.80			6900	30	7.80	parking at station for awards
5/10/2019	Vine Cafe	450/A	54.90			6500	28	54.90	Goods for resale
5/10/2019	Vine cafe	450/B	1.60			6010	28	1.60	cleaning
5/10/2019	Vine Cafe	450/C	0.25		0.04	6900	28	0.21	bags
5/10/2019	Vine Cafe	450/D	25.78		4.30	6200	28	21.48	Stationery
5/10/2019	Vine cafe	450/E	1.00		0.16	5500	28	0.84	battery
5/10/2019	Vine Cafe	450/F	7.00		1.16	6900	28	5.84	Halloween decoration
9/10/2019	Council offices	451	10.00		1.67	5410	33	8.33	Batteries
9/10/2019	Bat&Ball Cafe	452/A	45.55			6500	30	45.55	goods for resale
9/10/2019	Bat&Ball Cafe	452/B	3.00		0.50	6500	30	2.50	goods for resale
9/10/2019	Bat&Ball Cafe	452/C	16.49		2.75	5500	30	13.74	Equipment
9/10/2019	Bat&Ball Cafe	452/D	14.00			6900	30	14.00	Halloween decoration
9/10/2019	Bat&Ball Cafe	452/E	1.50			6013	30	1.50	cleaning
9/10/2019	Bat&Ball Cafe	452/F	3.50			6200	30	3.50	stationery
9/10/2019	Bat&Ball Cafe	452/G	0.25			6900	30	0.25	bags
9/10/2019	Bat&Ball Cafe	452/H	0.20		0.03	6900	30	0.17	bags
9/10/2019	Bat&Ball Cafe	453	1.00			6900	30	1.00	Halloween decoration

Continued on Page 3

Total Payments for Month	583.48	0.00	32.49	550.99
Balance Carried Fwd	823.74			
Cashbook Totals	1,407.22	0.00	32.49	1,374.73

Purchase Ledger for Month No 7 **Order by Invoices Entered**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
04/10/2019	I3491557	26418	KCC KCS	KCC003	34.85	6.97	41.82	6010	33	34.85	26418/cleaning materials
01/10/2019	19-103	26419	RUSSELL HARPER	RUS001	50.00	10.00	60.00	9072	91	50.00	26419/ramp opening photography
03/10/2019	2501103119802	26420	PLANNING	PLAN001	299.00	0.00	299.00	6730	31	299.00	26420/sub to planning resource
02/10/2019	2054800	26421	SDC	SDC001	3,870.35	0.00	3,870.35	5421	60	2,498.58	26421/wed market chg Oct
								5420	60	1,371.77	26421/Sat market chg Oct
01/10/2019	SIN1225933	26422	PPL PRS	PPLPRS001	99.94	19.99	119.93	6490	32	99.94	26422/CLSO Licence
01/10/2019	1115/BBR/1022	26423	THEISANDKHAN	THEI001	750.00	150.00	900.00	9062	91	750.00	26423/architetural chg Sep
03/10/2019	INV-0040	26424	S WILLIAMS	SWA001	450.00	90.00	540.00	9063	91	450.00	26424/architectual chg Sep
01/10/2019	WM10975664	26425	WORLDPAY	WOR001	7.50	1.50	9.00	6976	31	7.50	26425/mnthly card chgs
03/10/2019	I3490411	26426	KCC KCS	KCC003	28.05	5.61	33.66	6200	31	28.05	26426/stationery
02/10/2019	I3489169	26427	KCC KCS	KCC003	2.30	0.46	2.76	6010	33	2.30	26427/carpet cleaner
03/10/2019	3056	26428	DEREK MEDHURST	MED003	32.00	0.00	32.00	6500	30	32.00	26428/Greeting cards - resale
02/10/2019	ED10614	26429	LAMBERT SMITH HAMPTO	LAM001	464.00	92.80	556.80	5500	21	232.00	26429/50 metal fencing panels
								5500	21	232.00	26429/22 Heras fencing panels
03/10/2019	U-0840	26430	MAJOR EQUIP LTD	MAJOR001	34.55	6.91	41.46	5525	21	34.55	26430/2 drive belts, 1 bolt
02/10/2019	1871	26431	FOUR HANDS	FOU001	160.00	0.00	160.00	6300	31	160.00	26431/small bowl x 10
03/10/2019	9267	26432	BAND SHOP	BAN002	174.99	35.01	210.00	6491	32	174.99	26432/PA system for - R.Day
01/10/2019	3551489	26435	BOOKER	BOOK003	46.85	2.50	49.35	6500	30	46.85	26435/goods for resale
01/10/2019	3551490	26436	BOOKER	BOOK003	88.05	9.98	98.03	6500	30	88.05	26436/goods for resale
06/10/2019	4975571	26462	REACH PLC	TRM	82.32	16.46	98.78	6460	31	82.32	26462/Notice Oct meeting
07/10/2019	157388	26463	SDC DIRECT SERVICES	SDC002	96.00	0.00	96.00	6935	33	96.00	26463/bin collection Sep
07/10/2019	157236	26464	SDC DIRECT SERVICES	SDC002	98.25	0.00	98.25	6935	36	98.25	26464/bin collection Sep
07/10/2019	157233	26465	SDC DIRECT SERVICES	SDC002	117.90	0.00	117.90	6935	22	117.90	26465/bin collection Sep
07/10/2019	157322	26466	SDC DIRECT SERVICES	SDC002	84.00	0.00	84.00	6935	28	84.00	26466/bin collection Sep
07/10/2019	157378	26467	SDC DIRECT SERVICES	SDC002	108.25	0.00	108.25	6935	30	108.25	26467/bin collection Sep
07/10/2019	157171	26468	SDC DIRECT SERVICES	SDC002	255.45	0.00	255.45	6935	21	255.45	26468/Bin collection Sep
09/10/2019	09OCT2019	26469	CORBAN COFFEE	COR002	140.00	0.00	140.00	6500	30	140.00	26469/coffee for resale
09/10/2019	741714440/0009	26470	SSE	SSE012	47.01	2.35	49.36	6010	60	47.01	26470/elect chgs Jul-Sep

Purchase Ledger for Month No 7 **Order by Invoices Entered**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
09/10/2019	19970286	26471	NISBETS	NIS001	57.03	11.40	68.43	6013	30	57.03	26471/kitchen equipment
04/10/2019	176114	26472	PREMIER ALARMS	PREM001	450.54	90.11	540.65	6930	28	450.54	26472/Security annual renewal
04/10/2019	2266158	26473	CASTLE WATER	CAS003	22.15	0.00	22.15	6000	29	22.15	26473/Sep water chgs
06/10/2019	2265663	26474	CASTLE WATER	CAS005	10.55	0.00	10.55	5025	21	10.55	26474/Sep water chgs
06/10/2019	2265379	26475	CASTLE WATER	CAS006	45.93	0.00	45.93	6000	21	45.93	26475/water chgs Sep
05/10/2019	2263057	26476	CASTLE WATER	CAS002	87.01	0.00	87.01	6000	33	87.01	26476/water chgs Sep
05/10/2019	2264078	26477	CASTLE WATER	CAS004	45.50	0.00	45.50	6000	28	45.50	26477/Sep water chgs
01/10/2019	32088	26478	ATLAS FM/EMPRISE SVS	EMP001	930.00	186.00	1,116.00	4010	21	930.00	26478/Oct Lock up chgs
01/10/2019	833967	26479	EXPRESS FACTORS	EXPR001	5.22	1.04	6.26	5550	21	5.22	26479/indicator bulbs
07/10/2019	129925	26480	GODFREYS	GOD001	205.41	41.09	246.50	5500	33	205.41	26480/blower kit & Battery
04/10/2019	108527	26481	PROVENDER	PRO002	500.64	100.14	600.78	5340	30	500.64	26481/plants
01/10/2019	2054781	26482	SDC	SDC001	595.00	54.00	649.00	6200	30	595.00	26482/evaluation report design
09/10/2019	0003048865	26483	ELITE	EFS001	79.72	0.00	79.72	6500	30	79.72	26483/goods for resale
07/10/2019	3551768	26484	BOOKER	BOOK003	52.34	10.47	62.81	6500	30	2.39	26484/goods for resale
								6013	30	49.95	26484/cleaning equip
01/10/2019	32089	26485	ATLAS FM/EMPRISE SVS	EMP001	620.00	124.00	744.00	4010	21	620.00	lock up chgs Oct
01/10/2019	32087	26486	ATLAS FM/EMPRISE SVS	EMP001	359.81	71.96	431.77	6932	22	359.81	26486/lock up chgs Oct
01/10/2019	H17A81D14A	26487	E-ON	E-ON	304.94	60.99	365.93	6862	26	304.94	26487/elect chgs Sep
04/10/2019	731598107/0066	26488	SSE	SSE009	51.45	2.57	54.02	6011	36	51.45	26488/elec chgs Sep
04/10/2019	481582274/0065	26489	SSE	SSE006	39.23	1.96	41.19	6010	22	39.23	26489/elec chgs Sep
07/10/2019	168	26490	GLENN BALL	GLE001	2,939.47	0.00	2,939.47	9063	91	2,939.47	26490/Arcitecture fees
04/10/2019	00003028653-018	26491	PLUSNET	PLUS01	46.30	9.26	55.56	6101	28	46.30	26491/Oct telephone chgs
04/10/2019	00002976949-018	26492	PLUSNET	PLUS01	23.50	4.70	28.20	6101	50	23.50	26492/Oct telephone chgs
08/10/2019	19-76	26493	JJ BROOKS	JJB001	130.00	26.00	156.00	9071	91	130.00	26493/Oct building work
10/10/2019	I3495576	26494	KCC KCS	KCC003	164.25	32.85	197.10	5500	31	164.25	26494/hand dryer
01/10/2019	2484	26495	K M FINCH	FINC001	180.00	36.00	216.00	5020	29	180.00	26495/repair disabled loo door
01/10/2019	2483	26496	K M FINCH	FINC001	300.00	60.00	360.00	6822	22	60.00	26496/Repairs to main gate
								6822	22	180.00	26496/Repairs to railings
								6822	22	60.00	26496/Repairs to container

Purchase Ledger for Month No 7 **Order by Invoices Entered**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
15/10/2019	SM20832	26497	RIALTAS	RIAL001	823.00	164.60	987.60	6300	31	823.00	26497/Omega An support
11/10/2019	SM20833	26498	RIALTAS	RIAL001	149.00	29.80	178.80	6300	31	149.00	26498/Omega data backup supprt
14/10/2019	1004406	26501	KALL KWIK	KALL001	7.50	1.50	9.00	6200	31	7.50	26501/A1 photocopies x 5
18/10/2019	138412	26502	HW COLDBREATH	COL003	52.24	0.00	52.24	6500	30	52.24	26502/goods for resale
17/10/2019	M104E6	26503	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	26503/Telephone chgs Oct
27/09/2019	1004399	26504	KALL KWIK	KALL001	65.00	13.00	78.00	6200	31	65.00	26504/100 refill scheme flyers
15/10/2019	3552066	26505	BOOKER	BOOK003	139.44	14.26	153.70	6500	30	107.48	26505/Goods for resale
								5500	30	31.96	26505/container box
14/10/2019	25140	26506	EDWARD TYRRELL	EDW002	1,715.00	343.00	2,058.00	5410	23	1,715.00	26506/replace damaged fence
14/10/2019	001043	26507	TAMILLEK TREE CARE	TAM001	1,885.00	0.00	1,885.00	5070	21	997.50	26507/prune&remove dead trees
								6802	22	887.50	26507/prune&remove dead trees
10/10/2019	971481	26508	OAKS PLANT HIRE	OAKS001	23.70	4.74	28.44	5500	21	23.70	26508/6m tie down straps
09/10/2019	S71213	26509	RAWSTONE HIRE	RAW001	35.25	7.05	42.30	5525	21	35.25	26509/scarifier&petrol
24/09/2019	74433	26510	SGE	SGE001	12.60	0.63	13.23	5700	22	12.60	26510/Gas Oil
14/10/2019	26480	26511	TELEGRAPH MEDIA GROU	TELE001	373.25	74.65	447.90	5525	22	373.25	26511/on site machine service
06/10/2019	3991945	26512	SHELL	SHEL001	107.00	21.40	128.40	5700	22	18.89	26512/fuel
								5700	21	88.11	26512/fuel
11/10/2019	38185	26513	PLAY INSPECTION	PIC001	300.00	60.00	360.00	5310	21	300.00	26513/gym inspection
09/10/2019	14178	26514	JS TAYLOR	TAYL001	90.00	0.00	90.00	5020	29	90.00	26514/install hand dryer
04/10/2019	N1305253	26515	BRITISH RED CROSS	BRIT004	199.00	39.80	238.80	6320	22	199.00	26515/first aid training
30/09/2019	327695	26516	CULVERWELL	CULV001	117.96	19.99	137.95	5500	21	117.96	26516/6 pairs of grabs
17/10/2019	LADIES LUNCH 01	26517	WARNERS SOLICITORS	WARN001	35.00	0.00	35.00	6330	31	35.00	26517/sevenoaks ladies lunch
16/10/2019	731774430/0008	26518	SSE	SSE008	475.95	95.19	571.14	6011	30	475.95	26518/Sep electricity chgs
18/10/2019	ORD506853	26519	SLCC	SLCC001	51.50	0.80	52.30	6720	31	51.50	26519/clerks manual 2019
11/10/2019	INV-161551	26520	CURD & CURE	CHS001	117.71	3.60	121.31	6500	28	117.71	26520/goods for resale
10/10/2019	74182	26521	HERBERT & WARD	HAW001	262.00	0.00	262.00	6500	28	262.00	26521/goods for resale
11/10/2019	0003051389	26522	ELITE	EFS001	110.11	0.00	110.11	6500	28	110.11	26522/goods for resale
17/10/2019	0003056231	26523	ELITE	EFS001	42.71	0.00	42.71	6500	28	42.71	26523/goods for resale
17/10/2019	138401	26524	HW COLDBREATH	COL003	191.79	0.00	191.79	6500	30	191.79	26524/goods for resale

Purchase Ledger for Month No 7 **Order by Invoices Entered**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
15/10/2019	15/10/2019	26525	BANKLINE	BANKL01	100.20	0.00	100.20	6975	31	100.20	26525/bank chgs
15/10/2019	29433	26527	NEREO	NER001	54.00	2.00	56.00	6315	31	54.00	26527/DBS Fee for AF
11/10/2019	40532085	26528	ZURICH INSURANCE	ZUR001	294.85	0.00	294.85	6020	30	294.85	26528/insurance for B&B ramp
01/07/2019	KPB/29.06.19	26529	KENT POLICE BAND	KENT004	350.00	0.00	350.00	6869	32	350.00	26529/AFD band performance
11/10/2019	12791	26530	HELIOCENTRIX	HELI001	536.21	107.24	643.45	6240	28	536.21	26530/Hp laptop
11/10/2019	19987948	26531	NISBETS	NIS001	74.53	14.90	89.43	5500	30	74.53	26531/kitchen equipment
15/10/2019	4191	26532	DOWN TO EARTH	DOWN001	1,220.00	244.00	1,464.00	5070	21	1,220.00	26532/remove 2 tree & Grtness
19/09/2019	746333	26533	LISTER WILDER	LIST002	1,650.00	330.00	1,980.00	5500	21	1,650.00	26533/1.5M mower
17/10/2019	I3500894	26534	KCC KCS	KCC003	167.25	33.45	200.70	6010	33	47.90	26534/cleaning equip
								6200	31	119.35	26534/stationery
15/10/2019	87181	26535	LANDSCAPE SUPPLY CO	LAND001	106.24	21.26	127.50	6952	21	25.49	26535/waterproof clothing
								6952	22	80.75	26535/waterproof clothing
08/10/2019	00002498449-018	26536	PLUSNET	PLUS01	47.50	9.50	57.00	6101	31	47.50	26536/internet chgs 8/10-7/11
09/10/2019	00002498468-018	26537	PLUSNET	PLUS01	23.50	4.70	28.20	6101	36	23.50	26537/internet chgs 9/10-8/11
03/10/2019	00003028673-018	26538	PLUSNET	PLUS01	18.50	3.70	22.20	6101	22	18.50	26538/internet chgs 3/10-2/11
30/09/2019	74604	26539	SGE	SGE001	22.10	1.48	23.58	5700	22	19.60	26539/Gas Oil
								5525	21	2.50	26539/bolt,nut&washer
03/10/2019	S08455025008	26540	EDF ENERGY	SEEB001	164.83	0.00	164.83	6861	26	164.83	26540/elect chg 05/03-01/10
10/10/2019	149164	26541	CONNECTAPHONE	CON001	453.85	90.77	544.62	6101	21	11.49	26526/Telephone chgs Sep
								6101	22	16.44	26526/Telephone chgs Sep
								6101	36	11.49	26526/Telephone chgs Sep
								6101	30	20.98	26526/Telephone chgs Sep
								6101	31	393.45	26526/Telephone chgs Sep
20/09/2019	780	26542	YELLOW DUCK	YELL002	2,080.00	416.00	2,496.00	9062	91	2,080.00	26542/panel for booking hall
20/09/2019	781	26543	YELLOW DUCK	YELL002	1,240.00	248.00	1,488.00	9062	91	1,240.00	26543/2 plaques- external wall
17/10/2019	6497REV2	26544	PENFOLD DRIVEWAYS	PENF001	6,300.00	1,260.00	7,560.00	316	0	4,000.00	26544/road surfacing deposit
								360	0	2,300.00	26544/road surfacing deposit
14/08/2019	317051	26545	CONWAY LTD	CONW001	2,255.42	451.08	2,706.50	5410	30	1,027.32	26545/painting bollards
								5410	30	1,228.10	26545/re-painting lamposts

Purchase Ledger for Month No 7 **Order by Invoices Entered**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
14/10/2019	CN26480	26546	TELEGRAPH MEDIA GROU	TELE001	-373.25	-74.65	-447.90	5525	22	-373.25	26546/CN wrong supplier code
14/10/2019	26480	26547	TELESHORE UK	TELE003	373.25	74.65	447.90	5525	22	373.25	26547/equipment service
19/06/2019	CN/2250790	26549	REACH PLC	TRM	-62.37	0.00	-62.37	6730	31	-62.37	CN/subscription
19/06/2019	2250790	26550	REACH PLC	TRM001	62.37	0.00	62.37	6730	31	62.37	Chronicle subscription
24/09/2019	4/1	26552	SDC	SDC001	163.07	0.00	163.07	6000	30	163.07	26552/business rates March 19
24/09/2019	3/2	26553	SDC	SDC001	2,780.00	0.00	2,780.00	6000	30	2,780.00	26553/Business rates 4/19-3/20
26/10/2019	INV-0301	26554	CREATIVE PRODUCTIONS	CPR001	129.00	25.80	154.80	9062	91	74.00	26554/500 comment cards
								9062	91	55.00	26554/design of comment cards
17/10/2019	10898	26555	STREETLIGHTS	DIR001	1,381.45	276.29	1,657.74	6862	26	1,381.45	26555/streetlight maintenance
09/10/2019	10797	26556	STREETLIGHTS	DIR001	8.00	1.60	9.60	6862	26	8.00	26556/Wildernesse M repair
14/10/2019	10809	26557	STREETLIGHTS	DIR001	45.00	9.00	54.00	6862	26	45.00	26557/Wildernesse A - pruning
22/09/2019	3903998	26558	SHELL	SHEL001	124.97	25.00	149.97	5700	21	124.97	26558/fuel
13/10/2019	4029402	26559	SHELL	SHEL001	120.21	24.04	144.25	5700	21	120.21	26559/fuel
05/10/2019	PW221927	26560	MULLER	MULL001	0.85	0.00	0.85	6330	31	0.85	26560/milk
19/10/2019	PW223083	26562	MULLER	MULL001	0.85	0.00	0.85	6330	31	0.85	26562/milk
22/10/2019	3552330	26563	BOOKER	BOOK003	141.86	13.45	155.31	6500	30	104.47	26563/goods for resale
								5500	30	37.39	26563/kitchen equipment
22/10/2019	62667	26564	APPOINTMENT BUS	APP001	41.98	8.40	50.38	6200	30	37.54	26564/back office print chgs
								6200	31	4.44	26564/front office print chgs
22/10/2019	0003061521	26565	ELITE	EFS001	16.48	0.00	16.48	6500	30	16.48	26565/goods for resale
21/10/2019	INV-1121878	26566	HIGH SPEED TRAINING	HST001	35.00	7.00	42.00	6320	30	35.00	26566/online training for DG
23/10/2019	I3503666	26567	KCC KCS	KCC003	17.40	3.48	20.88	6200	31	2.90	26567/stationery
								6010	33	14.50	26567/cleaning materials
21/10/2019	20045481	26568	NISBETS	NIS001	68.31	12.83	81.14	5500	30	64.17	26568/equipment
								6200	30	4.14	26568/stationery
22/10/2019	7090824	26569	KFF	KFF001	57.23	4.65	61.88	6500	30	57.23	26569/goods for resale
22/10/2019	20053932	26570	NISBETS	NIS001	8.33	1.66	9.99	6010	33	8.33	26570/Mop
14/10/2019	1037348647	26571	KALC	KALC	60.00	12.00	72.00	6710	31	60.00	26571/Clr VGB attend DC event
18/10/2019	3040R10FEE	26572	WICKSTEEDS	WICK002	2,700.00	540.00	3,240.00	9072	91	2,700.00	26572/surveyor fees

Purchase Ledger for Month No 7 **Order by Invoices Entered**

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
25/10/2019	1922	26573	H2 PRODUCTIONS	H2P001	1,162.50	232.50	1,395.00	6490	32	1,162.50	26573/50% deposit for staging
24/10/2019	24/10/19	26574	COBBLES	COB003	30.00	0.00	30.00	6322	40	30.00	26574/business award engraving
30/09/2019	9985	26575	HARDWARE CENTRE	HARD001	59.79	11.95	71.74	5500	21	30.80	26575/saw & screw driver set
								5010	29	17.05	26575/connectors & screw eye
								5020	29	11.94	26575/glue,tube&screws
24/10/2019	INV-162426	26576	CURD & CURE	CHS001	36.83	0.00	36.83	6500	28	36.83	26576/goods for resale
24/10/2019	0003063490	26577	ELITE	EFS001	69.17	0.00	69.17	6500	28	69.17	26577/goods for resale
05/07/2019	58763	26578	REACH PLC	TRM	-3.36	-0.67	-4.03	6869	32	-3.36	26578/digital not appearing
21/10/2019	33863	26579	EDGE DESIGN	EDGE001	812.00	162.40	974.40	6240	22	371.50	26579/software dec19-dec20
								6240	11	440.50	26579/software dec19-dec20
25/10/2019	132186	26580	GODFREYS	GOD001	5.10	1.02	6.12	5525	21	5.10	26580/pull cord for mower
20/10/2019	4064260	26581	SHELL	SHEL001	40.79	8.16	48.95	5700	21	40.79	26581/fuel
03/10/2019	0000111694	26582	SMITH OF DERBY	SMIT003	192.00	38.40	230.40	6861	26	192.00	26582/service H.street clock
03/10/2019	0000111693	26583	SMITH OF DERBY	SMIT003	206.00	41.20	247.20	6861	26	206.00	26583/clock service OMH
15/10/2019	0000111749	26584	SMITH OF DERBY	SMIT003	429.00	85.80	514.80	6861	26	429.00	26584/clock service hoist OMH
02/08/2019	11559	26585	EDWARD TYRRELL	EDW002	1,294.38	258.88	1,553.26	5310	21	1,294.38	26585/75 posts& 67 rails
11/10/2019	440160624	26586	REXEL	REX001	13.00	2.60	15.60	6010	28	13.00	26586/6 LED bulbs
30/09/2019	69431	26588	BOURNE AMENITY	BOUR001	615.00	123.00	738.00	5320	21	615.00	26588/surrey loam bulk bag
24/09/2019	84279A	26587	DE JAGER &SONS	DEJAG001	544.51	108.90	653.41	5340	21	187.83	26587/plant bulbs
								6802	22	356.68	26587/plant bulbs
12/10/2019	PW22251A	26561	MULLER	MULL001	0.85	0.00	0.85	6330	31	0.85	26561/milk
21/10/2019	INV2279	26596	B&M MCHUGH LIMITED	BM001	37,446.18	7,489.24	44,935.42	9072	91	37,446.18	26596/ramp construction fee
21/10/2019	INV2278	26597	B&M MCHUGH LIMITED	BM001	29,508.46	5,901.69	35,410.15	9072	91	29,508.46	26597/ramp construction fees
21/10/2019	INV2280	26598	B&M MCHUGH LIMITED	BM001	50,425.50	10,085.10	60,510.60	9072	91	50,425.50	26598/ramp construction to Oct
31/10/2019	LAO1190395	26599	VEOLIA	VEOL001	19.23	3.85	23.08	6935	33	19.23	26599/Oct glass collection
31/10/2019	EVNT001697	26600	DONINGTON MANOR HOTE	DON001	624.79	124.96	749.75	6330	31	624.79	26600/staff Xmas meal
30/10/2019	0001085432	26601	STROMA BUILT ENVIRON	STR002	1,150.00	230.00	1,380.00	9063	91	1,150.00	26601/construction 27/09/18
30/10/2019	809	26602	YELLOW DUCK	YELL002	1,080.00	216.00	1,296.00	9063	91	1,080.00	26602/6 hoarding boards
26/10/2019	PW223266	26603	MULLER	MULL001	0.85	0.00	0.85	6330	31	0.85	26603/milk

Purchase Ledger for Month No 7 **Order by Invoices Entered**

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/10/2019	I3507096	26604	KCC KCS	KCC003	60.80	12.16	72.96	6200	31	41.35	26604/stationery
								6900	31	19.45	26604/xmas decorations
30/10/2019	900098470	26605	KENT COUNTY COUNCIL	KCC002	82.50	16.50	99.00	6490	32	82.50	26605/xmas lights licence app
28/10/2019	10287	26606	VISION ICT	VISICT001	590.19	118.04	708.23	6320	31	590.19	26606/website training
28/10/2019	802	26607	YELLOW DUCK	YELL002	370.00	74.00	444.00	9062	91	370.00	26607/hall hire signage
23/09/2019	23SEP2019	26608	CORBAN COFFEE	COR002	23.00	0.00	23.00	5500	30	23.00	26608/coffee machine tamper
30/10/2019	0003069482	26609	ELITE	EFS001	40.33	0.00	40.33	6500	30	40.33	26609/goods for resale
29/10/2019	3552619/	26610	BOOKER	BOOK003	124.35	14.18	138.53	6013	30	7.99	26610/floor cleaner
								6500	30	87.40	26610/goods for resale
								5500	30	28.96	26610/kitchen equipment
17/10/2019	3552225	26611	BOOKER	BOOK001	203.71	13.27	216.98	6010	28	41.26	26611/cleaning equip
								6500	28	162.45	26611/goods for resale
31/10/2019	INV_1127592	26612	HIGH SPEED TRAINING	HST001	125.00	25.00	150.00	6320	30	125.00	26612/Level 3 food safety
30/10/2019	2055360	26613	SDC	SDC001	180.00	0.00	180.00	6635	30	180.00	26613/premises licence
30/10/2019	2055350	26614	SDC	SDC001	570.00	0.00	570.00	6635	31	570.00	26614/premises licence
28/10/2019	911569468/0024	26615	SSE	SSE013	82.11	4.10	86.21	6012	36	82.11	26615/Gas chgs - 26/07-25/10
30/10/2019	30/10/19	26616	ROGER LAW	ROG002	160.00	32.00	192.00	9071	91	160.00	26616/heat loss calculation
23/10/2019	DM-1352019	26617	4 IMPRINT	4IM001	1,366.50	273.30	1,639.80	6500	40	1,366.50	26617/550ml water bottles
28/09/2019	28SEP/LIN	26618	ONECARD	ONE002	3.75	0.75	4.50	6322	40	3.75	26618/soft drinks for BA
28/10/2019	28/OCT/LINDA	26619	ONECARD	ONE002	622.30	6.84	629.14	6330	31	2.46	26619/SDC meeting refreshments
								6330	31	1.10	26619/SDC meeting refreshments
								6330	31	11.93	26619/cakes for SDC meeting
								6330	31	8.33	26619/flowers for hitb manager
								6330	31	5.43	26619/ATCM refreshments
								6330	31	3.25	26619/chairman meeting food x2
								6330	31	2.45	26619/chairman meeting food x2
								6330	31	30.00	26619/get well hamper for JH
								9063	91	44.96	26619/time capsule container
								9063	91	287.00	26619/time capsule

Purchase Ledger for Month No 7 **Order by Invoices Entered**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
								5500	30	20.15	26619/CCTV signage
								6490	32	192.64	26619/200 books santas grotto
								6900	31	12.60	26619/train fare re CRP
28/10/2019	28/OCT/ANN	26620	ONECARD	ONE002	1,734.35	235.67	1,970.02	5500	21	290.83	26620/32 GB ipad
								5500	31	17.99	26620/2 lids for coffee jugs
								5500	30	3.25	26620/pedal bin
								5500	31	432.49	26620/dishwasher
								5500	30	67.50	26620/ear phones and receivers
								6101	31	10.00	26620/LL ipad
								6101	50	8.34	26620/hitb mobile
								6500	30	74.10	26620/goods for resale
								6500	28	8.33	26620/goods for resale
								6500	28	7.30	26620/goods for resale
								6500	30	92.98	26620/goods for resale
								6500	30	-3.50	26620/goods for resale refund
								6500	30	48.40	26620/goods for resale
								6500	28	1.04	26620/goods for resale
								6500	28	48.05	26620/goods for resale
								6500	30	33.55	26620/goods for resale
								6500	30	4.17	26620/goods for resale
								6500	30	100.70	26620/goods for resale
								6500	30	-1.50	26620/goods for resale refund
								6500	28	0.75	26620/goods for resale
								6500	28	62.85	26620/goods for resale
								6500	30	0.42	26620/goods for resale
								6500	30	43.45	26620/goods for resale
								6104	21	6.67	26620/OS team ipad
								6104	21	8.34	26620/O/S mobile NC
								6104	36	8.34	26620/KW mobile

Purchase Ledger for Month No 7 **Order by Invoices Entered**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
								6104	21	6.67	26620/o/s ipad
								6240	11	10.95	26620/Acrobat Standard licence
								6240	31	13.32	26620/monitor arm
								6240	50	16.64	26620/Adobe illustrator - hitb
								6240	40	41.62	26620/Creative Cloud Subs
								6240	31	4.98	26620/HDMI adaptor
								6240	31	5.82	26620/laptop charger
								506	0	21.00	26620/cheese and wine notice
								6422	31	20.00	26620/chamber member lunch x 1
								6013	30	10.58	26620/cleaning
								6013	30	2.08	26620/sterilising fluid
								6013	28	1.25	26620/sterilising tablets
								6900	30	6.75	26620/refuse sacks
								6900	30	8.33	26620/flowers
								6900	33	2.88	26620/3 min egg timer
								6900	28	4.17	26620/flowers
								6900	30	4.17	26620/flowers
								6900	28	3.54	26620/flowers
								6900	28	4.17	26620/battery
								5025	21	35.98	26620/2 toilet roll dispensers
								5020	29	35.98	26620/2 toilet roll dispensers
								5317	21	8.00	26620/parking permit
								6200	30	21.47	26620/loyalty cards
								6200	30	63.16	26620/2 x black ink toner
								6630	11	6.00	26620/register&title plan view
10/10/2019	900097234	26621	KENT COUNTY COUNCIL	KCC002	480.00	96.00	576.00	6610	31	480.00	26621/audit fees - 19-20 Sep
28/10/2019	801	26622	YELLOW DUCK	YELL002	265.00	53.00	318.00	5310	21	265.00	26622/sign for Julians M gym
28/10/2019	25154	26623	EDWARD TYRRELL	EDW002	1,521.00	304.20	1,825.20	5310	21	1,521.00	26623/fencing work @ Pontoise
28/10/2019	12790	26624	ARK TRADING	ARK001	465.48	93.10	558.58	6900	40	465.48	26624/Hoodies

Purchase Ledger for Month No 7 **Order by Invoices Entered**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
31/10/2019	0589	26625	URBAN STUDIO	UIS001	3,125.00	625.00	3,750.00	9066	91	3,125.00	26625/neighbourhood plan work
31/10/2019	12843	26626	HELIOCENTRIX	HELI001	1,787.87	357.57	2,145.44	6240	31	1,116.15	26626/IT support agreement Oct
								6242	31	671.72	26626/office 365 agreement Oct
17/10/2019	SVO/351877	26627	BREWERS	BREW001	21.04	4.21	25.25	5410	21	21.04	26627/paint & oil
21/10/2019	12761	26628	ARK TRADING	ARK001	358.04	71.61	429.65	6952	21	15.97	26628/protective clothing
								6952	22	243.05	26628/protective clothing
								6952	32	99.02	26628/protective clothing
31/10/2019	34897	26629	BSP LIMITED	BSP001	210.00	42.00	252.00	6935	21	210.00	26629/skip hire
31/10/2019	135859	26630	WETTON CLEANING SERV	WET001	29.32	5.86	35.18	5026	21	4.18	26630/toilet cleaning Oct
								5020	29	12.57	26630/toilet cleaning Oct
								5025	21	12.57	26630/toilet cleaning Oct
31/10/2019	135858	26631	WETTON CLEANING SERV	WET001	1,439.58	287.92	1,727.50	5026	21	205.65	26631/toilet cleaning Oct
								5020	29	616.96	26631/toilet cleaning Oct
								5025	21	616.97	26631/toilet cleaning Oct
31/10/2019	11002	26632	FRESH ACRES	FRE001	132.00	26.40	158.40	6802	22	132.00	26632/autumn bedding plants
31/10/2019	11003	26633	FRESH ACRES	FRE001	491.85	98.38	590.23	5340	21	491.85	26633/Autumn bedding plants
27/10/2019	4109218	26634	SHELL	SHEL001	223.44	44.69	268.13	5700	21	223.44	26634/fuel
04/10/2019	920529	26635	ERNEST DOE	DOE001	64.58	12.92	77.50	5525	22	64.58	26635/flashing beacon - truck
23/10/2019	921471	26636	ERNEST DOE	DOE001	628.00	125.60	753.60	5500	21	220.00	26636/brushcutter
								5500	21	188.00	26636/battery
								5500	21	220.00	26636/pole hedgecutter
30/10/2019	921806	26637	ERNEST DOE	DOE001	311.18	62.23	373.41	5025	21	311.18	26637/weld repairs to JCB
30/10/2019	921805	26638	ERNEST DOE	DOE001	514.04	102.80	616.84	5025	21	514.04	26638/rear cab glass for JCB
01/10/2019	40057008736	26639	KNOLE ESTATE	KNOL001	500.00	100.00	600.00	5310	21	500.00	26639/rent for buckhurst area
31/10/2019	INV-2767	26640	GO COACH	GO001	3,308.66	0.00	3,308.66	6495	32	4,319.16	26640/No 8 bus Oct service
								1495	32	-1,010.50	26640/No 8 Bus Oct service
				TOTAL INVOICES	196,294.38	34,938.36	231,232.74			196,294.38	

September 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	17,005	17,111	106	35,630	Largely tracking budget to date.
Open Spaces & Leisure Committee					
General	137,271	136,776	(495)	260,002	Slight Adverse varience due to Increase in Gross pay of (£2,223) of approved overtime and recruit of staff rather than Apprentice. Additonal spend on Gym Equipment@Julian's Meadow which will be offset by Grants received later this year. Generally costs less than budgeted.
Cemetery	15,128	6,850	(8,278)	11,724	Adverse varience due to lower income than budgeted
Allotments	(2,757)	(2,997)	(240)	135	Slight postive varience due to increase income in plots.
Street lighting/ general	18,792	22,755	3,963	21,626	Costs were less than budgeted
Vine Café	23,613	1,390	(22,223)	12,170	Adverse variance due essential staff cover (approved budget & overtime) of £7,573. Purchase of AC system which was not within budget originally.
Vine Grounds	9,365	11,237	1,872	20,000	Postive variance as costs were less than budgeted. Transfer Allocation of (£21,804) from Cill to offset cost of Vine pavillion windows/ramp.

