26th February 2020

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 2nd March 2020 at 7.00 pm. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

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

Town Clerk

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

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

Cllr 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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Town Clerk

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 20th January 2020.

5 FINANCE REPORTS

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

(a) Statement of Accounts

To receive and consider the Statement of Accounts, together with the Finance Officer's report and variance analysis for the period 1st to 31st December 2019 and 1st to 31st January 2020 (copies attached)

(b) Suppliers' Accounts

To authorise payment of the accounts listed in the schedules for the period 1st to 31st December 2019 and 1st to 31st January 2020 (copies attached).

(c) Payroll Account

To confirm payments from the account listed in the schedules for the period 1st to 31st December 2019 and 1st to 31st January 2020 (copies attached).

(d) Petty Cash Account

To confirm payments from the account listed in the schedules for the period 1st to 31st December 2019 and 1st to 31st January 2020 (copies attached).

5.2 Bat and Ball Station Bookings

To note the summary of bookings for Bat and Ball Station. (copy attached).

5.3 Bank Mandate

To update Bank Mandate following the appointment of Rosalind Shaw as Responsible Financial Officer

5.4 Hospitality and Gifts Register

To receive and note Hospitality or Gifts received by Councillors or staff for the periods 31st January to 26th February 2019: None

6. JUBILEE CLOCK REPAIRS

To consider repairs required and quotations received (report attached)

7. TO CONSIDER CONDITION OF SHAMBLES ARTWORK (report attached)

Agenda Request from Cllr Piper

8. RECOMMENDATION FROM OPEN SPACES AND LESIURE COMMITTEE: PURCHASE OF ELECTRIC VEHICLE (copy attached)

9. GRANT APPLICATIONS

9.1 To receive and note reports from grant recipients 2019/20 (copy attached)

9.2 To consider grant applications received (see separate pack circulated with agenda)

10. SEVENOAKS TOWN PARTNERSHIP

To receive and note the minutes of the meetings held on 15th January and 19th February 2020 (copies attached).

11 CURRENT MATTERS AND PRIORITIES

11.1 Current Matters

To receive and note a list of Current Matters (copy attached)

11.2 Sevenoaks Town Council Priorities

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

12 PRESS RELEASE

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

Sevenoaks Town Council
Minutes of the Finance & General Purposes Committee
held on 20th January 2020 in the Council Chamber

Meeting Commenced: 7.10 p.m. **Meeting Concluded:** 8.00 p.m.

Present:

Cllr Keith Bonin	Present		Cllr Roderick Hogarth	Present
Cllr Nicholas Busvine OBE	Present		Cllr Tom Morris Brown	Apologies
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	Present
Cllr Andrew Eyre	Apologies			

Substitute	For
Cllr Richard Parry	Cllr Andrew Eyre
Cllr Victoria Granville-Baxter	Cllr Tom Morris-Brown

In Attendance: Cllr Shea, Town Clerk and Senior Committee Clerk.

Public Question Time: There were no members of the public present.

The meeting was recorded.

441. Apologies for Absence
RESOLVED: To note as above.

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

443. Declaration of Interests
There were no Declarations of Interests.

444. Minutes of the Finance & General Purposes Committee held on 25th November 2019.
RESOLVED: To receive and sign the Minutes of 25th November 2019 as a true record of the previous meeting.

445. Finance Reports

i) Management Accounts

The Committee received and noted, for the period 1st to 30th November 2019, the Finance Officer's Report with Variance Analysis, Working Capital Summary and Statement of Fund Balances, together with the:

- Suppliers Accounts, balance as at 30th November £181, 631.47
- Payroll Account, balance as at 30th November £80,641.87
- Petty Cash Account, balance as at 30th November £768.83

Unfortunately, the Cost Centre analysis had been omitted from the papers circulated: it was confirmed that the report would not impact the figures under consideration for the Revenue Estimates item (see Minute 448 below) and agreed that any queries be raised with the Town Clerk outside the meeting.

It was agreed that the reserves held for the Bat and Ball station be shown on a separate line in the Earmarked/Designated Funds section of the Working Capital Summary.

RESOLVED: That the presented and reviewed financial reports be accepted;

ii) Internal Audit Report
RESOLVED: That the Internal Audit Visit 2 report be received and noted.

iii) Hospitality and Gift Register report
RESOLVED: That the following hospitality and gifts received by Councillors or Staff for the period 31st October 2019 to 15th January 2020 be noted:

Date	Event	Nature of Hospitality	Approximate value
02.11.19	Fireworks event (Round Table)	5 x meals for STC staff from Wagamama	£50
29.11.19	Christmas Lights Switch On	5 x meals for STC staff from Wagamama	£50
29.11.19	Christmas Lights Switch On	Tin of Heroes chocolates & 2 bottles of wine from Shaw's Leisure (Fairground Rides)	£20

iv) Bat and Ball Station Bookings
RESOLVED: To note the bookings for the Bat and Ball Station Booking Hall and Luggage Room from April 2019 to December 2019, and the forthcoming bookings to end of March 2020.

446. Review of Internal Controls
The Town Clerk presented the following internal policies for review:

i. Risk Assessment 2020/21
The Committee reviewed the annual risk assessment and the identified actions to minimise those risks.

It was suggested that the staffing and revenue income of new operations such as the Café on the Vine and Bat and Ball Station Café be added to the Risk Management Register.

RESOLVED: That the Risk Management Register 2020/21 (attached as **Appendix A**) be approved and adopted.

ii. **Investment Strategy 2020/21**
The Committee considered current guidance and the Town Council's cash flow and investment requirements. It was noted that investment had been made in the CCLA Public Sector Deposit fund for the first time in 2019/20 and would continue into 2020/21.

RESOLVED: That the Investment Strategy, Policy and Risk Management for 2020/21 (attached as **Appendix B**) be approved and adopted.

iii. **Reserves Policy 2020/21**
The Committee reviewed the Reserves Policy 2020/21 with an emphasis on building reserves as part of the Town Council's medium-term strategy review.

RESOLVED: That the Reserves Policy 2020/21 (Attached as **Appendix C**) be approved and adopted.

447. Review of Charges 2020/21
RESOLVED: That an increase of 3% be applied to charges for 2020/21, and reports indicating final fees and charges be circulated to Councillors, in respect of:

a) Hire of the Council Chamber, with effect from April 2020
b) Charges for the Community Centre, with effect from April 2020
c) Charges for the Bat & Ball Station, with effect from April 2020
d) Open Spaces – General Charges, Sports Fees and Cemetery Charges
[Minute 301 OS&L 30.09.19 refers]

448. Revenue Estimates and Precept Proposal 2020/21
The Committee received and considered the final Revenue Estimates and the proposed Precept for the financial year 2020/21.

RESOLVED:
1) That the Town Council set a Precept of £1,215,276 for 2020/2021, which is a 5.89% increase on the previous year, and a Band D equivalent household rate of £125.41, approximately £2.41 per week.

2) That a 5-year financial plan be produced, to include:
   i. 5-year maintenance and management earmarked reserve to underpin Heritage Lottery Fund Bat & Ball Station project
   ii. Programme to increase general reserves
   iii. Costs relating to Climate Change priority
   iv. Future Town Council priorities
   v. Review of Salaries against market rates
   vi. Review of Fees and Charges (in particular, the cemetery)
   vii. Business Plan for the new Community Centre to work towards meeting repayments of the Public Works Loan Board loan
   viii. Review of the funding of Rolling Capital Projects

449. Renewal of Sevenoaks Rugby Football Club Lease

The Committee considered the proposal to renew the Sevenoaks Rugby Football Club lease on the same terms and conditions for a period of 25 years.

RESOLVED: To renew the Sevenoaks Rugby Football Club Lease for a period of 25 years at the rent recommended by the valuer of £3,750 per annum and on the same terms and conditions as the previous lease, subject to rent review every five years.

450. Current Matters and Priorities

RESOLVED: To note the contents of the reports relating to:

a. Current Matters; and
b. Town Council Priorities

451. Press Release

Press Release to be issued regarding the Precept for 2020/21.

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

Signed .... Dated ....
Chairman

Sevenoaks Town Council

Risk Assessment 2020/21

Dear Councillors,

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

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

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

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

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

Governance

Operations

Financial

Environment or external factors

Compliance (law and regulation)

Appendix A

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

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

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

There are 3 levels of risk:

LOW	MEDIUM	HIGH
1 – 6	7 – 15	16 - 25

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

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

Appendix A

Sevenoaks Town Council
Risk Management Register

Governance risks

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

Appendix A

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

Operational risks

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
6	**Disaster Recovery and planning** Computer system failures or loss of electronic data Loss of paper documents. Destruction of property, equipment, records through fire, flood or similar damage	4	3	12 (M)	All data on the servers are backed up on a cloud base on a daily basis. Two servers are maintained, so that if one fails the Council can continue to function using the operational server during repair. A disaster recovery plan is in place for such an eventuality. Ongoing review of electronic archiving options for paper Adequate insurance cover is in place.	Town Clerk	Existing procedure adequate Ongoing review
7	**Best Value Accountability** Dependency on key suppliers Lack of competitive pricing/quotes Work awarded incorrectly	3	2	6 (L)	STC operates under Financial Regulations relevant for its sector and set down by statute. Competitive tendering is used for all large contracts. At least 3 independent quotations are sought for all contracts undertaken. Alternative suppliers are regularly reviewed to ensure goods and services supplied are competitively priced.	Managers	Existing procedure adequate
8	**Health and Safety** Risk of staff injury Risk of injury to the public	3	2	6 (L)	Annual Health and Safety inspections are carried out by qualified inspectors who provide written reports with prioritised action plans. Any recommendations are discussed and implemented where appropriate. The recommendations include advice relating to appropriate training for Council staff. An external Health and Safety advisory service is employed on all matters, this includes an indemnity.	1. Town Clerk 2. Managers	Existing procedure adequate

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
					Risk assessment of events is undertaken as per policy. Parks and play area equipment are inspected as part of an annual maintenance programme and remedial work is budgeted for within the precept.		
9	**Employment issues** Employment disputes. Claims for unfair dismissal. Inadequate staff training. Child protection issues.	3	1	3 (L)	An external employer advisory service is used to advise on all employer related matters, this also provides an indemnity. All staff are offered training specific to their needs and this is also assessed annually at staff appraisals. All staff have been made aware of the Council's Child Protection Policy, and the contents of the Employee Handbook and Health and Safety Policy.	1. Town Clerk 2. Deputy Town Clerk	Existing procedure adequate
10	**Information Technology** Systems fail to meet operational need. Failure to innovate or update systems.	3	1	3 (L)	General IT support is contracted out to a third party, who advise with respect to server capacity and necessary upgrades. Licences are renewed annually and kept up to date. Computers are updated and replaced as required. All data protection laws are complied with.	1. Town Clerk 2. Deputy Town Clerk	Existing procedure adequate
11	**Security of assets** Loss or damage/theft of assets.	3	3	9 (M)	A central fixed asset register is maintained. Suitable security arrangements are in place for the Council's assets Safe custody arrangements for title documents and land registration are in place, normally at the bank or lawyers. Adequate insurance cover is in place and annually reviewed.	RFO Town Clerk	Existing procedure adequate Annually reviewed
12	**Lack of Service provision -** Customer satisfaction Loss of fee income. Negligence claims. Reputational risks.	2	3	6 (L)	Council operates a complaints procedure that is followed should a complaint be received. All complaints are taken seriously, fully investigated and attempts made to bring about a satisfactory resolution	Town Clerk	Existing procedure adequate
13	**Procedural and systems documentation**	2	2	4 (L)	All policies and procedures are adequately documented and staff are made aware of them. Policies and	Town Clerk	Existing procedure adequate

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

Financial risks

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

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

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

Appendix A

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

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

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

					All investment deposits are undertaken for a fixed-term which determines interest rate and duration at the time the transaction is being considered		

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
31	**Reserves policies** Lack of funds to respond to new needs or requirements. Inability to meet commitments or planned objectives.	4	1	4 (L)	A general contingency fund forms part of the annual budget to cope with any unexpected costs arising. Earmarked reserves are being maintained and added to on an annual basis where future known expenditure is expected. General reserves are being maintained in accordance with External Auditors recommendations.	RFO	Existing procedure adequate
32	**Borrowing** Inability to meet repayment schedule. Breaching regulatory requirements.	1	1	1 (L)	All requirements to borrow funds must be carried out in accordance with the Finance Regulations and approved by the Finance & General Purposes Committee in advance. Ministry of Housing, Communities and local governments (MHCLG) approval must be obtained prior to proceeding.	RFO	Existing procedure adequate
33	**Asset management** Misappropriation of Council assets.	1	2	2 (L)	The Council maintains a fixed asset register held centrally. The departmental managers are provided with an asset schedule annually for review and updating. All capital items purchased must be in accordance with the Financial Regulations. All assets are insured under the Council's general insurance policy.	RFO	Existing procedure adequate
34	**Insurance** Inadequate cover Excessive cost Compliance	3	1	3 (L)	Annual review of all insurance requirements prior to renewing the policy. This ensures adequacy. Property asset values are updated every 5 years via a valuation and maintenance review carried out by a qualified surveyor. Changes are communicated to the Insurers as required. Quotations are sought tri-annually from other insurer providers to ensure competitiveness.	RFO	Existing procedure adequate

					Public and Employer liability and Fidelity Guarantee cover are all reviewed and deemed appropriate for the Council's needs.		

Environmental or external factors

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

Compliance risk (law and regulation)

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
37	**Compliance with legislation and regulations** Loss of licence to undertake particular activity. Loss of reputation through qualified audit reports Penalties or fines from regulators or HMRC due to non-compliance. Employee or consumer action for negligence.	4	1	4 (L)	All key legal and regulatory requirements are identified. Responsibility for ensuring key compliance procedures are followed are allocated to relevant members of staff. Any compliance reports from regulators are obtained and reviewed and any recommendations for improvement discussed and implemented. Internal and external auditors review the Council's compliance with financial and governance regulatory requirements. External/professional advice always sought where deemed appropriate including from SLCC where appropriate. STC employs HR and Health & Safety consultants to assist with mitigating risks. GDPR requirements are monitored External DPO was appointed to monitor compliance. Insurance cover is reviewed annually.	1. Town Clerk 2. RFO	Existing procedure adequate
38	**Freedom of Information Act** Policy Provision of information	3	3	9 (L)	Council adheres to model publication scheme for Local Authorities. The Town Clerk is made aware of requests for information and manages the process of responding including making the decision about payment of a fee.	Town Clerk	Existing procedure adequate

Compliance risk (law and regulation) contd.