September 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	35,898	(446)	(36,344)	(1,134)	Adverse varience due to lower sales of goods and hire income lower than budgeted income. This is due to cafe opening hours not fully operational. There should be slight increase in hiring of facilities over the next couple of months. Postive varience in expenditure due to Gross Pay(£13,428),Goods for Resale (£23,802)& Cleaning (£7,525).
Establishments	278,296	284,997	6,701	667,540	Postive varience due to Higher interest on deposits due to increase of funds over the past couple of months and increase of waste if sacks income. Increase in Election costs of (£8k) as previously budgeted, but overall less expenditure spend to date and no contingency provision has been used.
General	8,336	8,350	14	30,200	Largely tracking to date
Council Offices	13,564	23,622	10,058	47,485	Favourable varience due to Gross Pay (£10,946) been less than budgeted as Caretaker started this month.
Community Centre	(21,939)	(12,432)	9,507	(12,432)	Postive variance due to a transfer of £26,000 from Revenue Reserves as agreed by F&GP minute 411 to offset the loss of income due to closure of Community Centre in June 2019.
Grants	37,194	39,246	2,052	57,000	Postive varience as less Grant applications have been received as budgeted.
Property	(4,871)	(5,075)	(204)	(7,900)	Largely tracking to date

September 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	6,146	1,595	(4,551)	5,000	Adverse varience due to less tickets sold in Business Awards & Wellbeing Show and approved spent on STC website of (£2,725).
Business Hub	1,566	-	(1,566)	(9,280)	Electricity Bills for the property which was expected to have been operational by now.
Youth Cafe	13,932	14,659	727	29,620	Slight Postive Varience due to Grant received in April 19 (£2,922)
Markets	7,382	3,667	(3,715)	-	Current adverse variance due to lower than expected income from Blighs & Wednesday Markets.
Precept	(570,693)	(570,695)	(2)	(1,141,385)	
Rolling Cap Budget	(70,414)	-	70,414	-	
Total (exc. capital items)	23,229	(19,390)	(42,619)		

Summary by Committee:

Planning	17,005	17,111	106	35,630
Open spaces & Leisure	177,799	174,621	(3,178)	313,487
Vine Café	23,613	1,390	(22,223)	12,170
Bat&Ball Station	35,898	(446)	(36,344)	(1,134)
Finance & General Purpose	339,606	358,629	19,023	806,099
Precept	(570,693)	(570,695)	(2)	(1,141,385)
Rolling Capital Budget	(70,414)	-	70,414	-
Total (exc. Capital items)	23,229	(19,390)	(42,619)	

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month 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	2,765	(2)	16,600	16,600	0	33,200		16,600
6240	Computer/ Data Base/WP's	11	72	61	66	72	6	530		464
6630	Professional Fees	312	387	75	339	439	100	1,600		1,261
6720	Books and Periodicals	0	0	0	0	0	0	300		300
	Planning - General :- Indirect Expenditure	**3,090**	**3,224**	**134**	**17,005**	**17,111**	**106**	**35,630**	**0**	**18,625**
	Net Expenditure	**(3,090)**	**(3,224)**	**(134)**	**(17,005)**	**(17,111)**	**(106)**	**(35,630)**		
21	O/ Spaces & Leisure - General									
1022	Letting & Hire of Facilities	876	0	(876)	3,310	5,000	1,690	30,000		0
1316	Raleys Car Park Permits	0	0	0	17	0	(17)	1,750		0
1350	Revenue Grant income	0	0	0	1,228	0	(1,228)	0		0
1850	Log Sales	0	0	0	0	0	0	1,200		0
1990	Other Income	19	51	32	24,364	359	(24,005)	720		0
	O/ Spaces & Leisure - General :- Income	**895**	**51**	**(844)**	**28,918**	**5,359**	**(23,559)**	**33,670**		
4010	Gross Pay	16,632	14,174	(2,458)	87,267	85,044	(2,223)	170,090		82,823
4270	Employers Pension Contribution	816	948	132	4,852	5,688	836	11,380		6,528
5013	Graffiti Removal	0	0	0	44	0	(44)	1,000		956
5025	Lower St Johns Toilets	1,497	596	(901)	5,206	3,576	(1,630)	7,152		1,946
5026	Greatness Rec Convenience	420	333	(87)	1,237	1,998	761	4,000		2,763
5050	Seats And Litter Bins	8	425	417	241	1,275	1,034	2,700		2,459
5060	Sevenoaks Common	0	0	0	3,015	3,000	(15)	3,600		585

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5065	Tree Safety Survey	0	0	0	2,350	2,500	150	3,700		1,350
5070	Other Woodlands	1,116	0	(1,116)	1,116	1,020	(96)	3,300		2,184
5110	Knole Paddock & Pavilion	0	100	100	421	600	179	2,080		1,659
5120	Knole Paddock Pitch & Grnd Mt	0	700	700	1,010	2,019	1,009	5,000		3,990
5310	Miscellaneous Open Spaces	11,299	1,000	(10,299)	16,746	6,000	(10,746)	21,500		4,754
5316	Skatepark Maintenance	550	0	(550)	602	2,500	1,898	2,500		1,898
5317	Raleys Car Park	0	0	0	486	480	(6)	480		(6)
5320	Fertilizers	0	0	0	0	375	375	1,200		1,200
5330	Grass Seed	100	0	(100)	2,143	2,000	(143)	2,000		(143)
5340	Plants	329	0	(329)	1,001	1,400	399	2,700		1,699
5410	Repairs & General Maintenance	8	125	117	240	750	510	1,500		1,260
5500	Equipment Hired and New	46	712	666	23,923	3,812	(20,111)	8,000		(15,923)
5525	Equipment Maintenance	25	260	235	1,452	3,950	2,498	8,000		6,548
5550	Vehicle Expenses	0	375	375	2,491	2,250	(241)	4,500		2,009
5700	Fuel	294	580	286	2,393	2,460	67	6,200		3,807
6000	Rent & Rates	212	160	(52)	310	640	330	1,600		1,290
6010	Light Heat & Cleaning	(239)	500	739	562	1,350	788	2,100		1,538
6101	Telephone	12	17	5	87	102	15	200		113
6104	Mobile Telephone	15	25	10	76	150	74	300		224
6320	Staff Training	700	500	(200)	1,653	1,500	(153)	2,500		848
6330	Welfare/Hospitality	20	17	(3)	75	102	27	200		125
6730	Subscriptions	0	0	0	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	86	86	170		170

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6900	Sundry Expenses	0	8	8	11	48	37	100		89
6922	Health&Safety/Risk Assessments	170	300	130	806	1,000	194	1,500		694
6930	Alarm Maintenance	0	0	0	63	210	148	720		658
6931	CCTV Maintenance	0	0	0	0	0	0	1,200		1,200
6934	Waste Bin Collection-Dog Bins	655	700	45	1,310	1,400	90	2,800		1,490
6935	Waste Bin Disposal-Waste Bins	5	335	330	1,716	2,000	284	4,100		2,384
6952	Protective Clothing	217	116	(101)	1,284	700	(584)	1,400		116
	O/ Spaces & Leisure - General :- Indirect Expenditure	**34,907**	**23,021**	**(11,886)**	**166,190**	**142,135**	**(24,055)**	**293,672**	**0**	**127,482**
	Net Income over Expenditure	**(34,012)**	**(22,970)**	**11,042**	**(137,271)**	**(136,776)**	**495**	**(260,002)**		
22	O/ Spaces & Leisure - Cemetery									
1700	Cemetery Income	3,555	7,500	3,945	36,305	45,000	8,695	90,000		0
	O/ Spaces & Leisure - Cemetery :- Income	**3,555**	**7,500**	**3,945**	**36,305**	**45,000**	**8,695**	**90,000**		
4010	Gross Pay	6,451	5,410	(1,041)	33,200	32,460	(740)	64,920		31,720
4270	Employers Pension Contribution	486	507	21	2,784	3,042	258	6,084		3,300
5210	Cemetery Chapel & Office	0	0	0	0	0	0	200		200
5230	Cemetery Wshop/Messroom Mtce	0	0	0	187	170	(17)	170		(17)
5410	Repairs & General Maintenance	5	83	78	57	500	443	1,000		943
5500	Equipment Hired and New	12	100	88	1,617	1,036	(581)	2,200		583
5525	Equipment Maintenance	6	208	202	2,103	1,248	(855)	2,500		397
5700	Fuel	39	79	40	284	474	190	950		666
6000	Rent & Rates	506	450	(56)	3,169	2,905	(264)	5,900		2,731

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6010 Light Heat & Cleaning	118	100	(18)	441	600	159	1,200		759
6101 Telephone	44	62	18	302	372	70	740		438
6104 Mobile Telephone	8	8	(0)	58	48	(10)	100		42
6200 Printing & Stationery	0	33	33	0	198	198	400		400
6240 Computer/ Data Base/WP's	0	0	0	0	0	0	390		390
6320 Staff Training	0	0	0	318	1,000	683	1,500		1,183
6330 Welfare/Hospitality	27	12	(15)	98	75	(23)	150		52
6500 Goods for Resale	0	16	16	155	100	(55)	200		45
6630 Professional Fees	0	0	0	95	100	5	100		5
6730 Subscriptions	0	0	0	95	100	5	100		5
6802 Trees Plants Turf & Fertilizer	382	600	218	1,057	1,700	643	3,000		1,943
6822 Roads Path & Boundaries	0	0	0	373	300	(73)	600		227
6832 Lawn/Wall of Remembrance	0	0	0	0	0	0	100		100
6900 Sundry Expenses	0	4	4	9	24	16	50		42
6922 Health&Safety/Risk Assessments	262	0	(262)	1,101	720	(381)	970		(131)
6930 Alarm Maintenance	0	0	0	581	1,150	569	1,150		569
6932 Cemetery Security	360	438	78	2,211	2,628	417	5,250		3,039
6935 Waste Bin Disposal-Waste Bins	79	100	21	850	600	(250)	1,200		350
6952 Protective Clothing	238	50	(188)	288	300	12	600		312
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	**9,021**	**8,260**	**(761)**	**51,432**	**51,850**	**418**	**101,724**	**0**	**50,292**
Net Income over Expenditure	**(5,466)**	**(760)**	**4,706**	**(15,128)**	**(6,850)**	**8,278**	**(11,724)**		

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	Current Month Actual	Current Month Budget	Current Month 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									
1010 Rental Income	1,000	938	(62)	1,000	938	(62)	938		0
1047 QH Allotments Income	5,642	5,837	196	5,982	5,837	(145)	5,837		0
O/ Spaces & Leisure- Allotment :- Income	**6,642**	**6,775**	**134**	**6,982**	**6,775**	**(207)**	**6,775**		
4010 Gross Pay	387	625	238	2,215	1,750	(465)	3,500		1,285
4270 Employers Pension Contribution	26	18	(8)	121	108	(13)	210		89
5410 Repairs & General Maintenance	83	0	(83)	288	900	612	1,200		912
6000 Rent & Rates	629	0	(629)	868	720	(148)	1,700		832
6002 QH Allotments Costs	0	0	0	734	0	(734)	0		(734)
6922 Health&Safety/Risk Assessments	0	0	0	0	300	300	300		300
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	**1,126**	**643**	**(483)**	**4,225**	**3,778**	**(447)**	**6,910**	**0**	**2,685**
Net Income over Expenditure	**5,516**	**6,132**	**616**	**2,757**	**2,997**	**240**	**(135)**		
26 Open Spaces-Street Lighting/Ge									
1263 Cont'ns to street lighting	8,623	0	(8,623)	8,623	0	(8,623)	7,197		0
1990 Other Income	0	0	0	650	1,260	610	1,260		0
Open Spaces-Street Lighting/Ge :- Income	**8,623**	**0**	**(8,623)**	**9,273**	**1,260**	**(8,013)**	**8,457**		
6861 Public Clock Maintenance	0	0	0	0	320	320	800		800
6862 Street Lighting	8,945	927	(8,018)	14,677	7,435	(7,242)	13,023		(1,654)
6865 In Bloom Costs	2,718	0	(2,718)	13,388	16,260	2,872	16,260		2,872
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	**11,663**	**927**	**(10,736)**	**28,065**	**24,015**	**(4,050)**	**30,083**	**0**	**2,018**
Net Income over Expenditure	**(3,040)**	**(927)**	**2,113**	**(18,792)**	**(22,755)**	**(3,963)**	**(21,626)**		

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		Current Month Actual	Current Month Budget	Current Month 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									
1211	Sale of Goods	1,962	8,049	6,087	23,085	41,799	18,714	61,710		0
1212	Events Management	(200)	1,000	1,200	0	2,000	2,000	3,000		0
	O/ Spaces & Leisure-Vine Cafe :- Income	**1,762**	**9,049**	**7,287**	**23,085**	**43,799**	**20,714**	**64,710**		
4010	Gross Pay	2,987	3,608	621	29,221	21,648	(7,573)	43,300		14,079
4270	Employers Pension Contribution	0	220	220	312	1,320	1,008	2,640		2,328
5410	Repairs & General Maintenance	12	42	30	352	252	(100)	500		148
5500	Equipment Hired and New	22	150	128	3,601	900	(2,701)	1,800		(1,801)
5525	Equipment Maintenance	0	42	42	0	252	252	500		500
6000	Rent & Rates	103	100	(3)	(97)	600	697	1,200		1,297
6010	Light Heat & Cleaning	0	0	0	1,027	800	(227)	1,600		573
6101	Telephone	44	25	(19)	166	150	(16)	300		134
6200	Printing & Stationery	0	0	0	2	30	28	30		28
6210	Postage & Courier	0	0	0	0	160	160	160		160
6240	Computer/ Data Base/WP's	0	13	13	129	78	(51)	150		21
6320	Staff Training	0	0	0	0	300	300	300		300
6460	Publicity & Democratic notices	0	21	21	0	126	126	250		250
6500	Goods for Resale	970	3,000	2,030	10,275	16,095	5,820	20,000		9,725
6533	Copyright Fees/Royalties	307	0	(307)	307	0	(307)	300		(7)
6635	Professional Fees Licensing	0	0	0	130	100	(30)	100		(30)
6900	Sundry Expenses	0	17	17	61	102	41	200		139
6922	Health&Safety/Risk Assessments	0	0	0	0	500	500	500		500
6930	Alarm Maintenance	0	300	300	178	500	322	500		322

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	Current Month Actual	Current Month Budget	Current Month 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	64	0	(64)	502	1,002	500	2,000		1,498
6976 Credit card charges	76	46	(30)	532	274	(258)	550		18
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	**4,586**	**7,584**	**2,998**	**46,698**	**45,189**	**(1,509)**	**76,880**	**0**	**30,182**
Net Income over Expenditure	**(2,825)**	**1,465**	**4,290**	**(23,613)**	**(1,390)**	**22,223**	**(12,170)**		
29 O/Spaces & Leisure-Vine Ground									
1208 Other Events Income	(800)	0	800	0	666	666	2,000		0
1805 Tea Kiosk Rental & Pavilion	773	795	23	2,318	2,385	68	3,180		0
1870 Vine Club Insurance Contrib.	0	500	500	382	500	118	500		0
2012 CIL income allocation	0	0	0	21,804	0	(21,804)	0		0
O/Spaces & Leisure-Vine Ground :- Income	**(28)**	**1,295**	**1,323**	**24,504**	**3,551**	**(20,953)**	**5,680**		
4010 Gross Pay	748	717	(31)	4,169	4,302	133	8,600		4,431
4270 Employers Pension Contribution	45	43	(2)	226	258	32	520		294
5010 Vine Area General Maintenance	419	292	(127)	815	1,752	937	3,500		2,685
5020 Vine Public Convenience	1,259	667	(592)	3,866	4,002	136	8,000		4,134
5412 Capital Refurbishments	0	0	0	21,804	0	(21,804)	0		(21,804)
6000 Rent & Rates	33	60	27	44	360	317	720		677
6010 Light Heat & Cleaning	0	62	62	131	124	(7)	250		119
6460 Publicity & Democratic notices	0	0	0	0	250	250	250		250
6635 Professional Fees Licensing	0	0	0	70	0	(70)	100		30
6868 Summer Concerts	405	1,550	1,145	2,093	3,100	1,007	3,100		1,007
6931 CCTV Maintenance	95	0	(95)	651	640	(11)	640		(11)
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	**3,004**	**3,391**	**387**	**33,869**	**14,788**	**(19,081)**	**25,680**	**0**	**(8,189)**
Net Income over Expenditure	**(3,031)**	**(2,096)**	**935**	**(9,365)**	**(11,237)**	**(1,872)**	**(20,000)**		

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	Current Month Actual	Current Month Budget	Current Month 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									
1022 Letting & Hire of Facilities	1,427	4,756	3,329	9,132	28,536	19,404	57,074		0
1211 Sale of Goods	2,749	13,624	10,876	16,173	81,744	65,571	163,482		0
F& G P - Bat & Ball Station :- Income	**4,176**	**18,380**	**14,204**	**25,305**	**110,280**	**84,975**	**220,556**		
4010 Gross Pay	7,563	8,433	870	37,171	50,598	13,428	101,200		64,030
4270 Employers Pension Contribution	132	533	401	1,111	3,198	2,087	6,400		5,289
5340 Plants	39	0	(39)	251	0	(251)	0		(251)
5410 Repairs & General Maintenance	501	128	(373)	1,887	768	(1,119)	1,540		(347)
5500 Equipment Hired and New	240	0	(240)	2,690	0	(2,690)	0		(2,690)
6000 Rent & Rates	0	412	412	613	2,472	1,859	4,950		4,337
6011 Electricity	435	431	(4)	2,488	2,586	98	5,170		2,682
6012 Gas	692	167	(525)	1,554	1,002	(552)	2,000		446
6013 Cleaning	124	1,312	1,188	347	7,872	7,525	15,748		15,401
6014 Water	0	249	249	0	1,494	1,494	2,990		2,990
6020 Insurance Cost	0	172	172	0	1,032	1,032	2,060		2,060
6101 Telephone	14	54	40	88	324	236	650		562
6200 Printing & Stationery	6	17	11	201	102	(99)	200		(1)
6320 Staff Training	0	0	0	160	250	90	250		90
6460 Publicity & Democratic notices	(200)	381	581	727	2,286	1,559	4,568		3,841
6500 Goods for Resale	1,679	5,450	3,771	8,898	32,700	23,802	65,396		56,498
6533 Copyright Fees/Royalties	0	46	46	0	276	276	550		550
6635 Professional Fees Licensing	0	46	46	23	276	253	550		527
6900 Sundry Expenses	0	50	50	137	300	163	600		463

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6922 Health&Safety/Risk Assessments	1,040	85	(955)	1,133	510	(623)	1,020		(113)
6930 Alarm Maintenance	30	102	72	761	612	(149)	1,230		469
6931 CCTV Maintenance	0	52	52	0	312	312	620		620
6935 Waste Bin Disposal-Waste Bins	0	102	102	530	612	82	1,230		700
6976 Credit card charges	113	42	(71)	432	252	(180)	500		68
F& G P - Bat & Ball Station :- Indirect Expenditure	**12,409**	**18,264**	**5,855**	**61,203**	**109,834**	**48,631**	**219,422**	**0**	**158,219**
Net Income over Expenditure	**(8,233)**	**116**	**8,349**	**(35,898)**	**446**	**36,344**	**1,134**		
31 F & G P - Establishments									
1115 Interest on Deposits	1,438	500	(938)	8,636	3,000	(5,636)	6,000		0
1231 Banner Income	702	387	(315)	2,348	2,322	(26)	4,640		0
1889 Waste Sacks Income	229	125	(104)	1,534	750	(784)	1,500		0
1990 Other Income	12	83	72	47	498	451	1,000		0
F & G P - Establishments :- Income	**2,380**	**1,095**	**(1,285)**	**12,565**	**6,570**	**(5,995)**	**13,140**		
4010 Gross Pay	29,611	26,637	(2,974)	160,092	159,822	(270)	319,640		159,548
4270 Employers Pension Contribution	2,904	3,377	473	17,019	20,262	3,243	40,520		23,501
4271 Pension Deficiency	5,917	5,917	0	35,500	35,502	2	71,000		35,500
5500 Equipment Hired and New	428	208	(220)	1,032	1,248	216	2,500		1,468
6020 Insurance Cost	1,353	1,400	47	10,260	11,600	1,340	20,000		9,740
6101 Telephone	463	492	29	2,738	2,952	214	5,900		3,162
6103 Fax	0	8	8	0	49	49	100		100
6200 Printing & Stationery	1,594	1,250	(344)	6,558	7,500	942	15,000		8,442

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6210	Postage & Courier	733	416	(317)	2,455	2,500	45	5,000		2,545
6240	Computer/ Data Base/WP's	1,514	1,083	(431)	9,541	6,498	(3,043)	13,000		3,459
6241	Website Costs	0	0	0	1,831	1,500	(331)	2,000		169
6242	I.T. Infrastructure	638	650	12	3,894	3,900	6	6,500		2,606
6281	Furnishings,Furniture/Eqpt	124	300	176	124	300	176	1,400		1,276
6300	Computers Accountancy	0	1,160	1,160	1,842	2,660	818	3,300		1,458
6315	Recruitment Costs	0	334	334	0	2,001	2,001	4,000		4,000
6320	Staff Training	396	417	21	1,338	2,500	1,162	5,000		3,662
6321	Investors in People	0	0	0	0	0	0	800		800
6330	Welfare/Hospitality	(34)	158	192	1,181	948	(233)	1,900		720
6410	Civic Exps/Annual Reception	0	0	0	944	825	(119)	1,650		706
6415	Gifts/hospitality	165	0	(165)	665	220	(445)	400		(265)
6420	Annual Parish Meeting	0	0	0	0	0	0	100		100
6421	Honour Bd. Badges & Insignia	0	15	15	222	160	(62)	250		28
6422	Mayor Allowance 2019/20	376	487	111	1,382	2,435	1,053	5,360		3,978
6424	Mayors Car Allowance 2019/20	0	0	0	0	0	0	2,400		2,400
6435	Members Expenses	857	1,000	143	3,792	4,000	208	4,000		208
6440	Press Notices	206	130	(76)	535	780	245	1,500		965
6450	Bye Laws	0	0	0	0	0	0	100		100
6460	Publicity & Democratic notices	0	0	0	665	1,370	705	2,900		2,235
6461	Banner Costs	45	125	81	675	750	76	1,500		826
6610	Audit Fees	2,800	2,500	(300)	2,800	3,000	200	4,000		1,200
6619	Irrecoverable VAT	0	0	0	0	0	0	6,000		6,000
6620	Legal Expenses	0	0	0	0	740	740	5,000		5,000

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Detailed Income & Expenditure by Phased Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6635	Professional Fees Licensing	0	1,177	1,177	365	1,577	1,212	1,800		1,435
6710	Conference Fees & Expenses	313	192	(121)	929	1,152	223	2,300		1,371
6720	Books and Periodicals	0	32	32	103	192	89	380		277
6730	Subscriptions	(20)	0	20	4,957	3,550	(1,407)	4,000		(957)
6889	Waste Sacks	420	0	(420)	1,794	724	(1,070)	1,450		(344)
6900	Sundry Expenses	66	42	(24)	106	252	146	500		394
6922	Health&Safety/Risk Assessments	0	0	0	3,100	3,000	(100)	3,000		(100)
6975	Bank Charges	173	125	(48)	901	750	(151)	1,500		599
6976	Credit card charges	143	58	(85)	223	348	125	700		477
7010	Election Expenses	0	0	0	11,298	3,000	(8,298)	3,000		(8,298)
7611	Contingency provision	0	0	0	0	1,000	1,000	108,330		108,330
7614	Stag reserve	0	0	0	0	0	0	1,000		1,000
	F & G P - Establishments :- Indirect Expenditure	**51,186**	**49,690**	**(1,496)**	**290,861**	**291,567**	**706**	**680,680**	**0**	**389,819**
	Net Income over Expenditure	**(48,806)**	**(48,595)**	**211**	**(278,296)**	**(284,997)**	**(6,701)**	**(667,540)**		
32	F & G P - General									
1490	Christmas Lights Switch On	0	0	0	0	0	0	5,000		0
1495	Number 8 bus income	3,309	3,095	(214)	19,852	18,570	(1,282)	37,138		0
	F & G P - General :- Income	**3,309**	**3,095**	**(214)**	**19,852**	**18,570**	**(1,282)**	**42,138**		
6490	Christmas Lights Switch On	100	2,250	2,150	100	2,250	2,150	26,000		25,900
6491	Remembrance Day/Civic Serv.	300	500	200	729	500	(229)	2,700		1,971
6495	Number 8 bus expenses	3,309	3,095	(214)	19,852	18,570	(1,282)	37,138		17,286

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6869	Special Events	1,164	500	(664)	7,507	5,600	(1,907)	6,500		(1,007)
	F & G P - General :- Indirect Expenditure	**4,873**	**6,345**	**1,472**	**28,188**	**26,920**	**(1,268)**	**72,338**	**0**	**44,150**
	Net Income over Expenditure	**(1,564)**	**(3,250)**	**(1,686)**	**(8,336)**	**(8,350)**	**(14)**	**(30,200)**		
33	F & G P - Council Offices									
1022	Letting & Hire of Facilities	1,190	1,400	210	7,856	8,400	544	16,800		0
1211	Sale of Goods	23	0	(23)	66	0	(66)	0		0
	F & G P - Council Offices :- Income	**1,212**	**1,400**	**188**	**7,922**	**8,400**	**478**	**16,800**		
4010	Gross Pay	742	2,305	1,563	2,884	13,830	10,946	27,660		24,776
4270	Employers Pension Contribution	78	124	46	78	744	666	1,490		1,412
5410	Repairs & General Maintenance	95	172	77	347	1,032	686	2,060		1,714
6000	Rent & Rates	1,054	2,017	963	14,106	12,102	(2,004)	24,205		10,099
6010	Light Heat & Cleaning	84	515	431	2,336	3,090	754	6,180		3,844
6510	Catering Expenses	0	0	0	0	0	0	150		150
6900	Sundry Expenses	0	8	8	5	48	43	100		95
6922	Health&Safety/Risk Assessments	0	0	0	0	150	150	300		300
6930	Alarm Maintenance	0	0	0	781	655	(126)	1,400		619
6935	Waste Bin Disposal-Waste Bins	59	61	2	950	371	(579)	740		(210)
	F & G P - Council Offices :- Indirect Expenditure	**2,111**	**5,202**	**3,091**	**21,486**	**32,022**	**10,536**	**64,285**	**0**	**42,799**
	Net Income over Expenditure	**(899)**	**(3,802)**	**(2,903)**	**(13,564)**	**(23,622)**	**(10,058)**	**(47,485)**		

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month 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									
1022 Letting & Hire of Facilities	0	0	0	9,306	30,000	20,694	30,000		0
1457 Indoor Activities	0	0	0	632	700	68	700		0
1990 Other Income	0	0	0	26,000	0	(26,000)	0		0
F & G P - Community Centre :- Income	**0**	**0**	**0**	**35,938**	**30,700**	**(5,238)**	**30,700**		
4010 Gross Pay	0	0	0	7,798	8,000	202	8,000		202
4270 Employers Pension Contribution	0	0	0	610	450	(160)	450		(160)
5410 Repairs & General Maintenance	0	0	0	254	500	246	500		246
6000 Rent & Rates	625	0	(625)	1,921	5,175	3,254	5,175		3,254
6011 Electricity	50	0	(50)	420	675	255	675		255
6012 Gas	0	0	0	686	465	(221)	465		(221)
6013 Cleaning	0	0	0	0	210	210	210		210
6101 Telephone	35	0	(35)	212	100	(112)	100		(112)
6104 Mobile Telephone	0	0	0	42	80	38	80		38
6320 Staff Training	0	0	0	0	100	100	100		100
6520 Refreshments for Resale	0	0	0	97	175	78	175		78
6533 Copyright Fees/Royalties	0	0	0	0	565	565	565		565
6635 Professional Fees Licensing	0	0	0	180	220	40	220		40
6900 Sundry Expenses	0	0	0	0	50	50	50		50
6930 Alarm Maintenance	0	0	0	602	500	(102)	500		(102)
6931 CCTV Maintenance	0	0	0	0	78	78	78		78
6935 Waste Bin Disposal-Waste Bins	79	0	(79)	1,176	450	(726)	450		(726)
6939 Healthcare Services	0	0	0	0	475	475	475		475
F & G P - Community Centre :- Indirect Expenditure	**789**	**0**	**(789)**	**13,999**	**18,268**	**4,269**	**18,268**	**0**	**4,269**
Net Income over Expenditure	**(789)**	**0**	**789**	**21,939**	**12,432**	**(9,507)**	**12,432**		

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Detailed Income & Expenditure by Phased Budget Heading 30/09/2019

Month No: 6 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
38	F & G P - Grants									
6937	Annual Subsidy-Comm Centre	0	83	83	60	498	438	1,000		940
6938	Annual Subsidy-Council Chamber	193	83	(110)	551	498	(53)	1,000		450
7500	Local Organisations Grants	4,151	6,000	1,849	5,257	8,500	3,243	16,500		11,243
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	3,577	500	(3,077)	4,096	2,500	(1,596)	5,000		904
7555	Youth Council Support	0	250	250	230	250	20	500		270
7556	Stag Community Arts Centre	0	0	0	27,000	27,000	0	27,000		0
	F & G P - Grants :- Indirect Expenditure	**7,921**	**6,916**	**(1,005)**	**37,194**	**39,246**	**2,052**	**57,000**	**0**	**19,806**
	Net Expenditure	**(7,921)**	**(6,916)**	**1,005**	**(37,194)**	**(39,246)**	**(2,052)**	**(57,000)**		
39	F & G P - Property									
1046	SCC Ground Rents & Wayleaves	375	375	0	1,125	1,125	0	3,000		0
1469	O/S Ground Rents & Wayleaves	938	1,000	63	3,746	4,000	255	5,000		0
	F & G P - Property :- Income	**1,313**	**1,375**	**63**	**4,871**	**5,125**	**255**	**8,000**		
5410	Repairs & General Maintenance	0	0	0	0	50	50	100		100
	F & G P - Property :- Indirect Expenditure	**0**	**0**	**0**	**0**	**50**	**50**	**100**	**0**	**100**
	Net Income over Expenditure	**1,313**	**1,375**	**63**	**4,871**	**5,075**	**205**	**7,900**		

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
40 Sevenoaks Town Partnership									
1206 Business Awards	1,534	3,700	2,166	5,534	7,000	1,466	7,000		0
1207 Business Show	0	0	0	1,770	3,000	1,230	3,000		0
1209 Wellbeing show income	0	0	0	1,930	3,500	1,570	3,500		0
1350 Revenue Grant income	0	0	0	0	0	0	1,000		0
1435 Vintage Bus income	0	10,000	10,000	13	10,000	9,988	10,000		0
Sevenoaks Town Partnership :- Income	**1,534**	**13,700**	**12,166**	**9,247**	**23,500**	**14,253**	**24,500**		
6101 Telephone	0	8	8	0	48	48	100		100
6200 Printing & Stationery	0	8	8	0	49	49	100		100
6240 Computer/ Data Base/WP's	42	42	0	2,975	250	(2,725)	500		(2,475)
6244 Information Screens	1,275	125	(1,150)	1,275	750	(525)	1,500		225
6322 Business Awards	7,114	6,500	(614)	7,630	7,500	(130)	7,500		(130)
6323 Business Show	0	0	0	1,480	2,500	1,020	2,500		1,020
6710 Conference Fees & Expenses	190	58	(132)	190	348	158	700		510
6900 Sundry Expenses	0	50	50	199	300	101	600		401
7000 Reinvestment	0	0	0	0	0	0	2,500		2,500
7608 Friends of Bat & Ball	0	150	150	0	850	850	1,000		1,000
7609 Vintage Bus Expenses	0	10,000	10,000	0	10,000	10,000	10,000		10,000
7616 Wellbeing show	0	0	0	1,644	2,500	856	2,500		856
Sevenoaks Town Partnership :- Indirect Expenditure	**8,621**	**16,941**	**8,320**	**15,392**	**25,095**	**9,703**	**29,500**	**0**	**14,108**
Net Income over Expenditure	**(7,087)**	**(3,241)**	**3,846**	**(6,146)**	**(1,595)**	**4,551**	**(5,000)**		

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
41 Business Hub									
1022 Letting & Hire of Facilities	0	0	0	0	0	0	4,000		0
1025 Prov.of postal/Business addres	0	0	0	0	0	0	1,200		0
1026 Hot Desking Facility	0	0	0	0	0	0	24,960		0
1027 Dedicated Desk x12	0	0	0	0	0	0	33,120		0
Business Hub :- Income	**0**	**0**	**0**	**0**	**0**	**0**	**63,280**		
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	1,019	0	(1,019)	1,019	0	(1,019)	4,000		2,981
6010 Light Heat & Cleaning	65	0	(65)	(1,028)	0	1,028	0		1,028
6011 Electricity	0	0	0	1,575	0	(1,575)	9,000		7,425
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 :- Indirect Expenditure	**1,084**	**0**	**(1,084)**	**1,566**	**0**	**(1,566)**	**54,000**	**0**	**52,434**
Net Income over Expenditure	**(1,084)**	**0**	**1,084**	**(1,566)**	**0**	**1,566**	**9,280**		
50 Youth Cafe									
1022 Letting & Hire of Facilities	127	312	185	1,100	1,868	768	3,740		0
1211 Sale of Goods	159	192	33	1,045	1,147	102	2,300		0