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
	Data Protection	4	3	12 (M)	The Council is registered with the Data Protection Agency. GDPR (General Data Protection Regulation) compliant as at May 2018. External DPO was appointed to monitor compliance	Town Clerk	Existing procedure adequate
40	**Annual Return** Failure to submit within time limits	4	1	4 (L)	Set as an annual meeting item. Processes are aligned to ensure compliance including applying for extensions as required. Internal Audit visit is scheduled annually in April/May ready for a Finance and General Purposes committee meeting and Council meeting to sign off the annual return.	RFO	

Sevenoaks Town Council

FINANCE AND GENERAL PURPOSES COMMITTEE

INVESTMENT STRATEGY, POLICY AND RISK MANAGEMENT
for the 2020/21 financial year

1. Introduction:

- Sevenoaks Town Council (the Council) acknowledges the importance of prudently investing surplus funds held on behalf of the community.

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

2. Reporting, Approval, Review and Amendment

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

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

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

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

3. Investment Objectives

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

The Council's investment priorities are as follows:

- Security of reserves i.e. protecting the capital sums invested from loss,
- Liquidity of its investments i.e. ensuring that funds invested are available for expenditure when needed. Cash available from the current account should be judged as adequate to cover the Council's commitments during the period of the investment(s).
- Yield i.e. the return on investment is considered once the first two objectives are satisfied.
- All investments will be made in sterling.
- The Council will carry out quarterly cash flow forecasts to ascertain expenditure commitments for the coming financial year.

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

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

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

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

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

4. Policy

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

5. Investment Risk

5.1. Risk Management:

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

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

a) UK clearing banks or their subsidiaries, together with those former major building societies now banks;

b) The Treasury Departments of building societies which are members of BSA with assets over £2bn;

c) Non-UK financial institutions approved by the Finance and General Purposes Committee;

d) UK Government stocks;

e) UK local authority stocks or bonds;

f) The money-market management operations of a UK public body or authority[2], where the council's funds are pooled and invested on the money markets under the name of such UK public body or authority.

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

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

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

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

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

5.2. Treasury Management Advice

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

5.3. Investment Training

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

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

5.4. Investment of money borrowed in advance of need

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

6. Investment strategy review

6.1. Specified Investments

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

Credit ratings are from all three rating agencies but Standard and Poor ratings are listed. Ratings are assessed at least on a quarterly basis. The last review listed was as at December 2019.

Name of Institution	Investment Period	Short Term Credit Rating	Long Term Credit Rating	Yield
Bank of Scotland	1 month rolling	A1	A+	0.80%
Handelsbanken	35 Day notice	A1+	AA-	0.25%
Nationwide	Instant access	A1	A	0.60%
HSBC Business Money Manager	Instant access	A1+	AA-	0.20%
CCLA-Public Sector Deposit Fund (PSDF)		AAA (Fitch)		0.71%

As at 1st April 2020, the Council will continue to hold its money in a current account with the NatWest bank (A1, A) and receive interest at the current applicable rate.

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

CCLA Fund - Public Sector Deposit Fund

It is an FCA regulated qualified money market fund with an AAA Fitch rating. The fund is instant access (although access does involve the selling of income shares) with interest paid at the end of each month. It aims to maximise net asset value of the Fund by investing in deposits with a range of highly rated sterling denominated deposits and instruments. The PSDF is a "Qualifying Money Market Fund" (QMMF) which is classed as a "low volatility net asset value" (LVNAV) short- term money market fund under the EU Money Market Funds Regulation. The weighted average maturity of the PSDF's investments will not exceed 60 days. The weighted average life of the PSDF's investments will not exceed 120 days.

It offered a dividend yield of 0.7267% net of fees (0.08%) as at December 2019.

Investment was made for the first time in September 2019 to ensure that the Council does not invest more than 40% in any one investment fund.

Owing to capital projects and related spending, funds will continue to be invested at maturities of no more than one year. Quarterly cashflow predictions will be used to ensure that funds required for projects anticipated to occur in the next quarter are held at appropriate maturities.
Overall, funds invested will be reviewed continually and aligned with both cashflow and projects. Maturities of a longer duration will only be considered after consideration of security and the absolute requirement to avoid capital loss.

6.2. Consideration of alternative investments

The Council may wish to introduce additional investments as requirements change so that funds can be spread more widely (but within reason) in order to minimise financial risk.
Consideration may be given to unspecified investments, CCLA funds and investing through a broker.

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

It offered a dividend yield of 4.35% at the end of September 2019. Fund size is £1.181bn at 1/7/19 – 247 authorities, including 95 parish and town councils.

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

Investments through a broker

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

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

Recommendations

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

Members adopt the existing strategy document and policy noting investment in the CCLA Public Sector Deposit fund for the first time in 2019/20 which will continue into 2020/21.

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Sevenoaks Town Council

Reserves Policy 2020/21

Background

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

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

The Commission defined useable reserves as including:

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

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

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

'Councils face ongoing financial challenges as they adapt to deliver services at lower cost in response to rising demand, in some cases, and reductions in funding. As we have reported previously), the cost and risks associated with service transformation, and uncertainty about future funding, have resulted in some councils increasing reserves, while others have been using reserves to make up shortfalls between their funding and spending plans.

All councils should continue to ensure that their reserves remain adequate for planned future needs and contingencies without placing undue constraints on current expenditure. Councils with very high levels of reserves relative to their spending should review the purposes for which these are held to ensure they are still required. The purposes for holding reserves, particularly where these are increasing, should be clearly communicated through the annual accounts.'

Sevenoaks Town Council

Reserves Policy 2020/21

Sevenoaks Town Council Policy

The current policy of Sevenoaks Town Council is to work towards a general reserves fund equal to at least 6 months of the current precept.

Any decision to set up reserves or spend from reserves must be made by Council

Reserves must not be held for on-going expenditure because this would be unsustainable.

To the extent that reserves are used to meet short term funding gaps, the aim should be to replenish in the following year or as soon as possible thereafter

Earmarked reserves that have been used to meet specific liability would not need to be replenished having served the purpose for which they were established.

Reviewing the Council's Financial Risk Assessment forms part of the budgeting and year end accounting procedures and identifies planned expenditure (and an allocation for contingency towards unplanned expenditure) thereby indicating the appropriate level of Reserves required for the coming financial year.

General reserves fund

The general reserves are funds which do not have any restrictions as to their use. These reserves cushion the impact of uneven cashflows, offset budget requirements (if necessary), fund short-term financial risks (see below), and unexpected or exceptional events. The reserve also enables the Town Council to act in an agile manner as opportunities occur.

The primary means of building general reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been used up in the previous year.

Earmarked reserves

Earmarked reserves are created and held for specific ring-fenced purposes or to help smooth out medium and long term financial risks and spending plans.

They can also be held as carry forward of underspend. As is the case where the Council commits expenditure to specific projects but is unable to spend the budget in the year. Reserves in this instance are used as a mechanism to carry forward budgeted resources e.g. Rolling Capital Projects, Youth activities reserves, Markets, STP.

Consideration of Short-term Financial Risks

In order to assess the adequacy of the general reserve, the Council must take account of the strategic, operational and financial risks faced. The level of the reserve for the forthcoming year must be based upon a risk assessment of the Council's income and expenditure and take into account any contingencies that may be required.

The short-term risks that the Town Council faces, with particular reference to its current plans include:

Lower than expected income

Sevenoaks Town Council

Reserves Policy 2020/21

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

Higher than expected costs

Due to:

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

Consideration of Longer-term Financial Risks

Longer term financial risks faced by the Council include:

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

Sevenoaks Town Council

Reserves Policy 2020/21

Current Level of Financial Reserves

As at November 2019, the level of earmarked reserves was £4.381m and the level of revenue reserves was £232K. The council in 2019/20 borrowed £1.4m to enable it deliver on the refurbishment of the Bat & Bat Community Centre as promised to the community. This is in addition to allocating earmarked reserves as required for planned expenditure on various projects.

The Council should consider the opportunity cost of holding reserves which enables it to manage unforeseen pressures against current strategic plans. Given the increase in operational activity, the current level of general reserves will need to be built up as part of the Council's medium-term strategy review from 2020-21. The budget recommendation includes a transfer of £20,000 to revenue reserves however this is offset by a transfer of £26,000 from revenue reserves to balance the 2020-21 budget being to offset the financial impact of the loss of Community Centre income once refurbishment of the centre. The overall impact is a net transfer from revenue reserves of £6,000.

Sevenoaks Town Council	
Earmarked and Designated Funds as at 30th November 2019	
Represented by:	
Pension Reserve	2,814
Rolling Capital Prog Revenue Reserve	40,419
Street Lighting Reserve	7,737
Community Centre Reserve	16,398
Stag Winding Up Reserve	7,000
Planning Fees Reserve	12,500
Youth Activities Reserve	1,500
Contingency Provision Reserve	120,196
Pension Deficit Reserve	-
Capital Receipts Reserve	961,000
CIL Earmarked Reserve	1,745,593
No 8 bus Reserve	48,660
QH Allotments Key Reserves	4,715
BV Allotments Key Reserves	100
PWLB Loan Repayable	1,399,510
Mayor's Charity Reserve	13,800
Revenue Reserve	232,431
	4,614,374

Recommendation:

1. That Members consider and adopt the Reserves Policy for financial year 2020/21 with the emphasis on building revenue reserves as part of the medium term strategy review

1.0 Summary

The net loss including Precept, is £95,646 against budgeted profit of £9,056 resulting in a year to date net adverse variance of £112,796. This does not include capital infrastructure related expenditure and funding, which is covered elsewhere.

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

2.0 Income and Expenditure (Appendix 1)

Precept received in advance for February to March 2020 is £190,231.

Highlights of income and expenditure variances year to date (+/- £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	22,881	(A)	Please refer to the variance report.
22	Cemetery	11,334	(A)	Please refer to the variance report.
26	Street Lighting	19,198	(A)	Please refer to the variance report.
28	Vine Café	33,957	(A)	Please refer to the variance report.
30	Bat & Ball Station	58,664	(A)	Please see comments below
31	Establishment	38,094	(F)	Please refer to the variance report.
41	Business Hub	8,414	(A)	Please refer to the variance report.

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 1st April 2019, there has been a net increase in cashflow of £2,103,185 resulting in a cash balance on 31st January 2020 of £4,564,455. Cash at Bank + PWL.

4.0 Working Capital (Appendix 2)

Including precept received in advance, there is a net increase in current assets of £2,060,935
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). The outflow from CIL receipts was £159,274 being allocation to approved capital projects.

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, £101,000 on Bat and Ball Station, £284,000 on the new Community Centre and £296,000 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 January 2020 shows funds totalling £4,564,455 (£2,695,925 at 31st January 2019). 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 0.15% to 0.71%.

January 2020 Year to Date Variance analysis

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

Cost Centre	Actual costs	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Planning Committee					
General	28,861	29,687	826	35,630	Largely tracking budget to date with a slight underspend on Professional Fees.
Open Spaces & Leisure Committee					
General	223,415	200,534	(22,881)	260,002	Adverse variance in Gross pay (£8k) due to recruitment of a standard full staff member rather than an Apprentice. Adverse variance in St Johns Toilets (£2.5k) due to increases in rates and cleaning costs. Additional spend on Outdoor Gym Equipment (£13.8k) at Julian's Meadow (5310/21) which will be offset by grants, expected to be received later this year. Net cost of (£1k) due to purchase of new van offset by approved transfer from revenue reserves. Slightly higher income on Lettings and Hiring than budgeted for.
Cemetery	22,201	10,867	(11,334)	11,724	Adverse variance due to additional staff (approved previously) (£7.1k). Higher than expected costs due to repairs on JCB digger & rear window (£2.5k). Negative variance in Equipment Maintenance (5525/22) due to unexpected need to replace excavator tracks (£1.3k). (£2.5k) lower than budget on cemetery income.
Allotments	872	(895)	(1,767)	135	Variances due to replacement of damaged fence (£1.7k) and funds received from a related insurance claim to offset the costs. Necessary treework carried out at the Bradbourne Allotments carried additional costs (£0.9k) (not offset by insurance claim). Additional approved overtime on Gross pay related to additional projects undertaken throughout the year.
Street lighting/ general	46,141	26,943	(19,198)	21,626	Street Lighting costs are higher than budget (£29k) but offset by additional income £8.6k for the works done. Due to committee decision to remove unadopted streetlights and LED upgrade. At year end, costs will be partially offset by earmarked reserves and additional fees charged to paying roads. In Bloom Costs were £2k less than budgeted.
Vine Café	41,435	7,478	(33,957)	12,170	Adverse variance due to essential staff cover (approved budget & overtime) (£9.7k) and lower sale of goods (£28.3k), partially offset by lower spend on goods for resale £5.3k.
Vine Grounds	17,353	16,386	(967)	20,000	

January 2020 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	57,964	(700)	(58,664)	(1,134)	Adverse variance due to lower Sales of Goods (£107.8k) and Hire Income (£32.2k), partially offset by lower pay costs £27.1k, Goods for Resale £40.2k & Cleaning £11.5k. This is partially driven by cafe opening hours not matching full operations.
Establishments	487,613	525,707	38,094	667,540	Positive variance driven by higher Interest on Deposits £15.8k due to an increase in funds over the year, and £1k increase of Waste Sacks and Banner Income. Less overall expenditure spend to date, in particular £14.5k on pay costs, £2.9k recruitment and £2.6k insurance.
General	28,640	30,200	1,560	30,200	Largely tracking to date. Slight underspend and additional income on Christmas Lights event codes.
Council Offices	39,986	39,577	(409)	47,485	Favourable variance due on Gross Pay £7.7k is offset by increases in Rents and Rates costs (£7.7k adverse). We are expecting a refund on Rent and Rates due to a discovered water leak.
Community Centre	(16,479)	(12,432)	4,047	(12,432)	Positive variance due to a transfer of £26k from Revenue Reserves as agreed by F&GP minute 411 to offset the (£20k) loss of income due to the early closure of the Community Centre in June 2019.
Grants	38,170	42,160	3,990	57,000	Positive variance as less Grant applications have been received to date than we budgeted for.
Property	(7,490)	(7,900)	(410)	(7,900)	Less income received than expected due to wayleaves received being lower than budgeted.