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1350	Revenue Grant income	0	0	0	2,922	0	(2,922)	0		0
	Youth Cafe :- Income	**286**	**504**	**218**	**5,067**	**3,015**	**(2,052)**	**6,040**		
4010	Gross Pay	3,116	2,267	(849)	15,272	13,598	(1,674)	27,200		11,928
4270	Employers Pension Contribution	87	92	5	200	548	348	1,100		900
5410	Repairs & General Maintenance	303	83	(220)	504	498	(6)	1,000		496
6010	Light Heat & Cleaning	6	42	36	6	252	246	500		494
6101	Telephone	32	47	15	271	279	8	560		289
6200	Printing & Stationery	0	42	42	0	252	252	500		500
6240	Computer/ Data Base/WP's	17	63	46	100	374	274	750		650
6281	Furnishings,Furniture/Eqpt	0	0	0	973	0	(973)	500		(473)
6320	Staff Training	0	0	0	0	400	400	400		400
6340	Staff Uniforms	0	0	0	146	100	(46)	200		54
6460	Publicity & Democratic notices	0	41	41	0	249	249	500		500
6500	Goods for Resale	91	142	51	997	848	(149)	1,700		703
6635	Professional Fees Licensing	113	0	(113)	397	200	(197)	200		(197)
6900	Sundry Expenses	6	12	6	132	76	(56)	150		18
6922	Health&Safety/Risk Assessments	0	0	0	0	0	0	400		400
	Youth Cafe :- Indirect Expenditure	**3,771**	**2,831**	**(940)**	**18,998**	**17,674**	**(1,324)**	**35,660**	**0**	**16,662**
	Net Income over Expenditure	**(3,485)**	**(2,327)**	**1,158**	**(13,932)**	**(14,659)**	**(727)**	**(29,620)**		
60	Markets									
1017	Rental Income Sat Market	1,728	1,871	143	11,178	11,226	48	22,456		0

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1018	Rental Income Wed Market	700	1,148	448	4,865	6,888	2,023	13,774		0
1019	Rental Income Blighs Market	1,131	2,040	909	7,167	12,240	5,074	24,480		0
1024	Rental Income Friday Market	0	1,148	1,148	0	6,886	6,886	13,774		0
	Markets :- Income	**3,559**	**6,207**	**2,648**	**23,210**	**37,240**	**14,031**	**74,484**		
4010	Gross Pay	137	242	105	961	1,452	491	2,900		1,939
5410	Repairs & General Maintenance	13	0	(13)	13	51	38	103		90
5420	Saturday market charges	1,097	1,202	105	7,133	7,208	75	14,420		7,287
5421	Wednesday Market charges	1,999	2,189	190	12,993	13,131	138	26,265		13,272
5423	Friday market charges	0	1,202	1,202	0	7,208	7,208	14,420		14,420
6001	Blighs Market Charges	880	1,551	671	8,055	9,306	1,251	18,615		10,560
6010	Light Heat & Cleaning	0	42	42	122	251	129	500		378
6460	Publicity & Democratic notices	0	200	200	1,315	2,300	985	3,500		2,185
7000	Reinvestment	0	0	0	0	0	0	(6,239)		(6,239)
	Markets :- Indirect Expenditure	**4,127**	**6,628**	**2,501**	**30,592**	**40,907**	**10,315**	**74,484**	**0**	**43,892**
	Net Income over Expenditure	**(568)**	**(421)**	**147**	**(7,382)**	**(3,667)**	**3,715**	**0**		
70	Precept									
1995	Precept	95,116	95,115	(1)	570,693	570,695	2	1,141,385		0
	Precept :- Income	**95,116**	**95,115**	**(1)**	**570,693**	**570,695**	**2**	**1,141,385**		
	Net Income	**95,116**	**95,115**	**(1)**	**570,693**	**570,695**	**2**	**1,141,385**		

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
Grand Totals:- Income	134,333	165,541	31,208	843,734	919,839	76,105	1,850,315		
Expenditure	164,288	159,867	(4,421)	866,963	900,449	33,486	1,876,316	0	1,009,353
Net Income over Expenditure	(29,955)	5,674	35,629	(23,228)	19,390	42,618	(26,001)		
Movement to/(from) Gen Reserve	(29,955)			(23,228)					

Agenda item

Sevenoaks Town Council

Working Capital Summary as at 30th September 2019

	B/fwd 01-Apr-19 £	Movement* £	C/fwd 30-Sep-19 £		30-Sep-18 £
Current Assets					
Stock	3,075	-	3,075		1,041
Trade debtors	18,681	8,127	26,808		53,696
VAT	72,199	(35,430)	36,770		93,239
Prepayments and other debtors	67,867	(37,081)	30,786		31,390
PWLB loan received in July 2019	-	1,399,510	1,399,510		-
Cash at bank and in hand	2,461,271	1,619,122	4,080,392		
Total Cash at Bank			5,479,902		3,151,275
	2,623,092	2,954,248	5,577,340		3,330,641
Current Liabilities					
Trade creditors	203,297	(135,613)	67,684		132,453
Accruals and other creditors	115,568	(20,667)	94,901		104,383
Prior Mayors charity account	-	-	-		-
Precept received in advance of budget		570,692	570,692	Note 1	544,296
Receipts in advance (rent and hall hire)	20,675	(12,636)	8,039		11,156
	339,540	401,776	741,316		792,289
Net Current Assets	2,283,552	2,552,472	4,836,024		2,538,353
Represented by:					
General Funds					
Revenue Reserves	318,758	(68,985)	249,773	Note 2	(110,135)
Earmarked/Designated Funds					
Pension Reserve	2,814	-	2,814		2,814
Rolling Capital Prog Revenue Reserve	44,419	-	44,419		43,676
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	70,414	1,210,989	Note 5	1,734,641
CIL Earmarked Reserve	517,322	1,174,899	1,692,222		668,328
Capital Projects Reserve	-	-	-		-
No 8 bus Reserve	75,130	(19,852)	55,278	Note 3	91,977
QH Allotments Key Reserve	4,115	555	4,670		4,025
PWLB Loan Repayable	-	1,399,510	1,399,510	Note 6	-
Mayor's Charity Reserve	15,088	(4,069)	11,019	Note 4	4,950
	1,964,795	2,621,457	4,586,252		2,648,488
	2,283,552	2,552,472	4,836,024		2,538,353

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

Note 1

Difference between precept received and budgeted year to date income and expenditure-representing 6 months operational costs

Note 2 Year to date net loss over expenditure of £23,228 (includes suspense account balance) and outflow from the Revenue reserve of £46,000 as per prior approval to (1) £20,000 purchase a new van- Council Min and (2) £26,000 to balance the 2019/20 budget -Council Min 411(a)

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 revenue of £70,414 as HLF grant received for £238,398& Cill Allocation of £33,604 to date

Note 6 PWLB loan received £1.4m with £490 admin charges deducted

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Sevenoaks Town Council

Statement of Fund Balances as at 30 September 2019

£ (2018/19)			S&P Rating 30/09/2019 Long term	Short term	Values £	Total Values £	Percent of Total Funds %	Interest rate
	Bank of Scotland							
800,000		Treasury deposit (1m)	A+	A1	1,200,000			
						1,200,000	21.90%	0.80%
	National Westminster Bank		A-	A2				
643		Business Reserve Account			875			
498,030		Current Account			1,868,441			0.20%
725		Payroll Account			1,000			
1,000		HITB Youth café			1,000			
7,873		Sevenoaks Town Partnership			7,901			
5,833		Mayors Charity Account			10,610			
						1,889,827	34.49%	
	HSBC		AA-	A1+				
50,191		Business money manager			50,300			0.20%
						50,300	0.92%	
	Handelsbanken		AA-	A1+				
62,943		Deposit account			63,749			0.15%
260,005		35 day notice account			260,005			0.25%
						323,754	5.91%	
	Nationwide		A	A1				
1,206,717		Instant Saver			2,004,851			0.60%
10,061		Sevenoaks Fund Instant Saver			10,127			0.60%
						2,014,978	36.77%	
	Clydesdale							
1		Current account	BB	A2	1	1		
867	Petty Cash					1,042	0.02%	
2,904,890						5,479,902	100.00%	

Receipts for Month 6

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: **25/09/2019**	**55,166.96**							
BACS25/9	Nat West - Current Account		55,166.96			201		55,166.96	Monthly Wages Sept Tfr
	Banked: **26/09/2019**	**22,798.71**							
BACS26/9	Nat West - Current Account		22,798.71			201		22,798.71	Monthly HMRC/KCC Sept Tfr
	Banked: **30/09/2019**	**3,621.52**							
DD30/9	Nat West - Current Account		3,621.52			201		3,621.52	Monthly L&G/NEST Sept Tfr
	Total Receipts for Month	81,587.19		0.00	0.00			81,587.19	
	Cashbook Totals	82,587.19		0.00	0.00			82,587.19	

Continued on Page 2

Payments for Month 6 | **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
5/09/2019	Employees	BACS25/9-1	54,537.83			520		54,537.83	September Net Wages payments
5/09/2019	Councillors	BACS25/9-2	629.13			520		629.13	September Member's Allowance
6/09/2019	HMRC/KCC	BACS26/9	22,798.71			515		12,848.50	September HMRC Payment:
						516	0	9,950.21	September KCC Payments
0/09/2019	Legal & General	DD30/9-1	3,413.62			516		3,413.62	September L&G Payment
0/09/2019	NEST	DD30/9-2	207.90			516		207.90	September NEST Payments
	Total Payments for Month		81,587.19	0.00	0.00			81,587.19	
	Balance Carried Fwd		1,000.00						
	Cashbook Totals		82,587.19	0.00	0.00			82,587.19	

Receipts for Month 6 — **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		**1,058.62**					**1,058.62**	
420	Banked: **16/09/2019**	**100.00**							
420	Town Partnership		100.00			6322	40	100.00	Float from BA returned
418	Banked: **16/09/2019**	**1.00**							
418	Bat and Ball Cafe		1.00			5500	30	1.00	Cash returned voucher 418
406	Banked: **18/09/2019**	**66.22**							
406	Vine Cafe		66.22			299		66.22	cash put back in tin
	Banked: **26/09/2019**	**342.87**							
001685	Nat West - Current Account		342.87			201		342.87	petty cash top up
	Banked: **01/10/2019**	**67.04**							
001688	Nat West - Current Account		67.04			201		67.04	Petty cash top up
	Total Receipts for Month	577.13		0.00	0.00			577.13	
	Cashbook Totals	1,635.75		0.00	0.00			1,635.75	

Continued on Page 2

Date: 19/11/2019	Sevenoaks Town Council	Page: 2
Time: 15:20	Cashbook 6	User: MB
	Petty Cash	For Month No: 6

Payments for Month 6 — **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2/09/2019	Youth Cafe	410/A	18.63			6500	50	18.63	supplies-goods for resale
2/09/2019	Youth Cafe	410/B	1.25		0.21	6500	50	1.04	Supplies - goods for resale
3/09/2019	B&B station	411A	0.96		0.16	5500	30	0.80	Mirror plate round
3/09/2019	B&B station	411B	51.98		8.67	5500	30	43.31	5 tier shelving unit x 2
4/09/2019	B&B station	412/A	6.05			9062	91	6.05	stationery, materials AP works
4/09/2019	B&B Station	412/B	0.70			6869	32	0.70	parking - DVCRP
4/09/2019	B&B Station	412/C	10.50		1.74	6869	32	8.76	union jack bunting - DVCRP
5/09/2019	Open spaces	413	19.54			6330	21	19.54	milk,coffee,milk,sugar
5/09/2019	Cemetery	414/A	21.30			6330	22	21.30	milk,coffee,tea
5/09/2019	Cemetery	414/B	6.25		1.04	6330	22	5.21	squash
5/09/2019	Cemetery	414/C	2.40		0.40	5525	22	2.00	self tapping screws
5/09/2019	Town Partnership	415	3.00			6900	31	3.00	stag meeting parking ticket
2/09/2019	Youth cafe	416/A	27.15			6500	50	27.15	supplies - goods for resale
2/09/2019	Youth Cafe	416/B	2.00		0.33	6500	50	1.67	supplies - goods for resale
2/09/2019	Youth cafe	416/C	10.00		1.66	5410	50	8.34	batteries
2/09/2019	Youth Cafe	416/D	0.30		0.05	6900	50	0.25	bags
2/09/2019	Youth cafe	417/A	7.94			6500	50	7.94	Supplies - goods for resale
2/09/2019	Youth cafe	417/B	7.28		1.21	6010	50	6.07	dishwasher tabs,washing up liq
3/09/2019	Bat&Ball Cafe	418/A	17.00			5500	30	17.00	kitchen equipment
3/09/2019	Bat&Ball Cafe	418/B	27.30			6500	30	27.30	goods for resale
3/09/2019	Bat&Ball Cafe	418/C	0.30		0.05	6900	30	0.25	bags
3/09/2019	Establishments	419	4.99			5500	31	4.99	corkscrew
3/09/2019	Town Partnership	420	100.00			6322	40	100.00	float for business awards
3/09/2019	B&B Station	421	11.00		1.83	5500	30	9.17	HDMI Cable
5/09/2019	Town Partnership	422/A	7.00			6322	40	7.00	ice for business awards
3/09/2019	Establishments	422/B	0.70			6900	31	0.70	parking ticket
3/09/2019	Establishments	423	4.00			6900	31	4.00	parking ticket
)/09/2019	Vine Cafe	424/A	44.23			6900	31	44.23	supplies
)/09/2019	Vine cafe	424/B	21.99			5500	28	21.99	laptop bag
)/09/2019	Vine cafe	424/C	0.10		0.02	6900	28	0.08	bag
)/09/2019	vine cafe	425/A	27.57			6500	28	27.57	supplies
)/09/2019	B&B station	426	12.93			5500	30	12.93	hose end
5/09/2019	Youth cafe	427/A	34.27			6500	50	34.27	supplies
5/09/2019	Youth cafe	427/B	6.00			6900	50	6.00	Magazines
5/09/2019	Youth cafe	427/C	0.10		0.02	6900	50	0.08	bag
5/09/2019	Establishments	428/A	10.00			6900	31	10.00	ribbon
5/09/2019	Establishments	428/B	2.00			6900	31	2.00	Parking
)/09/2019	B&B station	429/A	40.00			6013	30	40.00	laundry
)/09/2019	B&B station	429/B	20.63			6500	30	20.63	goods for resale
)/09/2019	B&B station	429/C	4.65			5500	30	4.65	Equipment
)/09/2019	B&B Station	429/D	0.06		0.01	6900	30	0.05	bag
	Total Payments for Month		594.05	0.00	17.40			576.65	
	Balance Carried Fwd		1,041.70						
	Cashbook Totals		1,635.75	0.00	17.40			1,618.35	

Purchase Ledger for Month No 6 **Order by Invoices Entered**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
01/09/2019	1819	26224	CJS PLANTS	CJS001	2,673.75	534.75	3,208.50	6865	26	2,673.75	26224/floral display 4/4 pymnt
01/09/2019	SM20707	26225	RIALTAS	RIAL001	121.00	24.20	145.20	6240	31	121.00	26225/allmnt Sware annual supp
02/09/2019	02/06/19	26223	KENT FERRARI	KEN001	300.00	0.00	300.00	506	0	300.00	26223/Ferrari event band
02/09/2019	1115/BBR/1014	26228	THEISANDKHAN	THEI001	1,000.00	200.00	1,200.00	9062	91	1,000.00	26228/Aug architectural fees
02/09/2019	T0017	26226	TILTON SOLUTIONS LTD	TIL001	675.00	0.00	675.00	9062	91	675.00	26226/Aug Finance support
02/09/2019	T0018	26227	TILTON SOLUTIONS LTD	TIL001	1,350.00	0.00	1,350.00	4010	31	1,350.00	26227/Aug finance support
03/09/2019	I3462944	26229	KCC KCS	KCC003	50.75	10.15	60.90	6200	31	50.75	26229/stationery
05/08/2019	04046698	26264	FAIRALLS	FAIR001	17.08	3.42	20.50	5500	22	11.90	26264/watering can 10LT x2
								5410	22	5.18	26264/bolt
09/08/2019	10711	26273	STREETLIGHTS	DIR001	8,622.80	1,724.56	10,347.36	6862	26	8,622.80	26273/Farnaby Drive maint
14/08/2019	04046938	26263	FAIRALLS	FAIR001	3.64	0.72	4.36	6952	21	3.64	26263/gloves x 2
14/08/2019	04046949	26262	FAIRALLS	FAIR001	8.32	1.66	9.98	5310	21	8.32	26262/aircrete 3.6N Blocks
16/08/2019	04047025	26257	FAIRALLS	FAIR001	18.96	3.79	22.75	5310	21	18.96	26257/bolts,nuts,pipe
22/08/2019	04047169	26261	FAIRALLS	FAIR001	164.66	32.93	197.59	5410	30	164.66	26261/paving,granite setts
22/08/2019	04047171	26260	FAIRALLS	FAIR001	34.82	6.96	41.78	5410	30	34.82	26260/sharp sand&cement
22/08/2019	05/018587	26255	GREENHAM	GREE001	158.78	31.76	190.54	6952	21	158.78	26255/work clothes
22/08/2019	05/019487	26256	GREENHAM	GREE001	55.13	11.03	66.16	6952	22	55.13	26256/safety boots
26/08/2019	FBM3697	26266	FILMBANK	FILM001	112.50	22.50	135.00	6635	50	112.50	26266/Public video screening
27/08/2019	04047245	26259	FAIRALLS	FAIR001	22.80	4.56	27.36	5410	30	18.41	26259/sharp sand, kiln sand
								5410	30	4.39	26259/rubber mallet
28/08/2019	04047281	26258	FAIRALLS	FAIR001	3.99	0.80	4.79	5410	30	3.99	26258/sand 25KG Bag
29/08/2019	2054654	26271	SDC	SDC001	3,096.28	0.00	3,096.28	5421	60	1,998.86	26271/Sept Sat Market rent
								5420	60	1,097.42	26271/Sept Wed Market rent
31/08/2019	25549	26272	CTP COLIN TOMS&PRTRS	COL001	2,123.50	424.70	2,548.20	9072	91	2,123.50	26272/engineering consultancy
31/08/2019	1/IK4795	26268	ALTOOFFICE	ALTO001	49.60	9.92	59.52	6200	31	49.60	26268/black ink cartriges
02/09/2019	2/09/2019	26270	IAN FOX	IAN001	150.00	0.00	150.00	6869	32	150.00	26270/music for CRP launch
03/09/2019	771	26269	YELLOW DUCK	YELL002	300.00	60.00	360.00	6869	32	300.00	26269/design of DVCRP logo
04/09/2019	001060	26265	TAMILLEK TREE CARE	TAM001	1,498.00	0.00	1,498.00	6802	22	382.00	26265/cedar branch removal

Purchase Ledger for Month No 6 **Order by Invoices Entered**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
								5070	21	1,116.00	26265/large spruce removal
06/09/2019	102268	26275	PHC	PHC001	85.00	17.00	102.00	6922	21	85.00	26275/Heath surveillance L.S
06/09/2019	102269	26274	PHC	PHC001	85.00	17.00	102.00	6922	21	85.00	26274/Heath surveillance P.T
06/09/2019	6/9/19	26267	COBBLES	COB003	200.00	0.00	200.00	6322	40	200.00	26267/x8 plaques engraved
29/08/2019	INV-0197	26280	CREATIVE PRODUCTIONS	CPR001	44.50	8.90	53.40	6461	31	44.50	26280/banner for fball pitch
30/08/2019	1004291	26279	KALL KWIK	KALL001	255.00	0.00	255.00	6869	32	255.00	26279/6000 flyers DVCRP launch
31/08/2019	135021	26276	WETTON CLEANING SERV	WET001	1,439.58	287.92	1,727.50	5020	29	616.96	26276/Aug clean&lock up
								5025	21	616.96	26276/Aug clean&lock up
								5026	21	205.66	26276/Aug clean&lock up
31/08/2019	135022	26277	WETTON CLEANING SERV	WET001	29.32	5.86	35.18	5020	29	12.57	26277/Aug toilet cleaning
								5025	21	12.56	26277/Aug toilet cleaning
								5026	21	4.19	26277/Aug toilet cleaning
31/08/2019	LAO1184209	26278	VEOLIA	VEOL001	12.82	2.56	15.38	6935	31	12.82	26278/Aug Glass collection
01/09/2019	3796028	26281	SHELL	SHEL001	131.36	26.27	157.63	5700	21	131.36	26281/fuel
02/09/2019	WM10941783	26282	WORLDPAY	WOR001	7.50	1.50	9.00	6976	31	7.50	26282/trans crges
03/09/2019	0003	26288	SSE	SSE014	692.03	138.40	830.43	6012	30	692.03	26288/gas cges 05/06-30/08
03/09/2019	0025	26289	SSE	SSE005	-826.87	-165.37	-992.24	6010	21	-826.87	26289/elec credit 08/03-04/06
03/09/2019	0026	26290	SSE	SSE005	392.33	78.46	470.79	6010	21	392.33	26290/elec cges 08/03-04/06
03/09/2019	0027	26287	SSE	SSE005	195.99	9.79	205.78	6010	21	195.99	26287/eclec cges 05/06-29/08
03/09/2019	00003028673-017	26284	PLUSNET	PLUS01	18.50	3.70	22.20	6101	22	18.50	26284/Sept internet cges
04/09/2019	00002976949-017	26285	PLUSNET	PLUS01	24.12	4.82	28.94	6101	50	24.12	26285/Sept internet cges
04/09/2019	00003028653-017	26286	PLUSNET	PLUS01	43.64	8.73	52.37	6101	28	43.64	26286/Sept internet cges
08/09/2019	00002498449-017	26283	PLUSNET	PLUS01	47.50	9.50	57.00	6101	31	47.50	26283/internet Sept
22/08/2019	0026	26292	SSE	SSE003	131.22	6.56	137.78	6010	29	131.22	26292/May-Aug electricity
22/08/2019	CN/0026	26291	SSE	SSE004	-131.22	-6.56	-137.78	6010	29	-131.22	26291/CN-in worng supplier acc
12/06/2019	9510880	26309	FOCUS GROUP	FG001	295.00	59.00	354.00	5410	50	295.00	26309/door entry recurring cge
28/08/2019	156490	26304	SDC DIRECT SERVICES	SDC002	78.60	0.00	78.60	6935	22	78.60	26304/Aug bin collection cges
28/08/2019	156493	26306	SDC DIRECT SERVICES	SDC002	78.60	0.00	78.60	6935	36	78.60	26306/bin collection cges Aug
28/08/2019	156579	26305	SDC DIRECT SERVICES	SDC002	64.00	0.00	64.00	6935	28	64.00	26305/bin collection cges Aug

Purchase Ledger for Month No 6 **Order by Invoices Entered**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
31/08/2019	77207484	26330	WORLDPAY	WOR001	12.28	0.01	12.29	6976	31	12.28	26330/Aug card cges
31/08/2019	77246215	26329	WORLDPAY	WOR001	43.91	6.38	50.29	6976	28	43.91	26329/Aug card cges
31/08/2019	77286383	26331	WORLDPAY	WOR001	26.17	4.89	31.06	6976	31	26.17	26331/Aug card cges
31/08/2019	77309457	26332	WORLDPAY	WOR001	49.21	8.67	57.88	6976	30	49.21	26332/card cges Aug
01/09/2019	30656	26300	ATLAS FM/EMPRISE SVS	EMP001	359.81	71.96	431.77	6932	22	359.81	26300/lock&unlock cges Sep
01/09/2019	30657	26298	ATLAS FM/EMPRISE SVS	EMP001	900.00	180.00	1,080.00	4010	21	900.00	26298/lock&unlock cges Sep
01/09/2019	30658	26299	ATLAS FM/EMPRISE SVS	EMP001	600.00	120.00	720.00	4010	21	600.00	26299/lock&unlock cges Sep
01/09/2019	948412	26296	AMEX	AME001	0.28	0.00	0.28	6975	31	0.28	26296/amex fee
01/09/2019	H178C09A63	26333	E-ON	E-ON	334.47	66.89	401.36	6862	26	334.47	26333/Aug electricity cges
02/09/2019	2163593	26321	CASTLE WATER	CAS007	402.28	0.00	402.28	6000	23	402.28	26321/water cges Aug
05/09/2019	0007	26325	SSE	SSE008	435.03	87.00	522.03	6011	30	435.03	26325/elect cges 01.08-31.08
05/09/2019	0064	26326	SSE	SSE006	30.39	1.51	31.90	6010	22	30.39	26326/elect ches - 02.08-01.09
05/09/2019	0065	26327	SSE	SSE009	50.49	2.52	53.01	6011	36	50.49	26327/elect cges 02.08-01.09
05/09/2019	2173706	26320	CASTLE WATER	CAS006	129.64	0.00	129.64	6000	21	129.64	26320/water cges Aug
05/09/2019	2173768	26318	CASTLE WATER	CAS005	10.90	0.00	10.90	5025	21	10.90	26318/Aug water cges
05/09/2019	2174381	26319	CASTLE WATER	CAS003	32.66	0.00	32.66	6000	29	32.66	26319/water cges Aug
08/09/2019	4935688	26313	REACH PLC	TRM	82.32	16.46	98.78	6440	31	82.32	26313/September meetings
09/09/2019	0015	26323	SSE	SSE010	19.40	0.97	20.37	6010	41	19.40	26323/elect cges- 15.08-04.09
09/09/2019	0017	26322	SSE	SSE011	45.84	2.29	48.13	6010	41	45.84	26322/elect cges 15.08-04.09
09/09/2019	0030	26324	SSE	SSE007	69.43	3.47	72.90	5025	21	69.43	26324/elect cges 05.06-05.09
09/09/2019	128171	26315	HW COLDBREATH	COL003	41.40	0.00	41.40	6500	30	41.40	26315/unsmoked back bacon
09/09/2019	00002498468-017	26328	PLUSNET	PLUS01	23.50	4.70	28.20	6101	36	23.50	26328/phones cge - 09.09/08.10
09/09/2019	16/1	26303	SDC	SDC001	2,609.78	0.00	2,609.78	6000	36	2,609.78	26303/rates Sep19-Feb20
10/09/2019	19771313	26295	NISBETS	NIS001	63.65	12.73	76.38	5500	30	32.71	26295/leaflet holder&labels
								6013	30	30.94	26295/mop,roll,mop bucket
10/09/2019	19-088	26312	RUSSELL HARPER	RUS001	100.00	20.00	120.00	6869	32	100.00	26312/DVCRP photography
10/09/2019	FB-INV-4332	26294	FRUITBOWL	FRU001	200.00	40.00	240.00	6322	40	200.00	26294/awards host fees
11/09/2019	509723	26310	SABERCOM	SAB001	1,275.00	255.00	1,530.00	6244	40	1,275.00	26310/An server hosting fee
11/09/2019	11092019	26308	GEORGIE BENNETT	BEN002	1,050.00	0.00	1,050.00	9062	91	1,050.00	26308/heritage illustrations

Sevenoaks Town Council

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 6 | **Order by Invoices Entered**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
11/09/2019	0003021579	26314	ELITE	EFS001	56.85	0.00	56.85	6500	30	56.85	26314/food for resale
11/09/2019	29/08/2019	26311	ORPINGTON BAND	ORP001	130.00	0.00	130.00	6868	29	130.00	26311/band performance 29/09
12/09/2019	40033206	26307	ZURICH INSURANCE	ZUR001	275.58	0.00	275.58	6020	31	275.58	26307/St lighting insurance
12/09/2019	I3472025	26302	KCC KCS	KCC003	131.40	26.28	157.68	6010	33	56.50	26302/case of hand towels x 2
								6200	31	74.90	26302/paper&mouse mat
12/09/2019	I3472026	26301	KCC KCS	KCC003	131.30	26.26	157.56	6010	33	9.70	26301/mop bucket&polish
								6200	31	121.60	26301/stationery
13/09/2019	130919	26316	1ST CLASS	1ST001	290.62	0.00	290.62	6322	40	290.62	26316/catering equipment hired
13/09/2019	13/09/2019	26297	CORBAN COFFEE	COR002	140.00	0.00	140.00	6500	30	140.00	26297/coffee 500g
13/09/2019	SB20192340	26293	PKF	PKF001	2,800.00	560.00	3,360.00	6610	31	2,800.00	26293/audit fee yr end 31/3/19
01/10/2019	40057007952	26317	KNOLE ESTATE	KNOL001	500.00	100.00	600.00	5310	21	500.00	26317/Rent - 01.10.19-30.09.20
01/10/2018	40057007952/2	26335	KNOLE ESTATE	KNOL001	500.00	100.00	600.00	5310	21	500.00	26335/rent-Enviromental Park
16/09/2019	14155	26336	JS TAYLOR	TAYL001	95.00	0.00	95.00	5410	33	95.00	26336/PIR detector for car prk
01/10/2019	CN/40057007952	26334	KNOLE ESTATE	KNOL001	-500.00	-100.00	-600.00	5310	21	-500.00	26334/CN-wong date used
18/09/2019	CN/29/05/2019	26337	TTAC	TTA001	-200.00	0.00	-200.00	6460	30	-200.00	26337/CN-deposit costume hire
19/07/2019	3433638	26338	BOOKER	BOOK001	-40.10	-6.50	-46.60	6500	28	-40.10	26338/Goods for resale credit
07/08/2019	3549350	26340	BOOKER	BOOK001	155.25	14.54	169.79	6500	28	155.25	26340/food for resale
10/08/2019	0002990325	26342	ELITE	EFS001	66.38	6.57	72.95	6500	28	66.38	26342/Goods for resale
16/08/2019	73835	26366	SGE	SGE001	3.30	0.66	3.96	5050	21	3.30	26366/bolts to fix litter bin
16/08/2019	73841	26367	SGE	SGE001	4.48	0.90	5.38	5010	21	4.48	26367/bolts for bin repair
28/08/2019	11643	26348	SECURE ENGINEERING	SEC001	95.00	19.00	114.00	6931	29	95.00	26348/parts used during maint
28/08/2019	36144	26345	TAYWELL	TAY001	98.80	19.76	118.56	6500	28	98.80	26345/Goods for resale
28/08/2019	S70044	26353	RAWSTONE HIRE	RAW001	28.70	5.74	34.44	5500	30	28.70	26353/concrete breaker
30/08/2019	74093	26368	SGE	SGE001	23.16	1.80	24.96	5700	22	18.90	26368/Gas Oil
								5525	22	4.26	26368/Linch Pin
31/08/2019	9941	26354	HARDWARE CENTRE	HARD001	27.79	5.55	33.34	5410	38	12.48	26354/wheel castors
								5410	21	7.82	26354/Bolts,glue,18mm blades
								5500	21	7.49	26354/claw hammer
03/09/2019	BAT0309	26372	STAG YOUTH THEATRE	STAG004	316.50	0.00	316.50	9062	91	316.50	26372/B&B film expenses

Purchase Ledger for Month No 6 **Order by Invoices Entered**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
05/09/2019	10909	26371	PARKERS	PARK001	100.10	0.00	100.10	5330	21	100.10	26371/Grass seed 20kg
05/09/2019	7037292	26341	KFF	KFF001	93.29	0.00	93.29	6500	28	93.29	26341/Goods for resale
06/09/2019	SVO/351272	26369	BREWERS	BREW001	83.33	16.67	100.00	5410	23	83.33	26369/Sadolin superdec paint
08/09/2019	3833960	26365	SHELL	SHEL001	19.97	3.99	23.96	5700	22	19.97	26365/fuel
09/09/2019	3550632	26346	BOOKER	BOOK001	194.18	21.01	215.19	6500	28	194.18	26346/goods for resale
11/09/2019	149090	26352	CONNECTAPHONE	CON001	442.77	88.55	531.32	6101	21	11.55	26352/Aug Telephone cges
								6101	22	16.53	26352/Aug Telephone cges
								6101	36	11.49	26352/Aug Telephone cges
								6101	30	13.99	26352/Aug Telephone cges
								6101	31	389.21	26352/Aug Telephone cges
13/09/2019	7047368	26344	KFF	KFF001	91.67	13.21	104.88	6500	28	91.67	26344/Goods for resale
13/09/2019	19797777	26363	NISBETS	NIS001	146.65	29.33	175.98	6500	30	88.18	26363/fiesta green hot cups
								5500	30	58.47	26363/cake stand&dust pan
13/09/2019	13/9/19	26343	A CHEESMAN	CHE001	44.10	0.00	44.10	6865	26	44.10	26343/taxi to in bloom awards
13/09/2019	I3473587	26370	KCC KCS	KCC003	62.45	12.49	74.94	6952	22	15.20	26370/Protective gloves
								6013	22	47.25	26370/Cleaning equip
13/09/2019	OTLET83	26362	KNOLE	KNA001	4,125.00	0.00	4,125.00	6322	40	4,125.00	26362/Oaks Theatre Letting
14/09/2019	INV836	26361	ROBERT POUND	POUND001	350.00	0.00	350.00	6869	32	350.00	26361/1.5hrs magic at DVCRP
15/09/2019	110919	26364	OASIS LANDSCAPES	OAS001	132.50	0.00	132.50	5410	30	132.50	26364/entrance bed prepatation
16/09/2019	4168	26339	STAG	STAG002	259.45	51.89	311.34	6322	40	259.45	26339/refreshments
16/09/2019	86539	26356	LANDSCAPE SUPPLY CO	LAND001	54.99	11.00	65.99	6935	21	54.99	26356/storm safety boots
16/09/2019	7049082	26360	KFF	KFF001	67.90	0.00	67.90	6500	30	67.90	26360/goods for resale
16/09/2019	16/09/2019	26355	BANKLINE	BANKL01	98.20	0.00	98.20	6975	31	98.20	26355/bank charges
16/09/2019	19-097	26357	RUSSELL HARPER	RUS001	125.00	25.00	150.00	6322	40	125.00	26357/photography at awards
17/09/2019	175573	26359	PREMIER ALARMS	PREM001	30.00	6.00	36.00	6930	30	30.00	26359/collection call out cge
17/09/2019	2054662	26351	SDC	SDC001	1,000.00	200.00	1,200.00	110	0	1,000.00	26351/market stall licence fee
17/09/2019	3550923	26358	BOOKER	BOOK003	81.85	7.86	89.71	6500	30	81.85	26358/goods for resale
17/09/2019	M103AK	26373	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	26373/Telephone chgs Sept
18/09/2019	02246GR	26347	LOCUM LOCKS	LOC003	142.48	28.50	170.98	5410	30	142.48	26347/fire door stop supp&fit