January 2020 Year to Date Variance analysis

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

Cost Centre	Actual costs	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Sevenoaks Town Partnership	5,606	2,912	(2,694)	5,000	Approved spend from STP reserves for website (£2.7k).
Business Hub	2,230	(6,184)	(8,414)	(9,280)	Ongoing Electricity Bills & Rates Bills for the property which was expected to have been renovated and making profit.
Youth Cafe	27,282	24,292	(2,990)	29,620	Higher spend particularly on pay (£2.2k) and repairs (£2.6k) (including carpet), and lower letting and sales income (£1.5k), offset by £2.9k grant received.
Markets	3,001	5,373	2,372	-	YTD loss of (£4.7k) offset by £7k movement of Market Reinvestment Fund into current year. YTD loss is mainly driven by net loss on Wednesday market (£4.7k) and Blighs (£3k) offset by lower publicity £1.7k.
Precept	(951,154)	(951,155)	(1)	(1,141,385)	
Rolling Cap Budget	253,459	-	(253,459)	-	
Total (exc. capital items)	95,646	(17,150)	(112,796)		

Summary by Committee:

Planning	28,861	29,687	826	35,630
Open spaces & Leisure	309,982	253,835	(56,147)	313,487
Vine Café	41,435	7,478	(33,957)	12,170
Bat Ball Station	57,964	(700)	(58,664)	(1,134)
Finance & General Purpose	608,559	643,705	35,146	806,099
Precept	(951,154)	(951,155)	(1)	(1,141,385)
Rolling Capital Budget	253,459	-	(253,459)	-
Total (exc. Capital items)	95,646	(17,150)	(112,796)	

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Code	Heading	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	Transfer to/from EMR
11	Planning - General										
4010	Gross Pay	2,767	2,767	0	27,667	27,668	1	33,200		5,533	
6240	Computer/ Data Base/WP's	11	12	1	550	506	(44)	530		(20)	
6630	Professional Fees	0	387	387	345	1,213	868	1,600		1,255	
6720	Books and Periodicals	0	0	0	299	300	1	300		1	
	Planning - General :- Indirect Expenditure	**2,778**	**3,166**	**388**	**28,861**	**29,687**	**826**	**35,630**	**0**	**6,769**	**0**
	Net Expenditure	**(2,778)**	**(3,166)**	**(388)**	**(28,861)**	**(29,687)**	**(826)**	**(35,630)**			
21	O/ Spaces & Leisure - General										
1022	Letting & Hire of Facilities	7,120	10,000	2,880	31,679	30,000	(1,679)	30,000		0	
1316	Raleys Car Park Permits	250	0	(250)	1,350	1,750	400	1,750		0	
1350	Revenue Grant income	0	0	0	1,228	0	(1,228)	0		0	
1550	Insurance Claims	0	0	0	940	0	(940)	0		0	
1850	Log Sales	0	0	0	667	1,200	533	1,200		0	
1990	Other Income	0	51	51	27,255	563	(26,692)	720		0	
	O/ Spaces & Leisure - General :- Income	**7,370**	**10,051**	**2,681**	**63,119**	**33,513**	**(29,606)**	**33,670**			**0**
4010	Gross Pay	14,657	14,174	(483)	149,697	141,740	(7,957)	170,090		20,393	
4270	Employers Pension Contribution	794	948	154	8,164	9,480	1,316	11,380		3,216	
5013	Graffiti Removal	0	500	500	44	1,000	956	1,000		956	
5025	Lower St Johns Toilets	785	596	(189)	8,490	5,960	(2,530)	7,152		(1,338)	
5026	Greatness Rec Convenience	206	333	127	2,072	3,330	1,258	4,000		1,928	
5050	Seats And Litter Bins	0	425	425	1,638	2,125	487	2,700		1,062	

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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	Transfer to/from EMR
5060 Sevenoaks Common	0	0	0	3,031	3,600	569	3,600		569	
5065 Tree Safety Survey	0	0	0	2,350	2,500	150	3,700		1,350	
5070 Other Woodlands	0	0	0	3,334	2,420	(914)	3,300		(34)	
5110 Knole Paddock & Pavilion	1,221	400	(821)	1,642	1,300	(342)	2,080		438	
5120 Knole Paddock Pitch & Grnd Mt	272	750	478	2,014	3,497	1,483	5,000		2,986	
5310 Miscellaneous Open Spaces	8,197	1,000	(7,197)	41,290	10,000	(31,290)	21,500		(19,790)	
5316 Skatepark Maintenance	0	0	0	602	2,500	1,898	2,500		1,898	
5317 Raleys Car Park	0	0	0	494	480	(14)	480		(14)	
5320 Fertilizers	0	0	0	615	750	135	1,200		585	
5330 Grass Seed	0	0	0	2,143	2,000	(143)	2,000		(143)	
5340 Plants	254	60	(194)	2,403	2,285	(118)	2,700		297	
5410 Repairs & General Maintenance	2,481	125	(2,356)	2,791	1,250	(1,541)	1,500		(1,291)	
5500 Equipment Hired and New	51	712	661	27,599	6,660	(20,939)	8,000		(19,599)	
5525 Equipment Maintenance	766	170	(596)	3,808	5,000	1,192	8,000		4,192	
5550 Vehicle Expenses	368	375	7	3,681	3,750	69	4,500		819	
5700 Fuel	332	574	242	3,695	4,952	1,257	6,200		2,505	
6000 Rent & Rates	21	160	139	384	1,280	896	1,600		1,216	
6010 Light Heat & Cleaning	66	0	(66)	1,282	1,850	568	2,100		818	
6101 Telephone	12	17	5	141	170	29	200		59	
6104 Mobile Telephone	22	25	3	163	250	87	300		137	
6320 Staff Training	529	0	(529)	2,861	2,000	(861)	2,500		(361)	
6330 Welfare/Hospitality	0	17	17	164	170	6	200		36	
6730 Subscriptions	0	0	0	0	200	200	200		200	
6812 Road Dues	880	0	(880)	1,025	1,300	275	2,000		975	

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6851 Bus Shelter Maintenance	0	14	14	0	142	142	170		170	
6900 Sundry Expenses	0	8	8	11	80	69	100		89	
6922 Health&Safety/Risk Assessments	490	100	(390)	1,296	1,500	204	1,500		204	
6930 Alarm Maintenance	0	0	0	668	720	52	720		52	
6931 CCTV Maintenance	0	0	0	520	1,200	680	1,200		680	
6934 Waste Bin Collection-Dog Bins	0	0	0	1,966	2,100	134	2,800		834	
6935 Waste Bin Disposal-Waste Bins	367	335	(32)	2,833	3,340	507	4,100		1,267	
6952 Protective Clothing	90	116	26	1,626	1,166	(460)	1,400		(226)	
O/ Spaces & Leisure - General :- Indirect Expenditure	**32,861**	**21,934**	**(10,927)**	**286,534**	**234,047**	**(52,487)**	**293,672**	**0**	**7,138**	**0**
Net Income over Expenditure	**(25,491)**	**(11,883)**	**13,608**	**(223,415)**	**(200,534)**	**22,881**	**(260,002)**			
22 O/ Spaces & Leisure - Cemetery										
1550 Insurance Claims	0	0	0	3,101	0	(3,101)	0		0	
1700 Cemetery Income	13,811	7,500	(6,311)	72,455	75,000	2,545	90,000		0	
O/ Spaces & Leisure - Cemetery :- Income	**13,811**	**7,500**	**(6,311)**	**75,556**	**75,000**	**(556)**	**90,000**			**0**
4010 Gross Pay	6,804	5,410	(1,394)	61,215	54,100	(7,115)	64,920		3,705	
4270 Employers Pension Contribution	490	507	17	4,840	5,070	230	6,084		1,244	
5210 Cemetery Chapel & Office	0	0	0	43	200	157	200		157	
5230 Cemetery Wshop/Messroom Mtce	183	0	(183)	370	170	(200)	170		(200)	
5410 Repairs & General Maintenance	581	83	(498)	675	834	159	1,000		325	
5500 Equipment Hired and New	328	100	(228)	3,871	1,836	(2,035)	2,200		(1,671)	
5525 Equipment Maintenance	1,337	208	(1,129)	4,770	2,080	(2,690)	2,500		(2,270)	

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5700 Fuel	38	79	41	733	790	57	950		217	
6000 Rent & Rates	506	515	9	5,475	4,810	(665)	5,900		425	
6010 Light Heat & Cleaning	187	100	(87)	930	1,000	70	1,200		270	
6101 Telephone	44	62	18	472	620	148	740		268	
6104 Mobile Telephone	0	8	8	58	80	22	100		42	
6200 Printing & Stationery	0	33	33	13	330	318	400		388	
6240 Computer/ Data Base/WP's	0	0	0	372	390	19	390		19	
6320 Staff Training	1,163	0	(1,163)	2,000	1,500	(500)	1,500		(500)	
6330 Welfare/Hospitality	0	12	12	140	125	(15)	150		10	
6500 Goods for Resale	0	16	16	245	166	(79)	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	35	0	(35)	3,096	3,000	(96)	3,000		(96)	
6822 Roads Path & Boundaries	40	0	(40)	713	526	(187)	600		(113)	
6832 Lawn/Wall of Remembrance	0	0	0	0	0	0	100		100	
6900 Sundry Expenses	0	4	4	35	40	5	50		15	
6922 Health&Safety/Risk Assessments	0	0	0	1,101	970	(131)	970		(131)	
6930 Alarm Maintenance	160	0	(160)	741	1,150	409	1,150		409	
6932 Cemetery Security	370	438	68	3,681	4,380	699	5,250		1,569	
6935 Waste Bin Disposal-Waste Bins	79	100	21	1,204	1,000	(204)	1,200		(4)	
6952 Protective Clothing	66	50	(16)	773	500	(273)	600		(173)	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	**12,409**	**7,725**	**(4,684)**	**97,757**	**85,867**	**(11,890)**	**101,724**	**0**	**3,967**	**0**
Net Income over Expenditure	**1,402**	**(225)**	**(1,627)**	**(22,201)**	**(10,867)**	**11,334**	**(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	Transfer to/from EMR
23 O/ Spaces & Leisure- Allotment										
1010 Rental Income	31	0	(31)	916	938	22	938		0	
1047 QH Allotments Income	85	0	(85)	5,780	5,837	57	5,837		0	165
1550 Insurance Claims	0	0	0	1,465	0	(1,465)	0		0	
O/ Spaces & Leisure- Allotment :- Income	**115**	**0**	**(115)**	**8,161**	**6,775**	**(1,386)**	**6,775**			**165**
4010 Gross Pay	399	225	(174)	4,100	3,050	(1,050)	3,500		(600)	
4270 Employers Pension Contribution	16	18	3	204	180	(24)	210		6	
5410 Repairs & General Maintenance	200	0	(200)	3,128	1,150	(1,978)	1,200		(1,928)	
6000 Rent & Rates	0	0	0	868	1,200	332	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	**615**	**243**	**(372)**	**9,033**	**5,880**	**(3,153)**	**6,910**	**0**	**(2,123)**	**0**
Net Income over Expenditure	**(499)**	**(243)**	**256**	**(872)**	**895**	**1,767**	**(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**			**0**
6861 Public Clock Maintenance	0	0	0	992	800	(192)	800		(192)	
6862 Street Lighting	9,819	927	(8,892)	40,179	11,143	(29,036)	13,023		(27,156)	
6865 In Bloom Costs	0	0	0	14,243	16,260	2,017	16,260		2,017	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	**9,819**	**927**	**(8,892)**	**55,414**	**28,203**	**(27,211)**	**30,083**	**0**	**(25,331)**	**0**
Net Income over Expenditure	**(9,819)**	**(927)**	**8,892**	**(46,141)**	**(26,943)**	**19,198**	**(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	Transfer to/from EMR
28	O/ Spaces & Leisure-Vine Cafe										
1211	Sale of Goods	1,233	2,800	1,567	27,765	56,110	28,345	61,710		0	
1212	Events Management	0	0	0	0	3,000	3,000	3,000		0	
1990	Other Income	0	0	0	2,487	0	(2,487)	0		0	
	O/ Spaces & Leisure-Vine Cafe :- Income	**1,233**	**2,800**	**1,567**	**30,252**	**59,110**	**28,858**	**64,710**			**0**
4010	Gross Pay	4,094	3,608	(486)	45,828	36,080	(9,748)	43,300		(2,528)	
4270	Employers Pension Contribution	63	220	157	560	2,200	1,640	2,640		2,080	
5410	Repairs & General Maintenance	0	41	41	1,178	418	(760)	500		(678)	
5500	Equipment Hired and New	67	150	83	4,309	1,500	(2,809)	1,800		(2,509)	
5525	Equipment Maintenance	0	41	41	301	418	117	500		199	
6000	Rent & Rates	114	100	(14)	440	1,000	560	1,200		760	
6010	Light Heat & Cleaning	105	0	(105)	1,654	1,200	(454)	1,600		(54)	
6101	Telephone	26	25	(1)	255	250	(5)	300		45	
6200	Printing & Stationery	25	0	(25)	48	30	(18)	30		(18)	
6210	Postage & Courier	0	0	0	0	160	160	160		160	
6240	Computer/ Data Base/WP's	0	12	12	666	126	(540)	150		(516)	
6320	Staff Training	0	0	0	0	300	300	300		300	
6460	Publicity & Democratic notices	0	21	21	0	210	210	250		250	
6500	Goods for Resale	695	500	(195)	13,764	18,998	5,234	20,000		6,236	
6533	Copyright Fees/Royalties	0	0	0	307	300	(7)	300		(7)	
6635	Professional Fees Licensing	0	0	0	130	100	(30)	100		(30)	
6900	Sundry Expenses	2	17	15	124	170	46	200		76	
6922	Health&Safety/Risk Assessments	0	0	0	0	500	500	500		500	

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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	Transfer to/from EMR
6930 Alarm Maintenance	80	0	(80)	708	500	(208)	500		(208)	
6935 Waste Bin Disposal-Waste Bins	64	0	(64)	752	1,670	918	2,000		1,248	
6976 Credit card charges	33	46	13	663	458	(205)	550		(113)	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	**5,369**	**4,781**	**(588)**	**71,687**	**66,588**	**(5,099)**	**76,880**	**0**	**5,193**	**0**
Net Income over Expenditure	**(4,136)**	**(1,981)**	**2,155**	**(41,435)**	**(7,478)**	**33,957**	**(12,170)**			
29 O/Spaces & Leisure-Vine Ground										
1208 Other Events Income	0	0	0	0	2,000	2,000	2,000		0	
1805 Tea Kiosk Rental & Pavilion	0	0	0	2,318	3,180	863	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**	**0**	**0**	**24,504**	**5,680**	**(18,824)**	**5,680**			**0**
4010 Gross Pay	665	717	52	6,944	7,170	226	8,600		1,656	
4270 Employers Pension Contribution	40	43	3	392	430	38	520		128	
5010 Vine Area General Maintenance	1,166	292	(874)	2,054	2,920	867	3,500		1,447	
5020 Vine Public Convenience	617	667	50	7,374	6,670	(704)	8,000		626	
5412 Capital Refurbishments	0	0	0	21,804	0	(21,804)	0		(21,804)	
6000 Rent & Rates	19	60	41	117	600	483	720		603	
6010 Light Heat & Cleaning	0	0	0	131	186	55	250		119	
6460 Publicity & Democratic notices	0	0	0	0	250	250	250		250	
6635 Professional Fees Licensing	0	0	0	70	100	30	100		30	
6868 Summer Concerts	0	0	0	2,320	3,100	780	3,100		780	

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6931 CCTV Maintenance	0	0	0	651	640	(11)	640		(11)	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	**2,507**	**1,779**	**(728)**	**41,857**	**22,066**	**(19,791)**	**25,680**	**0**	**(16,177)**	**0**
Net Income over Expenditure	**(2,507)**	**(1,779)**	**728**	**(17,353)**	**(16,386)**	**967**	**(20,000)**			
30 F& G P - Bat & Ball Station										
1022 Letting & Hire of Facilities	1,956	4,756	2,800	15,367	47,560	32,193	57,074		0	
1211 Sale of Goods	3,301	13,624	10,323	28,449	136,240	107,791	163,482		0	
F& G P - Bat & Ball Station :- Income	**5,257**	**18,380**	**13,123**	**43,815**	**183,800**	**139,985**	**220,556**			**0**
4010 Gross Pay	5,300	8,433	3,133	60,992	84,330	23,338	101,200		40,208	
4270 Employers Pension Contribution	94	533	439	1,585	5,330	3,745	6,400		4,815	
5410 Repairs & General Maintenance	389	128	(261)	1,163	1,280	117	1,540		377	
5500 Equipment Hired and New	210	0	(210)	3,380	0	(3,380)	0		(3,380)	
5525 Equipment Maintenance	0	0	0	301	0	(301)	0		(301)	
6000 Rent & Rates	119	412	293	4,034	4,120	86	4,950		916	
6011 Electricity	457	431	(26)	4,431	4,310	(121)	5,170		739	
6012 Gas	0	167	167	2,436	1,670	(766)	2,000		(436)	
6013 Cleaning	506	1,312	806	1,587	13,120	11,533	15,748		14,161	
6014 Water	0	249	249	0	2,490	2,490	2,990		2,990	
6020 Insurance Cost	0	172	172	295	1,720	1,425	2,060		1,765	
6101 Telephone	14	54	40	157	540	383	650		493	
6200 Printing & Stationery	21	17	(4)	415	170	(245)	200		(215)	
6320 Staff Training	220	0	(220)	540	250	(290)	250		(290)	

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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	Transfer to/from EMR
6460	Publicity & Democratic notices	0	381	381	727	3,810	3,083	4,568		3,841	
6500	Goods for Resale	1,605	5,450	3,845	14,269	54,500	40,231	65,396		51,127	
6533	Copyright Fees/Royalties	0	46	46	0	460	460	550		550	
6635	Professional Fees Licensing	0	46	46	203	460	257	550		347	
6730	Subscriptions	0	0	0	140	0	(140)	0		(140)	
6900	Sundry Expenses	7	50	43	305	500	195	600		295	
6922	Health&Safety/Risk Assessments	0	85	85	1,133	850	(283)	1,020		(113)	
6930	Alarm Maintenance	252	0	(252)	1,696	1,230	(466)	1,230		(466)	
6931	CCTV Maintenance	153	52	(101)	153	520	367	620		467	
6935	Waste Bin Disposal-Waste Bins	69	102	33	855	1,020	165	1,230		375	
6939	Healthcare Services	0	0	0	286	0	(286)	0		(286)	
6976	Credit card charges	69	42	(27)	697	420	(277)	500		(197)	
	F& G P - Bat & Ball Station :- Indirect Expenditure	**9,485**	**18,162**	**8,677**	**101,780**	**183,100**	**81,320**	**219,422**	**0**	**117,642**	**0**
	Net Income over Expenditure	**(4,228)**	**218**	**4,446**	**(57,964)**	**700**	**58,664**	**1,134**			
31	F & G P - Establishments										
1115	Interest on Deposits	5,815	500	(5,315)	20,812	5,000	(15,812)	6,000		0	
1231	Banner Income	162	387	225	4,283	3,870	(413)	4,640		0	
1889	Waste Sacks Income	15	125	110	1,948	1,250	(698)	1,500		0	
1990	Other Income	162	83	(79)	8,615	830	(7,785)	1,000		0	
	F & G P - Establishments :- Income	**6,154**	**1,095**	**(5,059)**	**35,657**	**10,950**	**(24,707)**	**13,140**			**0**
4010	Gross Pay	21,506	26,637	5,131	258,520	266,370	7,850	319,640		61,120	

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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	Transfer to/from EMR
4270	Employers Pension Contribution	1,900	3,377	1,477	27,052	33,770	6,718	40,520		13,468	
4271	Pension Deficiency	5,917	5,917	0	59,167	59,170	3	71,000		11,833	
5500	Equipment Hired and New	70	208	138	1,553	2,080	527	2,500		947	
6020	Insurance Cost	1,077	1,400	323	14,570	17,200	2,630	20,000		5,430	
6101	Telephone	444	492	48	4,533	4,920	387	5,900		1,367	
6103	Fax	0	8	8	0	83	83	100		100	
6200	Printing & Stationery	1,004	1,250	246	10,129	12,500	2,371	15,000		4,871	
6210	Postage & Courier	309	416	107	3,850	4,164	314	5,000		1,150	
6240	Computer/ Data Base/WP's	1,048	1,083	35	15,427	10,830	(4,597)	13,000		(2,427)	
6241	Website Costs	105	0	(105)	1,936	1,500	(436)	2,000		64	
6242	I.T. Infrastructure	652	650	(2)	6,521	6,500	(21)	6,500		(21)	
6281	Furnishings,Furniture/Eqpt	0	0	0	124	600	476	1,400		1,276	
6300	Computers Accountancy	717	640	(77)	2,909	3,300	391	3,300		391	
6315	Recruitment Costs	49	334	285	394	3,334	2,940	4,000		3,606	
6320	Staff Training	365	417	52	3,321	4,166	845	5,000		1,679	
6321	Investors in People	1,160	800	(360)	1,160	800	(360)	800		(360)	
6330	Welfare/Hospitality	52	158	106	2,390	1,580	(810)	1,900		(490)	
6410	Civic Exps/Annual Reception	0	0	0	1,439	1,650	211	1,650		211	
6415	Gifts/hospitality	15	0	(15)	1,044	330	(714)	400		(644)	
6420	Annual Parish Meeting	0	0	0	0	0	0	100		100	
6421	Honour Bd. Badges & Insignia	190	15	(175)	412	220	(192)	250		(162)	
6422	Mayor Allowance 2019/20	226	487	261	2,497	4,383	1,886	5,360		2,863	
6424	Mayors Car Allowance 2019/20	0	0	0	48	0	(48)	2,400		2,352	
6435	Members Expenses	0	0	0	4,000	4,000	0	4,000		0	

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6440	Press Notices	0	0	0	704	1,370	666	1,500		796	
6450	Bye Laws	0	0	0	0	0	0	100		100	
6460	Publicity & Democratic notices	86	310	224	500	2,280	1,780	2,900		2,400	
6461	Banner Costs	840	125	(715)	1,725	1,250	(475)	1,500		(225)	
6610	Audit Fees	0	0	0	3,760	4,000	240	4,000		240	
6619	Irrecoverable VAT	0	0	0	0	0	0	6,000		6,000	
6620	Legal Expenses	0	0	0	1,750	2,000	250	5,000		3,250	
6635	Professional Fees Licensing	0	0	0	935	1,800	865	1,800		865	
6650	Bad debts	0	0	0	37	0	(37)	0		(37)	
6710	Conference Fees & Expenses	608	192	(416)	1,657	1,920	263	2,300		643	
6720	Books and Periodicals	0	32	32	209	320	111	380		171	
6730	Subscriptions	274	0	(274)	5,231	3,550	(1,681)	4,000		(1,231)	
6889	Waste Sacks	16	121	105	2,028	1,207	(821)	1,450		(578)	
6900	Sundry Expenses	21	42	21	359	420	61	500		141	
6922	Health&Safety/Risk Assessments	0	0	0	3,100	3,000	(100)	3,000		(100)	
6975	Bank Charges	126	125	(1)	1,548	1,250	(298)	1,500		(48)	
6976	Credit card charges	39	58	19	374	580	206	700		326	
7010	Election Expenses	0	0	0	11,298	3,000	(8,298)	3,000		(8,298)	
7611	Contingency provision	35,801	36,000	199	65,061	65,260	199	108,330		43,269	
7614	Stag reserve	0	0	0	0	0	0	1,000		1,000	
	F & G P - Establishments :- Indirect Expenditure	**74,618**	**81,294**	**6,676**	**523,270**	**536,657**	**13,387**	**680,680**	**0**	**157,410**	**0**
	Net Income over Expenditure	**(68,464)**	**(80,199)**	**(11,735)**	**(487,613)**	**(525,707)**	**(38,094)**	**(667,540)**			

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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	Transfer to/from EMR
32 F & G P - General										
1490 Christmas Lights Switch On	0	0	0	6,765	5,000	(1,765)	5,000		0	
1495 Number 8 bus income	3,309	3,095	(214)	33,087	30,950	(2,137)	37,138		0	
1990 Other Income	420	0	(420)	420	0	(420)	0		0	
F & G P - General :- Income	**3,729**	**3,095**	**(634)**	**40,272**	**35,950**	**(4,322)**	**42,138**			**0**
6490 Christmas Lights Switch On	13,740	15,300	1,560	24,376	26,000	1,624	26,000		1,624	
6491 Remembrance Day/Civic Serv.	535	0	(535)	2,643	2,700	57	2,700		57	
6495 Number 8 bus expenses	3,309	3,095	(214)	33,087	30,950	(2,137)	37,138		4,051	
6869 Special Events	242	0	(242)	8,805	6,500	(2,305)	6,500		(2,305)	
F & G P - General :- Indirect Expenditure	**17,826**	**18,395**	**569**	**68,911**	**66,150**	**(2,761)**	**72,338**	**0**	**3,427**	**0**
Net Income over Expenditure	**(14,097)**	**(15,300)**	**(1,203)**	**(28,640)**	**(30,200)**	**(1,560)**	**(30,200)**			
33 F & G P - Council Offices										
1022 Letting & Hire of Facilities	1,595	1,400	(195)	13,626	14,000	374	16,800		0	
1211 Sale of Goods	0	0	0	108	0	(108)	0		0	
F & G P - Council Offices :- Income	**1,595**	**1,400**	**(195)**	**13,734**	**14,000**	**266**	**16,800**			**0**
4010 Gross Pay	2,214	2,305	91	15,394	23,050	7,656	27,660		12,266	
4270 Employers Pension Contribution	113	124	11	711	1,240	529	1,490		779	
5410 Repairs & General Maintenance	1,598	172	(1,426)	2,313	1,720	(593)	2,060		(253)	
5500 Equipment Hired and New	0	0	0	205	0	(205)	0		(205)	
6000 Rent & Rates	2,022	2,017	(5)	27,877	20,170	(7,707)	24,205		(3,672)	

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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	Transfer to/from EMR
6010 Light Heat & Cleaning	154	515	362	4,343	5,150	807	6,180		1,837	
6510 Catering Expenses	0	0	0	0	0	0	150		150	
6900 Sundry Expenses	0	8	8	107	80	(27)	100		(7)	
6922 Health&Safety/Risk Assessments	0	0	0	245	150	(95)	300		55	
6930 Alarm Maintenance	95	0	(95)	1,204	1,400	196	1,400		196	
6935 Waste Bin Disposal-Waste Bins	77	61	(16)	1,322	617	(705)	740		(582)	
F & G P - Council Offices :- Indirect Expenditure	**6,272**	**5,202**	**(1,070)**	**53,720**	**53,577**	**(143)**	**64,285**	**0**	**10,565**	**0**
Net Income over Expenditure	**(4,678)**	**(3,802)**	**876**	**(39,986)**	**(39,577)**	**409**	**(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**			**0**
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)	
5318 SCC Car Park	0	0	0	387	0	(387)	0		(387)	
5410 Repairs & General Maintenance	0	0	0	254	500	246	500		246	
6000 Rent & Rates	625	0	(625)	4,421	5,175	754	5,175		754	
6011 Electricity	398	0	(398)	1,540	675	(865)	675		(865)	
6012 Gas	1,277	0	(1,277)	1,691	465	(1,226)	465		(1,226)	
6013 Cleaning	0	0	0	0	210	210	210		210	

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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	Transfer to/from EMR
6101 Telephone	35	0	(35)	357	100	(257)	100		(257)	
6104 Mobile Telephone	8	0	(8)	67	80	13	80		13	
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	180	0	(180)	782	500	(282)	500		(282)	
6931 CCTV Maintenance	0	0	0	0	78	78	78		78	
6935 Waste Bin Disposal-Waste Bins	0	0	0	1,274	450	(824)	450		(824)	
6939 Healthcare Services	0	0	0	0	475	475	475		475	
F & G P - Community Centre :- Indirect Expenditure	**2,523**	**0**	**(2,523)**	**19,459**	**18,268**	**(1,191)**	**18,268**	**0**	**(1,191)**	**0**
Net Income over Expenditure	**(2,523)**	**0**	**2,523**	**16,479**	**12,432**	**(4,047)**	**12,432**			
38 F & G P - Grants										
6937 Annual Subsidy-Comm Centre	0	83	83	98	830	733	1,000		903	
6938 Annual Subsidy-Council Chamber	214	83	(131)	1,220	830	(390)	1,000		(220)	
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	0	0	0	500	500	1,000		1,000	
7552 Youth Outreach	0	500	500	4,096	4,000	(96)	5,000		904	
7555 Youth Council Support	0	0	0	500	500	0	500		0	
7556 Stag Community Arts Centre	0	0	0	27,000	27,000	0	27,000		0	
F & G P - Grants :- Indirect Expenditure	**214**	**666**	**453**	**38,170**	**42,160**	**3,990**	**57,000**	**0**	**18,830**	**0**
Net Expenditure	**(214)**	**(666)**	**(453)**	**(38,170)**	**(42,160)**	**(3,990)**	**(57,000)**			

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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	Transfer to/from EMR
39	F & G P - Property										
1046	SCC Ground Rents & Wayleaves	0	0	0	1,500	3,000	1,500	3,000		0	
1469	O/S Ground Rents & Wayleaves	0	0	0	5,990	5,000	(990)	5,000		0	
	F & G P - Property :- Income	**0**	**0**	**0**	**7,490**	**8,000**	**510**	**8,000**			**0**
5410	Repairs & General Maintenance	0	25	25	0	100	100	100		100	
	F & G P - Property :- Indirect Expenditure	**0**	**25**	**25**	**0**	**100**	**100**	**100**	**0**	**100**	**0**
	Net Income over Expenditure	**0**	**(25)**	**(25)**	**7,490**	**7,900**	**410**	**7,900**			
40	Sevenoaks Town Partnership										
1206	Business Awards	0	0	0	6,098	7,000	902	7,000		0	
1207	Business Show	750	0	(750)	3,280	3,000	(280)	3,000		0	
1209	Wellbeing show income	500	0	(500)	1,670	3,500	1,830	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	700	0	(700)	939	0	(939)	0		0	
	Sevenoaks Town Partnership :- Income	**1,950**	**0**	**(1,950)**	**12,000**	**23,500**	**11,500**	**24,500**			**0**
5410	Repairs & General Maintenance	46	0	(46)	46	0	(46)	0		(46)	
6101	Telephone	0	9	9	0	82	82	100		100	
6200	Printing & Stationery	0	8	8	0	83	83	100		100	
6240	Computer/ Data Base/WP's	42	42	0	3,141	417	(2,724)	500		(2,641)	
6244	Information Screens	0	125	125	1,275	1,250	(25)	1,500		225	