Purchase Ledger for Month No 6 **Order by Invoices Entered**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
18/09/2019	I3477541	26350	KCC KCS	KCC003	46.00	9.20	55.20	6013	30	10.00	26350/toilet roll
								6010	33	6.35	26350/surface cleaner 5ltr
								6200	31	29.65	26350/stationery
20/09/2019	128243	26349	HW COLDBREATH	COL003	159.31	0.00	159.31	6500	30	159.31	26349/Goods for resale
06/08/2019	PROFORMA	26341	RENTOKIL	RENT001	790.00	158.00	948.00	6922	30	790.00	26341/Annual pest control
31/08/2019	29492	26375	ATLAS FM/EMPRISE SVS	EMP001	960.00	192.00	1,152.00	4010	21	960.00	26375/Aug P Close Lockup
25/09/2019	13/09/2019	26376	THE LEWIS PROJECT	LEW001	250.00	0.00	250.00	6422	31	250.00	26376/Photoshoot Donation
23/09/2019	13/09/19	26377	EDDIE EDWARDS	EDD001	1,645.00	300.00	1,945.00	6322	40	1,645.00	26377/business awards speech
26/09/2019	62493	26378	APPOINTMENT BUS	APP001	73.29	14.65	87.94	6200	30	6.25	26378/Front office print chgs
								6200	31	67.04	26378/Back office print chgs
27/09/2019	27.09.19	26379	DANCE-WORX'S	DAN001	100.00	0.00	100.00	6490	32	100.00	26379/xmas lights performance
24/09/2019	0003035084	26380	ELITE	EFS001	55.88	0.00	55.88	6500	30	55.88	26380/goods for resale
30/09/2019	0003039977	26381	ELITE	EFS001	23.85	0.00	23.85	6500	30	23.85	26381/goods for resale
24/09/2019	0003041290	26382	ELITE	EFS001	-23.85	0.00	-23.85	6500	30	-23.85	26382/credit goods for resale
23/08/2019	918316	26383	ERNEST DOE	DOE001	25.26	5.05	30.31	5525	21	25.26	26383/pin to fit boomer
13/09/2019	05/021131	26384	GREENHAM	GREE001	11.12	2.22	13.34	6952	22	11.12	26384/safety helmet
06/09/2019	05/020379	26385	GREENHAM	GREE001	109.28	21.86	131.14	6952	21	54.64	26385/Safety boots
								6952	22	54.64	26385/Safety boots
13/09/2019	05/021108	26386	GREENHAM	GREE001	142.35	28.47	170.82	6010	22	40.14	26386/disinfectant
								6952	22	102.21	26386/ear plugs&helmet
23/09/2019	280782	26387	HSE AND ITS AGENCIES	HSE001	261.80	0.00	261.80	6922	22	261.80	26387/June H&Safety review
26/09/2019	I3484744	26388	KCC KCS	KCC003	20.95	4.19	25.14	6200	31	20.95	26388/stationery
20/09/2019	556	26389	KING RAMPS	KIN001	550.00	110.00	660.00	5316	21	550.00	26389/repair work skate park
20/09/2019	1146541226	26390	KONICA MINOLTA	KMB001	230.97	46.19	277.16	6240	31	230.97	26390/sware fee 09.19-12.19
18/09/2019	86598	26391	LANDSCAPE SUPPLY CO	LAND001	419.23	83.85	503.08	5010	29	419.23	26391/turf mesh&pins
18/09/2019	18/09/19	26392	LONDON SAX	LOND001	275.00	0.00	275.00	6869	29	275.00	26392/vine concert performance
23/09/2019	19857908	26393	NISBETS	NIS001	76.53	15.30	91.83	6013	30	43.05	26393/cleaning equipment
								5500	30	33.48	26393/A4 paper holder
16/09/2019	19809653	26394	NISBETS	NIS001	100.37	20.07	120.44	6500	28	100.37	26394/cups and lids

Purchase Ledger for Month No 6 **Order by Invoices Entered**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
23/09/2019	971223	26395	OAKS PLANT HIRE	OAKS001	15.00	3.00	18.00	5500	21	15.00	26395/AMP x 240 V Adaptor
27/09/2019	108088	26396	PROVENDER	PRO002	127.21	25.47	152.68	5340	21	87.21	26396/plants for town centre
								5340	21	40.00	26396/plant food 5kg x 2
27/09/2019	2054752	26398	SDC	SDC001	810.00	0.00	810.00	6200	31	810.00	26398/Town Crier Aug
30/09/2019	156969	26399	SDC DIRECT SERVICES	SDC002	420.00	0.00	420.00	6889	31	420.00	26399/30 bundles waste sacks
24/09/2019	90345	26400	THE HOP SHOP	HOP001	123.72	0.00	123.72	6500	30	123.72	26400/goods for resale
24/09/2019	109972	26401	TUTOR CARE	TUT001	700.00	140.01	840.01	6320	21	233.33	26401/working at heights
								6320	21	233.33	26401/COSHH
								6320	21	233.34	26401/manual handling
24/09/2019	109986	26402	TUTOR CARE	TUT001	396.00	79.20	475.20	6320	31	396.00	26402/first aid training
28/08/2019	439772133	26403	REXEL	REX001	13.08	2.62	15.70	5410	60	13.08	26403/wall socket
17/09/2019	49662	26404	KERNOCK PARK	KPP001	201.71	34.14	235.85	5340	21	201.71	26404/plants
24/09/2019	19-101	26397	RUSSELL HARPER	RUS001	75.00	15.00	90.00	9062	91	75.00	26397/HOD photography
30/09/2019	156993/REV	26399	SDC DIRECT SERVICES	SDC002	-420.00	0.00	-420.00	6889	31	-420.00	26399/30 bundles waste sacks
30/09/2019	156993	26399	SDC DIRECT SERVICES	SDC002	420.00	0.00	420.00	6889	31	420.00	26399/30 bundles waste sacks
27/09/2019	7065745	26406	KFF	KFF001	-25.89	0.00	-25.89	6500	30	-25.89	26406/goods for resale credit
27/09/2019	7063443	26407	KFF	KFF001	53.73	5.56	59.29	6500	30	53.73	26407/goods for resale
24/09/2019	21072508	26410	RENTOKIL	RENT001	250.00	50.00	300.00	6922	30	250.00	26410/pest control Sep chg
06/09/2019	LAO1186987	26411	VEOLIA	VEOL001	39.95	7.99	47.94	6935	33	39.95	26411/Sep glass collection chg
13/09/2019	1146400494	26412	KONICA MINOLTA	KMB001	354.92	70.98	425.90	6200	31	354.92	26412/printing chg 19.06-18.09
23/09/2019	2234389	26413	CASTLE WATER	CAS008	226.75	0.00	226.75	6000	23	226.75	26413/water chg 01/07-31/12
26/09/2019	19376	26414	ATCM	ATCM01	190.00	38.00	228.00	6710	40	190.00	26414/2 tickets cities summit
29/09/2019	4959280	26415	REACH PLC	TRM	123.48	24.70	148.18	6460	31	123.48	26415/public notice - audit
30/09/2019	129680	26416	SLCC	SLCC001	140.00	28.00	168.00	6710	31	140.00	26416/planning - webinar fee
24/09/2019	156969/A	26417	SDC DIRECT SERVICES	SDC002	655.20	131.04	786.24	6934	21	655.20	26417/bin empty quarterly chg
30/09/2019	12714	26433	HELIOCENTRIX	HELI001	1,747.58	349.52	2,097.10	6240	31	1,109.10	26433/It support Sep
								6242	31	638.48	26433/threat protect chg Sep
19/09/2019	2224145	26434	CASTLE WATER	CAS004	47.01	0.00	47.01	6000	28	47.01	26434/Aug water chgs
30/09/2019	SIN1225244	26437	PPL PRS	PPLPRS001	307.38	61.47	368.85	6635	28	307.38	26437/Music Licence Vine Cafe

Sevenoaks Town Council

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 6

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
30/09/2019	81522925	26438	WORLDPAY	WOR001	7.09	0.04	7.13	6976	31	7.09	26438/Sep card trans charges
30/09/2019	81647507	26439	WORLDPAY	WOR001	90.20	5.05	95.25	6976	31	90.20	26429/Sep card trans chgs
30/09/2019	81622605	26440	WORLDPAY	WOR001	64.02	9.96	73.98	6976	30	64.02	26440/Sep card trans chgs
30/09/2019	81602757	26441	WORLDPAY	WOR001	32.28	5.28	37.56	6976	28	32.28	26441/Sep card trans chgs
30/09/2019	VC/30.9.19	26442	V.C HANDYMAN	VCH001	880.00	0.00	880.00	6001	60	880.00	26442/Sep Sat market chgs
29/09/2019	3949295	26443	SHELL	SHEL001	7.50	1.50	9.00	5700	21	7.50	26443/guard card chg
30/09/2019	INV-2704	26444	GO COACH	GO001	3,308.66	0.00	3,308.66	6495	32	4,412.96	26444/Sep bus expense
								1495	32	-1,104.30	26444/Sep bus income
30/09/2019	135476	26445	WETTON CLEANING SERV	WET001	1,439.58	287.92	1,727.50	5020	29	616.96	26445/Sep clean & lock up
								5025	21	616.96	26445/Sep clean & lock up
								5026	21	205.66	26445/Sep clean & lock up
11/09/2019	0000461572	26446	TATE FENCING	TATE001	183.00	36.60	219.60	5310	21	164.25	26446/3.6m softwood gate
								5310	21	18.75	26446/softwood gate delivery
30/09/2019	LAO1187560	26447	VEOLIA	VEOL001	6.41	1.28	7.69	6935	33	6.41	26447/glass collection Sep Chg
30/09/2019	H17A761E26	26448	E-ON	E-ON	-12.49	-2.50	-14.99	6862	26	-12.49	26448/street lighting Sep chgs
29/09/2019	5195278	26449	ANGEL WATERLOGIC	ANWA001	346.93	69.39	416.32	6330	31	346.93	26449/kitchen water tank rent
30/09/2019	INV254281	26450	BROXAP	BROX001	7,163.00	1,432.60	8,595.60	5310	21	7,163.00	26450/intsall gym equipment
24/09/2019	INV253893	26451	BROXAP	BROX001	5,207.00	1,041.40	6,248.40	5310	21	5,207.00	26451/gym equipment 7 items
30/09/2019	3040R09FEE	26452	WICKSTEEDS	WICK002	6,412.50	1,282.50	7,695.00	9072	91	6,412.50	26408/quantity surveying chg
30/09/2019	135475	26453	WETTON CLEANING SERV	WET001	29.32	5.86	35.18	5020	29	12.57	26453/toilet cleaning Sep
								5025	21	12.56	26453/toilet cleaning Sep
								5026	21	4.19	26453/toilet cleaning Sep
15/09/2019	3869117	26454	SHELL	SHEL001	155.60	31.12	186.72	5700	21	155.60	26454/Diesel
28/09/2019	28/SEP/LIN	26456	ONECARD	ONE002	395.02	5.85	400.87	6900	31	2.50	26456/Car parking B&B Station
								7552	38	7.00	26456/Subscription to KJCA
								6322	40	75.00	26456/3 boxes of 12 pic frames
								6322	40	14.98	26456/bottle lights with cork
								6322	40	14.25	26456/drinks for awards
								6322	40	4.50	26456/drinks for awards

Purchase Ledger for Month No 6 **Order by Invoices Entered**

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6322	40	24.10	26456/flowers for awards
								6330	40	45.00	26456/condolence flowers
								6330	31	28.36	26456/drinks - blue skies day
								6330	31	6.20	26456/drinks - blue skies day
								6710	31	173.13	26456/2 train tickets - summit
30/09/2019	160442	26457	WARNERS SOLICITORS	WARN001	1,595.00	319.00	1,914.00	9063	91	1,595.00	26457/Solicitor fees Sep
26/09/2019	222794	26458	WARNERS SOLICITORS	WARN001	312.00	62.40	374.40	6630	11	312.00	26458/Legal costs for planning
28/09/2019	28/SEP/ANN	26459	ONECARD	ONE002	2,104.51	144.78	2,249.29	6101	31	10.00	26459/LL ipad
								6101	31	8.34	26459/Caretaker mobile
								6101	50	8.34	26459/HITB mob
								6101	31	8.34	26459/Caretaker mobile
								6500	28	66.86	26459/Goods for resale
								6500	30	11.00	26459/goods for resale
								6500	30	136.80	26459/goods for resale
								6500	30	39.52	26459/goods for resale
								6500	30	25.33	26459/goods for resale
								6500	30	39.99	26459/goods for resale
								6500	30	5.49	26459/goods for resale
								6500	30	26.75	26459/goods for resale
								6500	30	4.00	26459/goods for resale
								6500	30	91.45	26459/goods for resale
								6500	30	34.05	26459/goods for resale
								6500	28	6.67	26459/goods for resale
								6500	28	58.41	26459/goods for resale
								6500	30	75.32	26459/goods for resale
								6500	30	12.53	26459/goods for resale
								6500	30	12.09	26459/goods for resale
								6500	30	83.40	26459/goods for resale
								6500	30	12.17	26459/goods for resale

Purchase Ledger for Month No 6 **Order by Invoices Entered**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
								6500	30	64.75	26459/goods for resale
								6500	30	49.05	26459/goods for resale
								6500	28	3.17	26459/goods for resale
								6500	28	47.85	26459/goods for resale
								6500	30	15.42	26459/goods for resale
								6500	30	49.45	26459/goods for resale
								6730	31	-99.00	26459/AAT sub credit - NW
								6730	31	79.00	26459/Amazon Prime Sub
								6240	11	10.95	26459/Acrobat Standard Licence
								6240	50	16.64	26459/Adobe Illustrator - HITB
								6240	40	41.62	26459/creative cloud sub
								6240	31	36.56	26459/mind map programme
								6240	31	6.31	26459/keyboard for SH
								6240	31	10.00	26459/TP link switch
								6330	31	2.50	26459/milk,tea,coffee,biscuits
								6330	31	28.45	26459/milk,tea,coffee,biscuits
								5500	31	41.65	26459/Sim free mob phone
								5500	31	6.99	26459/mob phone case
								5500	31	27.35	26459/collection buckets
								5500	21	23.32	26459/ipad case
								6104	22	8.34	26459/Cemetery Mobile
								6104	21	8.34	26459/OS Mob - NC
								6104	21	6.67	26459/O/S ipad
								6322	40	129.52	26459/3 bottles of champagne
								6010	33	11.25	26459/mop head & handle
								6422	31	56.50	26459/mayor go to Gala ticket
								5340	30	38.95	26459/bare root rose x 2
								6200	31	14.89	26459/postage book
								6281	31	124.17	26459/desk for IP

Purchase Ledger for Month No 6 **Order by Invoices Entered**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
								6210	31	467.00	26459/stamps
12/09/2019	04047704	26460	FAIRALLS	FAIR001	18.82	3.76	22.58	5310	21	18.82	26460/road scalpings
02/09/2019	2163064	26461	CASTLE WATER	CAS009	1,765.40	0.00	1,765.40	6000	36	1,765.40	26461/water chgs jul19-mar20
02/08/2019	02114927	26499	CASTLE WATER	CAS006	82.48	0.00	82.48	6000	21	82.48	26499/Jul water chgs
24/09/2019	24SEP2019	26500	MILK & MORE	MILK001	3.40	0.00	3.40	6330	31	3.40	26500/milk for council offices
				TOTAL INVOICES	92,778.57	12,647.21	105,425.78			92,778.57	

August 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	13,915	13,887	(28)	35,630	Largely tracking budget to date.
Open Spaces & Leisure Committee					
General	103,260	113,806	10,546	260,002	Postive Varience due to increase in income which is mainly due to transfer of revenue reserves for the purchase of van previously mentioned which is offset by costs and therefore total costs were less than budgeted.
Cemetery	9,661	6,090	(3,571)	11,724	Adverse varience due to lower income than budgeted
Allotments	2,759	3,135	376	135	Slight Increase due to new pot holders. Invoices will be sent out in September 19
Street lighting/ general	15,752	21,828	6,076	21,626	Postive Varience as costs were less than budgeted.
Vine Café	20,789	2,855	(17,934)	12,170	Adverse variance due essential staff cover (approved budget & overtime) of £8,194. Purchase of AC system which was not within budget originally.
Vine Grounds	6,334	9,141	2,807	20,000	Postive variance as costs were less than budgeted. Transfer Allocation of (£21,804) from Cill to offset cost of Vine pavillion windows/ramp.

August 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	27,665	(330)	(27,995)	(1,134)	Adverse varience due to lower sales of goods and hire income lower than budgeted income. This is due to cafe opening hours not fully operational. There should be slight increase in hiring of facilities over the next couple of months. Postive varience in expenditure due to Gross Pay(£12,557),Goods for Resale (£20,032)& Cleaning (£6,337).
Establishments	229,490	236,402	6,912	667,540	Postive varience due to Higher interest on deposits due to increase of funds over the past couple of months and increase of waste if sacks income. Increase in Election costs of (£8k) as previously budgeted, but overall less expenditure spend to date and no contingency provision has been used.
General	6,771	5,100	(1,671)	30,200	Adverse varience due to increase in events
Council Offices	12,666	19,820	7,154	47,485	Favourable variance on Gross Pay due to vacant postion of caretaker which has now been filled to start in September 19.
Community Centre	(22,729)	(12,432)	10,297	(12,432)	Postive variance due to a transfer of £26,000 from Revenue Reserves as agreed by F&GP minute 411 to offset the loss of income due to closure of Community Centre in June 2019.
Grants	29,273	32,330	3,057	57,000	Largely tracking to date as Grant applications have been approved
Property	(3,558)	(3,700)	(142)	(7,900)	Largely tracking to date

ugust 2019 Year to Date Variance analysis

lote: 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

ost Centre	Actual costs	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
evenoaks Town artnership	(941)	(1,646)	(705)	5,000	Slight adverse varience due to fewer bookings on sponsorships
usiness Hub	482	-	(482)	(9,280)	Electricity Bills for the property which was expected to have been operational by now
outh Cafe	10,446	12,332	1,886	29,620	Positive varience due to Grant Income of £2,922 received in April 19
arkets	6,815	3,246	(3,569)	-	Current adverse variance due to lower than expected income from Blighs & Wednesday Markets.
recept	(475,578)	(475,580)	(2)	(1,141,385)	
olling Cap udget	(76,413)	-	76,413	-	
otal (exc. apital items)	(6,727)	(13,716)	(6,989)		

ummary by Committee:

lanning	13,915	13,887	(28)	35,630
pen spaces & eisure	137,766	154,000	16,234	313,487
ine Café	20,789	2,855	(17,934)	12,170
at&Ball Station	27,665	(330)	(27,995)	
inance & eneral Purpose	268,715	291,452	22,737	806,099
recept	(475,578)	(475,580)	(2)	(1,141,385)
olling Capital udget	(76,413)	-	76,413	-
otal (exc. apital items)	(6,727)	(13,716)	(6,989)	

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 31/08/2019

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month 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	13,833	13,835	2	33,200		19,367
6240 Computer/ Data Base/WP's	11	0	(11)	55	0	(55)	530		475
6630 Professional Fees	0	10	10	27	52	25	1,600		1,573
6720 Books and Periodicals	0	0	0	0	0	0	300		300
Planning - General :- Indirect Expenditure	**2,778**	**2,777**	**(1)**	**13,915**	**13,887**	**(28)**	**35,630**	**0**	**21,715**
Net Expenditure	**(2,778)**	**(2,777)**	**1**	**(13,915)**	**(13,887)**	**28**	**(35,630)**		
21 O/ Spaces & Leisure - General									
1022 Letting & Hire of Facilities	105	0	(105)	2,433	5,000	2,567	30,000		0
1316 Raleys Car Park Permits	4	0	(4)	17	0	(17)	1,750		0
1350 Revenue Grant income	0	0	0	1,228	0	(1,228)	0		0
1850 Log Sales	0	0	0	0	0	0	1,200		0
1990 Other Income	0	51	51	24,345	308	(24,037)	720		0
O/ Spaces & Leisure - General :- Income	**109**	**51**	**(58)**	**28,023**	**5,308**	**(22,715)**	**33,670**		
4010 Gross Pay	15,045	14,174	(871)	70,635	70,870	235	170,090		99,455
4270 Employers Pension Contribution	841	948	107	4,037	4,740	703	11,380		7,343
5013 Graffiti Removal	0	0	0	44	0	(44)	1,000		956
5025 Lower St Johns Toilets	181	596	415	3,709	2,980	(729)	7,152		3,443
5026 Greatness Rec Convenience	4	333	329	817	1,665	848	4,000		3,183
5050 Seats And Litter Bins	71	0	(71)	233	850	617	2,700		2,467
5060 Sevenoaks Common	0	0	0	3,015	3,000	(15)	3,600		585

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Sevenoaks Town Council

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Month No: 5

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
5065	Tree Safety Survey	2,350	2,500	150	2,350	2,500	150	3,700		1,350
5070	Other Woodlands	0	0	0	0	1,020	1,020	3,300		3,300
5110	Knole Paddock & Pavilion	71	100	29	421	500	79	2,080		1,659
5120	Knole Paddock Pitch & Grnd Mt	0	127	127	1,010	1,319	309	5,000		3,990
5310	Miscellaneous Open Spaces	655	1,000	345	5,447	5,000	(447)	21,500		16,053
5316	Skatepark Maintenance	52	0	(52)	52	2,500	2,448	2,500		2,448
5317	Raleys Car Park	0	0	0	486	480	(6)	480		(6)
5320	Fertilizers	0	0	0	0	375	375	1,200		1,200
5330	Grass Seed	0	0	0	2,043	2,000	(43)	2,000		(43)
5340	Plants	0	0	0	672	1,400	728	2,700		2,028
5410	Repairs & General Maintenance	57	125	68	232	625	393	1,500		1,268
5500	Equipment Hired and New	88	712	624	23,878	3,100	(20,778)	8,000		(15,878)
5525	Equipment Maintenance	505	470	(35)	1,427	3,690	2,263	8,000		6,573
5550	Vehicle Expenses	137	375	238	2,491	1,875	(616)	4,500		2,009
5700	Fuel	875	420	(455)	2,099	1,880	(219)	6,200		4,101
6000	Rent & Rates	0	160	160	98	480	382	1,600		1,502
6010	Light Heat & Cleaning	0	0	0	800	850	50	2,100		1,300
6101	Telephone	12	17	5	75	85	10	200		125
6104	Mobile Telephone	23	25	2	61	125	64	300		239
6320	Staff Training	0	0	0	953	1,000	48	2,500		1,548
6330	Welfare/Hospitality	15	17	2	56	85	29	200		144
6730	Subscriptions	0	0	0	0	150	150	200		200
6812	Road Dues	0	0	0	0	0	0	2,000		2,000
6851	Bus Shelter Maintenance	0	14	14	0	71	71	170		170

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Sevenoaks Town Council

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Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6900 Sundry Expenses	0	8	8	11	40	29	100		89
6922 Health&Safety/Risk Assessments	0	50	50	636	700	64	1,500		864
6930 Alarm Maintenance	0	210	210	63	210	148	720		658
6931 CCTV Maintenance	0	0	0	0	0	0	1,200		1,200
6934 Waste Bin Collection-Dog Bins	0	0	0	655	700	45	2,800		2,145
6935 Waste Bin Disposal-Waste Bins	414	335	(79)	1,711	1,665	(46)	4,100		2,389
6952 Protective Clothing	37	117	80	1,067	584	(483)	1,400		333
O/ Spaces & Leisure - General :- Indirect Expenditure	**21,432**	**22,833**	**1,401**	**131,283**	**119,114**	**(12,169)**	**293,672**	**0**	**162,389**
Net Income over Expenditure	**(21,323)**	**(22,782)**	**(1,459)**	**(103,260)**	**(113,806)**	**(10,546)**	**(260,002)**		
22 O/ Spaces & Leisure - Cemetery									
1700 Cemetery Income	3,379	7,500	4,121	32,750	37,500	4,750	90,000		0
O/ Spaces & Leisure - Cemetery :- Income	**3,379**	**7,500**	**4,121**	**32,750**	**37,500**	**4,750**	**90,000**		
4010 Gross Pay	5,395	5,410	15	26,749	27,050	301	64,920		38,171
4270 Employers Pension Contribution	458	507	49	2,298	2,535	237	6,084		3,786
5210 Cemetery Chapel & Office	0	0	0	0	0	0	200		200
5230 Cemetery Wshop/Messroom Mtce	187	170	(17)	187	170	(17)	170		(17)
5410 Repairs & General Maintenance	0	84	84	51	417	366	1,000		949
5500 Equipment Hired and New	894	100	(794)	1,605	936	(669)	2,200		595
5525 Equipment Maintenance	103	208	105	2,096	1,040	(1,056)	2,500		404
5700 Fuel	(155)	79	234	245	395	150	950		705
6000 Rent & Rates	506	450	(56)	2,663	2,455	(208)	5,900		3,237

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 31/08/2019

Month No: 5

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6010	Light Heat & Cleaning	40	100	60	323	500	177	1,200		877
6101	Telephone	42	62	20	258	310	52	740		482
6104	Mobile Telephone	0	8	8	50	40	(10)	100		50
6200	Printing & Stationery	0	33	33	0	165	165	400		400
6240	Computer/ Data Base/WP's	0	0	0	0	0	0	390		390
6320	Staff Training	0	0	0	318	1,000	683	1,500		1,183
6330	Welfare/Hospitality	25	13	(12)	72	63	(9)	150		78
6500	Goods for Resale	0	17	17	155	84	(71)	200		45
6630	Professional Fees	(95)	0	95	95	100	5	100		5
6730	Subscriptions	95	0	(95)	95	100	5	100		5
6802	Trees Plants Turf & Fertilizer	0	0	0	675	1,100	425	3,000		2,325
6822	Roads Path & Boundaries	0	0	0	373	300	(73)	600		227
6832	Lawn/Wall of Remembrance	0	0	0	0	0	0	100		100
6900	Sundry Expenses	0	4	4	9	20	12	50		42
6922	Health&Safety/Risk Assessments	590	470	(120)	840	720	(120)	970		131
6930	Alarm Maintenance	(138)	300	438	581	1,150	569	1,150		569
6932	Cemetery Security	370	438	68	1,851	2,190	339	5,250		3,399
6935	Waste Bin Disposal-Waste Bins	79	100	21	771	500	(271)	1,200		429
6952	Protective Clothing	0	50	50	50	250	200	600		550
	O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	**8,395**	**8,603**	**208**	**42,411**	**43,590**	**1,179**	**101,724**	**0**	**59,313**
	Net Income over Expenditure	**(5,016)**	**(1,103)**	**3,913**	**(9,661)**	**(6,090)**	**3,571**	**(11,724)**		

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 31/08/2019

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month 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									
1010 Rental Income	0	0	0	0	0	0	938		0
1047 QH Allotments Income	0	0	0	341	0	(341)	5,837		0
O/ Spaces & Leisure- Allotment :- Income	**0**	**0**	**0**	**341**	**0**	**(341)**	**6,775**		
4010 Gross Pay	227	225	(2)	1,828	1,125	(703)	3,500		1,672
4270 Employers Pension Contribution	10	18	8	95	90	(5)	210		115
5410 Repairs & General Maintenance	75	0	(75)	205	900	695	1,200		995
6000 Rent & Rates	0	240	240	239	720	481	1,700		1,461
6002 QH Allotments Costs	672	0	(672)	734	0	(734)	0		(734)
6922 Health&Safety/Risk Assessments	0	0	0	0	300	300	300		300
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	**984**	**483**	**(501)**	**3,100**	**3,135**	**35**	**6,910**	**0**	**3,810**
Net Income over Expenditure	**(984)**	**(483)**	**501**	**(2,759)**	**(3,135)**	**(376)**	**(135)**		
26 Open Spaces-Street Lighting/Ge									
1263 Cont'ns to street lighting	0	0	0	0	0	0	7,197		0
1990 Other Income	0	0	0	650	1,260	610	1,260		0
Open Spaces-Street Lighting/Ge :- Income	**0**	**0**	**0**	**650**	**1,260**	**610**	**8,457**		
6861 Public Clock Maintenance	0	0	0	0	320	320	800		800
6862 Street Lighting	617	927	310	5,732	6,508	776	13,023		7,291
6865 In Bloom Costs	3,618	6,096	2,478	10,670	16,260	5,590	16,260		5,590
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	**4,235**	**7,023**	**2,788**	**16,402**	**23,088**	**6,686**	**30,083**	**0**	**13,681**
Net Income over Expenditure	**(4,235)**	**(7,023)**	**(2,788)**	**(15,752)**	**(21,828)**	**(6,076)**	**(21,626)**		

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 31/08/2019

Month No: 5

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month 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									
1211	Sale of Goods	2,496	8,048	5,552	21,123	33,750	12,627	61,710		0
1212	Events Management	0	0	0	200	1,000	800	3,000		0
	O/ Spaces & Leisure-Vine Cafe :- Income	**2,496**	**8,048**	**5,552**	**21,323**	**34,750**	**13,427**	**64,710**		
4010	Gross Pay	6,818	3,608	(3,210)	26,234	18,040	(8,194)	43,300		17,066
4270	Employers Pension Contribution	100	220	120	312	1,100	788	2,640		2,328
5410	Repairs & General Maintenance	0	42	42	339	210	(129)	500		161
5500	Equipment Hired and New	0	150	150	3,579	750	(2,829)	1,800		(1,779)
5525	Equipment Maintenance	0	42	42	0	210	210	500		500
6000	Rent & Rates	56	100	44	(201)	500	701	1,200		1,401
6010	Light Heat & Cleaning	550	400	(150)	1,027	800	(227)	1,600		573
6101	Telephone	24	25	1	122	125	3	300		178
6200	Printing & Stationery	2	0	(2)	2	30	28	30		28
6210	Postage & Courier	0	0	0	0	160	160	160		160
6240	Computer/ Data Base/WP's	0	13	13	129	65	(64)	150		21
6320	Staff Training	0	150	150	0	300	300	300		300
6460	Publicity & Democratic notices	0	21	21	0	105	105	250		250
6500	Goods for Resale	830	3,000	2,171	9,305	13,095	3,790	20,000		10,695
6533	Copyright Fees/Royalties	0	0	0	0	0	0	300		300
6635	Professional Fees Licensing	0	0	0	130	100	(30)	100		(30)
6900	Sundry Expenses	0	17	17	61	85	24	200		139
6922	Health&Safety/Risk Assessments	0	0	0	0	500	500	500		500
6930	Alarm Maintenance	18	200	182	178	200	22	500		322

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 31/08/2019

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month 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	334	334	438	1,002	564	2,000		1,562
6976 Credit card charges	0	45	45	456	228	(228)	550		94
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	**8,397**	**8,367**	**(30)**	**42,111**	**37,605**	**(4,506)**	**76,880**	**0**	**34,769**
Net Income over Expenditure	**(5,900)**	**(319)**	**5,581**	**(20,789)**	**(2,855)**	**17,934**	**(12,170)**		
29 O/Spaces & Leisure-Vine Ground									
1208 Other Events Income	0	0	0	800	666	(134)	2,000		0
1805 Tea Kiosk Rental & Pavilion	0	0	0	1,545	1,590	45	3,180		0
1870 Vine Club Insurance Contrib.	382	0	(382)	382	0	(382)	500		0
2012 CIL income allocation	0	0	0	21,804	0	(21,804)	0		0
O/Spaces & Leisure-Vine Ground :- Income	**382**	**0**	**(382)**	**24,531**	**2,256**	**(22,275)**	**5,680**		
4010 Gross Pay	662	717	55	3,421	3,585	164	8,600		5,179
4270 Employers Pension Contribution	33	43	10	182	215	33	520		338
5010 Vine Area General Maintenance	66	292	226	396	1,460	1,064	3,500		3,104
5020 Vine Public Convenience	13	667	654	2,607	3,335	728	8,000		5,393
5412 Capital Refurbishments	0	0	0	21,804	0	(21,804)	0		(21,804)
6000 Rent & Rates	17	60	43	11	300	289	720		709
6010 Light Heat & Cleaning	131	0	(131)	131	62	(69)	250		119
6460 Publicity & Democratic notices	0	0	0	0	250	250	250		250
6635 Professional Fees Licensing	70	0	(70)	70	0	(70)	100		30
6868 Summer Concerts	1,121	1,050	(71)	1,688	1,550	(138)	3,100		1,412
6931 CCTV Maintenance	556	640	84	556	640	84	640		84
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	**2,668**	**3,469**	**801**	**30,866**	**11,397**	**(19,469)**	**25,680**	**0**	**(5,186)**
Net Income over Expenditure	**(2,286)**	**(3,469)**	**(1,183)**	**(6,334)**	**(9,141)**	**(2,807)**	**(20,000)**		

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Sevenoaks Town Council

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Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month 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									
1022 Letting & Hire of Facilities	1,495	4,756	3,261	7,704	23,780	16,076	57,074		0
1211 Sale of Goods	2,510	13,624	11,114	13,424	68,120	54,696	163,482		0
F& G P - Bat & Ball Station :- Income	**4,005**	**18,380**	**14,375**	**21,129**	**91,900**	**70,771**	**220,556**		
4010 Gross Pay	6,254	8,433	2,179	29,608	42,165	12,557	101,200		71,592
4270 Employers Pension Contribution	137	533	396	979	2,665	1,686	6,400		5,421
5340 Plants	0	0	0	213	0	(213)	0		(213)
5410 Repairs & General Maintenance	1,227	128	(1,099)	1,386	640	(746)	1,540		154
5500 Equipment Hired and New	(170)	0	170	2,450	0	(2,450)	0		(2,450)
6000 Rent & Rates	(716)	412	1,128	613	2,060	1,447	4,950		4,337
6011 Electricity	0	431	431	2,053	2,155	102	5,170		3,117
6012 Gas	0	167	167	862	835	(27)	2,000		1,138
6013 Cleaning	58	1,312	1,254	223	6,560	6,337	15,748		15,525
6014 Water	0	249	249	0	1,245	1,245	2,990		2,990
6020 Insurance Cost	0	172	172	0	860	860	2,060		2,060
6101 Telephone	16	54	38	74	270	196	650		576
6200 Printing & Stationery	50	17	(33)	195	85	(110)	200		5
6320 Staff Training	160	0	(160)	160	250	90	250		90
6460 Publicity & Democratic notices	0	381	381	927	1,905	978	4,568		3,641
6500 Goods for Resale	1,154	5,450	4,296	7,218	27,250	20,032	65,396		58,178
6533 Copyright Fees/Royalties	0	46	46	0	230	230	550		550
6635 Professional Fees Licensing	0	46	46	23	230	207	550		527
6900 Sundry Expenses	0	50	50	137	250	113	600		463

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 31/08/2019

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6922 Health&Safety/Risk Assessments	0	85	85	93	425	332	1,020		927
6930 Alarm Maintenance	138	102	(36)	731	510	(221)	1,230		499
6931 CCTV Maintenance	0	52	52	0	260	260	620		620
6935 Waste Bin Disposal-Waste Bins	117	102	(15)	530	510	(20)	1,230		700
6976 Credit card charges	0	42	42	319	210	(109)	500		181
F& G P - Bat & Ball Station :- Indirect Expenditure	**8,425**	**18,264**	**9,839**	**48,794**	**91,570**	**42,776**	**219,422**	**0**	**170,628**
Net Income over Expenditure	**(4,420)**	**116**	**4,536**	**(27,665)**	**330**	**27,995**	**1,134**		
31 F & G P - Establishments									
1115 Interest on Deposits	1,471	500	(971)	7,198	2,500	(4,698)	6,000		0
1231 Banner Income	0	387	387	1,646	1,935	289	4,640		0
1889 Waste Sacks Income	282	125	(157)	1,305	625	(680)	1,500		0
1990 Other Income	12	83	72	36	415	379	1,000		0
F & G P - Establishments :- Income	**1,764**	**1,095**	**(669)**	**10,185**	**5,475**	**(4,710)**	**13,140**		
4010 Gross Pay	25,318	26,637	1,319	130,481	133,185	2,704	319,640		189,159
4270 Employers Pension Contribution	2,756	3,377	622	14,115	16,885	2,770	40,520		26,405
4271 Pension Deficiency	5,917	5,917	0	29,583	29,585	2	71,000		41,417
5500 Equipment Hired and New	261	208	(53)	605	1,040	435	2,500		1,895
6020 Insurance Cost	1,077	1,400	323	8,907	10,200	1,293	20,000		11,093
6101 Telephone	446	492	46	2,275	2,460	185	5,900		3,625
6103 Fax	0	8	8	0	41	41	100		100
6200 Printing & Stationery	78	1,250	1,172	4,963	6,250	1,287	15,000		10,037