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Month No: 10 **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	Transfer to/from EMR
6322 Business Awards	0	0	0	7,711	7,500	(211)	7,500		(211)	
6323 Business Show	0	0	0	1,480	2,500	1,020	2,500		1,020	
6500 Goods for Resale	0	0	0	1,367	0	(1,367)	0		(1,367)	
6710 Conference Fees & Expenses	0	58	58	190	580	390	700		510	
6900 Sundry Expenses	87	50	(37)	751	500	(251)	600		(151)	
7000 Reinvestment	0	0	0	0	0	0	2,500		2,500	
7608 Friends of Bat & Ball	0	0	0	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	**175**	**292**	**117**	**17,605**	**26,412**	**8,807**	**29,500**	**0**	**11,895**	**0**
Net Income over Expenditure	**1,775**	**(292)**	**(2,067)**	**(5,606)**	**(2,912)**	**2,694**	**(5,000)**			
41 Business Hub										
1022 Letting & Hire of Facilities	0	667	667	0	2,666	2,666	4,000		0	
1025 Prov.of postal/Business addres	0	200	200	0	800	800	1,200		0	
1026 Hot Desking Facility	0	4,160	4,160	0	16,640	16,640	24,960		0	
1027 Dedicated Desk x12	0	5,520	5,520	0	22,080	22,080	33,120		0	
Business Hub :- Income	**0**	**10,547**	**10,547**	**0**	**42,186**	**42,186**	**63,280**			**0**
4010 Gross Pay	0	1,667	1,667	0	6,667	6,667	10,000		10,000	
4270 Employers Pension Contribution	0	333	333	0	1,334	1,334	2,000		2,000	
5410 Repairs & General Maintenance	0	1,000	1,000	0	4,000	4,000	6,000		6,000	
6000 Rent & Rates	170	667	497	1,698	2,667	969	4,000		2,302	

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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	Transfer to/from EMR
6010 Light Heat & Cleaning	1,044	0	(1,044)	0	0	0	0		0	
6011 Electricity	(1,044)	1,500	2,544	532	6,000	5,468	9,000		8,468	
6012 Gas	0	1,167	1,167	0	4,667	4,667	7,000		7,000	
6013 Cleaning	0	1,667	1,667	0	6,667	6,667	10,000		10,000	
6014 Water	0	667	667	0	2,666	2,666	4,000		4,000	
6242 I.T. Infrastructure	0	333	333	0	1,334	1,334	2,000		2,000	
Business Hub :- Indirect Expenditure	**170**	**9,001**	**8,831**	**2,230**	**36,002**	**33,772**	**54,000**	**0**	**51,770**	**0**
Net Income over Expenditure	**(170)**	**1,546**	**1,716**	**(2,230)**	**6,184**	**8,414**	**9,280**			
50 Youth Cafe										
1022 Letting & Hire of Facilities	217	312	95	1,867	3,116	1,249	3,740		0	
1211 Sale of Goods	154	192	38	1,535	1,915	380	2,300		0	
1350 Revenue Grant income	0	0	0	2,922	0	(2,922)	0		0	
Youth Cafe :- Income	**371**	**504**	**133**	**6,324**	**5,031**	**(1,293)**	**6,040**			**0**
4010 Gross Pay	2,249	2,267	18	24,879	22,666	(2,213)	27,200		2,321	
4270 Employers Pension Contribution	79	92	13	510	916	406	1,100		590	
5410 Repairs & General Maintenance	0	83	83	3,425	830	(2,595)	1,000		(2,425)	
6010 Light Heat & Cleaning	20	42	22	55	420	365	500		445	
6101 Telephone	52	46	(6)	501	466	(35)	560		59	
6200 Printing & Stationery	27	42	15	107	420	313	500		393	
6240 Computer/ Data Base/WP's	17	62	45	166	624	458	750		584	
6281 Furnishings,Furniture/Eqpt	9	0	(9)	1,178	225	(953)	500		(678)	

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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	Transfer to/from EMR
6320	Staff Training	0	0	0	20	400	380	400		380	
6340	Staff Uniforms	0	50	50	146	200	54	200		54	
6460	Publicity & Democratic notices	0	42	42	0	416	416	500		500	
6500	Goods for Resale	326	142	(184)	2,081	1,416	(665)	1,700		(381)	
6635	Professional Fees Licensing	0	0	0	397	200	(197)	200		(197)	
6900	Sundry Expenses	0	12	12	141	124	(17)	150		9	
6922	Health&Safety/Risk Assessments	0	0	0	0	0	0	400		400	
	Youth Cafe :- Indirect Expenditure	**2,779**	**2,880**	**101**	**33,606**	**29,323**	**(4,283)**	**35,660**	**0**	**2,054**	**0**
	Net Income over Expenditure	**(2,408)**	**(2,376)**	**32**	**(27,282)**	**(24,292)**	**2,990**	**(29,620)**			
60	Markets										
1017	Rental Income Sat Market	1,656	1,872	216	18,334	18,712	379	22,456		0	
1018	Rental Income Wed Market	420	1,148	728	7,159	11,480	4,322	13,774		0	
1019	Rental Income Blighs Market	78	2,040	1,962	12,120	20,400	8,281	24,480		0	
1024	Rental Income Friday Market	0	1,148	1,148	0	11,478	11,478	13,774		0	
1990	Other Income	0	0	0	7,026	0	(7,026)	0		0	
	Markets :- Income	**2,154**	**6,208**	**4,054**	**44,638**	**62,070**	**17,432**	**74,484**			**0**
4010	Gross Pay	137	242	105	1,510	2,418	908	2,900		1,390	
5410	Repairs & General Maintenance	0	0	0	13	77	64	103		90	
5420	Saturday market charges	1,372	1,202	(170)	12,072	12,016	(56)	14,420		2,348	
5421	Wednesday Market charges	2,499	2,189	(310)	22,287	21,887	(400)	26,265		3,978	
5423	Friday market charges	0	1,202	1,202	0	12,016	12,016	14,420		14,420	

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 31/01/2020

Month No: 10

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	Transfer to/from EMR
6001 Blighs Market Charges	613	1,552	940	10,198	15,511	5,314	18,615		8,418	
6010 Light Heat & Cleaning	75	41	(34)	244	418	174	500		256	
6460 Publicity & Democratic notices	0	200	200	1,315	3,100	1,785	3,500		2,185	
7000 Reinvestment	0	0	0	0	0	0	(6,239)		(6,239)	
Markets :- Indirect Expenditure	**4,695**	**6,628**	**1,933**	**47,639**	**67,443**	**19,804**	**74,484**	**0**	**26,845**	**0**
Net Income over Expenditure	**(2,541)**	**(420)**	**2,121**	**(3,001)**	**(5,373)**	**(2,372)**	**0**			
70 Precept										
1995 Precept	95,115	95,115	(0)	951,154	951,155	1	1,141,385		0	
Precept :- Income	**95,115**	**95,115**	**(0)**	**951,154**	**951,155**	**1**	**1,141,385**			**0**
Net Income	**95,115**	**95,115**	**(0)**	**951,154**	**951,155**	**1**	**1,141,385**			
Grand Totals:- Income	**138,854**	**156,695**	**17,841**	**1,401,888**	**1,548,680**	**146,792**	**1,850,315**			
Expenditure	**185,114**	**183,100**	**(2,014)**	**1,497,534**	**1,531,530**	**33,996**	**1,876,316**	**0**	**378,782**	
Net Income over Expenditure	**(46,260)**	**(26,405)**	**19,855**	**(95,646)**	**17,150**	**112,796**	**(26,001)**			
Movement to/(from) Gen Reserve	**(46,260)**			**(95,646)**						

Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 31/12/2019

Month No: 9

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	Transfer to/from EMR
11	Planning - General										
4010	Gross Pay	2,767	2,767	0	24,900	24,901	1	33,200		8,300	
6240	Computer/ Data Base/WP's	11	12	1	539	494	(45)	530		(9)	
6630	Professional Fees	0	0	0	345	826	481	1,600		1,255	
6720	Books and Periodicals	0	0	0	299	300	1	300		1	
	Planning - General :- Indirect Expenditure	2,778	2,779	1	26,083	26,521	438	35,630	0	9,547	0
	Net Expenditure	(2,778)	(2,779)	(1)	(26,083)	(26,521)	(438)	(35,630)			
21	O/ Spaces & Leisure - General										
1022	Letting & Hire of Facilities	(282)	0	282	24,559	20,000	(4,559)	30,000		0	
1316	Raleys Car Park Permits	1,083	1,750	667	1,100	1,750	650	1,750		0	
1350	Revenue Grant income	0	0	0	1,228	0	(1,228)	0		0	
1550	Insurance Claims	940	0	(940)	940	0	(940)	0		0	
1850	Log Sales	38	0	(38)	667	1,200	533	1,200		0	
1990	Other Income	824	51	(773)	27,255	512	(26,743)	720		0	
	O/ Spaces & Leisure - General :- Income	2,604	1,801	(803)	55,749	23,462	(32,287)	33,670			0
4010	Gross Pay	16,108	14,174	(1,934)	135,040	127,566	(7,474)	170,090		35,050	
4270	Employers Pension Contribution	844	948	104	7,370	8,532	1,162	11,380		4,010	
5013	Graffiti Removal	0	0	0	44	500	456	1,000		956	
5025	Lower St Johns Toilets	798	596	(202)	7,705	5,364	(2,341)	7,152		(553)	
5026	Greatness Rec Convenience	210	333	123	1,867	2,997	1,130	4,000		2,133	
5050	Seats And Litter Bins	719	0	(719)	1,638	1,700	62	2,700		1,062	

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Detailed Income & Expenditure by Phased Budget Heading 31/12/2019

Month No: 9

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	Transfer to/from EMR
5060	Sevenoaks Common	0	0	0	3,031	3,600	569	3,600		569	
5065	Tree Safety Survey	0	0	0	2,350	2,500	150	3,700		1,350	
5070	Other Woodlands	0	0	0	3,334	2,420	(914)	3,300		(34)	
5110	Knole Paddock & Pavilion	0	100	100	421	900	479	2,080		1,659	
5120	Knole Paddock Pitch & Grnd Mt	357	0	(357)	1,742	2,747	1,005	5,000		3,258	
5310	Miscellaneous Open Spaces	428	1,000	572	33,093	9,000	(24,093)	21,500		(11,593)	
5316	Skatepark Maintenance	0	0	0	602	2,500	1,898	2,500		1,898	
5317	Raleys Car Park	0	0	0	494	480	(14)	480		(14)	
5320	Fertilizers	0	0	0	615	750	135	1,200		585	
5330	Grass Seed	0	0	0	2,143	2,000	(143)	2,000		(143)	
5340	Plants	453	0	(453)	2,149	2,225	76	2,700		551	
5410	Repairs & General Maintenance	39	125	86	310	1,125	815	1,500		1,190	
5500	Equipment Hired and New	146	712	566	27,547	5,948	(21,599)	8,000		(19,547)	
5525	Equipment Maintenance	925	460	(465)	3,041	4,830	1,789	8,000		4,959	
5550	Vehicle Expenses	527	375	(152)	3,313	3,375	62	4,500		1,187	
5700	Fuel	192	574	382	3,363	4,378	1,015	6,200		2,837	
6000	Rent & Rates	(54)	160	214	363	1,120	757	1,600		1,237	
6010	Light Heat & Cleaning	0	500	500	1,216	1,850	634	2,100		884	
6101	Telephone	12	17	5	130	153	23	200		70	
6104	Mobile Telephone	30	25	(5)	141	225	84	300		159	
6320	Staff Training	679	0	(679)	2,332	2,000	(332)	2,500		169	
6330	Welfare/Hospitality	23	17	(6)	164	153	(11)	200		36	
6730	Subscriptions	0	0	0	0	200	200	200		200	
6812	Road Dues	0	0	0	145	1,300	1,155	2,000		1,855	

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Detailed Income & Expenditure by Phased Budget Heading 31/12/2019

Month No: 9

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	Transfer to/from EMR
6851 Bus Shelter Maintenance	0	14	14	0	128	128	170		170	
6900 Sundry Expenses	0	8	8	11	72	61	100		89	
6922 Health&Safety/Risk Assessments	0	300	300	806	1,400	594	1,500		694	
6930 Alarm Maintenance	0	0	0	668	720	52	720		52	
6931 CCTV Maintenance	0	0	0	520	1,200	680	1,200		680	
6934 Waste Bin Collection-Dog Bins	655	700	45	1,966	2,100	134	2,800		834	
6935 Waste Bin Disposal-Waste Bins	107	335	228	2,466	3,005	539	4,100		1,634	
6952 Protective Clothing	145	117	(28)	1,536	1,050	(486)	1,400		(136)	
O/ Spaces & Leisure - General :- Indirect Expenditure	23,344	21,590	(1,754)	253,674	212,113	(41,561)	293,672	0	39,998	0
Net Income over Expenditure	(20,740)	(19,789)	951	(197,925)	(188,651)	9,274	(260,002)			
22 O/ Spaces & Leisure - Cemetery										
1550 Insurance Claims	414	0	(414)	3,101	0	(3,101)	0		0	
1700 Cemetery Income	7,165	7,500	335	58,644	67,500	8,856	90,000		0	
O/ Spaces & Leisure - Cemetery :- Income	7,579	7,500	(79)	61,745	67,500	5,755	90,000			0
4010 Gross Pay	7,161	5,410	(1,751)	54,411	48,690	(5,721)	64,920		10,509	
4270 Employers Pension Contribution	528	507	(21)	4,350	4,563	213	6,084		1,734	
5210 Cemetery Chapel & Office	43	0	(43)	43	200	157	200		157	
5230 Cemetery Wshop/Messroom Mtce	0	0	0	187	170	(17)	170		(17)	
5410 Repairs & General Maintenance	25	84	59	94	751	657	1,000		906	
5500 Equipment Hired and New	1,926	100	(1,826)	3,543	1,736	(1,807)	2,200		(1,343)	
5525 Equipment Maintenance	68	208	141	3,433	1,872	(1,561)	2,500		(933)	

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 31/12/2019

Month No: 9

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	Transfer to/from EMR
5700 Fuel	248	79	(169)	695	711	16	950		255	
6000 Rent & Rates	789	490	(299)	4,969	4,295	(674)	5,900		931	
6010 Light Heat & Cleaning	184	100	(84)	743	900	157	1,200		457	
6101 Telephone	43	62	19	428	558	130	740		312	
6104 Mobile Telephone	0	8	8	58	72	14	100		42	
6200 Printing & Stationery	6	33	27	13	297	285	400		388	
6240 Computer/ Data Base/WP's	0	0	0	372	390	19	390		19	
6320 Staff Training	271	0	(271)	838	1,500	663	1,500		663	
6330 Welfare/Hospitality	12	13	1	140	113	(27)	150		10	
6500 Goods for Resale	90	17	(73)	245	150	(95)	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	537	675	138	3,061	3,000	(61)	3,000		(61)	
6822 Roads Path & Boundaries	0	126	126	673	526	(147)	600		(73)	
6832 Lawn/Wall of Remembrance	0	0	0	0	0	0	100		100	
6900 Sundry Expenses	0	4	4	35	36	1	50		15	
6922 Health&Safety/Risk Assessments	0	0	0	1,101	970	(131)	970		(131)	
6930 Alarm Maintenance	0	0	0	581	1,150	569	1,150		569	
6932 Cemetery Security	381	438	57	3,311	3,942	631	5,250		1,939	
6935 Waste Bin Disposal-Waste Bins	79	100	21	1,125	900	(225)	1,200		75	
6952 Protective Clothing	21	50	29	707	450	(257)	600		(107)	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	12,410	8,504	(3,906)	85,348	78,142	(7,206)	101,724	0	16,376	0
Net Income over Expenditure	(4,831)	(1,004)	3,827	(23,603)	(10,642)	12,961	(11,724)			

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Detailed Income & Expenditure by Phased Budget Heading 31/12/2019

Month No: 9

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	Transfer to/from EMR
23 O/ Spaces & Leisure- Allotment										
1010 Rental Income	12	0	(12)	885	938	53	938		0	
1047 QH Allotments Income	18	0	(18)	5,696	5,837	141	5,837		0	165
1550 Insurance Claims	1,465	0	(1,465)	1,465	0	(1,465)	0		0	
O/ Spaces & Leisure- Allotment :- Income	1,495	0	(1,495)	8,046	6,775	(1,271)	6,775			165
4010 Gross Pay	366	225	(141)	3,700	2,825	(875)	3,500		(200)	
4270 Employers Pension Contribution	15	18	3	188	162	(26)	210		22	
5410 Repairs & General Maintenance	0	0	0	2,928	1,150	(1,778)	1,200		(1,728)	
6000 Rent & Rates	0	240	240	868	1,200	332	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	380	483	103	8,418	5,637	(2,781)	6,910	0	(1,508)	0
Net Income over Expenditure	1,114	(483)	(1,597)	(372)	1,138	1,510	(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			0
6861 Public Clock Maintenance	0	0	0	992	800	(192)	800		(192)	
6862 Street Lighting	12,553	927	(11,626)	30,361	10,216	(20,145)	13,023		(17,338)	
6865 In Bloom Costs	0	0	0	14,243	16,260	2,017	16,260		2,017	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	12,553	927	(11,626)	45,595	27,276	(18,319)	30,083	0	(15,512)	0
Net Income over Expenditure	(12,553)	(927)	11,626	(36,322)	(26,016)	10,306	(21,626)			

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Detailed Income & Expenditure by Phased Budget Heading 31/12/2019

Month No: 9

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	Transfer to/from EMR
28	O/ Spaces & Leisure-Vine Cafe										
1211	Sale of Goods	877	2,782	1,905	26,533	53,310	26,777	61,710		0	
1212	Events Management	0	500	500	0	3,000	3,000	3,000		0	
1990	Other Income	2,487	0	(2,487)	2,487	0	(2,487)	0		0	
	O/ Spaces & Leisure-Vine Cafe :- Income	3,364	3,282	(82)	29,020	56,310	27,290	64,710			0
4010	Gross Pay	4,069	3,608	(461)	41,734	32,472	(9,262)	43,300		1,566	
4270	Employers Pension Contribution	66	220	154	497	1,980	1,483	2,640		2,143	
5410	Repairs & General Maintenance	669	41	(628)	1,178	377	(801)	500		(678)	
5500	Equipment Hired and New	2,627	150	(2,477)	4,241	1,350	(2,891)	1,800		(2,441)	
5525	Equipment Maintenance	0	41	41	301	377	76	500		199	
6000	Rent & Rates	219	100	(119)	327	900	573	1,200		873	
6010	Light Heat & Cleaning	0	0	0	1,548	1,200	(348)	1,600		52	
6101	Telephone	26	25	(1)	229	225	(4)	300		71	
6200	Printing & Stationery	0	0	0	23	30	7	30		7	
6210	Postage & Courier	0	0	0	0	160	160	160		160	
6240	Computer/ Data Base/WP's	0	12	12	666	114	(552)	150		(516)	
6320	Staff Training	0	0	0	0	300	300	300		300	
6460	Publicity & Democratic notices	0	21	21	0	189	189	250		250	
6500	Goods for Resale	888	500	(388)	13,068	18,498	5,430	20,000		6,932	
6533	Copyright Fees/Royalties	0	0	0	307	300	(7)	300		(7)	
6635	Professional Fees Licensing	0	0	0	130	100	(30)	100		(30)	
6900	Sundry Expenses	32	17	(15)	122	153	31	200		78	
6922	Health&Safety/Risk Assessments	0	0	0	0	500	500	500		500	

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Detailed Income & Expenditure by Phased Budget Heading 31/12/2019

Month No: 9

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	Transfer to/from EMR
6930 Alarm Maintenance	0	0	0	628	500	(128)	500		(128)	
6935 Waste Bin Disposal-Waste Bins	64	334	270	688	1,670	982	2,000		1,312	
6976 Credit card charges	29	46	17	630	412	(218)	550		(80)	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	8,688	5,115	(3,573)	66,318	61,807	(4,511)	76,880	0	10,562	0
Net Income over Expenditure	(5,324)	(1,833)	3,491	(37,299)	(5,497)	31,802	(12,170)			
29 O/Spaces & Leisure-Vine Ground										
1208 Other Events Income	0	0	0	0	2,000	2,000	2,000		0	
1805 Tea Kiosk Rental & Pavilion	0	795	795	2,318	3,180	863	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	795	795	24,504	5,680	(18,824)	5,680			0
4010 Gross Pay	794	717	(77)	6,279	6,453	174	8,600		2,321	
4270 Employers Pension Contribution	47	43	(4)	352	387	35	520		168	
5010 Vine Area General Maintenance	0	292	292	888	2,628	1,740	3,500		2,612	
5020 Vine Public Convenience	630	667	37	6,757	6,003	(754)	8,000		1,243	
5412 Capital Refurbishments	0	0	0	21,804	0	(21,804)	0		(21,804)	
6000 Rent & Rates	9	60	51	98	540	442	720		622	
6010 Light Heat & Cleaning	0	62	62	131	186	55	250		119	
6460 Publicity & Democratic notices	0	0	0	0	250	250	250		250	
6635 Professional Fees Licensing	0	0	0	70	100	30	100		30	
6868 Summer Concerts	27	0	(27)	2,320	3,100	780	3,100		780	

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Detailed Income & Expenditure by Phased Budget Heading 31/12/2019

Month No: 9

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	Transfer to/from EMR
6869	Special Events	(27)	0	27	0	0	0	0		0	
6931	CCTV Maintenance	0	0	0	651	640	(11)	640		(11)	
	O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	1,480	1,841	361	39,350	20,287	(19,063)	25,680	0	(13,670)	0
	Net Income over Expenditure	(1,480)	(1,046)	434	(14,846)	(14,607)	239	(20,000)			
30	F& G P - Bat & Ball Station										
1022	Letting & Hire of Facilities	1,042	4,756	3,714	13,410	42,804	29,394	57,074		0	
1211	Sale of Goods	2,013	13,624	11,611	25,148	122,616	97,468	163,482		0	
	F& G P - Bat & Ball Station :- Income	3,055	18,380	15,325	38,558	165,420	126,862	220,556			0
4010	Gross Pay	6,484	8,433	1,949	55,692	75,897	20,205	101,200		45,508	
4270	Employers Pension Contribution	147	533	386	1,491	4,797	3,306	6,400		4,909	
5410	Repairs & General Maintenance	0	128	128	775	1,152	377	1,540		765	
5500	Equipment Hired and New	66	0	(66)	3,170	0	(3,170)	0		(3,170)	
5525	Equipment Maintenance	0	0	0	301	0	(301)	0		(301)	
6000	Rent & Rates	119	412	293	3,914	3,708	(206)	4,950		1,036	
6011	Electricity	505	431	(74)	3,974	3,879	(95)	5,170		1,196	
6012	Gas	0	167	167	2,436	1,503	(933)	2,000		(436)	
6013	Cleaning	280	1,312	1,032	1,081	11,808	10,727	15,748		14,667	
6014	Water	0	249	249	0	2,241	2,241	2,990		2,990	
6020	Insurance Cost	0	172	172	295	1,548	1,253	2,060		1,765	
6101	Telephone	15	54	39	143	486	343	650		507	
6200	Printing & Stationery	31	17	(14)	394	153	(241)	200		(194)	

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Detailed Income & Expenditure by Phased Budget Heading 31/12/2019

Month No: 9

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	Transfer to/from EMR
6320	Staff Training	0	0	0	320	250	(70)	250		(70)	
6460	Publicity & Democratic notices	0	381	381	727	3,429	2,702	4,568		3,841	
6500	Goods for Resale	743	5,450	4,707	12,663	49,050	36,387	65,396		52,733	
6533	Copyright Fees/Royalties	0	46	46	0	414	414	550		550	
6635	Professional Fees Licensing	0	46	46	203	414	211	550		347	
6730	Subscriptions	140	0	(140)	140	0	(140)	0		(140)	
6900	Sundry Expenses	45	50	5	298	450	152	600		302	
6922	Health&Safety/Risk Assessments	0	85	85	1,133	765	(368)	1,020		(113)	
6930	Alarm Maintenance	683	414	(269)	1,444	1,230	(214)	1,230		(214)	
6931	CCTV Maintenance	0	52	52	0	468	468	620		620	
6935	Waste Bin Disposal-Waste Bins	79	102	23	786	918	132	1,230		444	
6939	Healthcare Services	286	0	(286)	286	0	(286)	0		(286)	
6976	Credit card charges	54	42	(12)	628	378	(250)	500		(128)	
	F& G P - Bat & Ball Station :- Indirect Expenditure	9,678	18,576	8,898	92,295	164,938	72,643	219,422	0	127,127	0
	Net Income over Expenditure	(6,623)	(196)	6,427	(53,737)	482	54,219	1,134			
31	F & G P - Establishments										
1115	Interest on Deposits	1,354	500	(854)	14,996	4,500	(10,496)	6,000		0	
1231	Banner Income	108	387	279	4,121	3,483	(638)	4,640		0	
1889	Waste Sacks Income	111	125	15	1,933	1,125	(808)	1,500		0	
1990	Other Income	8,298	83	(8,215)	8,453	747	(7,706)	1,000		0	
	F & G P - Establishments :- Income	9,871	1,095	(8,776)	29,503	9,855	(19,648)	13,140			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	Transfer to/from EMR
4010	Gross Pay	26,119	26,637	518	237,014	239,733	2,720	319,640		82,627	
4270	Employers Pension Contribution	2,474	3,377	903	25,152	30,393	5,241	40,520		15,368	
4271	Pension Deficiency	5,917	5,917	0	53,250	53,253	3	71,000		17,750	
5500	Equipment Hired and New	0	208	208	1,483	1,872	389	2,500		1,017	
6020	Insurance Cost	1,077	1,400	323	13,492	15,800	2,308	20,000		6,508	
6101	Telephone	452	492	40	4,088	4,428	340	5,900		1,812	
6103	Fax	0	9	9	0	75	75	100		100	
6200	Printing & Stationery	1,877	1,250	(627)	9,124	11,250	2,126	15,000		5,876	
6210	Postage & Courier	377	416	39	3,541	3,748	207	5,000		1,459	
6240	Computer/ Data Base/WP's	3,553	1,083	(2,470)	14,380	9,747	(4,633)	13,000		(1,380)	
6241	Website Costs	0	0	0	1,831	1,500	(331)	2,000		169	
6242	I.T. Infrastructure	(348)	650	998	5,869	5,850	(19)	6,500		631	
6281	Furnishings,Furniture/Eqpt	0	300	300	124	600	476	1,400		1,276	
6300	Computers Accountancy	(622)	0	622	2,192	2,660	468	3,300		1,108	
6315	Recruitment Costs	100	333	233	345	3,000	2,655	4,000		3,655	
6320	Staff Training	90	416	326	2,956	3,749	793	5,000		2,044	
6321	Investors in People	0	0	0	0	0	0	800		800	
6330	Welfare/Hospitality	(112)	158	270	2,338	1,422	(916)	1,900		(438)	
6410	Civic Exps/Annual Reception	495	825	330	1,439	1,650	211	1,650		211	
6415	Gifts/hospitality	363	55	(308)	1,029	330	(699)	400		(629)	
6420	Annual Parish Meeting	0	0	0	0	0	0	100		100	
6421	Honour Bd. Badges & Insignia	0	15	15	222	205	(17)	250		28	
6422	Mayor Allowance 2019/20	231	487	257	2,271	3,896	1,625	5,360		3,089	
6424	Mayors Car Allowance 2019/20	0	0	0	48	0	(48)	2,400		2,352	

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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	Transfer to/from EMR
6435 Members Expenses	0	0	0	4,000	4,000	0	4,000		0	
6440 Press Notices	419	0	(419)	704	1,370	666	1,500		796	
6450 Bye Laws	0	0	0	0	0	0	100		100	
6460 Publicity & Democratic notices	(1,519)	510	2,029	414	1,970	1,556	2,900		2,486	
6461 Banner Costs	0	125	125	885	1,125	241	1,500		616	
6610 Audit Fees	480	500	20	3,760	4,000	240	4,000		240	
6619 Irrecoverable VAT	0	0	0	0	0	0	6,000		6,000	
6620 Legal Expenses	1,750	570	(1,180)	1,750	2,000	250	5,000		3,250	
6635 Professional Fees Licensing	0	0	0	935	1,800	865	1,800		865	
6650 Bad debts	0	0	0	37	0	(37)	0		(37)	
6710 Conference Fees & Expenses	60	192	132	1,049	1,728	679	2,300		1,251	
6720 Books and Periodicals	54	32	(22)	209	288	79	380		171	
6730 Subscriptions	0	0	0	4,957	3,550	(1,407)	4,000		(957)	
6889 Waste Sacks	142	0	(142)	2,012	1,086	(926)	1,450		(562)	
6900 Sundry Expenses	113	42	(71)	338	378	40	500		162	
6922 Health&Safety/Risk Assessments	0	0	0	3,100	3,000	(100)	3,000		(100)	
6975 Bank Charges	176	125	(51)	1,423	1,125	(298)	1,500		77	
6976 Credit card charges	39	58	19	335	522	187	700		365	
7010 Election Expenses	8,298	0	(8,298)	11,298	3,000	(8,298)	3,000		(8,298)	
7611 Contingency provision	0	0	0	29,260	29,260	(0)	108,330		79,070	
7614 Stag reserve	0	0	0	0	0	0	1,000		1,000	
F & G P - Establishments :- Indirect Expenditure	52,055	46,182	(5,873)	448,652	455,363	6,711	680,680	0	232,028	0
Net Income over Expenditure	(42,185)	(45,087)	(2,902)	(419,149)	(445,508)	(26,359)	(667,540)			