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Detailed Income & Expenditure by Phased Budget Heading 31/08/2019

Month No: 5 **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6210	Postage & Courier	255	416	161	1,722	2,084	362	5,000		3,278
6240	Computer/ Data Base/WP's	1,536	1,083	(453)	8,027	5,415	(2,612)	13,000		4,973
6241	Website Costs	1,271	1,000	(271)	1,831	1,500	(331)	2,000		169
6242	I.T. Infrastructure	1,297	650	(647)	3,255	3,250	(5)	6,500		3,245
6281	Furnishings,Furniture/Eqpt	0	0	0	0	0	0	1,400		1,400
6300	Computers Accountancy	0	0	0	1,842	1,500	(342)	3,300		1,458
6315	Recruitment Costs	0	333	333	0	1,667	1,667	4,000		4,000
6320	Staff Training	0	416	416	942	2,083	1,141	5,000		4,058
6321	Investors in People	0	0	0	0	0	0	800		800
6330	Welfare/Hospitality	218	158	(60)	1,214	790	(424)	1,900		686
6410	Civic Exps/Annual Reception	0	0	0	944	825	(119)	1,650		706
6415	Gifts/hospitality	0	0	0	501	220	(281)	400		(101)
6420	Annual Parish Meeting	0	0	0	0	0	0	100		100
6421	Honour Bd. Badges & Insignia	0	15	15	222	145	(77)	250		28
6422	Mayor Allowance 2019/20	80	487	407	1,006	1,948	942	5,360		4,354
6424	Mayors Car Allowance 2019/20	0	0	0	0	0	0	2,400		2,400
6435	Members Expenses	2,935	3,000	65	2,935	3,000	65	4,000		1,065
6440	Press Notices	247	130	(117)	329	650	321	1,500		1,171
6450	Bye Laws	0	0	0	0	0	0	100		100
6460	Publicity & Democratic notices	(165)	200	365	665	1,370	705	2,900		2,235
6461	Banner Costs	(210)	125	335	630	625	(5)	1,500		870
6610	Audit Fees	0	0	0	0	500	500	4,000		4,000
6619	Irrecoverable VAT	0	0	0	0	0	0	6,000		6,000
6620	Legal Expenses	0	740	740	0	740	740	5,000		5,000

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Sevenoaks Town Council

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Month No: 5

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6635	Professional Fees Licensing	0	0	0	365	400	35	1,800		1,435
6710	Conference Fees & Expenses	219	192	(27)	616	960	344	2,300		1,684
6720	Books and Periodicals	0	32	32	103	160	57	380		277
6730	Subscriptions	960	0	(960)	4,977	3,550	(1,427)	4,000		(977)
6889	Waste Sacks	420	0	(420)	1,374	724	(650)	1,450		76
6900	Sundry Expenses	7	42	35	40	210	170	500		460
6922	Health&Safety/Risk Assessments	100	0	(100)	3,100	3,000	(100)	3,000		(100)
6975	Bank Charges	100	125	25	728	625	(103)	1,500		772
6976	Credit card charges	60	58	(2)	80	290	210	700		620
7010	Election Expenses	11,298	3,000	(8,298)	11,298	3,000	(8,298)	3,000		(8,298)
7611	Contingency provision	0	0	0	0	1,000	1,000	108,330		108,330
7614	Stag reserve	0	0	0	0	0	0	1,000		1,000
	F & G P - Establishments :- Indirect Expenditure	**56,480**	**51,491**	**(4,989)**	**239,675**	**241,877**	**2,202**	**680,680**	**0**	**441,005**
	Net Income over Expenditure	**(54,715)**	**(50,396)**	**4,319**	**(229,490)**	**(236,402)**	**(6,912)**	**(667,540)**		
32	F & G P - General									
1490	Christmas Lights Switch On	0	0	0	0	0	0	5,000		0
1495	Number 8 bus income	3,309	3,095	(214)	16,543	15,475	(1,068)	37,138		0
	F & G P - General :- Income	**3,309**	**3,095**	**(214)**	**16,543**	**15,475**	**(1,068)**	**42,138**		
6490	Christmas Lights Switch On	0	0	0	0	0	0	26,000		26,000
6491	Remembrance Day/Civic Serv.	429	0	(429)	429	0	(429)	2,700		2,271
6495	Number 8 bus expenses	3,309	3,095	(214)	16,543	15,475	(1,068)	37,138		20,595

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Detailed Income & Expenditure by Phased Budget Heading 31/08/2019

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6869 Special Events	2,558	1,370	(1,188)	6,342	5,100	(1,242)	6,500		158
F & G P - General :- Indirect Expenditure	**6,296**	**4,465**	**(1,831)**	**23,314**	**20,575**	**(2,739)**	**72,338**	**0**	**49,024**
Net Income over Expenditure	**(2,987)**	**(1,370)**	**1,617**	**(6,771)**	**(5,100)**	**1,671**	**(30,200)**		
33 F & G P - Council Offices									
1022 Letting & Hire of Facilities	984	1,400	416	6,666	7,000	334	16,800		0
1211 Sale of Goods	30	0	(30)	44	0	(44)	0		0
F & G P - Council Offices :- Income	**1,014**	**1,400**	**386**	**6,710**	**7,000**	**290**	**16,800**		
4010 Gross Pay	1,157	2,305	1,148	2,142	11,525	9,383	27,660		25,518
4270 Employers Pension Contribution	0	124	124	0	620	620	1,490		1,490
5410 Repairs & General Maintenance	90	172	82	252	860	609	2,060		1,809
6000 Rent & Rates	3,001	2,017	(984)	13,052	10,085	(2,967)	24,205		11,153
6010 Light Heat & Cleaning	1,025	515	(510)	2,253	2,575	322	6,180		3,927
6510 Catering Expenses	0	0	0	0	0	0	150		150
6900 Sundry Expenses	0	8	8	5	40	35	100		95
6922 Health&Safety/Risk Assessments	0	0	0	0	150	150	300		300
6930 Alarm Maintenance	0	0	0	781	655	(126)	1,400		619
6935 Waste Bin Disposal-Waste Bins	128	62	(66)	890	310	(580)	740		(150)
F & G P - Council Offices :- Indirect Expenditure	**5,401**	**5,203**	**(198)**	**19,375**	**26,820**	**7,445**	**64,285**	**0**	**44,910**
Net Income over Expenditure	**(4,387)**	**(3,803)**	**584**	**(12,666)**	**(19,820)**	**(7,154)**	**(47,485)**		

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month 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									
1022 Letting & Hire of Facilities	0	0	0	9,306	30,000	20,694	30,000		0
1457 Indoor Activities	0	0	0	632	700	68	700		0
1990 Other Income	0	0	0	26,000	0	(26,000)	0		0
F & G P - Community Centre :- Income	**0**	**0**	**0**	**35,938**	**30,700**	**(5,238)**	**30,700**		
4010 Gross Pay	(1,211)	0	1,211	7,798	8,000	202	8,000		202
4270 Employers Pension Contribution	77	0	(77)	610	450	(160)	450		(160)
5410 Repairs & General Maintenance	0	0	0	254	500	246	500		246
6000 Rent & Rates	0	0	0	1,296	5,175	3,879	5,175		3,879
6011 Electricity	50	0	(50)	370	675	305	675		305
6012 Gas	0	0	0	686	465	(221)	465		(221)
6013 Cleaning	0	0	0	0	210	210	210		210
6101 Telephone	35	0	(35)	177	100	(77)	100		(77)
6104 Mobile Telephone	8	0	(8)	42	80	38	80		38
6320 Staff Training	0	0	0	0	100	100	100		100
6520 Refreshments for Resale	0	0	0	97	175	78	175		78
6533 Copyright Fees/Royalties	0	0	0	0	565	565	565		565
6635 Professional Fees Licensing	180	0	(180)	180	220	40	220		40
6900 Sundry Expenses	0	0	0	0	50	50	50		50
6930 Alarm Maintenance	450	0	(450)	602	500	(102)	500		(102)
6931 CCTV Maintenance	0	0	0	0	78	78	78		78
6935 Waste Bin Disposal-Waste Bins	124	0	(124)	1,098	450	(648)	450		(648)
6939 Healthcare Services	0	0	0	0	475	475	475		475
F & G P - Community Centre :- Indirect Expenditure	**(288)**	**0**	**288**	**13,210**	**18,268**	**5,058**	**18,268**	**0**	**5,058**
Net Income over Expenditure	**288**	**0**	**(288)**	**22,729**	**12,432**	**(10,297)**	**12,432**		

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Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
38	F & G P - Grants									
6937	Annual Subsidy-Comm Centre	0	83	83	60	415	355	1,000		940
6938	Annual Subsidy-Council Chamber	62	83	21	358	415	57	1,000		642
7500	Local Organisations Grants	0	0	0	1,106	2,500	1,394	16,500		15,394
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	175	500	325	519	2,000	1,481	5,000		4,481
7555	Youth Council Support	150	0	(150)	230	0	(230)	500		270
7556	Stag Community Arts Centre	0	0	0	27,000	27,000	0	27,000		0
	F & G P - Grants :- Indirect Expenditure	**387**	**666**	**279**	**29,273**	**32,330**	**3,057**	**57,000**	**0**	**27,727**
	Net Expenditure	**(387)**	**(666)**	**(279)**	**(29,273)**	**(32,330)**	**(3,057)**	**(57,000)**		
39	F & G P - Property									
1046	SCC Ground Rents & Wayleaves	375	0	(375)	750	750	0	3,000		0
1469	O/S Ground Rents & Wayleaves	933	1,000	67	2,808	3,000	192	5,000		0
	F & G P - Property :- Income	**1,308**	**1,000**	**(308)**	**3,558**	**3,750**	**192**	**8,000**		
5410	Repairs & General Maintenance	0	0	0	0	50	50	100		100
	F & G P - Property :- Indirect Expenditure	**0**	**0**	**0**	**0**	**50**	**50**	**100**	**0**	**100**
	Net Income over Expenditure	**1,308**	**1,000**	**(308)**	**3,558**	**3,700**	**142**	**7,900**		

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
40 Sevenoaks Town Partnership									
1206 Business Awards	0	550	550	4,000	3,300	(700)	7,000		0
1207 Business Show	0	0	0	1,770	3,000	1,230	3,000		0
1209 Wellbeing show income	0	0	0	1,930	3,500	1,570	3,500		0
1350 Revenue Grant income	0	0	0	0	0	0	1,000		0
1435 Vintage Bus income	0	0	0	13	0	(13)	10,000		0
Sevenoaks Town Partnership :- Income	**0**	**550**	**550**	**7,713**	**9,800**	**2,088**	**24,500**		
6101 Telephone	0	8	8	0	40	40	100		100
6200 Printing & Stationery	0	9	9	0	41	41	100		100
6240 Computer/ Data Base/WP's	42	41	(1)	2,933	208	(2,725)	500		(2,433)
6244 Information Screens	0	125	125	0	625	625	1,500		1,500
6322 Business Awards	50	0	(50)	515	1,000	485	7,500		6,985
6323 Business Show	0	0	0	1,480	2,500	1,020	2,500		1,020
6710 Conference Fees & Expenses	0	58	58	0	290	290	700		700
6900 Sundry Expenses	0	50	50	199	250	51	600		401
7000 Reinvestment	0	0	0	0	0	0	2,500		2,500
7608 Friends of Bat & Ball	0	150	150	0	700	700	1,000		1,000
7609 Vintage Bus Expenses	0	0	0	0	0	0	10,000		10,000
7616 Wellbeing show	0	0	0	1,644	2,500	856	2,500		856
Sevenoaks Town Partnership :- Indirect Expenditure	**92**	**441**	**349**	**6,771**	**8,154**	**1,383**	**29,500**	**0**	**22,729**
Net Income over Expenditure	**(92)**	**109**	**201**	**941**	**1,646**	**705**	**(5,000)**		

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Sevenoaks Town Council

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Cost Centre Report

Month No: 5

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
41 Business Hub									
1022 Letting & Hire of Facilities	0	0	0	0	0	0	4,000		0
1025 Prov.of postal/Business addres	0	0	0	0	0	0	1,200		0
1026 Hot Desking Facility	0	0	0	0	0	0	24,960		0
1027 Dedicated Desk x12	0	0	0	0	0	0	33,120		0
Business Hub :- Income	**0**	**0**	**0**	**0**	**0**	**0**	**63,280**		
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
6010 Light Heat & Cleaning	(1,093)	0	1,093	(1,093)	0	1,093	0		1,093
6011 Electricity	0	0	0	1,575	0	(1,575)	9,000		7,425
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 :- Indirect Expenditure	**(1,093)**	**0**	**1,093**	**482**	**0**	**(482)**	**54,000**	**0**	**53,518**
Net Income over Expenditure	**1,093**	**0**	**(1,093)**	**(482)**	**0**	**482**	**9,280**		
50 Youth Cafe									
1022 Letting & Hire of Facilities	217	312	95	973	1,556	583	3,740		0
1211 Sale of Goods	160	191	31	886	955	69	2,300		0

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1350 Revenue Grant income	0	0	0	2,922	0	(2,922)	0		0
Youth Cafe :- Income	**377**	**503**	**126**	**4,781**	**2,511**	**(2,270)**	**6,040**		
4010 Gross Pay	2,321	2,267	(54)	12,156	11,331	(825)	27,200		15,044
4270 Employers Pension Contribution	39	92	53	113	456	343	1,100		987
5410 Repairs & General Maintenance	81	83	2	201	415	214	1,000		799
6010 Light Heat & Cleaning	0	42	42	0	210	210	500		500
6101 Telephone	52	46	(6)	239	232	(7)	560		321
6200 Printing & Stationery	0	42	42	0	210	210	500		500
6240 Computer/ Data Base/WP's	17	63	46	83	311	228	750		667
6281 Furnishings,Furniture/Eqpt	0	0	0	973	0	(973)	500		(473)
6320 Staff Training	0	400	400	0	400	400	400		400
6340 Staff Uniforms	0	0	0	146	100	(46)	200		54
6460 Publicity & Democratic notices	0	42	42	0	208	208	500		500
6500 Goods for Resale	376	142	(234)	906	706	(200)	1,700		794
6635 Professional Fees Licensing	0	0	0	285	200	(85)	200		(85)
6900 Sundry Expenses	86	12	(74)	126	64	(62)	150		24
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	400		400
Youth Cafe :- Indirect Expenditure	**2,971**	**3,231**	**260**	**15,227**	**14,843**	**(384)**	**35,660**	**0**	**20,433**
Net Income over Expenditure	**(2,594)**	**(2,728)**	**(134)**	**(10,446)**	**(12,332)**	**(1,886)**	**(29,620)**		
60 Markets									
1017 Rental Income Sat Market	2,091	1,871	(220)	9,450	9,355	(95)	22,456		0

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1018 Rental Income Wed Market	730	1,148	418	4,165	5,740	1,575	13,774		0
1019 Rental Income Blighs Market	1,131	2,040	909	6,036	10,200	4,165	24,480		0
1024 Rental Income Friday Market	0	1,148	1,148	0	5,738	5,738	13,774		0
Markets :- Income	**3,952**	**6,207**	**2,255**	**19,651**	**31,033**	**11,383**	**74,484**		
4010 Gross Pay	137	242	105	824	1,210	386	2,900		2,076
5410 Repairs & General Maintenance	0	26	26	0	51	51	103		103
5420 Saturday market charges	1,372	1,202	(170)	6,036	6,006	(30)	14,420		8,384
5421 Wednesday Market charges	2,499	2,189	(310)	10,994	10,942	(52)	26,265		15,271
5423 Friday market charges	0	1,202	1,202	0	6,006	6,006	14,420		14,420
6001 Blighs Market Charges	1,100	1,551	451	7,175	7,755	580	18,615		11,440
6010 Light Heat & Cleaning	0	42	42	122	209	87	500		378
6460 Publicity & Democratic notices	0	200	200	1,315	2,100	785	3,500		2,185
7000 Reinvestment	0	0	0	0	0	0	(6,239)		(6,239)
Markets :- Indirect Expenditure	**5,108**	**6,654**	**1,546**	**26,465**	**34,279**	**7,814**	**74,484**	**0**	**48,019**
Net Income over Expenditure	**(1,156)**	**(447)**	**709**	**(6,815)**	**(3,246)**	**3,569**	**0**		
70 Precept									
1995 Precept	95,116	95,116	1	475,578	475,580	3	1,141,385		0
Precept :- Income	**95,116**	**95,116**	**1**	**475,578**	**475,580**	**3**	**1,141,385**		
Net Income	**95,116**	**95,116**	**1**	**475,578**	**475,580**	**3**	**1,141,385**		

Continued over page

Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 31/08/2019

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
Grand Totals:- Income	117,211	142,945	25,734	709,402	754,298	44,896	1,850,315		
Expenditure	132,667	143,970	11,303	702,675	740,582	37,907	1,876,316	0	1,173,641
Net Income over Expenditure	(15,456)	(1,025)	14,431	6,727	13,716	6,989	(26,001)		
Movement to/(from) Gen Reserve	(15,456)			6,727					

Agenda item

Sevenoaks Town Council

Working Capital Summary as at 31st August 2019

	B/fwd 01-Apr-19 £	Movement* £	C/fwd 31-Aug-19 £		31-Aug-18 £
Current Assets					
Stock	3,075	-	3,075		1,041
Trade debtors	18,681	(11,112)	7,569		38,459
VAT	72,199	(42,578)	29,621		70,812
Prepayments and other debtors	67,867	(37,168)	30,699		3,119
PWLB loan received in July 2019	-	1,399,510	1,399,510		-
Cash at bank and in hand	2,461,271	1,210,466	3,671,737		
Total Cash at Bank			5,071,247		2,904,890
	2,623,092	2,519,118	5,142,210		3,048,711
Current Liabilities					
Trade creditors	203,297	(133,466)	69,831		212,525
Accruals and other creditors	115,568	(20,280)	95,288		108,528
Prior Mayors charity account	-	-	-		-
Precept received in advance of budget		95,116	95,116	Note 1	90,716
Receipts in advance (rent and hall hire)	20,675	(12,419)	8,256		10,134
	339,540	(71,050)	268,490		421,904
Net Current Assets	2,283,552	2,590,168	4,873,720		2,626,808
Represented by:					
General Funds					
Revenue Reserves	318,758	(39,096)	279,662	Note 2	250,050
Earmarked/Designated Funds					
Pension Reserve	2,814	-	2,814		2,814
Rolling Capital Prog Revenue Reserve	44,419	-	44,419		43,194
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	76,413	1,216,988	Note 5	1,739,096
CIL Earmarked Reserve	517,322	1,176,699	1,694,022		668,328
Capital Projects Reserve	-	-	-		-
No 8 bus Reserve	75,130	(16,543)	58,586	Note 3	95,285
QH Allotments Key Reserve	4,115	35	4,150		4,005
PWLB Loan Repayable	-	1,399,510	1,399,510	Note 6	-
Mayor's Charity Reserve	15,088	(6,851)	8,237	Note 4	4,757
	1,964,795	2,629,263	4,594,058		2,655,556
	2,283,552	2,590,168	4,873,720		2,626,808

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

Note 1

Difference between precept received and budgeted year to date income and expenditure-representing 6 months operational costs

Note 2 Year to date net income over expenditure of £6,727 (includes suspense account balance) and outflow from the Revenue reserve of £46,000 as per prior approval to (1) £20,000 purchase a new van- Council Min and (2) £26,000 to balance the 2019/20 budget - Council Min 411(a)

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 revenue of £76,413 as HLF grant received for £238,398& Cill Allocation of £45,690

Note 6 PWLB loan received £1.4m with £490 admin charges deducted 0

Sevenoaks Town Council

Statement of Fund Balances as at 31 August 2019

£ (2018/19)			S&P Rating 30/06/2019 Long term	S&P Rating 30/06/2019 Short term	Values £	Total Values £	Percent of Total Funds %	Interest rate
	Bank of Scotland							
800,000		Treasury deposit (1m)	A+	A1	1,200,000			
						1,200,000	23.66%	0.80%
	National Westminster Bank		A-	A2				
643		Business Reserve Account			865			
498,030		Current Account			1,462,256			0.20%
725		Payroll Account			1,000			
1,000		HITB Youth café			1,000			
7,873		Sevenoaks Town Partnership			7,901			
5,833		Mayors Charity Account			9,212			
						1,482,234	29.23%	
	HSBC		AA-	A1+				
50,191		Business money manager			50,275			0.20%
						50,275	0.99%	
	Handelsbanken		AA-	A1+				
62,943		Deposit account			63,688			0.15%
260,005		35 day notice account			260,005			0.25%
						323,693	6.38%	
	Nationwide		A	A1				
1,206,717		Instant Saver			2,003,863			0.60%
10,061		Sevenoaks Fund Instant Saver			10,122			0.60%
						2,013,985	39.71%	
	Clydesdale							
1		Current account	BB	A2	1	1		
867	Petty Cash					1,059	0.02%	
2,904,890						5,071,247	100.00%	

Purchase Ledger for Month No 5 **Order by Invoices Entered**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
01/08/2019	MEM2284/2	26008	SLCC	SLCC001	507.00	0.00	507.00	6730	31	507.00	26008/LL membership fees
01/08/2019	7005920	26037	KFF	KFF001	76.16	4.79	80.95	6500	28	76.16	26037/Goods for resale
01/08/2019	0002980668	26039	ELITE EVENT	ELI001	77.02	0.00	77.02	6500	28	77.02	26039/food for resale
01/08/2019	1/8/19	26041	MAINLY SAX	MAIN001	250.00	0.00	250.00	6868	29	250.00	26041/Sax band performance
01/08/2019	WM10873349	26035	WORLDPAY	WOR001	7.50	1.50	9.00	6976	31	7.50	26035/sub charges August
02/08/2019	10819	26038	SEV MOWERS	SEV006	36.91	0.00	36.91	6952	21	36.91	26038/Classic forest helmet
02/08/2019	14139	26045	JS TAYLOR	TAYL001	90.00	0.00	90.00	5410	33	90.00	26045/lights repair chamber
03/08/2019	00003028673-016	26044	PLUSNET	PLUS01	18.50	3.70	22.20	6101	22	18.50	26044/internet chrges Aug
04/08/2019	00002976949-016	26043	PLUSNET	PLUS01	23.69	4.74	28.43	6101	28	23.69	26043/internet chrges Aug
04/08/2019	00003028653-016	26042	PLUSNET	PLUS01	43.83	8.77	52.60	6101	50	43.83	26042/internet bill Aug
05/08/2019	2019-05	26040	OXTED BAND	OXTE001	275.00	0.00	275.00	6868	29	275.00	26040/Band performance
05/08/2019	9302998051	26036	SETON	SET001	43.36	8.67	52.03	5500	30	43.36	26036/staff only sign
01/08/2019	0002980668	26049	ELITE	EFS001	77.02	0.00	77.02	6500	28	77.02	26049/goods for resale
01/08/2019	CN/0002980668	26048	ELITE EVENT	ELI001	-77.02	0.00	-77.02	6500	28	-77.02	26048/CN-in wrong supplier acc
08/08/2019	CN/STLGT4633904	26050	LASER	LASE001	-10.70	-0.54	-11.24	6862	26	-10.70	26050/CN-multiple charges
08/08/2019	CN/STLGT4633962	26052	LASER	LASE001	-249.77	-49.95	-299.72	6862	26	-249.77	26052/CN-multiple charge
08/08/2019	CN/STLGT4633963	26051	LASER	LASE001	-27.02	-1.35	-28.37	6862	26	-27.02	26051/CN-multiple charge
26/06/2015	STLTG3672752	26106	LASER	LASE001	2.38	0.12	2.50	6862	26	2.38	26106/Aug 2013 charges
13/10/2016	STLTG4633904	26110	LASER	LASE001	10.70	0.54	11.24	6862	26	10.70	26110/Sept 2016 charges
13/10/2016	STLTG4633962	26109	LASER	LASE001	249.77	49.95	299.72	6862	26	249.77	26109/Sept 2016 charges
07/11/2016	STLTG4667839	26105	LASER	LASE001	26.93	1.35	28.28	6862	26	26.93	26105/Nov 2015 charges
07/11/2016	STLTG4667865	26107	LASER	LASE001	27.84	1.39	29.23	6862	26	27.84	26107/Oct 2015 charges
21/11/2016	STLTG4667870	26103	LASER	LASE001	-27.53	-1.38	-28.91	6862	26	-27.53	26103/CN-Nov 2015 chrages
04/01/2017	STLTG4855135	26108	LASER	LASE001	27.75	1.39	29.14	6862	26	27.75	26108/March 2016 charges
04/01/2017	STLTG4855797	26104	LASER	LASE001	-28.45	-1.42	-29.87	6862	26	-28.45	26104/CN-Oct 2015 charges
01/08/2019	1787	26101	CJS PLANTS	CJS001	2,673.75	534.75	3,208.50	6865	26	2,673.75	26101/3of4 pymnt floral displ.
01/08/2019	010819	26102	OASIS LANDSCAPES	OAS001	120.00	0.00	120.00	4010	29	120.00	26102/weeding&tidying July
02/08/2019	35912	26100	TAYWELL	TAY001	85.50	17.10	102.60	6500	28	85.50	26100/icre cream for resale

Purchase Ledger for Month No 5 **Order by Invoices Entered**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
02/08/2019	2054226	26116	SDC	SDC001	150.00	30.00	180.00	6200	31	150.00	26116/receipt books
04/08/2019	4890115	26113	REACH PLC	TRM	82.32	16.46	98.78	6460	31	82.32	26113/Public Meetings Aug note
05/08/2019	33180224	26114	INITIAL WASHROOMS	INIT001	48.40	9.68	58.08	6935	30	48.40	26114/binliner&nappy unit
05/08/2019	1115/BBR/1106	26111	THEISANDKHAN	THEI001	2,250.00	450.00	2,700.00	9062	91	2,250.00	26111/Architectural serv July
06/08/2019	10836	26121	SEV MOWERS	SEV006	118.49	23.70	142.19	5525	21	68.75	26121/service Stihl strimmer
								5525	21	49.74	26121/Stihl strimmer casing
06/08/2019	10837	26119	SEV MOWERS	SEV006	29.69	5.94	35.63	5525	22	29.69	26119/Husqv trimmer guard
06/08/2019	10842	26120	SEV MOWERS	SEV006	3.60	0.72	4.32	5525	21	3.60	26120/bolt&nut-Husqv trigger h
06/08/2019	160069	26117	WARNERS SOLICITORS	WARN001	2,200.00	440.00	2,640.00	9063	91	2,200.00	26117/prof chrg Mar-Jul `19
06/08/2019	INV-0029	26112	S WILLIAMS	SWA001	900.00	180.00	1,080.00	9063	91	900.00	26112/1day architect service
06/08/2019	T0016	26115	TILTON SOLUTIONS LTD	TIL001	2,025.00	0.00	2,025.00	4010	31	2,025.00	26115/Finance Dep support Jul
07/08/2019	174774	26099	PREMIER ALARMS	PREM001	17.58	3.52	21.10	6930	28	17.58	26099/2x proxmity keys
07/08/2019	19558823	26118	NISBETS	NIS001	15.98	3.20	19.18	5500	30	15.98	26118/hiball glasses- 48
07/08/2019	19-60	26098	JJ BROOKS	JJB001	1,520.00	304.00	1,824.00	9071	91	1,520.00	26098/supply&inst 13 Arco prop
13/08/2019	REV/STLTG358665	26122	LASER	LASE001	2.38	0.12	2.50	6862	26	2.38	26122/Reverse credit note
03/03/2015	STLGT3586401	26096	LASER	LASE001	-2.50	-0.50	-3.00	6862	26	-2.50	26096/CN-Aug 2013 Charges
17/04/2015	STLTG3625290	26053	LASER	LASE001	2.38	0.12	2.50	6862	26	2.38	26053/August 2013 Charges
26/06/2015	STLGT3672754	26097	LASER	LASE001	-2.50	-0.50	-3.00	6862	26	-2.50	26097/CN-August 2013 charges
26/06/2015	STLTG3672750	26094	LASER	LASE001	-2.50	-0.50	-3.00	6862	26	-2.50	26094/CN - Aug 2013 chrges
03/11/2016	STLGT4666392	26095	LASER	LASE001	256.14	51.23	307.37	6862	26	256.14	26095/Jan 2016 charges
01/07/2019	1747	26065	CJS PLANTS	CJS001	2,673.75	534.75	3,208.50	6865	26	2,673.75	26065/2 of 4 pymt floral displ
09/07/2019	INV-0110	26091	CREATIVE PRODUCTIONS	CPR001	40.00	8.00	48.00	6869	32	40.00	26091/AFD&Bandstand banner
16/07/2019	43817	26085	PLAYSAFETY	PLAY001	655.00	131.00	786.00	5310	21	655.00	26085/ann play areas inspect
21/07/2019	3560955	26080	SHELL	SHEL001	58.08	11.62	69.70	5700	21	58.08	26080/Diesel
23/07/2019	5384856	26084	GREENSHIELDS JCB	JCB001	15.92	3.18	19.10	5525	22	15.92	26084/Hyd oil&Cap
24/07/2019	118265-042	26086	AMENITY TRAINING	AMEN001	99.80	0.00	99.80	6922	31	99.80	26086/risk assesment training
24/07/2019	S69125	26082	RAWSTONE HIRE	RAW001	28.70	5.74	34.44	5500	21	28.70	26082/breaker hire 1 day
26/07/2019	04046425	26078	FAIRALLS	FAIR001	13.02	2.60	15.62	5410	30	13.02	26078/Soft building sand x1
28/07/2019	3596027	26075	SHELL	SHEL001	103.67	20.73	124.40	5700	21	96.17	26075/Diesel

Purchase Ledger for Month No 5 **Order by Invoices Entered**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
								5700	21	7.50	26075/Guard card
29/07/2019	970475	26079	OAKS PLANT HIRE	OAKS001	4.20	0.84	5.04	5410	30	4.20	26079/10 sand bags
30/07/2019	155951	26071	SDC DIRECT SERVICES	SDC002	196.50	0.00	196.50	6935	21	196.50	26071/July Bin collection chrg
30/07/2019	156013	26072	SDC DIRECT SERVICES	SDC002	78.60	0.00	78.60	6935	22	78.60	26072/July bin collection chrg
30/07/2019	156016	26073	SDC DIRECT SERVICES	SDC002	78.60	0.00	78.60	6935	36	78.60	26073/July bin collection chrg
30/07/2019	156103	26068	SDC DIRECT SERVICES	SDC002	64.00	0.00	64.00	6935	28	64.00	26068/July bin collection chrg
30/07/2019	156158	26069	SDC DIRECT SERVICES	SDC002	68.95	0.00	68.95	6935	30	68.95	26069/July bin collection chgs
30/07/2019	156165	26070	SDC DIRECT SERVICES	SDC002	64.00	0.00	64.00	6935	33	64.00	26070/July bin collection chgs
30/07/2019	743877	26076	LISTER WILDER	LIST002	32.80	6.56	39.36	5525	21	32.80	26076/TX404040900 Belt
31/07/2019	9913	26083	HARDWARE CENTRE	HARD001	30.85	6.17	37.02	5410	21	30.85	26083/bolt,washers,discs
31/07/2019	25373	26054	CTP COLIN TOMS&PRTRS	COL001	1,956.50	391.30	2,347.80	9072	91	1,956.50	26054/Engineering&Consultancy
31/07/2019	134602	26077	WETTON CLEANING SERV	WET001	29.32	5.86	35.18	5020	29	12.57	26077/Hyg unit cleanling
								5025	21	12.56	26077/Hyg unit cleanling
								5026	21	4.19	26077/Hyg unit cleanling
31/07/2019	134603	26064	WETTON CLEANING SERV	WET001	1,439.58	287.92	1,727.50	5020	29	616.96	26064/July cleaning fees
								5025	21	616.96	26064/July cleaning fees
								5026	21	205.66	26064/July cleaning fees
31/07/2019	19514719	26066	NISBETS	NIS001	346.16	69.23	415.39	5500	28	346.16	26066/kitchen equipment
31/07/2019	19514720	26067	NISBETS	NIS001	35.09	7.01	42.10	5500	28	35.09	26067/18L Lobby Bin
31/07/2019	72835976	26092	WORLDPAY	WOR001	41.55	5.04	46.59	6976	31	41.55	26092/Main office July Charges
31/07/2019	72886291	26061	WORLDPAY	WOR001	60.69	9.28	69.97	6976	30	60.69	26061/July charges
31/07/2019	73040465	26090	WORLDPAY	WOR001	10.73	0.03	10.76	6976	31	10.73	26090/July charges
31/07/2019	73066913	26060	WORLDPAY	WOR001	73.29	7.67	80.96	6976	28	73.29	26060/July charges
31/07/2019	02147GR	26081	LOCUM LOCKS	LOC003	372.57	74.51	447.08	5410	30	372.57	26081/lock install B&B Toilet
31/07/2019	31/07/19	26093	AMEX	AME001	1.88	0.00	1.88	506	0	1.88	26093/Cocktail Pymt chrges
31/07/2019	INV-2608	26063	GO COACH	GO001	3,308.66	0.00	3,308.66	6495	32	4,622.06	26063/July service
								1495	32	-1,313.40	26063/July service
31/07/2019	VC/31719	26057	V.C HANDYMAN	VCH001	880.00	0.00	880.00	6001	60	880.00	26057/July Sat Market set up
01/08/2019	28870	26056	ATLAS FM/EMPRISE SVS	EMP001	620.00	124.00	744.00	4010	21	620.00	26056/H Str Gdns Lock up Aug

Sevenoaks Town Council

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 5

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
01/08/2019	STC009	26059	JENNIE THOMAS	JTH001	1,101.00	0.00	1,101.00	6241	31	1,101.00	26059/Soaks fund site ann fee
04/08/2019	542	26055	KING RAMPS	KIN001	1,650.00	330.00	1,980.00	6869	32	1,650.00	26055/Grtness skate park event
05/08/2019	2119579	26074	CASTLE WATER	CAS004	47.01	0.00	47.01	6000	28	47.01	26074/July water charges
06/08/2019	0006	26062	SSE	SSE008	468.37	93.67	562.04	6011	30	468.37	26062/July Charges
06/08/2019	0063	26087	SSE	SSE006	32.58	1.62	34.20	6010	22	32.58	26087/July elect. charges
06/08/2019	0064	26088	SSE	SSE009	49.79	2.48	52.27	6011	36	49.79	26088/July elec charges
06/08/2019	220619	26089	OASIS LANDSCAPES	OAS001	837.50	0.00	837.50	5410	30	837.50	26089/Ground prep&turfing
12/08/2019	285	26058	BLUE FLAMINGO	BLUE001	300.00	0.00	300.00	6869	32	300.00	26058/AFD Band performance
01/08/2019	28869	26123	ATLAS FM/EMPRISE SVS	EMP001	370.16	74.03	444.19	6932	22	370.16	26123/Cem Lock up chges Aug
01/08/2019	2111774	26132	CASTLE WATER	CAS005	10.90	0.00	10.90	5025	21	10.90	26132/water charges July
01/08/2019	2112549	26133	CASTLE WATER	CAS003	16.85	0.00	16.85	6000	29	16.85	26133/July water charges
01/08/2019	H176FA5B8B	26135	E-ON	E-ON	334.47	66.89	401.36	6862	26	334.47	26135/electricity chrges July
01/08/2019	SI194175	26129	FLEET LINE	FLEE001	137.89	27.58	165.47	5525	21	137.89	26129/line marker&drain cap
02/08/2019	I3453753	26130	KCC KCS	KCC003	38.60	7.72	46.32	6013	22	7.10	26130/toilet cleaner 1L 6pack
								6013	30	31.50	26130/cleaning equipment
04/08/2019	3637151	26131	SHELL	SHEL001	220.70	44.14	264.84	5700	22	20.19	26131/Diesel
								5700	21	200.51	26131/Diesel
06/08/2019	2127847	26125	CASTLE WATER	CAS002	928.56	0.00	928.56	6000	33	928.56	26125/July water bill
07/08/2019	19558824	26134	NISBETS	NIS001	99.99	19.99	119.98	5500	30	99.99	26134/Buffalo coffee machine
07/08/2019	9302999000	26124	SETON	SET001	29.60	5.92	35.52	5500	30	11.60	26124/6 pack fire door sign
								5500	30	18.00	26124/6 pack turn to open sign
07/08/2019	I3454960	26130	KCC KCS	KCC003	18.40	3.68	22.08	5500	21	18.40	26130/Platform broom x2
08/08/2019	00002498449-016	26128	PLUSNET	PLUS01	47.50	9.50	57.00	6101	31	47.50	26128/Aug telephone charges
09/08/2019	I3455460	26126	KCC KCS	KCC003	16.15	3.23	19.38	6200	31	4.55	26126/labels white box x 100
								6013	33	11.60	26126/deck brush&floor cleaner
09/08/2019	00002498468-016	26127	PLUSNET	PLUS01	23.61	4.72	28.33	6101	36	23.61	26127/internet Aug 2019
14/08/2019	REV/STLTG463396	26136	LASER	LASE001	27.02	1.35	28.37	6862	26	27.02	26136/REV incorrect entry
31/03/2019	171267	26149	PREMIER ALARMS	PREM001	138.12	27.62	165.74	6930	30	138.12	26149/alarm repair
28/06/2019	73675	26139	SGE	SGE001	155.60	28.32	183.92	5700	22	18.63	26139/Gas oil

Purchase Ledger for Month No 5 **Order by Invoices Entered**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
								5525	21	136.97	26139/ pto cover
30/06/2019	SVO/350181	26143	BREWERS	BREW001	31.64	6.33	37.97	5050	21	31.64	26143/woodstain 1LT x2
06/07/2019	23683	26145	MIDLAND FINE ARTS	MIDLAND001	41.67	8.33	50.00	5500	31	41.67	26145/ww2 print framed
24/07/2019	5384871	26146	GREENSHIELDS JCB	JCB001	44.21	8.84	53.05	5525	22	44.21	26146/Oil filter cap
25/07/2019	0001/00045491	26142	OBM	OBM001	70.66	14.13	84.79	5110	21	4.38	26142/nylon fram fixing x3
								5110	21	14.38	26142/shield anchor,screw,plug
								5110	21	13.99	26142/fire foam,drill set,
								5100	21	30.68	26142/shuttering,sand&cement
								5100	21	7.23	26142/smeed
26/07/2019	73434	26137	SGE	SGE001	24.38	3.01	27.39	5700	22	12.42	26137/Gas Oil
								5525	22	11.96	26137/Broom clamp large
29/07/2019	458	26144	JO JEMMISON	JEM001	500.00	100.00	600.00	9062	91	150.00	26144/site survey outdoors
								9062	91	150.00	26144/sketch designs x 4
								9062	91	200.00	26144/planting plans x 2
31/07/2019	73640	26138	SGE	SGE001	18.63	0.93	19.56	5700	22	18.63	26138/ Gas oil
31/07/2019	73641	26141	SGE	SGE001	6.12	1.22	7.34	5410	21	6.12	26141/bolt,insert,washer,nut
07/08/2019	Z5184168	26150	ICO	ICO002	35.00	0.00	35.00	6635	31	35.00	26150/Data proctection reg
08/08/2019	0002987581	26155	ELITE	EFS001	66.38	6.57	72.95	6500	28	66.38	26155/food for resale
13/08/2019	85811	26166	LANDSCAPE SUPPLY CO	LAND001	144.46	28.89	173.35	5230	22	132.50	26166/new locks after break in
								5525	21	11.96	26166/ bowsaw blades x 4
13/08/2019	702347	26153	NALC	NALC001	90.00	18.00	108.00	6730	31	90.00	26153/1 year subscription
13/08/2019	0000150977	26163	HAMPSHIRE FLAG	HAM002	108.94	21.79	130.73	5500	31	108.94	26163/Merchant Navy Day - flag
13/08/2019	EPSB080819	26147	EAST PECKHAM	EAST004	200.00	0.00	200.00	6868	29	200.00	26147/summer concert band
13/08/2019	INV_1084772	26151	HIGH SPEED TRAINING	HST001	160.00	32.00	192.00	6320	30	160.00	26151/food safety training
14/08/2019	149015	26156	CONNECTAPHONE	CON001	443.71	88.74	532.45	6101	36	11.49	26156/July telephone chrges
								6101	22	14.79	26156/July telephone chrges
								6101	21	11.53	26156/July telephone chrges
								6101	30	15.73	26156/July telephone chrges
								6101	31	390.17	26156/July telephone chrges

Purchase Ledger for Month No 5 **Order by Invoices Entered**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
14/08/2019	7017569	26162	KFF	KFF001	100.11	0.00	100.11	6500	28	100.11	26162/food for resale
14/08/2019	7017570	26161	KFF	KFF001	15.90	3.18	19.08	6500	28	15.90	26161/food for resale
14/08/2019	02164GR	26167	LOCUM LOCKS	LOC003	54.46	10.89	65.35	5230	22	54.46	26167/roller shutter locks x 4
15/08/2019	3095	26159	PRIMO	PRIMO001	136.50	1.30	137.80	6330	31	136.50	26159/2 cases of coffee
15/08/2019	15/8/19	26154	IL QUARTETTO FIENILE	QUAR001	200.00	0.00	200.00	6869	32	200.00	26154/LOTV band 15/8/19
15/08/2019	I3456384	26152	KCC KCS	KCC003	43.75	8.75	52.50	6200	31	43.75	26152/stationery
16/08/2019	GAC26824	26157	SETYRES	SETY001	50.00	10.00	60.00	5525	21	50.00	26157/hose trolley tire repair
16/08/2019	I021550	26168	FORGE GARAGE	FORG001	137.44	27.49	164.93	5550	21	137.44	26168/fault with indicator fix
16/08/2019	I3456684	26160	KCC KCS	KCC003	49.90	9.98	59.88	6200	31	49.90	26160/stationery
17/08/2019	M1026Y	26164	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	26164/August telephone chges
19/08/2019	0002998254	26158	ELITE	EFS001	32.03	0.00	32.03	6500	30	32.03	26158/food for resale
31/07/2019	73648	26140	SGE	SGE001	14.90	0.99	15.89	5700	22	13.30	26140/Gas oil
								5525	22	1.60	26140/Grip clip 4mm
13/08/2019	I3455956	26165	KCC KCS	KCC003	90.00	18.00	108.00	6935	21	90.00	26165/ clear refuse sacks x 5
01/08/2019	10813	26169	SEV MOWERS	SEV006	849.99	170.01	1,020.00	5500	22	270.83	26169/Husqvarna trimmer
								5500	22	466.66	26169/BLi300 battery x 2
								5500	22	112.50	26169/QC500 charger
11/07/2019	529899	26171	PIN BINS	PINB001	45.00	9.00	54.00	6935	36	45.00	26171/9m3 skip-extra charge
11/07/2019	3548207	26170	BOOKER	BOOK002	155.87	19.67	175.54	6500	50	155.87	26170/goods for resale
11/08/2019	3674273	26176	SHELL	SHEL001	104.88	20.98	125.86	5700	21	104.88	26176/diesel
15/08/2019	15/08/2019	26175	BANKLINE	BANKL01	99.80	0.00	99.80	6975	31	99.80	26175/July charges-current acc
16/08/2019	0014	26179	SSE	SSE010	54.14	2.70	56.84	6010	41	54.14	26179/16May-14Aug elec chrgs
16/08/2019	0019	26178	SSE	SSE015	383.99	19.19	403.18	6010	33	383.99	26178/14May-14Aug gas chrgs
16/08/2019	0026	26177	SSE	SSE002	622.77	124.55	747.32	6010	33	622.77	26177/16May-14Aug elec chrgs
16/08/2019	3090	26173	SOUTHBLOOM	SSEB001	100.00	0.00	100.00	6865	26	100.00	26173/4places at 2019 Awards
17/08/2019	128062	26174	HW COLDBREATH	COL003	52.03	0.00	52.03	6500	30	52.03	26174/goods for resale
19/08/2019	AR-STC61	26172	ANDREW REDDEN	RED002	1,527.50	0.00	1,527.50	9062	91	1,250.00	26172/Acr artwork of B&B Stat.
								9062	91	42.50	26172/high resoltion scan
								9062	91	235.00	26172/framing

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Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
21/05/2019	273012	26180	HSE AND ITS AGENCIES	HSE001	451.50	0.00	451.50	6922	22	451.50	26180/Health and safety fees
19/08/2019	0014	26191	SSE	SSE011	-1,426.80	-285.36	-1,712.16	6010	41	-1,426.80	26191/elec refund- 22.05-20.08
19/08/2019	0015	26189	SSE	SSE011	135.72	6.78	142.50	6010	41	135.72	26189/elec chges - 19.02-15.05
19/08/2019	0016	26190	SSE	SSE011	143.84	7.19	151.03	6010	41	143.84	26190/elec chges- 16.05-14.08
21/08/2019	SI-936	26184	GLORIOUS GAZEBOS	GLOR001	234.00	0.00	234.00	6491	32	234.00	26184/Gazebo hire deposit
22/08/2019	0026	26193	SSE	SSE004	131.22	6.56	137.78	6010	29	131.22	26193/elec cges - 22.05-20.08
22/08/2019	0029	26192	SSE	SSE004	550.31	110.06	660.37	6010	28	550.31	26192/elec cges - 22.05-20.08
22/08/2019	22/08/2019	26181	THE NIGHTOWLS	NIG001	250.00	0.00	250.00	6868	29	250.00	26181/Band performance 22/8/19
23/08/2019	2054479	26196	STC	STC001	180.00	0.00	180.00	6630	36	180.00	26196/premises licence
23/08/2019	2054490	26195	STC	STC001	70.00	0.00	70.00	6635	29	70.00	26195/premises licence
25/08/2019	2019/4	26182	BOSVILLE VALLEY STOM	BOS001	120.00	0.00	120.00	6868	29	120.00	26182/Band performance 25/8/19
26/08/2019	3550068	26187	BOOKER	BOOK003	64.85	5.07	69.92	6500	30	64.85	26187/goods for resale
27/08/2019	10033	26188	VISION ICT	VISICT001	170.00	34.00	204.00	6320	31	170.00	26188/Accessibility reports
27/08/2019	62288	26194	APPOINTMENT BUS	APP001	63.69	12.74	76.43	6200	30	49.93	26194/Aug printing cges
								6200	31	13.76	26194/Aug printing cges
27/08/2019	3550078	26186	BOOKER	BOOK003	39.99	8.00	47.99	6500	30	39.99	26186/goods for resale
28/08/2019	128102	26183	HW COLDBREATH	COL003	76.71	0.00	76.71	6500	30	76.71	26183/bacon &plain pork
28/08/2019	0003007447	26185	ELITE	EFS001	40.33	0.00	40.33	6500	30	40.33	26185/goods for resale
26/08/2019	CN/3550068	26198	BOOKER	BOOK003	-64.85	-5.07	-69.92	6500	30	-64.85	26198/CN-goods for resale
27/08/2019	CN/3550078	26197	BOOKER	BOOK003	-39.99	-8.00	-47.99	6500	30	-39.99	26197/CN-goods for resale
23/08/2019	3040R08	26199	WICKSTEEDS	WICK002	6,750.00	1,350.00	8,100.00	9072	91	6,750.00	26199/Q.surveying,Admin&Deisgn
08/08/2019	760	26217	YELLOW DUCK	YELL002	155.00	31.00	186.00	9062	91	155.00	26217/extrernal toilet sign
24/06/2019	INV-0080	26215	CREATIVE PRODUCTIONS	CPR001	200.00	40.00	240.00	6865	26	200.00	26215/highway & railing banner
02/07/2019	02/07/19	26237	JONATHAN VAUX	JON001	525.00	0.00	525.00	506	0	525.00	26237/Jazz Trio at Cocktail P
22/07/2019	INV-2630	26214	GO COACH	GO001	435.00	0.00	435.00	7552	38	175.00	26214/Work experience bus hire
								6865	26	260.00	26214/bus hire in bloom ctte
29/07/2019	29/07/19	26238	DANCE-WORX'S	DAN001	50.00	0.00	50.00	6869	32	50.00	26238/WW2 Performance
30/07/2019	GAC26499	26208	SETYRES	SETY001	12.00	2.40	14.40	5525	21	12.00	26208/Tubes for Grillo mower
13/08/2019	INV457382	26207	GAZA TIMBER	GAZA001	25.45	5.09	30.54	5410	21	19.99	26207/screws&screw driver

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								5500	21	5.46	26207/Tape 5 Mtr
14/08/2019	39774	26213	EJPFIREPROTECT	EJPFIRE001	450.00	90.00	540.00	6930	36	180.00	26213/maint on 14/08/19
								6930	36	270.00	26213/heat detector supplied
18/08/2019	3708764	26206	SHELL	SHEL001	42.32	8.46	50.78	5700	21	22.32	26206/fuel
								5700	22	20.00	26206/fuel
19/08/2019	SVO/350855	26204	BREWERS	BREW001	90.81	18.16	108.97	5050	21	39.03	26204/paint
								5316	21	51.78	26204/paint,roll set & tray
21/08/2019	123202	26209	GODFREYS	GOD001	37.95	7.59	45.54	5500	30	37.95	26209/plant watering equipment
22/08/2019	86003	26200	LANDSCAPE SUPPLY CO	LAND001	182.99	36.60	219.59	5500	22	139.00	26200/Strimmer locking rack
								5500	22	43.99	26200/Lopper 24"/600mm
25/08/2019	3753906	26205	SHELL	SHEL001	128.18	25.63	153.81	5700	21	128.18	26205/diesel
27/08/2019	11636	26203	SECURE ENGINEERING	SEC001	556.00	111.20	667.20	6931	29	556.00	26203/1 of 3 year CCTV maint
27/08/2019	65731	26219	ASTRA SECURITY	AST001	672.20	133.44	805.64	6002	23	672.20	26219/30 abloy keys cut
27/08/2019	3550100	26212	BOOKER	BOOK002	170.55	23.85	194.40	6500	50	170.55	26212/goods for resale
27/08/2019	27/08/2019	26216	MILK & MORE	MILK001	4.05	0.00	4.05	6330	31	4.05	26216/ milk
28/08/2019	4151	26220	STAG	STAG002	80.51	16.10	96.61	5410	50	80.51	26220/decorating costs
28/08/2019	156428	26231	SDC DIRECT SERVICES	SDC002	176.85	0.00	176.85	6935	21	176.85	26231/Aug bin collection cges
28/08/2019	156636	26232	SDC DIRECT SERVICES	SDC002	68.95	0.00	68.95	6935	30	68.95	26232/Aug bin collection cges
28/08/2019	156643	26233	SDC DIRECT SERVICES	SDC002	64.00	0.00	64.00	6935	33	64.00	26233/Aug bin collection cges
28/08/2019	156696	26222	SDC DIRECT SERVICES	SDC002	420.00	0.00	420.00	6889	31	420.00	26222/30 bundles waste sacks
28/08/2019	19684236	26218	NISBETS	NIS001	109.99	21.99	131.98	5500	31	109.99	26218/20ltr water boiler
28/08/2019	HH-006	26202	QUAIFE WOODLANDS	QUA001	2,350.00	470.00	2,820.00	5065	21	2,350.00	26202/Arboricultural services
29/08/2019	86145	26201	LANDSCAPE SUPPLY CO	LAND001	-139.00	-27.80	-166.80	5500	22	-139.00	26201/strimmer locking rack
29/08/2019	2054635	26236	SDC	SDC001	20,298.21	1,240.74	21,538.95	7010	31	20,298.21	26236/02.05.19 election cges
29/08/2019	I3459043	26221	KCC KCS	KCC003	41.30	8.26	49.56	6200	31	41.30	26221/stationery
30/08/2019	12566	26211	HELIOCENTRIX	HELI001	853.70	170.74	1,024.44	6240	31	853.70	26211/Laptop I5-7200
30/08/2019	160222	26234	WARNERS SOLICITORS	WARN001	1,485.00	297.00	1,782.00	9063	91	1,485.00	26234/Aug solicitor services
31/08/2019	12589	26239	HELIOCENTRIX	HELI001	1,748.03	349.61	2,097.64	6240	31	1,109.55	26239/Aug IT support agreement
								6242	31	638.48	26239/Aug Office 365 agreement

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Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
31/08/2019	I3460225	26210	KCC KCS	KCC003	6.00	1.20	7.20	6200	31	6.00	26210/calendar 2020
31/08/2019	INV-2633	26230	GO COACH	GO001	3,308.66	0.00	3,308.66	6495	32	4,663.86	26230/August Expenditure
								1495	32	-1,355.20	26230/August Income
31/08/2019	VC/31819	26235	V.C HANDYMAN	VCH001	1,100.00	0.00	1,100.00	6001	60	1,100.00	26235/ Aug Sat market cges
21/08/2019	CN/SI-936	26241	GLORIOUS GAZEBOS	GLOR001	-195.00	-39.00	-234.00	6491	32	-195.00	26424/6x3 gazebo with walls
21/08/2019	SI/936	26240	GLORIOUS GAZEBOS	GLOR001	390.00	78.00	468.00	6491	32	390.00	26240/6x3 gazebo w/walls
23/08/2019	2054479	26243	SDC	SDC001	180.00	0.00	180.00	6630	36	180.00	26243/premises licence rechrgs
23/08/2019	2054490	26244	SDC	SDC001	70.00	0.00	70.00	6635	29	70.00	26244/premises licence rechrgs
23/08/2019	CN/2054479	26246	STC	STC001	-180.00	0.00	-180.00	6630	36	-180.00	26246/wrong supplier used
23/08/2019	CN/2054490	26245	STC	STC001	-70.00	0.00	-70.00	6635	29	-70.00	26245/wrong supplier used
27/08/2019	423568	26242	CHASE FENCING SUPPLI	CHA002	75.00	15.00	90.00	5410	23	75.00	26242/fencing stumps x100
28/08/2019	26/AUG/LIN	26248	ONECARD	ONE002	207.00	17.16	224.16	6869	32	20.95	26248/Lady bird game SPD
								6900	31	2.30	26248/Parking RHT meeting
								6900	50	85.80	26248/CM Leaving party food
								6900	31	2.30	26248/TStation Car park ticket
								506	0	8.35	26248/ferrari refreshments
								6710	31	87.30	26248/Buis workshop ticket
28/08/2019	28/AUG/ANN	26247	ONECARD	ONE002	2,404.42	196.84	2,601.26	6710	31	72.00	26247/Clerks Conference ticket
								6710	31	60.00	26247/KALCTransport conference
								6500	30	73.21	26247/Goods for resale
								6500	30	115.41	26247/goods for resale
								6500	28	43.95	26247/goods for resale
								6500	28	2.90	26247/goods for resale
								6500	30	35.40	26247/goods for resale
								6500	30	4.92	26247/orange juice x 2 GFRsale
								6500	28	1.67	26247/ Goods for resale
								6500	28	47.95	26247/goods for resale
								6500	30	40.40	26247/Goods for resale
								6500	28	66.55	26247/Goods for resale

Purchase Ledger for Month No 5 **Order by Invoices Entered**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
								6500	30	19.17	26247/ goods for resale
								6500	30	110.58	26247/ goods for resale
								6500	28	49.00	26247/Goods for resale
								6500	28	8.34	26247/Goods for resale
								6500	28	86.22	26247/GFR - No receipt yet
								6500	30	7.29	26247/Goods for resale
								6500	30	77.40	26247/GFR - No receipt yet
								6500	30	115.05	26247/ Goods for resale
								6500	30	215.31	26247/ Goods for resale
								6500	28	87.15	26247/GFR no receipt
								6500	30	6.04	26247/Goods for resale
								6500	30	86.79	26247/Goods for resale
								6330	31	34.60	26247/milk,coffee,tea
								6010	33	7.00	26247/cleaning products
								5500	31	306.47	26247/lunch napkins x 2000
								5500	30	36.94	26247/ Nobo tripod easel
								5500	30	60.79	26247/visitor counter
								6240	11	10.95	26247/Acrobat Standard Licence
								6240	50	16.64	26247/Adobe Illustrator - HITB
								6240	40	41.62	26247/Creative Cloud Mship
								6101	31	8.34	26247/LL ipad
								6101	50	8.34	26247/Hitb Mobile
								6104	21	8.34	26247/O/S Mob NC
								6104	36	8.34	26247/CC Mobile
								6104	21	6.67	26247/ o/s ipad
								6104	21	8.34	26247/o/s mobile RG
								5010	26	65.95	26247/ Plant supports
								6322	40	12.42	26247/napkins for buis awards
								6322	40	1.97	26247/napkins for buis awards

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Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
								6730	31	130.00	26247/ MB AAT membership
								6730	31	99.00	26247/ NW AAT membership
								6730	31	99.00	26247/ NW AAT Mship- duplicate
								6730	31	99.00	26247/ NW AAT Mship- duplicate
								6730	31	-99.00	26247/NW AAT Mship part refund
28/08/2019	4150	26250	STAG	STAG002	279.17	55.83	335.00	6869	32	279.17	26250/hitb stag statue
29/08/2019	INV-0190	26252	CREATIVE PRODUCTIONS	CPR001	225.50	45.10	270.60	9062	91	129.50	26252/posters for HOD event
								9062	91	96.00	26252/flyers for HOD event
				TOTAL INVOICES	88,479.04	10,056.14	98,535.18			88,479.04	

Receipts for Month 5 — **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: **23/08/2019**	**50,956.77**							
	Nat West - Current Account		50,956.77			205		50,956.77	Monthly Wages Tfr
	Banked: **27/08/2019**	**23,741.47**							
	Nat West - Current Account		23,741.47			205		23,741.47	Monthly HMRC/KCC Tfr
	Banked: **29/08/2019**	**3,111.62**							
	Nat West - Current Account		3,111.62			205		3,111.62	Monthly L&G/NEST Tfr
	Banked: **29/08/2019**	**20.00**							
	Nat West - Current Account		20.00			205		20.00	Add. Monthly NEST/L&G tfr
	Banked: **30/08/2019**	**285.71**							
	Nat West - Current Account		285.71			205		285.71	Tfr cashed Cheque 000321
	Total Receipts for Month	78,115.57		0.00	0.00			78,115.57	
	Cashbook Totals	79,115.57		0.00	0.00			79,115.57	

Continued on Page 2

Payments for Month 5 | **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
3/08/2019	Staff	BACS23/8-1	48,834.98			520		48,834.98	Monthly Wages August 2019
3/08/2019	Councillors	BACS23/8-2	2,121.79			520		2,121.79	Yearly Members Allwncs Aug '19
3/08/2019	KB	000321	285.71			520		285.71	2019/20 Member's Allowances
7/08/2019	HMRC/KCC	BACS27/8	23,741.47			516		9,997.59	Monthly KCC Aug '19
						515	0	13,743.88	Monthly HMRC Aug '19
9/08/2019	Legal & General	DD29/8-1	2,939.13			516		2,939.13	Monthly L&G Pensions Aug '19
9/08/2019	NEST	DD29/8-2	192.49			516		192.49	Monthly NEST Pensions Aug '19
	Total Payments for Month		78,115.57	0.00	0.00			78,115.57	
	Balance Carried Fwd		1,000.00						
	Cashbook Totals		79,115.57	0.00	0.00			79,115.57	

Receipts for Month 5 — **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		**821.52**					**821.52**	
	Banked: **09/08/2019**	**310.51**							
	Nat West - Current Account		310.51			210		310.51	top up Petty Cash
	Banked: **30/08/2019**	**315.20**							
	Nat West - Current Account		315.20			210		315.20	petty cash topup
	Banked: **30/08/2019**	**315.20**							
	Nat West - Current Account		315.20			210		315.20	Petty Cash Top-up
	Total Receipts for Month	940.91		0.00	0.00			940.91	
	Cashbook Totals	1,762.43		0.00	0.00			1,762.43	

Continued on Page 2

Date: 19/11/2019 | Sevenoaks Town Council | Page: 2
Time: 15:20 | Cashbook 6 | User: MB
Petty Cash | For Month No: 5

Payments for Month 5 — **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
5/08/2019	Council offices	394	1.35			6330	31	1.35	milk
5/08/2019	Bat&Ball Cafe	395/A	7.50		1.25	6013	30	6.25	handsoap
5/08/2019	Bat&Ball Cafe	395/B	54.00		9.00	5500	30	45.00	Flymo Lawnmower
5/08/2019	Bat&Ball Cafe	395/C	2.39		0.40	5500	30	1.99	cable ties
7/08/2019	Youth Cafe	396	26.79			6500	50	26.79	goods for resale
9/08/2019	Vine Cafe	397/A	14.70			6500	28	14.70	goods for resale
9/08/2019	Vine Cafe	397/B	0.20		0.03	6900	28	0.17	bags
9/08/2019	Vine Cafe	397/D	1.55			6200	28	1.55	stationery
3/08/2019	Council Offices	398	2.00			6900	31	2.00	Parking
3/08/2019	Bat&Ball Station	399	17.28		2.88	5500	30	14.40	Firedoor signs
4/08/2019	Allotments/Council offices	400	3.80			6210	31	3.80	postage
4/08/2019	Council Offices	401	3.30			6330	31	3.30	tea,milk
4/08/2019	Open Spaces	402	43.00		7.16	5500	21	35.84	post hole digger, fencing spad
5/08/2019	Open spaces	403/A	15.25			6330	21	15.25	milk, coffee, sugar
5/08/2019	Open spaces	403/B	1.20		0.20	5525	21	1.00	crocodile clips
5/08/2019	Cemetery	404/A	21.60			6330	22	21.60	tea,coffee,milk,sugar
5/08/2019	Cemetery	404/B	4.25		0.71	6330	22	3.54	squash
9/08/2019	council offices	405	1.15			6330	31	1.15	Milk
1/08/2019	Vine Cafe	406	66.22			299		66.22	petty cash top up
2/08/2019	Council offices	407	1.15			6330	31	1.15	milk
2/08/2019	Bat&Ball Cafe	408/A	10.00			5500	30	10.00	Kitchen equipment
2/08/2019	Bat&Ball Cafe	408/B	20.00			6013	30	20.00	Laundry
2/08/2019	Bat&Ball Cafe	408/C	45.55			6500	30	45.55	Goods For Resale
3/08/2019	Youth Cafe	409/A	12.25		2.04	6500	50	10.21	Goods for resale
3/08/2019	Youth Cafe	409/B	12.13			6500	50	12.13	Goods for resale
)/08/2019	Nat West - Current Account	Rev 000474	315.20			210		315.20	Rev duplicate chq movement
	Total Payments for Month		703.81	0.00	23.67			680.14	
	Balance Carried Fwd		1,058.62						
	Cashbook Totals		1,762.43	0.00	23.67			1,738.76	

Sevenoaks Town Council – Visit 1

INTERNAL AUDIT REPORT

Date: 04 October 2019

Report Author: Edward Ashworth

Audit Manager: Kelly Neath

1 SUMMARY

Under the requirements of local government legislation, Section 151 of the Local Government Act 1972 and the Accounts and Audit (Amendment) Regulations 2006, the Town Council has a statutory responsibility to prove an adequate and effective system of internal audit.

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 they audit in order to remain impartial and effect professional judgements and recommendations.

In accordance with the agreed audit plan (Appendix A) and following Internal Audit's visit to you on 19th September, testing of the following areas has been completed

- Previous Issues
- Previous Financial Year Statement of Accounts
- Financial Regulations & Standing Orders
- Budget Setting
- Budget Reporting
- Expenditure
- Income
- Banking
- Personal Cheques
- Investments
- Insurance
- Cemeteries
- Allotments

2 FINDINGS

Progress on Previous Issues Raised
Finding: Although we have received verbal confirmation these have been completed, evidence will need to be reviewed in 2nd visit to coincide with visits to Café on the Vine and HIB.

Previous Financial Year Statement of Accounts
Control: The previous year's financial statements and AGS are publicised for inspection before and after external audit.

Finding: Internal Audit observed that the previous year's financial statements and Annual Governance Statement have been published on the Town Council's website.

Financial Regulations and Standing Orders
Control: Financial Regulations are reviewed annually and reported to the relevant committee.

Finding: The last review of the Financial Regulations took place in January 2019.

Budget Setting

Control: Budget setting (indicative budget for the year) should be produced for revenue and capital expenditure and approved by Council with the precept agreed and set as part of this process.

Finding: The 2019/20 budget has been approved and aligns to the agreed 2019/20 precept.

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: Expenditure, Income and position against budget is reported to the Finance and General Purposes Committee and includes detailed explanations for budget variances.

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

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 general income which included roadside advertising. From a sample of invoices, 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.

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

Finding: Banking is completed on a regular basis and large amounts of cash are not held on site.

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

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

Investments
Control: Full accurate and complete records are held of all investments and kept securely. Investments are reviewed regularly, and all instructions are agreed by full council and minuted.

Finding: Investment records are held securely. The investment position is reviewed and reported regularly and agreed by full council.

Insurance
Control: There is sufficient insurance cover in place to cover buildings, street furniture, fidelity, public liability, employers, civic regalia and buildings and contents.

Finding: A review of current insurance policies confirmed that there is sufficient insurance coverage in place. Best value was sought, and the Council have obtained a 3-year renewal.

Cemeteries
Control: Fees and charges for cemeteries are reviewed annually and all elements of cemetery accounts payments can be reconciled.

Finding: Fees and charges for 2019-20 were reviewed in November 2018. For a sample of cemetery income tested Internal Audit can confirm that the correct fees have been charged and monies received could be reconciled.

Allotments

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

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

Appendix A – Audit Plan 2019/20

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

The majority of the audit work will be done by sample testing a sufficient number of transactions to provide 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.

FINANCIAL REGULATIONS

These Financial Regulations were adopted by the Council for the financial year 2020/21 at its meeting held on ....

Signed by the Chairman ....

SEVENOAKS TOWN COUNCIL

FINANCIAL REGULATIONS

INDEX

1. GENERAL

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

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

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

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

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

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

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

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

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

1.9. The RFO;

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

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

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

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

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

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

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

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

shall be a matter for the full Council only.

1.14. In addition, the Council must:

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

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

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

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

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

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

2.2. ~~On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council [Finance Committee].~~ Sevenoaks Town Council pays for independent Internal Auditors

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

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

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

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the Council;
- report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- have no involvement in the financial decision making, management or control of the Council.

2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council;
- initiate or approve accounting transactions; or
- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

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

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

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

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

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

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

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

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

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

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

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

- the Council for all items over [£5,000];
- ~~a duly delegated committee of the Council for items over [£500];~~ or
- the Town Clerk, ~~in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items up to [£5000].~~ such authority is to be evidenced by a purchase order and financial report to the Finance & General Purposes Committee.

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

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

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

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

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

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

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

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

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

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

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

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

~~5.1.~~ The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. All accounts will be clearly identified with Sevenoaks Town Council as part of the title. Arrangement shall be regularly reviewed for safety and efficiency. ~~[The council shall seek credit references in respect of members or employees who act as signatories]~~

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

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

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council or the Finance and General Purposes committee. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council [or Finance and General Purposes committee]. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

[refer below for the Town Council's current financial regulation in this regard]

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

- All bank payment instructions shall show a designated space for two signatories authorised by the Finance and General Purposes Committee.
- All cheques shall be issued in sequential order and not more than two books of cheques per account shall be in use at any one time.
- All cheques/cash received shall be banked at the earliest opportunity and at the very least within 5 working days of receipt.
- A register of cheques/cash received shall be maintained at the point of receipt by a Member of the Finance team and compared to the paying in book by a different Member of the Finance team on a regular basis.
- Bank reconciliations shall be performed promptly on a monthly basis and reviewed by the Responsible Finance Officer and Town Clerk.

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

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

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance and General Purposes Committee];

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance and General Purposes Committee]; or

c) fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance and General Purposes Committee].

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

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

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

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

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

~~5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.~~

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

6.1. The Council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Town Clerk or RFO shall give instruction that a payment shall be made.
For all payments other than petty cash:

- All invoices must be authorised by two Officers ~~Members~~ of the Council
- two bank signatories must review the supporting documentation and sign/initial the invoices to evidence their review prior to payment.
- Invoices for £5,000 or more must additionally be authorised prior to payment by at least two Members of the Council.
- ~~Invoices below 5,000 may be authorised post payment by two Members of the Council~~

6.3. All payments shall be effected by BACS, cheque or other instructions to the Council's bankers, or otherwise, in accordance with these regulations

~~6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by [one] two member[s] of council [and countersigned by the Clerk,] in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question~~

6.5. ~~Approval of payments by cheque must be~~ Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be evidenced by two bank signatories initialling the cheque stubs. Approval of BACS~~/internet~~ payments shall be evidenced by two bank signatories initialling computer-generated payments listings.

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

~~6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council [or Finance Committee] at the next convenient meeting.~~

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

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

6.9. ~~If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.~~

~~6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.~~

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

~~6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the~~

~~council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.~~

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

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

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

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

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

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

6.17. ~~Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by [two of] the Clerk [the RFO] [a member]. A programme of regular checks of standing data with suppliers will be followed.~~

[see below for the current financial regulation]

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

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk [and the RFO] and will also be restricted to a single transaction maximum value of ~~[£500]~~[1,000]

unless authorised by council or finance committee in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council [Finance Committee]. Transactions and purchases made will be reported to the ~~[council]~~ [relevant committee] and authority for topping-up shall be at the discretion of the ~~[council]~~ [relevant committee].