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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	Transfer to/from EMR
32	F & G P - General										
1490	Christmas Lights Switch On	560	0	(560)	6,765	5,000	(1,765)	5,000		0	
1495	Number 8 bus income	3,309	3,095	(214)	29,778	27,855	(1,923)	37,138		0	
	F & G P - General :- Income	3,869	3,095	(774)	36,543	32,855	(3,688)	42,138			0
6490	Christmas Lights Switch On	5,803	1,600	(4,203)	10,636	10,700	64	26,000		15,364	
6491	Remembrance Day/Civic Serv.	750	300	(450)	2,108	2,700	592	2,700		592	
6495	Number 8 bus expenses	3,309	3,095	(214)	29,778	27,855	(1,923)	37,138		7,360	
6869	Special Events	21	0	(21)	8,563	6,500	(2,063)	6,500		(2,063)	
	F & G P - General :- Indirect Expenditure	9,883	4,995	(4,888)	51,085	47,755	(3,330)	72,338	0	21,253	0
	Net Income over Expenditure	(6,014)	(1,900)	4,114	(14,542)	(14,900)	(358)	(30,200)			
33	F & G P - Council Offices										
1022	Letting & Hire of Facilities	850	1,400	550	12,031	12,600	569	16,800		0	
1211	Sale of Goods	0	0	0	108	0	(108)	0		0	
	F & G P - Council Offices :- Income	850	1,400	550	12,139	12,600	461	16,800			0
4010	Gross Pay	2,563	2,305	(258)	13,180	20,745	7,565	27,660		14,480	
4270	Employers Pension Contribution	131	124	(7)	598	1,116	518	1,490		892	
5410	Repairs & General Maintenance	147	172	25	715	1,548	833	2,060		1,345	
5500	Equipment Hired and New	0	0	0	205	0	(205)	0		(205)	
6000	Rent & Rates	2,010	2,017	7	25,855	18,153	(7,702)	24,205		(1,650)	
6010	Light Heat & Cleaning	168	515	347	4,189	4,635	446	6,180		1,991	

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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	Transfer to/from EMR
6510 Catering Expenses	0	0	0	0	0	0	150		150	
6900 Sundry Expenses	0	8	8	107	72	(35)	100		(7)	
6922 Health&Safety/Risk Assessments	245	0	(245)	245	150	(95)	300		55	
6930 Alarm Maintenance	199	745	546	1,109	1,400	291	1,400		291	
6935 Waste Bin Disposal-Waste Bins	103	62	(41)	1,244	556	(688)	740		(504)	
F & G P - Council Offices :- Indirect Expenditure	5,566	5,948	382	47,447	48,375	928	64,285	0	16,838	0
Net Income over Expenditure	(4,716)	(4,548)	168	(35,308)	(35,775)	(467)	(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			0
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)	
5318 SCC Car Park	0	0	0	387	0	(387)	0		(387)	
5410 Repairs & General Maintenance	0	0	0	254	500	246	500		246	
6000 Rent & Rates	625	0	(625)	3,796	5,175	1,379	5,175		1,379	
6011 Electricity	507	0	(507)	1,143	675	(468)	675		(468)	
6012 Gas	0	0	0	414	465	51	465		51	
6013 Cleaning	0	0	0	0	210	210	210		210	
6101 Telephone	40	0	(40)	322	100	(222)	100		(222)	

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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	Transfer to/from EMR
6104 Mobile Telephone	0	0	0	58	80	22	80		22	
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	0	0	0	1,274	450	(824)	450		(824)	
6939 Healthcare Services	0	0	0	0	475	475	475		475	
F & G P - Community Centre :- Indirect Expenditure	1,172	0	(1,172)	16,936	18,268	1,332	18,268	0	1,332	0
Net Income over Expenditure	(1,172)	0	1,172	19,002	12,432	(6,570)	12,432			
38 F & G P - Grants										
6937 Annual Subsidy-Comm Centre	0	83	83	98	747	650	1,000		903	
6938 Annual Subsidy-Council Chamber	0	83	83	1,006	747	(259)	1,000		(6)	
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	0	0	0	500	500	1,000		1,000	
7552 Youth Outreach	0	500	500	4,096	3,500	(596)	5,000		904	
7555 Youth Council Support	270	250	(20)	500	500	0	500		0	
7556 Stag Community Arts Centre	0	0	0	27,000	27,000	0	27,000		0	
F & G P - Grants :- Indirect Expenditure	270	916	646	37,957	41,494	3,537	57,000	0	19,043	0
Net Expenditure	(270)	(916)	(646)	(37,957)	(41,494)	(3,537)	(57,000)			

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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	Transfer to/from EMR
39	F & G P - Property										
1046	SCC Ground Rents & Wayleaves	375	375	0	1,500	3,000	1,500	3,000		0	
1469	O/S Ground Rents & Wayleaves	998	0	(998)	5,990	5,000	(990)	5,000		0	
	F & G P - Property :- Income	1,373	375	(998)	7,490	8,000	510	8,000			0
5410	Repairs & General Maintenance	0	0	0	0	75	75	100		100	
	F & G P - Property :- Indirect Expenditure	0	0	0	0	75	75	100	0	100	0
	Net Income over Expenditure	1,373	375	(998)	7,490	7,925	435	7,900			
40	Sevenoaks Town Partnership										
1206	Business Awards	0	0	0	6,098	7,000	902	7,000		0	
1207	Business Show	760	0	(760)	2,530	3,000	470	3,000		0	
1209	Wellbeing show income	(760)	0	760	1,170	3,500	2,330	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	167	0	(167)	239	0	(239)	0		0	
	Sevenoaks Town Partnership :- Income	167	0	(167)	10,050	23,500	13,450	24,500			0
6101	Telephone	0	9	9	0	73	73	100		100	
6200	Printing & Stationery	0	9	9	0	75	75	100		100	
6240	Computer/ Data Base/WP's	42	42	0	3,100	375	(2,725)	500		(2,600)	
6244	Information Screens	0	125	125	1,275	1,125	(150)	1,500		225	
6322	Business Awards	(12)	0	12	7,711	7,500	(211)	7,500		(211)	

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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	Transfer to/from EMR
6323 Business Show	0	0	0	1,480	2,500	1,020	2,500		1,020	
6500 Goods for Resale	0	0	0	1,367	0	(1,367)	0		(1,367)	
6710 Conference Fees & Expenses	0	58	58	190	522	332	700		510	
6900 Sundry Expenses	0	50	50	664	450	(214)	600		(64)	
7000 Reinvestment	0	0	0	0	0	0	2,500		2,500	
7608 Friends of Bat & Ball	0	0	0	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	30	293	263	17,431	26,120	8,689	29,500	0	12,069	0
Net Income over Expenditure	137	(293)	(430)	(7,381)	(2,620)	4,761	(5,000)			
41 Business Hub										
1022 Letting & Hire of Facilities	0	667	667	0	1,999	1,999	4,000		0	
1025 Prov.of postal/Business addres	0	200	200	0	600	600	1,200		0	
1026 Hot Desking Facility	0	4,160	4,160	0	12,480	12,480	24,960		0	
1027 Dedicated Desk x12	0	5,520	5,520	0	16,560	16,560	33,120		0	
Business Hub :- Income	0	10,547	10,547	0	31,639	31,639	63,280			0
4010 Gross Pay	0	1,667	1,667	0	5,000	5,000	10,000		10,000	
4270 Employers Pension Contribution	0	333	333	0	1,001	1,001	2,000		2,000	
5410 Repairs & General Maintenance	0	1,000	1,000	0	3,000	3,000	6,000		6,000	
6000 Rent & Rates	170	667	497	1,528	2,000	472	4,000		2,472	
6010 Light Heat & Cleaning	0	0	0	(1,044)	0	1,044	0		1,044	

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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	Transfer to/from EMR
6011 Electricity	0	1,500	1,500	1,575	4,500	2,925	9,000		7,425	
6012 Gas	0	1,167	1,167	0	3,500	3,500	7,000		7,000	
6013 Cleaning	0	1,667	1,667	0	5,000	5,000	10,000		10,000	
6014 Water	0	666	666	0	1,999	1,999	4,000		4,000	
6242 I.T. Infrastructure	0	333	333	0	1,001	1,001	2,000		2,000	
Business Hub :- Indirect Expenditure	170	9,000	8,830	2,060	27,001	24,941	54,000	0	51,940	0
Net Income over Expenditure	(170)	1,547	1,717	(2,060)	4,638	6,698	9,280			
50 Youth Cafe										
1022 Letting & Hire of Facilities	117	312	195	1,650	2,804	1,154	3,740		0	
1211 Sale of Goods	82	192	110	1,381	1,723	342	2,300		0	
1350 Revenue Grant income	0	0	0	2,922	0	(2,922)	0		0	
Youth Cafe :- Income	199	504	305	5,953	4,527	(1,426)	6,040			0
4010 Gross Pay	2,521	2,267	(254)	22,629	20,399	(2,230)	27,200		4,571	
4270 Employers Pension Contribution	91	92	1	431	824	393	1,100		669	
5410 Repairs & General Maintenance	2,746	83	(2,663)	3,425	747	(2,678)	1,000		(2,425)	
6010 Light Heat & Cleaning	15	42	27	35	378	343	500		465	
6101 Telephone	52	47	(5)	449	420	(29)	560		111	
6200 Printing & Stationery	0	42	42	80	378	298	500		420	
6240 Computer/ Data Base/WP's	17	63	46	150	562	412	750		600	
6281 Furnishings,Furniture/Eqpt	1	0	(1)	1,169	225	(944)	500		(669)	
6320 Staff Training	0	0	0	20	400	380	400		380	

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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	Transfer to/from EMR
6340 Staff Uniforms	0	0	0	146	150	4	200		54	
6460 Publicity & Democratic notices	0	42	42	0	374	374	500		500	
6500 Goods for Resale	217	142	(75)	1,755	1,274	(481)	1,700		(55)	
6635 Professional Fees Licensing	0	0	0	397	200	(197)	200		(197)	
6900 Sundry Expenses	8	12	4	141	112	(29)	150		9	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	400		400	
Youth Cafe :- Indirect Expenditure	5,668	2,832	(2,836)	30,827	26,443	(4,384)	35,660	0	4,833	0
Net Income over Expenditure	(5,469)	(2,328)	3,141	(24,874)	(21,916)	2,958	(29,620)			
60 Markets										
1017 Rental Income Sat Market	1,739	1,872	134	16,678	16,840	163	22,456		0	
1018 Rental Income Wed Market	335	1,148	813	6,739	10,332	3,594	13,774		0	
1019 Rental Income Blighs Market	2,262	2,040	(222)	12,042	18,360	6,319	24,480		0	
1024 Rental Income Friday Market	0	1,148	1,148	0	10,330	10,330	13,774		0	
1990 Other Income	7,026	0	(7,026)	7,026	0	(7,026)	0		0	
Markets :- Income	11,362	6,208	(5,154)	42,484	55,862	13,378	74,484			0
4010 Gross Pay	137	241	104	1,373	2,176	803	2,900		1,527	
5410 Repairs & General Maintenance	0	0	0	13	77	64	103		90	
5420 Saturday market charges	1,097	1,202	105	10,700	10,814	114	14,420		3,720	
5421 Wednesday Market charges	1,999	2,189	190	19,789	19,698	(91)	26,265		6,476	
5423 Friday market charges	0	1,202	1,202	0	10,814	10,814	14,420		14,420	
6001 Blighs Market Charges	350	1,551	1,201	9,585	13,959	4,374	18,615		9,030	

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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	Transfer to/from EMR
6010 Light Heat & Cleaning	0	42	42	169	377	208	500		331	
6460 Publicity & Democratic notices	0	200	200	1,315	2,900	1,585	3,500		2,185	
7000 Reinvestment	0	0	0	0	0	0	(6,239)		(6,239)	
Markets :- Indirect Expenditure	3,584	6,627	3,043	42,944	60,815	17,871	74,484	0	31,540	0
Net Income over Expenditure	7,778	(419)	(8,197)	(460)	(4,953)	(4,493)	0			
70 Precept										
1995 Precept	95,115	95,115	(0)	856,039	856,040	1	1,141,385		0	
Precept :- Income	95,115	95,115	(0)	856,039	856,040	1	1,141,385			0
Net Income	95,115	95,115	(0)	856,039	856,040	1	1,141,385			
Grand Totals:- Income	140,900	150,097	9,197	1,263,034	1,391,985	128,951	1,850,315			
Expenditure	149,706	136,608	(13,098)	1,312,420	1,348,430	36,010	1,876,316	0	563,896	
Net Income over Expenditure	(8,806)	13,489	22,295	(49,386)	43,555	92,941	(26,001)			
Movement to/(from) Gen Reserve	(8,806)			(49,386)						

Agenda Item

Sevenoaks Town Council

Working Capital Summary as at 31st January 2020

	B/fwd 01-Apr-19 £	Movement* £		C/fwd 31-Jan-20 £		31-Jan-19 £
Current Assets						
Stock	3,075	-		3,075		1,041
Trade debtors	18,681	33,204		51,885		39,790
VAT	72,199	52,953		125,152		17,289
Prepayments and other debtors	67,867	(50,121)		17,746		14,741
PWLB loan received in July 2019	-	1,399,510	1,399,510			-
Cash at bank and in hand	2,461,271	703,675	3,164,945			
Total Cash at Bank				4,564,455		2,695,925
	2,623,092	2,139,220		4,762,313		2,768,785
Current Liabilities						
Trade creditors	203,297	(71,513)		131,784		91,341
Accruals and other creditors	115,568	(27,313)		88,255		100,092
Prior Mayors charity account	-	-		-		0
Precept received in advance of budget		190,231		190,231	Note 1	181,432
Receipts in advance (rent and hall hire)	20,675	(13,503)		7,173		8,602
	339,540	77,902		417,442		381,467
Net Current Assets	2,283,552	2,061,319		4,344,871		2,387,318
Represented by:						
General Funds						
Revenue Reserves	318,758	(140,765)		177,993	Note 2	(321,756)
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	(253,459)		887,116	Note 3	1,734,641
CIL Earmarked Reserve	517,322	1,091,809		1,609,131		734,574
Capital Projects Reserve	-	-		-		-
No 8 bus Reserve	75,130	(33,087)		42,043	Note 4	81,747
QH Allotments Key Reserves	4,115	465		4,580		4,180
BV Allotments Key Reserves	-	100		100		
PWLB Loan Repayable	-	1,399,510		1,399,510	Note 5	
Mayor's Charity Reserve	15,088	745		15,833	Note 6	7,357
	1,964,795	2,202,083		4,166,878		2,709,073
	2,283,552	2,061,319		4,344,871		2,387,318

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

Note 1 Precept received relating to final 2 months of year.

Note 2 Year to date movement represents a net loss of £348,722, 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), reduced by £253,459 movement from capital receipts reserve

Note 3 Capital infrastructure net expenditure of £253,459 relates to expenditure to date of £703,785, mainly offset by HLF grant received £238,398 and CIL Allocation of £159,274

Note 3A £396,401 of the balance shown as Capital Receipts Reserve relates to Bat & Ball Station Café Management & Maintenance

Note 4 Balance in No.8 Reserve is reduced monthly to offset operational costs of £3,308.66 per month

Note 5 Public Works Loan received £1.4m with £490 admin charges deducted

Note 6 Balance in mayor's charity reserve relates to income collected for the mayor's charities.