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

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

a) Vouchers for payments made shall be forwarded to the Finance Department with a claim for reimbursement.
b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
c) Cheque payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above. The schedule shall be accompanied by a breakdown of the expenditure incurred since the last payment
d) Petty cash reconciliation of movements shall be prepared by a designated Member of the Finance team and reviewed by the RFO on a regular basis (at least quarterly) prior to presentation at the next available Finance & General Purposes Committee meeting for formal approval and authorisation.

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

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

a. the work, goods or services to which the account relates have been received, carried out, examined and approved.
b. The prices, extensions, calculations, trade discounts, other allowances, credits and tax are correct.
c. The relevant expenditure has been properly incurred and is within the relevant estimated provisions.
d. The account has not been previously passed for payment and is a proper liability of the Council.

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

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

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

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

7. PAYMENT OF SALARIES

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

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

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

~~7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Town Clerk, Council or Personnel committee.~~

[see below for the current financial regulation]

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

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

a) by any Councillor who can demonstrate a need to know;

b) by the internal auditor;

c) by the external auditor; or

d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

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

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

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

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

8. LOANS AND INVESTMENTS

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

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

~~8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.~~

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

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

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

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

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

9. INCOME

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

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

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

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

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

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

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

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

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

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

10. ORDERS FOR WORK, GOODS AND SERVICES

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

10.2. Order books shall be controlled by the RFO.

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

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

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

11. CONTRACTS

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

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

i. for the supply of gas, electricity, water, sewerage and telephone services;
ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Town Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of the Finance & General Purposes Committee); and
vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b. Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts

Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations[1].

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

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

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

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

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

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

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

j. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall

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

[2] Thresholds currently applicable are:

a. For public supply and public service contracts 209,000 Euros (£164,176)
b. For public works contracts 5,225,000 Euros (£4,104,394)

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

be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

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

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

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

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

13. STORES AND EQUIPMENT

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

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

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

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

14. ASSETS, PROPERTIES AND ESTATES

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

~~14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed [£250].~~

[see below for the current financial regulation]

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

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

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

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

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

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

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

15. INSURANCE

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

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

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

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

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

16. CHARITIES

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

17. RISK MANAGEMENT

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

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

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

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

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

Sevenoaks Town Council
2020/21 Forecasts

PLANNING COMMITTEE (including Licensing) Cost Centre 11

	Ref.	Actual 2017/18 £	Actual 2018/19 £	Budget 2019/20 £	Actual 2019/20 YTD £	Forecast 2019/20 £	Budget 2020/21 £	% mvmt on previous budget
Gross Pay - Administration	4010	31,301	31,920	33,200	16,600	33,200	33,376	1%
Employer Pension Contribution	4270	-					1,565	0%
Computer/database	6240	299	334	530	66	132	544	3%
Professional Fees	6630	42	983	1,600	339	678	1,000	-38%
Books and Periodicals	6720	290	-	300	-	0	300	0%
Sevenoaks Conservation Council	7500	150	150	-			-	0%
		32,082	**33,387**	**35,630**	**17,005**	**34,010**	**36,785**	
% Mvmt on previous budget							**3%**	

Sevenoaks Town Council
2020/21 Forecasts
OPEN SPACES - SPORTS PITCHES, PARKS ETC. Cost Centre 21

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21	% mvmt on previous budget
		£	£	£	£	£	£	
Gross Pay	4010	137,425	147,537	170,090	87,267	177,411	191,421	13%
Employers Pension Contribution	4270	7,663	8,466	11,380	4,852	9,908	12,209	7%
Graffiti and gum removal	5013	1,469	13	1,000	44	706	1,000	0%
Lr St Johns WCs (rates, cleaning, water, repairs)	5025	5,588	12,677	7,152	5,206	9,902	10,500	47%
Greatness Rec WCs (rates, cleaning, water, repairs)	5026		2,327	4,000	1,237	2,501	3,000	-25%
Seats & Litter Bins (Exc Vine)	5050	4,043	2,685	2,700	241	569	2,780	3%
Tree Sev Common	5060	2,737	2,645	3,600	3,015	3,736	3,700	3%
Tree Safety Survey	5065	4,150	2,505	3,700	2,350	2,350	3,800	3%
Woodlands	5070	4,284	3,200	3,300	1,116	3,500	3,300	0%
Knole Paddock and Pavilion	5110	264	1,972	2,080	421	1,010	1,500	-28%
Knole Paddock Pitch and ground maintenance	5120	5,396	2,433	5,000	1,010	2,424	3,500	-30%
Misc. Open Spaces and play areas	5310	60,464	62,681	20,000	16,746	33,492	20,600	3%
Greensands Common	5310		-	1,500		0	1,500	0%
Skate Park maintenance	5316	2,089	2,550	2,500	602	625	2,575	3%
Raleys car park	5317	506	521	480	486	486	500	4%
Fertilisers	5320	1,389	134	1,200		1,200	1,200	0%
Grass Seed	5330	1,095	885	2,000	2,143	2,143	2,100	5%
Plants	5340	3,089	2,165	2,700	1,001	2,013	2,500	-7%
Repairs and general maintenance	5410	1,498	5,196	1,500	240	1,007	1,500	0%
Equipment - Hired & New	5500	6,857	6,611	8,000	23,923	28,055	8,250	3%
Equipment Maintenance (incl tractor)	5525	8,448	7,304	8,000	1,452	7,500	8,000	0%
Vehicle expenses (incl vans)	5550	2,681	4,638	4,500	2,491	4,500	4,500	0%
Fuel	5700	5,500	6,170	6,200	2,393	6,000	6,200	0%
Rent, Rates & Water	6000	1,250	(25)	1,600	310	1,000	1,200	-25%
Light Heat and Cleaning	6010	2,240	2,385	2,100	562	1,920	2,100	0%
Telephone	6101	206	174	200	87	180	200	0%
Mobile Telephone	6104	154	146	300	76	146	200	-33%
Staff Training	6320	2,078	3,470	2,500	1,653	2,500	3,000	20%
Welfare/hospitality	6330	114	138	200	75	134	200	0%
Subscriptions and professional fees	6730	141	282	200		0	200	0%
Road Dues - Oakhill Rd/Woodside	6812	1,447	1,025	2,000	-	1,500	1,500	-25%
Bus Shelter Maintenance	6851	317	65	170		0	175	3%
Sundry Expenses	6900	107	3	100	11	26	100	0%
Health & Safety/ Risk Assessments	6922	664	795	1,500	806	1,526	1,550	3%
Alarm maintenance	6930	812	764	720	63	701	740	3%
CCTV Maintenance	6931	770	270	1,200		800	1,200	0%
Waste collection - Dog bins	6934	2,457	3,167	2,800	1,310	2,620	2,800	0%
Waste collection and disposal - Bins	6935	4,631	2,783	4,100	1,716	4,106	4,220	3%
Protective clothing	6952	1,331	1,705	1,400	1,284	2,000	1,450	4%
Letting and Hire of Facilities	1022	(30,694)	(33,732)	(30,000)	(3,310)	(30,000)	(30,900)	3%
Raleys car park	1316	(1,823)	(1,468)	(1,750)	(17)	(1,791)	(1,750)	0%
Grant Income	1350	(28,933)	(5,341)	-	(1,228)	(45,073)	-	0%
Income from other depts.	1470		(25)	-		0	-	0%
insurance Claims	1550	(3,011)		-		0	-	0%
Log Sales	1850	(832)	(1,549)	(1,200)		(1,000)	(1,236)	3%
Sundry Income	1990	(608)	(2,408)	(720)	(24,364)	(25,083)	(742)	3%
		219,453	**257,939**	**260,002**	**137,270**	**217,250**	**282,342**	
% Mvmt on previous budget				**-1%**			**9%**	

Notes on Open Spaces - Forecasts
Items not within the precept but added to the rolling capital programme:
Capital Expenditure, Repairs & General Maintenance

		2018/19	2019/20 £		2019/20	2020/21 £
Rolling Capital Programme-refer separate list						
Capital Required			69,218		36,000	334,418
Income from CIL		(13,329)	(7,000)		(19,000)	(34,623)
Income from grants		(18,349)	(19,000)		(19,000)	(24,000)
Income from RCP reserves			(3,718)		(7,137)	(12,618)
	-	(31,678)	39,500	-	(9,137)	263,177

Sevenoaks Town Council
2020/21 Forecasts
GREATNESS CEMETERY Cost Centre 22

	Ref.	Actual 2017/18 £	Actual 2018/19 £	Budget 2019/20 £	Actual 2019/20 YTD £	Forecast 2019/20 £	Budget 2020/21 £	% mvmt on previous budget
Gross Pay - Administration	4010	60,706	61,829	64,920	33,200	76,833	88,291	36%
Employers Pension Contribution	4270	5,234	5,582	6,084	2,784	5,881	7,111	17%
Cem - Chapel and Office	5210	292	1	200	-	0	206	3%
Workshop/messroom maintenance	5230	131	1,057	170	187	250	175	3%
Repairs & General Maint	5410	1,809	1,182	1,000	57	750	1,000	0%
Equipment - Hired & New	5500	2,044	2,007	2,200	1,617	2,550	3,200	45%
Equipment Maintenance	5525	2,340	3,748	2,500	2,103	3,000	2,500	0%
Fuel	5700	796	939	950	284	588	700	-26%
Rent, Rates and Water	6000	4,585	6,246	5,900	3,169	6,403	6,570	11%
Light Heat & Cleaning	6010	845	1,599	1,200	441	1,200	1,240	3%
Telephone	6101	733	492	740	302	619	750	1%
Mobile Telephone	6104	83	100	100	58	120	120	20%
Printing Postage and Stationery	6200	9	369	400	-	0	100	-75%
Computer - cemetery database	6240	1,248	328	390	-	372	400	3%
Training	6320	870	460	1,500	318	1,300	2,000	33%
Welfare/hospitality	6330	145	166	150	98	160	170	13%
Goods for Resale	6500	-	-	200	155	200	200	0%
Professional fees	6630	-	90	100	95	190	100	0%
Subscriptions	6730	68	90	100	95	190	100	0%
Trees, Turf & Fertilisers	6802	2,623	1,772	3,000	1,057	1,620	3,000	0%
Roads, Paths and Boundaries	6822	1,126	1,595	600	373	895	700	17%
Lawn/ Wall of Remembrance	6832	147	-	100	-	0	100	0%
Sundry expenses	6900	203	88	50	9	22	50	0%
Health & Safety/ Risk Assessment	6922	-	467	970	1,101	1,101	1,000	3%
Alarm Maintenance	6930	573	719	1,150	581	800	800	-30%
Cemetery security	6932	4,659	4,452	5,250	2,211	4,422	4,600	-12%
Waste collection and disposal	6935	1,122	1,071	1,200	850	1,374	1,230	3%
Protective Clothing	6952	282	435	600	288	500	750	25%
Cemetery Income	1700	(91,098)	(78,271)	(90,000)	(36,305)	(81,000)	(92,700)	3%
Insurance Claims	1550	-		-		0	-	0%
		1,575	**18,613**	**11,724**	**15,128**	**30,340**	**34,462**	
% Mvmt on previous budget				**-42%**			**194%**	

Notes on Open Spaces - Greatness Cemetery

Additional Staff Member at the Cemetery

		Actual	Budget	Actual 2019/20	Forecast	Budget
Capital Expenditure, Repairs & General Maintenance						
Items not included in precept but added to the rolling capital programme		2018/19 YTD	2019/20	YTD	2019/20	2020/21
		£	£	£	£	£
2019/20 Rolling Capital Programme-refer separately approved list						
Capital Required			36,000		11,500	36,000
Income from CIL			(26,500)		(5,500)	(26,500)
Income from grants			-			-
Income from RCP reserves			-			-
	-	-	9,500	-	6,000	9,500

Sevenoaks Town Council
2020/21 Forecasts
ALLOTMENTS Cost Centre 23

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21	% mvmt on previous budget
		£	£	£	£	£	£	
Gross Pay - Administration	4010	2,390	4,062	3,500	2,215	4,430	4,595	31%
Employers Pension Contribution	4270	-	-	210	121	210	184	-12%
General Maintenance	5410	981	1,113	1,200	288	884	1,200	0%
Equipment-Hired & New	5500		195	-		0		0%
Rent Rates & Water	6000	1,393	646	1,700	868	1,700	1,751	3%
QH Allotment Costs	6002	669	682		734	762	700	0%
Health & Safety/ Legal Advice	6922	-	-	300	-	-	300	0%
BV Rental Income	1010	(894)	(843)	(938)	(1,000)	(1,000)	(1,141)	22%
QH Rental Income	1047	(3,211)	(6,260)	(5,837)	(5,982)	(5,982)	(6,376)	9%
Capital Expenditure	B/S							
.		**1,328**	**(405)**	**135**	**(2,756)**	**2,346**	**1,213**	
% Mvmt on previous budget				**-96%**			**801%**	
% Mvmt on 2019/20 Forecast				**-95%**			**-48%**	

Notes on Open Spaces - Allotments
Additional Hours due to site inspections, evictions etc
Capital Expenditure & Repairs & General Maintenance

	Actual	Budget	Actual 2018/19	Forecast	Budget
Items not included in precept but added to the rolling capital programme	2018/19 YTD	2019/20	YTD	2018/19	2019/20
To be funded from capital receipts	£	£	£	£	£
Removal of asbestos QH allotments					
Power supply-QH allotments					
Water butt-QH Allotments	843		843		
Notice boards-QH allotments	966		966		
steel pallet-QH allotments	341		341		
Income from allotment reserves	-2150		-2150		
	-	-	-		-

1010 ***Allotments income***

* Cost/rod set annually in September for one year in advance. Invoice year commences 1st of October
£4.15 per rod for the year commencing 1st October 2020

Bradbourne (BV Allotment)
April to September Based on £4 per rod and October to March based on £4.15 per rod
No of Rods: 280
Occupancy level: 100% (down from the previous year)

Quakers Hall (QH Allotment)
April to September Based on £4 per rod and October to March based on £4.15 per rod

No of Rods: 1631
Occupancy level: 92% (up from previous year)

4010 QH &BV allotment administrative hours at 6 hours per week @12/hour plus open spaces staff salary allocation

Sevenoaks Town Council
2020/21 Forecasts

STREET LIGHTING AND GENERAL Cost Centre 26

	Ref.	Actual 2017/18 £	Actual 2018/19 £	Budget 2019/20 £	Actual 2019/20 YTD £	Forecast 2019/20 £	Budget 2020/21 £	% mvmt on previous budget
Public Clock Maintenance	6861	314	1,836	800		827	2,908	264%
Street Lighting	6862	13,208	8,796	13,023	14,677	20,691	13,414	3%
In Bloom Costs	6865	13,687	16,789	16,260	13,388	14,038	14,500	-11%
Street Lighting - recharges	1263/1480	(6,660)	(5,313)	(7,197)	(8,623)	(15,820)	(8,913)	24%
In Bloom - Contributions	1990/1266	(3,830)	(2,230)	(1,260)	(650)	(650)	(1,200)	-5%
Capex	B/S							
		16,719	**19,878**	**21,626**	**18,792**	**19,086**	**20,709**	
% Mvmt on previous budget				**1%**			**-4%**	

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

	Actual	Budget	Actual 2019/20	Forecast	Budget
Items not included in precept but added to the rolling capital programme	2018/19 YTD	2019/20	YTD	2019/20	2020/21
To be funded from capital receipts	£	£	£	£	£
LED Upgrade		30,000			30,000
Removals					13,000
Income from allotment reserves					
Income from grants					
	-	30,000	-		43,000

Sevenoaks Town Council
2020/21 Forecasts
CENTRAL SERVICES -VINE CAFÉ Cost Centre 28

	Ref.	Actual 2017/18 £	Actual 2018/19 £	Budget 2019/20 £	Actual 2019/20 YTD £	Forecast 2019/20 £	Budget 2020/21 £	% mvmt on previous budget
Gross pay - general	4010	46,735	43,921	43,300	29,221	49,642	49,646	15%
Employers Pension Contribution - general	4270	893	1,124	2,640	312	687	2,013	-24%
Repairs & General Maintenance	5410	877	346	500	339	678	500	0%
Equipment Hired & New	5500	2,457	2,071	1,800	3,601	3,751	1,800	0%
Equipment Maintenance	5525		653	500	-	0	500	0%
Rent, rates & water	6000	641	2,010	1,200	(97)	(194)	1,200	0%
Light, heat & cleaning	6010	(956)	1,871	1,600	1,027	1,600	1,600	0%
Telephone/broadband	6101	257	-	300	166	332	309	3%
Printing & Stationery	6200		307	30	2	4	30	0%
Postage & Courier	6210	-	60	160	-	0	160	0%
Computer/Database/WPs	6240	104	-	150	129	150	150	0%
Staff Training	6320	143	320	300	-	300	300	0%
Publicity	6460	130	253	250	-	0	250	0%
Goods for Resale	6500	18,325	18,805	20,000	10,275	15,413	20,000	0%
Copyright Fees/Royalties	6533	155	-	300	307	307	320	7%
Professional Fees Licensing	6635	433	431	100	130	130	150	50%
Sundry Expenses	6900	241	179	200	61	200	206	3%
Health & Safety/ Legal Advice	6922	200	54	500	-	500	500	0%
Alarm Maintenance	6930	458	813	500	178	630	515	3%
Vine CafeWaste collection and disposal	6935	936	1,012	2,000	502	1,004	2,060	3%
Vine Café Credit card charges	6976	525	755	550	532	600	567	3%
Sale of Goods	1211	(47,743)	(49,403)	(61,710)	(23,085)	(41,000)	(61,710)	0%
Events Management	1212	(1,855)	(1,673)	(3,000)	-	-	(1,500)	-50%
Capital Expenditure	B/S							
		22,956	**23,909**	**12,170**	**23,600**	**34,734**	**19,566**	
% Mvmt on previous budget							**61%**	
% Mvmt on 2018/19 Forecast				**-50%**			**-44%**	

Notes on Open Spaces - Vine Café

4010/4270

Gross Pay & Employers Pension Contributions

Based on Operational hours:

April and October operates has 2 staff at 37 hours week, 1 member at 25 hours a week

operating has 2 members of staff at 26 hours a week, 6 hours of casual employees every

1211 ***Sale of Goods***

Includes a 3% increase on prices

1212 ***Events Management***

Options for generating additional income: teas, pop up events and charging of a notional fee to other events that benefit from the Café being opened on event days

Sevenoaks Town Council
2020/21 Forecasts
OPEN SPACES & LEISURE -VINE GROUNDS Cost Centre 29

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21	% mvmt on previous budget
		£	£	£	£	£	£	
Gross pay - general	4010	7,994	9,693	8,600	4,169	8,695	9,092	6%
Employers Pension Contribution - general	4270	476	496	520	226	452	545	5%
Vine Area -Gen. Maintenance	5010	4,127	4,804	3,500	815	1,630	3,600	3%
Vine Public Conveniences	5020	1,376	7,035	8,000	3,866	7,732	8,500	6%
Rent, rates & water	6000	634	439	720	44	88	515	-28%
Light & heat	6010	80	66	250	131	262	-	-100%
Publicity	6460	574	418	250	-	0	250	0%
Professional Fees Licensing	6635	-	70	100	70	140	100	0%
Summer concerts	6868	4,067	2,960	3,100	2,093	3,100	3,200	3%
CCTV Maintenance	6931	833	1,124	640	651	1,302	660	3%
Other events net income	1208	(1,337)	(1,523)	(2,000)	-	-	(1,500)	-25%
Rental income - Pavilion & Kiosk (was CC39)	1805	(3,090)	(3,090)	(3,180)	(2,318)	(3,090)	(3,090)	-3%
Vine Club Insurance Contrib. (was CC21)	1870	(340)	(350)	(500)	(382)	(764)	(400)	-20%
						0		
		15,394	**22,142**	**20,000**	**9,365**	**19,547**	**21,472**	
% Mvmt on previous budget				**-9%**			**7%**	

Sevenoaks Town Council
2020/21 Forecasts
CENTRAL SERVICES -BAT & BALL STATION (Café & Hall Hire) Cost Centre 30

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21	% mvmt on previous budget
		£	£	£	£	£	£	
Gross pay - general	4010	-	8,944	101,200	37,171	64,350	63,574	-37%
Employers Pension Contribution - general	4270	-	468	6,400	1,111	2,222	2,201	-66%
Plants	5340							
Repairs & General Maintenance	5410	-	855	1,540	1,887	3,774	1,586	3%
Equipment Hired & New	5500	-	872	-	2,690	5,380	1,500	0%
Equipment Maintenance	5525	-		-		-	-	0%
Rent, rates & water	6000	-		4,950	613	1,226	2,860	-42%
Light & heat	6010	-	923			-	-	0%
Electricity	6011			5,170	2,488	4,976	5,325	3%
Gas	6012			2,000	1,554	3,108	2,060	3%
Cleaning (inc. materials)	6013		498	15,748	347	694	4,000	-75%
Water	6014			2,990	-	-	2,000	-33%
Insurance Cost	6020	-		2,060	-	-	-	-100%
Telephone/broadband	6101	-		650	88	176	670	3%
Printing & Stationery	6200	-	183	200	201	402	206	3%
Staff Training	6320	-		250	160	320	258	3%
Publicity	6460	-	458	4,568	727	1,454	2,000	-56%
Goods for Resale	6500	-	2,677	65,396	8,898	17,796	20,000	-69%
Copyright Fees/Royalties	6533	-		550	-	550	567	3%
Professional Fees Licensing	6635	-	290	550	23	46	567	3%
Sundry Expenses	6900	-	27	600	137	274	618	3%
Health & Safety/ Risk Assessment	6922	-		1,020	1,133	2,266	1,051	3%
Alarm Maintenance	6930	-		1,230	761	1,522	1,267	3%
CCTV Maintenance	6931	-		620	-	620	639	3%
Waste collection and disposal	6935	-		1,230	530	1,060	1,267	3%
Credit card charges	6976	-		500	432	864	515	3%
Letting and Hire of Facilities	1022	-	(216)	(57,074)	(9,132)	(18,264)	(24,000)	-58%
Sale of Goods	1211	-	(3,420)	(163,482)	(16,173)	(32,346)	(48,000)	-71%
Events Management	1212	-		-		-	-	0%
		0	**12,559**	**(1,134)**	**35,646**	**62,470**	**42,732**	
% Mvmt on previous budget				**-116%**			**-3868%**	

Sevenoaks Town Council
2020/21 Forecasts
CENTRAL SERVICES Cost Centre 31

	Ref.	Actual 2017/18 £	Actual 2018/19 £	Budget 2019/20 £	Actual 2019/20 YTD £	Forecast 2019/20 £	Budget 2020/21 £	% mvmt on previous budget
Gross Pay - Administration	4010	283,094	297,414	319,640	160,092	320,184	291,497	-9%
Employers Pension Contribution	4270	28,318	29,527	40,520	17,065	34,130	31,728	-22%
Pension Contribution - Deficiency	4271	68,000	70,000	71,000	35,500	71,000	75,000	6%
Equipment Hired and New	5500	4,442	5,338	2,500	686	1,372	2,500	0%
Insurance Cost	6020	14,286	15,212	20,000	10,260	16,750	20,000	0%
Telephone	6101	5,009	6,004	5,900	2,738	5,476	5,750	-3%
Facsimile Costs	6103	114	-	100	-	-	100	0%
Printing & Stationery	6200	16,604	14,353	15,000	6,558	13,116	15,000	0%
Postage and Courier	6210	6,207	5,495	5,000	2,455	4,910	5,150	3%
Computer/Database/WP's	6240	14,478	24,351	13,000	9,541	15,661	13,390	3%
Website costs	6241	1,500	2,495	2,000	1,831	2,000	2,000	0%
IT infrastructure development	6242	6,456	1,973	6,500	3,894	7,768	8,000	23%
Office Furniture/ Machinery	6281	968	469	1,400	124	300	750	-46%
Computers Accountancy	6300	3,170	2,756	3,300	1,842	3,170	3,400	3%
Recruitment costs	6315	4,424	4,710	4,000	-	0	2,000	-50%
Staff Training	6320	3,063	2,569	5,000	1,338	3,000	3,000	-40%
Investors in People	6321	775	790	800	-	800	824	3%
Welfare / Hospitality	6330	3,354	2,065	1,900	1,181	1,900	2,000	5%
Civic Expenses/Annual Reception/Xmas Council	6410	1,530	1,614	1,650	944	1,888	1,750	6%
Gifts/Hospitality	6415	401	501	400	665	700	400	0%
Annual Parish Meeting	6420	(100)	-	100	-	100	100	0%
Honours Board, Badges, Insignia	6421	250	200	250	222	250	250	0%
Members' Expenses and Allowces.	6435	3,030	2,526	4,000	3,792	4,070	4,120	3%
Mayoral Allowances	6437	3,958	5,200	5,360	1,382	2,528	5,525	3%
Mayoral Car/Travel Allowances	6438	2,300	2,340	2,400	-	2,400	2,462	3%
Press Notices	6440	1,779	1,288	1,500	412	1,500	1,500	0%
Bye Laws	6450	-	-	100	-	100	100	0%
Publicity/Democratic notices	6460	1,788	4,965	2,900	788	1,576	2,500	-14%
Banner Costs	6461	2,160	2,225	1,500	675	1,500	1,545	3%
Audit Fees - Internal and external	6610	4,818	3,780	4,000	2,800	4,720	4,860	22%
Irrecoverable VAT	6619	7,400	-	6,000	-	6,000	-	-100%
Legal Expenses	6620	5,099	339	5,000	-	5,000	3,000	-40%
Professional Fees Licensing	6635	1,335	1,420	1,800	365	1,000	1,500	-17%
Bad Debts	6650		125	-	-		-	0%
Conference Fees & Expenses	6710	2,674	2,141	2,300	929	2,300	2,300	0%
Books and Periodicals	6720	239	383	380	103	380	380	0%
Subscriptions	6730	4,073	3,393	4,000	4,957	5,000	5,150	29%
Waste Sacks Exp	6889	1,476	1,914	1,450	1,794	2,000	2,000	38%
Sundry Expenses	6900	776	619	500	106	500	500	0%
Health & Safety/risk assessments	6922	2,607	3,165	3,000	3,100	3,100	3,200	7%
Bank Charges	6975	1,520	1,876	1,500	901	1,500	1,550	3%
Credit card charges	6976	642	732	700	223	650	700	0%
Election Expenses	7010	3,000	3,000	3,000	11,298	3,000	5,000	67%
Development Costs	7611	120,200	108,330	34,128	-	72,300	36,330	6%
Loan Repayment	7617			74,202		36,000	72,000	-3%
Stag Reserve	7614	1,000	1,000	1,000	-	1,000	1,000	0%
Banner income	1231	(4,740)	(3,753)	(4,640)	(2,348)	(4,696)	(4,779)	3%
Grant income	1350	(189)	(500)	-	-	-	-	0%
Waste Sacks Income	1889	(1,113)	(2,110)	(1,500)	(1,534)	(2,010)	(2,100)	40%
Sundry Income	1990	(2,800)	(799)	(1,000)	(47)	(100)	(100)	-90%
Capital Expenditure	B/S							
		629,373	**631,435**	**673,540**	**286,632**	**655,793**	**634,831**	
% Mvmt on previous budget				**6%**			**-6%**	

Notes on Central Services

4010 ***Gross Pay - Administration***
3% uplift on 2019/20
includes Employee long service awards.

4271 ***Pension Contribution - Deficiency***
Info should be realsed by Jan 2020

6020 ***Insurance***
Health and safety, vehicle insurance and the main policy with Zurich

6240 ***Computer/database/WPs***

Includes IT support and licenses; internet charges and information pods ipad charges
Windows 365 license fees

6315 ***Recruitments Costs***
All recruitment costs previously shown in committees now accounted for through central services (F&GP)

6460 ***Publicity/Democratic notices***
Reflects costs of printing Town Crier; promotional signs and banners

6619 ***Irrecoverable VAT***
Cover against VAT repayments due on capital items which may not be claimed

6922 Health & Safety/Risk Assessments

7611 ***Development Costs***

Includes an allowance to cover a loan repayment, contingency or cash flow needs related to project managing/implementation of projects within the Community Investment Plan

Sevenoaks Town Council
2020/21 Forecasts

FINANCE COSTS Cost Centre 31

	Ref.	Actual 2017/18 £	Actual 2018/19 £	Budget 2019/20 £	Actual 2019/20 YTD £	Forecast 2019/20 £	Budget 2020/21 £	
Interest - on deposits	1115	(8,225)	(12,844)	(6,000)	(8,636)	(15,000)	(8,000)	33%
		(8,225)	**(12,844)**	**(6,000)**	**(8,636)**	**(15,000)**	**(8,000)**	
% Mvmt on previous budget				**0%**			**33%**	

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

Sevenoaks Town Council
2020/21 Forecasts

F&GP - GENERAL Cost Centre 32

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21	% mvmt on previous budget
		£	£	£	£	£	£	
Repairs & maintenance	5410	-		-		-	-	0%
Equipment new and hired	5500	-		-		-	-	0%
Telephone & Broadband	6101	-		-		-	-	0%
Christmas Lights Switch On	6490	24,004	29,318	26,000	100	26,000	26,000	0%
Remembrance Day/Civic Services	6491	3,220	3,059	2,700	729	3,000	3,000	11%
No 8 bus costs	6495	36,056	39,400	37,138	19,852	39,704	40,895	10%
Subscriptions	6730	-		-		-	-	0%
Events	6869	2,908	7,166	6,500	7,507	8,000	6,500	0%
Protective clothing	6952	-		-		-	-	0%
Grant income	1350	-		-		-	-	0%
Contributions to Christmas Lights Switch On	1490	(7,535)	(8,790)	(5,000)	-	(6,000)	(6,000)	20%
No 8 bus income	1495	(36,056)	(39,400)	(37,138)	(19,852)	(39,704)	(40,895)	10%
Fundraising	1500	-		-		-	-	0%
Sundry Income	1990	-	-	-	-	-	-	0%
Capital Expenditure	B/S	-		-		-	-	0%
		22,597	**30,753**	**30,200**	**8,336**	**31,000**	**29,500**	
% Mvmt on previous budget				**15%**			**-2%**	

Sevenoaks Town Council
2020/21 Forecasts

COUNCIL OFFICES Cost Centre 33

	Ref.	Actual 2017/18 £	Actual 2018/19 £	Budget 2019/20 £	Actual 2019/20 YTD £	Forecast 2019/20 £	Budget 2020/21 £	% mvmt on previous budget
Gross pay	4010	11,836	14,469	27,660	2,884	16,930	28,733	4%
Employers Pension Contribution	4270	277	344	1,490	78	658	1,392	-7%
Repairs & Gen. Maintenance	5410	1,142	2,636	2,060	347	700	2,120	3%
Rent and rates	6000	24,872	33,141	24,205	15,125	24,205	25,370	5%
Light Heat & Cleaning	6010	7,242	4,971	6,180	2,336	6,000	6,365	3%
Electricity	6011							
Gas	6012							
Telephone & Broadband	6101	-		-		0	-	0%
Catering Expenses	6510	-	-	150	-	150	100	-33%
Sundry Expenses	6900	-	106	100	48	100	100	0%
Health & Safety/Risk Assessments	6922	114	75	300	150	300	300	0%
Alarm Maintenance	6930	851	758	1,400	781	1,400	1,400	0%
Waste Bin Disposal	6935	456	832	740	950	1,381	1,090	47%
Healthcare services	6939	-		-		-	-	0%
Letting and Hire of Facilities	1022	(14,332)	(12,314)	(16,800)	(7,856)	(15,712)	(16,500)	-2%
Sales of Goods	1211				(66)		(150)	0%
Civil Ceremonies Income	1281	-		-		0	-	0%
Capital Expenditure	B/S	-						0%
		32,458	**45,018**	**47,485**	**14,777**	**36,112**	**50,321**	
% Mvmt on previous budget		**26%**		**21%**			**6%**	

Sevenoaks Town Council
2020/21 Forecasts
COMMUNITY CENTRE Cost Centre 36

	Ref.	Actual 2017/18 £	Actual 2018/19 £	Budget 2019/20 £	Actual 2019/20 YTD £	Forecast 2019/20 £	Budget 2020/21 £	% mvmt on previous budget
Gross Pay	4010	31,794	31,309	8,000	7,798	7,798	7,266	-9%
Employers Pension Contribution	4270	1,023	1,475	450	610	610	376	-16%
Buildings Repairs & Maint.	5410	4,967	1,994	500	254	254	500	0%
Equipment Hired and New	5500	-		-		0	-	0%
Rates and water	6000	6,348	7,345	5,175	1,921	4,494	4,600	-11%
Electricity	6011	3,355	2,635	675	420	980	1,000	48%
Gas	6012	589	1,850	465	686	858	720	55%
Cleaning (Incl. Materials)	6013	-	573	210		0	210	0%
Telephone	6101	496	479	100	212	424	436	336%
Mobile Phone	6104	25	67	80	42	60	80	0%
Printing and Stationery	6200	64	233	-	-	0	100	0%
Postage & Courier	6210	-		-		0	-	0%
Office Furniture/ Machinery	6230	557	-	-	-	0	-	0%
Computers	6240	-	41	-	-	0	-	0%
Furnishings, Furniture & Equipment	6281	1,139	174	-	-	0	-	0%
Training	6320	191	-	100	-	0	-	-100%
Publicity/Democratic notices	6460	-	-	-	-	0	500	0%
Refreshments For Resale	6520	680	517	175	97	97	100	-43%
Copyright Fees/Royalties	6533	563	28	565	-	0	500	-12%
Professional fees - licensing	6635	180	180	220	180	180	180	-18%
Bad debts	6650	-		-		-	-	0%
Grounds Maintenance	6842	12	-	(500)	-	0	-	-100%
Sundry Expenses	6900	75	75	21	-	0	50	134%
Health & Safety/ Risk assessments	6922	1,932	(828)	-	-	0	500	0%
Alarm Maintenance	6930	2,225	456	500	602	602	620	24%
CCTV Maintenance	6931	340	300	78	-	0	-	-100%
Waste Disposal	6935	1,554	1,348	450	1,176	1,176	400	-11%
Healthcare Services	6939	1,042	948	475	-	0	250	-47%
Letting and Hire of Facilities	1022	(69,663)	(74,259)	(30,000)	(9,306)	(9,306)	(15,000)	-50%
Sale of Refreshments	1250	-		-		0	-	0%
Grant income	1350	-		-		0	-	0%
Outdoor Activities	1445	(105)		-		0	-	0%
Indoor Activities	1457	(2,886)	2,796	(700)	(632)	(632)	(150)	-79%
Capital Expenditure	B/S							
		(13,503)	**(20,264)**	**(12,432)**	**4,060**	**7,595**	**3,237**	
% Mvmt on previous budget				**117%**			**-126%**	
% Mvmt on 2018/19 Forecast				**40%**			**-57%**	

Sevenoaks Town Council
2020/21 Forecasts

COMMUNITY GRANTS Cost Centre 38

	Ref.	Actual 2016/17 £	Actual 2018/19 £	Budget 2019/20 £	Actual 2019/20 YTD £	Forecast 2019/20 £	Budget 2020/21 £	% mvmt on previous budget
Grant subsidies for SCC	6937	740	819	1,000	60	940	250	-75%
Grant subsidies for Council Chamber	6938	1,369	1,545	1,000	551	1,000	1,000	0%
Local Organisations and Youth Grants	7500	8,731	17,850	16,500	8,827	16,500	16,500	0%
Sevenoaks Summer Festival	7502	5,000	5,000	5,000	-	5,000	5,000	0%
Twinning Support	7520	500	500	1,000	-	1,000	1,000	0%
Youth Outreach	7550/7552	170	2,870	5,000	4,096	5,000	5,000	0%
Youth Council	7555	500	420	500	230	500	500	0%
Stag Community Arts Centre	7556	27,000	27,000	27,000	27,000	27,000	27,000	0%
Community Rail Partnership							3,000	
Capital Expenditure	B/S							
		44,010	**56,004**	**57,000**	**40,764**	**56,940**	**56,250**	
% Mvmt on previous budget				**0%**			**-1%**	

Sevenoaks Town Council
2020/21 Forecasts

LETTING OF NON-OPERATIONAL PROPERTY Cost Centre 39

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21	% mvmt on previous budget
		£	£	£	£	£	£	
Vine Band Practice Room	5012	-		-		-	-	0%
Cem. Lodge Maintenance	5211	-		-		-	-	0%
Repairs and General Maintenance	5410	1,881		100	-	-	-	-100%
Rent, Rates & Water	6000	1,049	1,826					
Light Heat & Cleaning	6010	87	1,961					
Rental income - Lodge	1012	-		-		-	-	0%
Rental income - Bungalow	1013	-		-		-	-	0%
Rental income - Red Cross	1014	(50)		-		-	-	0%
Rental income - Raleys Centre	1016	(10)		-		-	-	0%
Knole Paddock ground rents, wayleaves	1044		(8,663)	- -	-		-	0%
Vine ground rents, wayleaves	1045		-	-	-	-	-	0%
SCC ground rents, wayleaves	1046	(1,500)	(1,500)	(3,000)	(1,125)	(3,000)	(3,000)	0%
Open Spaces rents and wayleaves	1469	(7,185)	5,456	(5,000)	(3,746)	(5,000)	(5,000)	0%
Capital Expenditure	B/S							
		(5,728)	**(920)**	**(7,900)**	**(4,871)**	**(8,000)**	**(8,000)**	
% Mvmt on previous budget				**-80%**			**1%**	

Sevenoaks Town Council
2020/21 Forecasts
SEVENOAKS TOWN PARTNERSHIP Cost Centre 40

	Ref.	Actual 2017/18 £	Actual 2018/19 £	Budget 2019/20 £	Actual 2019/20 YTD £	Forecast 2019/20 £	Budget 2020/21 £	% mvmt on previous budget
Telephone	6101	19	13	100	-	80	100	0%
Printing & Stationery	6200	-	35	100	-	20	100	0%
Computer/Database and other costs	6240	575	1,449	587	2,975	3,475	500	-15%
Information Screens	6244	1,434	1,070	1,500	1,275	1,500	1,500	0%
Business Awards	6322	5,885	7,154	7,500	7,630	7,730	7,725	3%
Business Show	6323	1,945	1,538	2,500	1,480	1,480	2,275	-9%
Professional Fees	6630	5,000		-			-	
Conference Fees & Exps	6710	-	495	700	190	700	700	0%
Special Events	6869	-	135	-	-	-	-	0%
Sundry expenses	6900	649	1,696	600	199	300	600	0%
Christmas gift guide expenses	7607	-		-		-	-	0%
Friends of Bat & Ball	7608	(926)	80	1,000	-	1,000	1,000	0%
Park & Panto	7615	-		-		-	-	0%
Wellbeing Show	7616	1,389	1,073	2,500	1,644	1,644	2,500	0%
Business Awards	1206	(6,445)	(6,328)	(7,000)	(5,534)	(5,534)	(7,000)	0%
Business Show	1207	(4,120)	(2,730)	(3,000)	(1,770)	(1,770)	(3,000)	0%
Wellbeing Show Income	1209	(1,830)	(2,890)	(3,500)	(1,930)	(1,930)	(3,000)	-14%
Grant income	1350	-	-	(1,000)	-	(1,000)	(1,000)	0%
Christmas gift guide income	1436	-		-		-	-	0%
Pak & Panto income	1437	-		-		-	-	0%
Sundry income	1990	(5,000)	(1,477)	-	-	-	-	0%
Income and Donations receivable	7610	-		-		-	-	0%
Capital Expenditure	B/S							
		(1,425)	1,313	2,500	6,159	7,695	3,000	20%
Movement in STC reinvestment funds	7000/40	6,425	2,936	2,500	(1,146)	(2,695)	2,000	-20%
Friends of Bat & Ball reinvestment fund	7608/40			-			-	0%
Vintage Bus Expenses	7609	9,865	6,393	10,000	-	0	5,000	-50%
Vintage Bus income	1435	(9,865)	(5,641)	(10,000)	(13)	-	(5,000)	-50%
		5,000	**6,314**	**5,000**	**5,000**	**5,000**	**5,000**	
% Mvmt on previous budget				**0%**			**0%**	

201119 Budget (version 6)

Sevenoaks Town Council
2020/21 Forecasts

BUSINESS HUB Cost Centre 41

	Ref.	Actual 2017/18 £	Actual 2018/19 £	Budget 2019/20 £	Actual 2019/20 YTD £	Forecast 2019/20 £	Budget 2020/21 £	% mvmt on previous budget
Gross pay	4010			10,000			10,000	0%
Employers Pension Contribution	4270			2,000			600	-70%
Repairs & Gen. Maintenance	5410			6,000			6,000	0%
Equipment Hired & New	5500							
Rent & Rates	6000			4,000			4,000	0%
Light Heat & Cleaning	6010			-	(1,028)		-	0%
Electricity	6011			9,000	1,575		9,000	
Gas	6012			7,000			7,000	
Cleaning (inc. materials)	6013			10,000			10,000	
Water	6014			4,000			4,000	
Telephone & Broadband	6101			-			-	0%
Printing & Stationery	6200							
Office Furniture & Machinery	6230							
Computers & licences	6240							
IT Infrastructure	6242			2,000			2,000	
Office Furniture & Machinery	6281			-			-	
Sundry Expenses	6900			-			-	0%
Health & Safety/Risk Assessments	6922			-			-	0%
Alarm Maintenance	6930			-			-	0%
CCTV Maintenance	6931			-			-	
Waste Bin Disposal	6935			-			-	0%
Healthcare services	6939			-			-	0%
Hire of Facilities	1022			(4,000)			(4,000)	0%
Provision of postal/Business address	1025			(1,200)			(1,200)	
Hot desking facility	1026			(24,960)			(24,960)	
Dedicated Desk x 12	1027			(33,120)			(33,120)	
		-	-	(9,280)	547	-	(10,680)	

% Mvmt on previous budget

Currently planned to become operational in 2020

Sevenoaks Town Council
2020/21 Forecasts

YOUTH CAFÉ Cost Centre 50

	Ref.	Actual 2017/18 £	Actual 2018/19 £	Budget 2019/20 £	Actual 2019/20 YTD £	Forecast 2019/20 £	Budget 2020/21 £	% mvmt on previous budget
Gross Pay	4010	41,112	24,546	27,200	15,272	29,695	25,661	-6%
Employers Pension Contribution	4270	296	287	1,100	200	697	1,026	-7%
Repairs and General Maintenance	5410	1,259	1,220	1,000	504	1,008	1,000	0%
Cleaning	6010	500	(456)	500	6	500	500	0%
Telephone	6101	503	525	560	271	542	560	0%
Printing & Stationery	6200	4	477	500	-	500	500	0%
Postage & courier	6210	-		-		-	-	0%
Computer/Database/WPS	6240	1,464	1,031	750	100	100	750	0%
Furnishings, furniture/Eqpt	6281	4,461	831	500	973	973	500	0%
Recruitment Costs	6315	-		-		-	-	0%
Staff Training	6320	-	265	400	-	400	400	0%
Welfare/Hospitality	6330	-		-		-	-	0%
Staff Uniforms	6340	220	50	200	146	200	200	0%
Publicity/Democratic notices	6460	644	364	500	-	500	500	0%
Goods for resale	6500	1,856	1,084	1,700	997	1,700	1,700	0%
Catering Expenses	6510	-		-		-	-	0%
Soundwaves Expenditure	6550	-		-		-	-	0%
Course Material	6568	-		-		-	-	0%
Music Equipment	6571	-		-		-	-	0%
IT Equipment	6572	-		-		-	-	0%
Youth Magazine Expenditure	6573	-	-	-	-	-	-	0%
New Blood DJ workshops	6574	-		-		-	-	0%
Professional fees licensing	6635	226	260	200	397	397	400	100%
Subscriptions	6730	-		-		-	-	0%
Special Events	6869	-		-		-	-	0%
Sundry Expenses	6900	104	239	150	132	150	150	0%
Health & Safety/Legal Advice	6922	14	8	400	-	400	400	0%
Protective clothing	6952	-		-		-	-	0%
Bank charges	6975	-		-		-	-	0%
Letting and Hire of Facilities	1022	(3,755)	(3,148)	(3,740)	(1,100)	(3,000)	(3,740)	0%
Soundwaves Income	1242	-		-		-	-	0%
Sale of Goods	1211	(2,700)	(1,635)	(2,300)	(994)	(1,988)	(2,300)	0%
Grant Income	1350	(33,184)	(10,000)		(2,922)	(2,922)		0%
Educational kits income	1351	-		-		-	-	0%
Fundraising	1500	(9,014)	-	-	-	-	-	0%
Sundry Income	1990	-		-		-	-	0%
		4,010	15,948	29,620	13,982	29,852	28,207	-5%
Tfr of annual grant allocation from Youth Outreach	1350/50	-	-		-			0%
		4,010	**15,948**	**29,620**	**13,982**	**29,852**	**28,207**	
% Mvmt on previous budget				**117%**			**-5%**	

Sevenoaks Town Council
2020/21 Forecasts

MARKETS Cost Centre 60

	Ref.	Actual 2017/18 £	Actual 2018/19 £	Budget 2019/20 £	Actual 2019/20 YTD £	Forecast 2019/20 £	Budget 2020/21 £	% mvmt on previous budget
Gross Pay	4010	2,374	2,202	2,900	961	1,922	1,464	-50%
Employers Pension Contribution	4270	-		-		-	-	0%
Repairs & general maintenance	5410	-	262	103	13	100	100	-3%
Saturday Market Charges	5420	13,802	14,083	14,420	7,133	14,266	14,695	2%
Wednesday Market Charges	5421	19,938	25,539	26,265	12,993	25,986	26,766	2%
Vine Farmers Market	5422			-		-	-	0%
Friday Market Charges	5423		-	14,420	-	-	13,774	-4%
Equipment new and hired	5500	-		-		-	-	0%
Blighs market rent	6001	10,383	11,218	18,615	8,055	14,360	14,018	-25%
Light, Heat & Cleaning	6010	(300)	169	500	122	500	500	0%
Equipment Maintenance	5525	-		-		-	-	0%
Furnishings, furniture/Eqpt	6281	-		-		-	-	0%
Publicity/Democratic notices	6460	220	1,178	3,500	1,315	2,630	2,000	-43%
Subscriptions	6730	-		-		-	-	0%
Sundry Expenses	6900	-	(132)	-	-	-	-	0%
Rental Income Sat Market	1017	(23,760)	(22,774)	(22,456)	(11,178)	(22,356)	(22,456)	0%
Rental Income Weds Market	1018	(14,469)	(10,766)	(13,774)	(4,865)	(9,730)	(13,774)	0%
Rental Income Blighs Market	1019	(16,436)	(14,258)	(24,480)	(7,167)	(14,334)	(15,000)	-39%
Vine Farmers Market Income	1021			-		-	-	0%
Rental Income Friday Market	1024			(13,774)		-	(13,774)	0%
Other income	1990	(166)	(6,721)	-		-	-	0%
Capital Expenditure	B/S			-			-	
		(8,414)	-	6,239	7,382	13,344	8,313	
Movement in general reinvestment fund	7000	8,414	-	(6,239)	-	(13,344)		-100%
		-	-	-	7,382	-	8,313	
% Mvmt on previous budget				0%			0%	

Sevenoaks Town Council
2020/21 Forecasts

FINANCIAL & GENERAL PURPOSES COMMITTEE SUMMARY

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21	% mvmt on previous budget
		£	£	£	£	£	£	
Vine Café	28	22,956	23,909	12,170	23,600	34,734	19,566	61%
Bat & Ball Station Building	30	-	12,559	(1,134)	35,646	62,470	42,732	
Central Services	31	629,373	631,435	673,540	286,632	655,793	634,831	-6%
Finance Costs	31	(8,225)	(12,844)	(6,000)	(8,636)	(15,000)	(8,000)	33%
General	32	22,597	30,753	30,200	8,336	31,000	29,500	-2%
Council Offices	33	32,458	45,018	47,485	14,777	36,112	50,321	6%
Community Grants	38	44,010	56,004	57,000	40,764	56,940	56,250	-1%
Community Centre	36	(13,503)	(20,264)	(12,432)	4,060	7,595	3,237	-126%
Letting of Non-operational Property	39	(5,728)	(920)	(7,900)	(4,871)	(8,000)	(8,000)	1%
Sevenoaks Town Partnership	40	5,000	6,314	5,000	5,000	5,000	5,000	0%
Business Hub	41	-	-	(9,280)	547	-	(10,680)	
Youth Café	50	4,010	15,948	29,620	13,982	29,852	28,207	-5%
Markets	60	-	-	-	7,382	-	8,313	
		732,949	**787,912**	**818,268**	**427,219**	**896,496**	**851,277**	
% Mvmt on previous budget				**12%**			**4%**	

Sevenoaks Town Council
2020/21 Forecasts

OPEN SPACES & LEISURE COMMITTEE SUMMARY

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21	% mvmt on previous budget
		£	£	£	£	£	£	
General	21	219,453	257,939	260,002	137,270	217,250	282,342	9%
Greatness Cemetery	22	1,575	18,613	11,724	15,128	30,340	34,462	194%
Allotments	23	1,328	(405)	135	(2,756)	2,346	1,213	801%
Street Lighting and General	26	16,719	19,878	21,626	18,792	19,086	20,709	-4%
Vine Grounds	29	15,394	22,142	20,000	9,365	19,547	21,472	7%
		254,469	**318,167**	**313,487**	**177,799**	**288,569**	**360,198**	
% Mvmt on previous budget				**-5%**			**15%**	

Sevenoaks Town Council
2020/21 Forecasts

REVENUE FUND SUMMARY

	Ref.	Actual 2017/18 £	Actual 2018/19 £	Budget 2019/20 £	Actual 2019/20 YTD £	Forecast 2019/20 £	Budget 2020/21 £	% mvmt on previous budget
Planning Committee	1	32,082	33,387	35,630	17,005	34,010	36,785	3%
Open Spaces & Leisure Committee	2	254,469	318,167	313,487	177,799	288,569	360,198	15%
Finance/General Purposes Committee	3	732,949	787,912	818,268	427,219	896,496	851,277	4%
		1,019,500	**1,139,466**	**1,167,385**	**622,023**	**1,219,075**	**1,248,260**	7%
Add: Appropriation to/(from) Balances		-		(26,000)			(26,000)	
Note: Movement from Reserves to offset loss income for Community Centre closure for 9 months								
Precept		**1,019,500**	**1,139,466**	**1,141,385**	**622,023**	**1,219,075**	**1,222,260**	
% Mvmt on previous budget				**5%**			**7%**	
Council Tax Base ie. Band D Equivalents		9,315	9,470	9,638			**9,782**	
Council Tax		**£110.53**	**£114.95**	***£118.43***			***£124.95***	
% increase		4.74%	4.00%	3.03%			5.50%	
Council Tax per year				**£3.48**			**£6.52**	
Council Tax per week		**£2.13**	**£2.21**	**£2.28**			**£2.40**	
increase per week		**£0.10**	**£0.08**	**£0.07**			**£0.13**	

Minutes of Sevenoaks Town Partnership Meeting held at Sevenoaks Town Council on Wednesday 13th November 2019 at 6.30pm.

Executive Board

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

Also in Attendance:

Alison Futitt - Senior Committee Clerk
Stephanie Harrison – Committee Clerk & Pink Week
Cllr Dr Merilyn Canet – Sevenoaks Town Council & Sevenoaks District Seniors Action Forum
Cllr Victoria Granville-Baxter – Sevenoaks Town Council
Cllr R Parry – Sevenoaks District Council & Sevenoaks Town Council
John Levett – Sevenoaks Summer Festival
Dennis Grasspool – Sevenoaks District Council
Jean Taylor - Waitrose
Stellios Vascilly - Waitrose

Becca Test – Waitrose
Steven Clarke – Member of Public
Matthew Scott – Police Commissioner
Neil Parker – Force Liaison and Staff Officer

Cllr Parry left the meeting at 7.30pm
John Levett left the meeting at 7.30
Cllr Granville Baxter and Cllr Clayton left the meeting at 7.45
Julie Phillips left the meeting at 7.50

Police Commissioner: Police Commissioner Matthew Scott gave a frank and honest presentation and answered all of the questions asked of him from the committee members and members of the general public. He has promised to follow-up on some of the reported incidents and has asked to be invited back for an update next year. He emphasised the importance of reporting all crimes to the police.

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

2. **Declaration of Interest**
   There were no declaration of interests.

3. **Minutes**
   The minutes of the Sevenoaks Town Partnership meeting held on 8th October were received and agreed subject to the following amendment:

   Minute 12: Sevenoaks Society update should state a petition has been started requesting a compulsory purchase order on the Farmers site.

4. **Member Organisations**

   Specsavers – Were experiencing a busy time and were starting to prepare for Christmas.

   Go-Coach – From Monday 18th November all buses would be renumbered from 1 to 8.

   Senior Actions Forum – It was reported that they were very busy. As well as looking for homes for older people, there were worries regarding transportation for the elderly. Isolation and loneliness were also high on the agenda of things to tackle.

   Sevenoaks Society – Reported the petition was going well in regards the Farmers Pub site in Tubbs Hill.

   Chamber of Commerce – They recently experienced their busiest event with an attendance of over 90 people. They would be holding a Member Feedback Forum to help identify the services most needed by their members. Their Christmas Lunch would be held at Knole Park Golf Club on the 12th December.

Knole – Would be holding a Book Festival on the weekend of the 16th and 17th November. This will result in the car park being closed to the general public as all parking would be reserved for ticket holders of the event. Go-Coach would provide a free shuttle bus which would run from all the town car parks to Knole.

Francis Jones – Reported they were busy and preparing for Christmas.

Warners – Business was generally very busy in the run up to Christmas.

Pink Week – An approximate figure of £14,000 was expected to be raised for 2019. Money was still coming in and a final figure should be available by the end of November.

Sevenoaks Town Council – November had been a busy time with STC supporting the Round Table's Torchlight Parade. Remembrance Day and Armistice Day proved to be very well supported by the people of Sevenoaks. Also the team was very busy preparing for the Christmas Lights Switch-On on the 29th November.

Stag – The beautiful Stag at the entrance to the Stag Plaza had now been named. A competition to choose a name, which was run by the Stag, with the help of Sevenoaks Community, resulted in Oakley being the most popular choice. The Arts Festival held in September went very well, as did the recent production of Jesus Christ Superstar. The film 'Joker' had been a huge success. The Panto 'Aladdin' would see Director Jamie Wilson taking the role of Abanazar.

5. Date of next meeting

The next STP meeting was scheduled for Wednesday 15th January 2020.

6. Press Release

Press releases to be issued on the Police Commissioners advice and on Go-Coach renumbering all the buses in Sevenoaks.

There being no further business the Chairman closed the meeting at 8.26 pm.

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Sevenoaks Town Council
Finance & General Purposes Committee 25th November 2019

Community Infrastructure Levy (CIL) – October 2019 Payment

At the September 2019 Finance & General Purposes Committee it was noted that Sevenoaks District Council's interactive CIL calculator on its website indicated that Sevenoaks Town Council would receive a minimum CIL payment of £50,409.77 in October 2019.

It was **RESOLVED** that £50,000 from the October 2019 CIL income was contributed towards the Business Hub project.

Sevenoaks Town Council intended to submit a bid to SDC's Community Infrastructure Levy Board in September 2019 and one of the points raised in application form was:

13	Has a bid(s) for CIL funding been made to the relevant town and parish councils?
	If this bid is being made by a Parish or Town Council and no CIL funds have been contributed by them, please provide an explanation for this.

It can now be reported that the actual CIL October 2019 payment was £55,671.28.

RECOMMENDED: That the balance of £5,671.28 is put towards the repairs to the Jubilee Clock.

The next CIL payment is due in March 2020 and currently stands at £12,606.29

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Finance & General Purposes Committee 25th November 2019
Streetlights in Private Roads update

The Finance & General Purposes Committee previously Resolved on 5th August, 2019:

280. Street Lighting Update Councillor Clayton in the chair for this item. The Committee considered a request for an extension to the consultation period on streetlighting with residents in the following unadopted roads: Woodside Road, Coombe Avenue, Heathfield Road and Lyle Park and Pineneedle Lane. RESOLVED: i) That residents of Woodside Road, Coombe Avenue and Heathfield Road be advised that the decision whether to pay for the street lights, together with payment, was required by 31st October 2019 latest or the Town Council would proceed to removal of the lights; ii) That residents of Lyle Park and Pineneedle Lane be advised that the response date to request to pay for the lights be extended to 30th November 2019; and iii) The Responsible Financial Officer recirculate to Town Councillors documents relating to charges for maintenance and upgrade to street lights.

Road	Current Update
Lyle Park	To update after 30th November 2019
Pineneedle	Residents adopted lights. STC to invoice
Heathfield	Residents currently not agreeing to meet all of STC requirements as per Minute 280
Kincraig Drive	Residents not adopting. STC to proceed to removal of the lights
Coombe Avenue	STC to proceed to removal of the lights
Woodside Road	Residents currently not agreeing to meet all of STC requirements as per Minute 280
LED upgrade on the remainder of adopted private roads and other roads that STC has adopted.	Order for upgrade to existing lights placed

Heathfield Road further information-
Residents are willing to adopt light however requesting that charges relating to the last two years should be waived on the basis that the light was not working.

Woodside Road further information-
- 26 responses were received out of 51 letters sent. Of the 26, only 15 are willing to contribute even if not all households contribute. 2 households of the 26 responses do not want lights.
- Residents also felt that it was unfair to pay to back payment charges for the past two years.

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Sevenoaks Town Council

Current Matters

Item	**Minute No**		**Status**	**Latest update**
1	08 – F&GP 3.4.2017 263 – F&GP 18.9.2017 222 - OSL 3.9.18 *197 – F&GP 05.08.19*	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. Councillors resolved at 05.08.2019 F&GP: **197. Streetlighting** The Committee received and considered the report from the Responsible Financial Officer and note the Town Council's policy as set out in Minute No. 61 of the Finance & General Purposes Committee held on 15th June 2015. The following private roads had adopted their streetlights: • Clarendon Road • Quarry Hill • Yeomans Meadow • Heathfield Road • Garvock Drive • Wildernesse Mount • Wood Drive • St Botolphs Avenue • St James Road • The Glade • South Park • Harrison Way • Farnaby Drive • Wildernesse Avenue The following private roads had not adopted their streetlights: • Coombe Avenue • Pineneedle Lane • Heathfield Road • Woodside Road • Lyle Park • Kincraig Drive **RESOLVED:**

Item	Minute No		Status	Latest update
				i) To proceed with LED upgrade option 3 i.e. LED upgrade plus match existing heritage style lighting on Rectory Land and Judd's Piece at a cost of £17,790 noting that the Sevenoaks Town Council shortfall of £11,717 to be met from Capital Reserves. ii) To write to remaining private roads who have chosen to not adopt their streetlights providing one month's notice that the Town Council intends to proceed as per Minute No.61 F&GP 15th June 205 for removal of all lights on all private roads with unadopted lights at a cost of £12,978. Noted that the projected budget shortfall of £7,978 would be met from Revenue Reserves. iii) To all private roads entering into the scheme to also be charged from the time that the last road entered into the scheme. *F&GP Committee 16.09.19 (Minute 280):* ***RESOLVED:*** *i) That residents of Woodside Road, Coombe Avenue and Heathfield Road be advised that the decision whether to pay for the street lights, together with payment, was required by 31st October 2019 latest or the Town Council would proceed to removal of the lights;* *ii) That residents of Lyle Park and Pineneedle Lane be advised that the response date to request to pay for the lights be extended to 30th November 2019; and* *iii) The Responsible Financial Officer recirculate to Town Councillors documents relating to charges for maintenance and upgrade to street lights.*
2	CIC Minute 395	Bat & Ball Station		The majority of the Bat & Ball Station / HLF refurbishment was completed. There is

Item	Minute No		Status	Latest update
				some snagging to take place. Work will start on landscaping the exterior of building. All facilities are open to the public. The HLF Activity Plan would continue throughout 2019. As part of the HLF Funding the Town Council was required to produce an Evaluation Plan, *available at:* www.batandballstation.com 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 was required to ensure that the cable is not disturbed and accessible once the ramp is constructed. The Network Rail requirements and associated delays have added considerably to the cost of the project – full extent to be confirmed. The Town Clerk lodged a complaint with Network Rail who subsequently agreed financial recompense which is being calculated. Ancillary Works 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 were currently being consulted on land requirements.
3	- CIC 7.8.2017		Business Hub	8th April 2019 planning permission for Business Hub was granted with some conditions. Restricted use of external seating

Item	Minute No		Status	Latest update
	CIC 15.04.2019 Minute No 30 v)			area plus installation of two electric vehicle charging points. 14 tenders were returned 5th April 2019. HMRC *confirmed* Option to Tax on Business Hub. SELEP Funding unsuccessful. CIL funding application to be submitted September 2019. *To be considered by SDC on 9th December 2019.* *F&GP Committee 16.09.19 (Minute 284): RESOLVED:* *i) That £50,000 from the October 2019 CIL income be contributed towards the Business Hub project*
4	33(i) – CIC 23.4.2018	Sevenoaks Day Nursery		The Sevenoaks Day Nursery have finalised its plans for 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. *Delayed until July 2019. Completion expected by end of September 2019. Snagging work taking place.*
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.

Item	Minute No		Status	Latest update
				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. *On 1st August 2019 BJF Group were appointed as the contractor for the Bat and Ball Centre – contract value £1,559,953.56. Contractors currently working on site. Burial of Time Capsule took place on 1st November 2019.*
6	F&GP 361	Markets		**RESOLVED: unanimously** to formally request Sevenoaks District Council to permit the Wednesday market to operate on the 'Charter Market' site in the High Street. The Committee requested that negotiations include: • reduction in charge as the Town Council would vacate the Buckhurst 1 Car Park thereby enabling the District Council additional revenue income • the same process on Wednesday as exists for the Saturday Market to include parking in the High Street for traders for the three spaces. 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

Item	Minute No		Status	Latest update
				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 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. *Sevenoaks Town Council continue to request SDC for permission to move Wednesday Market to the High Street identifying this as a solution to the long-term viability of the market and potential for additional revenue for SDC for 40+ car parking spaces becoming available*
7	F&GP Min 472	Wayleaves		The Responsible Financial Officer to provide an information report to a future meeting.
8	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

Item	Minute No		Status	Latest update
				Clerk meet with West Kent Housing (contractor for KCC Youth Services) to discuss the matter. *Meeting held on 30th July 2019.*
9	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. *Revised date 21.09.19 2-7pm. Agenda Item 13b*

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Sevenoaks Town Council

Priorities [Note updated with 2019 Blue Skies Proposals]

PRIORITY ONE

No	Project	Details	Proposed target timescale	£	Update / comment
1	Climate Change / Carbon Neutral	To recognise the Government and KCC declarations for aiming for Zero Carbon. To integrate this within the vision and throughout the Neighbourhood Development Plan (NDP) and within the Town Council's general operation.			Consideration of an Environmental Committee (or add to Terms of Reference for Committee) to create an Action Plan to review: • Reducing cars / traffic particularly in relation to school traffic. • STC new buildings to be as sustainable and eco-friendly as possible. Existing buildings to be improved to be more sustainable with reduced carbon footprint where practicable. • Include planting of more trees, where possible fruit and nut trees • Continue to promote Refill Scheme and Sevenoaks Plastic Free Pledge • Cycle racks / planters to be installed • Install drinking fountains where possible at STC sites • Increased safety for pedestrians and cyclists • NDP Transport Strategy recommendations including 20 mph, one-way system in town centre and shared space. • Link STC open spaces together with 'green routes' • Encourage increased use of public transport – buses and trains by having improved facilities including live running information. • Install electric car charging points at STC sites • Consider enabling community initiatives for sustainable living e.g. Toy Library, Zero Waste Shop, Community Orchards, Community Cycle Workshops, Repair Café, promotion of alternative resources e.g. nappies.

F&GP 25.11.19

Sevenoaks Town Council

Priorities [Note updated with 2019 Blue Skies Proposals]

No	Project	Details	Proposed target timescale	£	Update / comment
2	Bat & Ball Centre	Construction of new multipurpose community centre	December 2020	£2,750,000	On 1st August 2019 BJF Group were appointed as the contractor for the Bat and Ball Centre, work to commence on 14th October 2019.
3	Bat & Ball Station building	STC acquire station building on long peppercorn lease. Use as community building.	December 2019	£1,500,000 approx.	The majority of the Bat & Ball Station / HLF refurbishment is completed. There are some snagging to take place. The HLF Activity Plan would continue throughout 2019. As part of the HLF Funding the Town Council was required to produce an Evaluation Plan this can be viewed at www.batandballstation.com . Access Ramp Due to be opened on 30th September 2019. Ancillary Works 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.
4	Neighbourhood Development Plan (NDP) for Sevenoaks	To provide a long-term sustainable plan for the Sevenoaks	December 2020	£100,000 (initial budget)	Second draft of NDP to be reviewed and public round of consultation with aim for referendum in 2020.

Sevenoaks Town Council

Priorities [Note updated with 2019 Blue Skies Proposals]

No	Project	Details	Proposed target timescale	£	Update / comment
	Includes: • Northern Sevenoaks Masterplan • Cultural Quarter • Transport Strategy • Sports Strategy				
5	Business Hub	Convert old Red cross building to Business Hub for new start-up of small businesses	June 2020	£373,000	Planning Permission obtained. To seek external funding towards the project. Grant application to be considered 9th December 2019. To allocate STC CIL funding £25,000 and £50,000 towards the project.
6	Business Improvement District (BID)	To progress a BID to ensure that Sevenoaks remains a competitive environment to do business.	Tbc	Tbc	Referendum to be on hold until after the NDP referendum
7	Greatness Football Pavilion	Review under proposals for improvements to Greatness area	Unknown	£1,500,000	Football Club submitting planning application for new pavilion and seeking funding. Consultation needed with football club(s) and residents. GRA prefer this ambitions scheme and are submitting scheme for pre-planning advice to have

Sevenoaks Town Council

Priorities [Note updated with 2019 Blue Skies Proposals]

No	Project	Details	Proposed target timescale	£	Update / comment
					separate building to replace current portacabins, current pavilion adjacent to pitch 2 refurbished to accommodate public toilets, café and community space for hire. Consideration to be given to joint management of facility. Would release current pavilion building, adjacent to pitch 2 for alternative use. New public toilets installed. CIL Funding allocated towards this facility. 3G Official launch Saturday 9th September 2018.
8	3G Pitch at Knole Paddock	Identifies as part of the Sevenoaks Sports Strategy.	Tbc	Tbc	Refused planning permission 2019.
9	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. To Register Kaleidoscope (Library)

Sevenoaks Town Council

Priorities [Note updated with 2019 Blue Skies Proposals]

PRIORITY TWO

No	Project	Details	Proposed target timescale	£	Update / comment
1	South East in Bloom	Provide action plan for obtaining gold award.			Budget and plans for 2020 to start January 2020. Theme: 'edible gardening' to continue for second year.
2	MUGA Multi Use Games Area	Install to replace facility at Community centre	September 2020	£100,000	Install new MUGA on current community site in new location.
3	Tarmac Site	Develop community facility provision as part of the NDP / Local Plan	Tbc	Tbc	Ensure community facilities are delivered as outlined in the Northern Sevenoaks Masterplan. Invest in feasibility and project design where appropriate particularly in relation to Oast House.
4	Markets	Long term aim for Sevenoaks Town Council to take over control of the markets.	Tbc	Tbc	Currently 'owned' by Sevenoaks District Council

Sevenoaks Town Council

Priorities [Note updated with 2019 Blue Skies Proposals]

No	Project	Details	Proposed target timescale	£	Update / comment
5	St John's car park public toilets	Refurbish	2020	£50,000	Potentially from future CIL receipts
6	Electric Bus	To convert No.8 bus to meet sustainable agenda	2020	£300,000	To initially seek grant funding.
7	Darent Valley Community Rail Partnership	Support and be involved in the development.	2019	£3,000 p.a.	Launched in September 2019, working in partnership with Sevenoaks District Council, representatives from six stations, Southeastern and GTR.

Sevenoaks Town Council

Priorities [Note updated with 2019 Blue Skies Proposals]

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. Asset to remain in SDC ownership.
2	Night-time economy	To seek to develop night-time economy via Sevenoaks Town Partnership initiatives, entertainment on the Vine one evening per week			Programme being put in place for bands on Vine Bandstand. Long term, 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 operating with volunteers like the Stag.	Ongoing		To liaise with KCC and register as a Community Asset (see Priority 1).
4	Stag	Freehold and Capital Improvements	Tbc	Tbc	Aspirations to buy lease if it becomes available. 15 years left on current lease.

Sevenoaks Town Council

Priorities [Note updated with 2019 Blue Skies Proposals]

No	Project	Details	Proposed target timescale	£	Update / comment
					Improvements to building (Fly Tower, 4th Storey, Walkway from front to back enabling additional basement area, Nightclub?) subject to funding, planning permission and ownership. Linked to Cultural Quarter – improved walkway from London Road to South Park car park.
5	Nightclub for Sevenoaks	Support provision of nightclub in Sevenoaks	Tbc	Tbc	
6	Community Events	Continue to promote the town to residents and visitors via community events.	Tbc	Tbc	
7	Cafes	Continue to operate and promote	Ongoing		Noted the benefits of ongoing community service and crime reduction.
8	Youth Provision	HitB Youth Café Partners New provision if viable Youth Council	Ongoing		To continue to provide the HitB Youth Café facilities To work with partners to provide youth provision If viable to extend youth provision. To continue to support the development of the Youth Council.