Sevenoaks Town Council

Working Capital Summary as at 31st December 2019

	B/fwd 01-Apr-19 £	Movement* £		C/fwd 31-Dec-19 £		31-Dec-18 £
Current Assets						
Stock	3,075	-		3,075		1,041
Trade debtors	18,681	32,688		51,368		54,370
VAT	72,199	14,287		86,486		109,169
Prepayments and other debtors	67,867	(50,986)		16,881		18,731
PWLB loan received in July 2019	-	1,399,510	1,399,510			-
Cash at bank and in hand	2,461,271	982,873	3,444,144			
Total Cash at Bank				4,843,654		2,825,975
	2,623,092	2,378,371		5,001,463		3,009,286
Current Liabilities						
Trade creditors	203,297	(118,829)		84,468		156,776
Accruals and other creditors	115,568	(26,912)		88,656		100,078
Prior Mayors charity account	-	-		-		0
Precept received in advance of budget		285,346		285,346	Note 1	272,148
Receipts in advance (rent and hall hire)	20,675	(13,286)		7,389		9,833
	339,540	126,320		465,860		538,834
Net Current Assets	2,283,552	2,252,051		4,535,604		2,470,452
Represented by:						
General Funds						
Revenue Reserves	318,758	(95,142)		223,615	Note 2	(240,641)
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	(110,533)		1,030,042	Note 3	1,734,641
CIL Earmarked Reserve	517,322	1,091,809		1,609,131		735,054
Capital Projects Reserve	-	-		-		-
No 8 bus Reserve	75,130	(29,778)		45,352	Note 4	85,055
QH Allotments Key Reserves	4,115	505		4,620		4,195
BV Allotments Key Reserves	-	100		100		
PWLB Loan Repayable	-	1,399,510		1,399,510	Note 5	
Mayor's Charity Reserve	15,088	(419)		14,669	Note 6	5,573
	1,964,795	2,347,194		4,311,988		2,711,093
	2,283,552	2,252,051		4,535,604		2,470,452

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

Note 1 Precept received relating to final 3 months of year.

Note 2 Year to date movement represents a net loss of £159,919, 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), reduced by £110,533 movement from capital receipts reserve

Note 3 Capital infrastructure net expenditure of £110,533 relates to expenditure to date of £560,858, mainly offset by HLF grant received for £238,398 and CIL Allocation of £159,274

Note 3A £396,401 of the balance shown as Capital Receipts Reserve relates to Bat & Ball Station Café Management & Maintenance

Note 4 Balance in No.8 Reserve is reduced monthly to offset operational costs of £3,308.66 per month

Note 5 Public Works Loan received £1.4m with £490 admin charges deducted

Note 6 Balance in mayor's charity reserve relates to income collected for the mayor's charities.

Sevenoaks Town Council

Statement of Fund Balances as at 31 January 2020

£ (2018/19)			S&P Rating 31/12/2019 Long term	Short term	Values £	Total Values £	Percent of Total Funds %	Interest rate
	Bank of Scotland							
750,000		Treasury deposit (1m)	A+	A1	1,500,000			
						1,500,000	32.86%	0.42%
	National Westminster Bank		A	A1				
767		Business Reserve Account			875			
531,284		Current Account			394,649			0.20%
1,000		Payroll Account			1,000			
1,000		HITB Youth café			1,000			
7,933		Sevenoaks Town Partnership			8,101			
10,191		Mayors Charity Account			15,822			
						421,446	9.23%	
	HSBC		AA-	A1+				
50,227		Business money manager			50,325			0.20%
						50,325	1.10%	
	Handelsbanken		AA-	A1+				
63,256		Deposit account			64,000			0.15%
260,005		35 day notice account			260,005			0.25%
						324,005	7.10%	
	Nationwide		A	A1				
1,009,544		Instant Saver			1,257,791			0.60%
10,087		Sevenoaks Fund Instant Saver			10,147			0.60%
						1,267,938	27.78%	
	CCLA							
0		Business money manager	AAA (Fitch only)		1,000,000			
						1,000,000	21.91%	0.71%
	Clydesdale							
1		Current account	BBB+	A2	1	1		
631	Petty Cash					740	0.02%	
2,695,925						4,564,455	100.00%	

Sevenoaks Town Council

Statement of Fund Balances as at 31 December 2019

£ (2018/19)			S&P Rating 31/12/2019 Long term	Short term	Values £	Total Values £	Percent of Total Funds %	Interest rate
	Bank of Scotland							
750,000		Treasury deposit (1m)	A+	A1	2,000,000			
						2,000,000	41.29%	0.80%
	National Westminster Bank		A	A1				
747		Business Reserve Account			875			
663,706		Current Account			175,501			0.20%
1,000		Payroll Account			1,000			
1,000		HITB Youth café			1,000			
7,933		Sevenoaks Town Partnership			8,101			
8,241		Mayors Charity Account			14,658			
						201,134	4.15%	
	HSBC		AA-	A1+				
50,227		Business money manager			50,325			0.20%
						50,325	1.04%	
	Handelsbanken		AA-	A1+				
63,192		Deposit account			63,937			0.15%
260,005		35 day notice account			260,005			0.25%
						323,942	6.69%	
	Nationwide		A	A1				
1,009,030		Instant Saver			1,257,150			0.60%
10,081		Sevenoaks Fund Instant Saver			10,142			0.60%
						1,267,292	26.16%	
	CCLA							
0		Business money manager	AAA (Fitch only)		1,000,000			
						1,000,000	20.65%	0.71%
	Clydesdale							
1		Current account	BBB+	A2	1	1		
811	Petty Cash					960	0.02%	
2,825,975						4,843,654	100.00%	

Sevenoaks Town Council

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 10

Order by Supplier A/c

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
31/12/2019	1/IK8623	27072	ALTOOFFICE	ALTO001	80.64	16.12	96.76	6200	31	80.64	27072/ink cartridges x 3
23/01/2020	63274	27130	APPOINTMENT BUS	APP001	47.67	9.53	57.20	6200	31	43.55	27130/back office print chgs
								6200	30	4.12	27130/front office print chgs
27/01/2020	36823	27140	ARK TRADING	ARK001	86.97	17.40	104.37	6900	40	86.97	27140/town partnership hoodies
15/01/2020	15/01/2020	27124	BANKLINE	BANKL01	102.60	0.00	102.60	6975	31	102.60	27124/bank charges
09/01/2020	0001016377	27056	BJF ELECTRICAL	BJF001	76,820.34	15,364.07	92,184.41	9063	91	76,820.34	27056/development of CC 3rd Ap
09/01/2020	0001016377REV	27109	BJF ELECTRICAL	BJF001	-76,820.34	-15,364.07	-92,184.41	9063	91	-76,820.34	27109/wrong supplier code used
09/01/2020	0001016377A	27110	BJF CONNECTIONS LTD	BJF002	76,820.34	15,364.07	92,184.41	9063	91	76,820.34	27110/B&B Centre redevelopment
27/01/2020	INV2354	27146	B&M MCHUGH LIMITED	BM001	35,756.14	7,151.23	42,907.37	9072	91	35,756.14	27146/building of Ramp&steps
23/01/2020	3555685	27120	BOOKER	BOOK001	195.01	24.32	219.33	6010	28	34.55	27120/cleaning equipment
								5500	28	52.45	27120/kitchen equipment
								6500	28	108.01	27120/goods for resale
30/01/2020	3555974	27180	BOOKER	BOOK002	225.56	21.26	246.82	6010	50	3.29	27180/cleaning equipment
								6500	50	222.27	27180/goods for resale
07/01/2020	3438277	27030	BOOKER	BOOK003	-6.49	0.00	-6.49	6500	30	-6.49	27030/CN-salad cream sachets
14/01/2020	3438466	27107	BOOKER	BOOK003	-34.23	0.00	-34.23	6500	30	-34.23	27107/goods for resale credit
30/01/2020	3438913	27152	BOOKER	BOOK003	-6.99	-1.40	-8.39	6500	30	-6.99	27152/goods for resale credit
07/01/2020	3555084	27047	BOOKER	BOOK003	5.19	1.04	6.23	5500	30	5.19	27047/hinged sandwich wedges
07/01/2020	3555085	27029	BOOKER	BOOK003	266.20	24.87	291.07	6500	30	228.95	27029/goods for resale
								6013	30	11.99	27029/cleaning products
								5500	30	25.26	27029/kitchen equipments
14/01/2020	3555321	27105	BOOKER	BOOK003	123.92	5.03	128.95	6013	30	17.98	27105/blue roll
								6500	30	105.94	27105/goods for resale
29/01/2020	3555915	27153	BOOKER	BOOK003	217.18	21.44	238.62	6013	30	3.29	27153/cleaning equipment
								5500	30	68.45	27153/kitchen equipment
								6500	30	145.44	27153/goods for resale
10/01/2020	SVO/353193	27084	BREWERS	BREW001	46.17	9.23	55.40	5410	40	46.17	27084/paint
17/01/2020	SVO/353216	27164	BREWERS	BREW001	37.92	7.58	45.50	5410	33	37.92	27164/Painting equipment

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 10 **Order by Supplier A/c**

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
17/01/2020	SVO/353217	27165	BREWERS	BREW001	27.65	5.53	33.18	5410	33	27.65	27165/maintenance equipment
24/01/2020	SVO/353255	27163	BREWERS	BREW001	145.18	29.04	174.22	5110	21	145.18	27163/Paint&painting equipment
31/01/2020	SVO/353510	27211	BREWERS	BREW001	16.00	3.20	19.20	5110	21	16.00	27211/paintable caulk
31/01/2020	SVO/353512	27207	BREWERS	BREW001	4.12	0.82	4.94	5110	21	4.12	27207/tray&roller set-Raleys
31/01/2020	SVO/353513	27210	BREWERS	BREW001	249.79	49.96	299.75	5110	21	169.58	27210/5L floor paint
								5110	21	18.00	27210/anti-slip additive x2
								5110	21	62.21	27210/sealant
31/01/2020	SVO/353514	27212	BREWERS	BREW001	16.95	3.39	20.34	5110	21	16.95	27212/tetrion filler-decoratin
17/01/2020	M107Q1	27093	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	27093/Jan call chgs
31/01/2020	N1328364	27216	BRITISH RED CROSS	BRIT004	279.00	55.80	334.80	6320	21	279.00	27216/first aid training BD
12/12/2019	22357	27036	BRODEX TRIDENT	BROT001	245.00	49.00	294.00	6922	33	245.00	27036/LegionellaRisk Assesment
12/12/2019	22377	27038	BRODEX TRIDENT	BROT001	245.00	49.00	294.00	6922	21	245.00	27038/risk assemnt St Johns T.
12/12/2019	22378	27037	BRODEX TRIDENT	BROT001	245.00	49.00	294.00	6922	21	245.00	27037/risk assesmnt Greatness
31/01/2020	35317	27222	BSP LIMITED	BSP001	210.00	42.00	252.00	6935	21	210.00	27222/skip hire-Knole Paddock
11/01/2020	2440300	27097	CASTLE WATER	CAS002	118.92	0.00	118.92	6000	33	118.92	27097/Dec water chgs
03/01/2020	2406416	27060	CASTLE WATER	CAS003	19.35	0.00	19.35	6000	29	19.35	27060/Dec water chgs
11/01/2020	2440910	27096	CASTLE WATER	CAS004	57.26	0.00	57.26	6000	28	57.26	27096/Dec water chgs
03/01/2020	2407906	27061	CASTLE WATER	CAS005	10.90	0.00	10.90	5025	21	10.90	27061/Dec water chgs
03/01/2020	2407442	27062	CASTLE WATER	CAS006	21.05	0.00	21.05	6000	21	21.05	27062/Dec water chgs
09/01/2020	424395	27149	CHASE FENCING SUPPLI	CHA002	200.00	40.00	240.00	5410	23	200.00	27149/fencing stumps x 200
30/01/2020	INV-168940	27232	CURD & CURE	CHS001	56.70	3.60	60.30	6500	28	56.70	27232/goods for resale
24/01/2020	0000000011	27150	COBLANDS LANDSCAPES	COB002	8.75	1.75	10.50	5310	21	8.75	27150/tree stake x 3
07/01/2020	138840	27079	HW COLDBREATH	COL003	240.48	0.00	240.48	6500	30	240.48	27079/goods for resale
30/01/2020	138932	27175	HW COLDBREATH	COL003	255.90	0.00	255.90	6500	30	255.90	27175/goods for resale
17/01/2020	149391	27106	CONNECTAPHONE	CON001	440.60	88.12	528.72	6101	21	11.51	27106/Dec call chgs
								6101	22	16.62	27106/Dec call chgs
								6101	36	11.52	27106/Dec call chgs
								6101	30	13.99	27106/Dec call chgs
								6101	31	386.96	27106/Dec call chgs

Sevenoaks Town Council

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 10

Order by Supplier A/c

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
23/01/2020	INV013-CAS	27141	CORBAN COFFEE	COR002	140.00	0.00	140.00	6500	30	140.00	27141/coffee for resale
23/01/2020	86861	27221	DE JAGER &SONS	DEJAG001	210.35	42.07	252.42	6802	22	34.70	27221/plants
								5340	21	175.65	27221/plants
08/01/2020	11073	27103	STREETLIGHTS	DIR001	97.75	19.55	117.30	6862	26	97.75	27103/rplce lght sensor Sth.pk
10/01/2020	11085	27102	STREETLIGHTS	DIR001	134.25	26.85	161.10	6862	26	134.25	27102/W.Av replaced LEDs&fuses
17/01/2020	11098	27112	STREETLIGHTS	DIR001	9,375.00	1,875.00	11,250.00	6862	26	9,375.00	27112/LED Upgrade
29/01/2020	11148	27238	STREETLIGHTS	DIR001	97.75	19.55	117.30	6862	26	97.75	27238/light.repair Wildernesse
10/01/2020	586	27057	DIRECT DESIGN	DIR003	65.00	13.00	78.00	6200	31	65.00	27057/ 'Happy to chat' sign
18/12/2019	924467	27042	ERNEST DOE	DOE001	1,336.53	267.31	1,603.84	5525	22	1,336.53	27042/excavator tracks/oil
01/01/2020	H17FDFDD82	27013	E-ON	E-ON	416.45	83.29	499.74	6862	26	416.45	27013/Dec electricity chgs
28/01/2020	25277	27176	EDWARD TYRRELL	EDW002	3,549.00	709.80	4,258.80	5310	21	3,549.00	27176/Pontoise fence replaced
24/09/2019	0003043420	27231	ELITE	EFS001	-19.87	-3.98	-23.85	6500	30	-19.87	27231/CN-English rolls
03/01/2020	0003134096	26984	ELITE	EFS001	66.66	0.00	66.66	6500	28	66.66	26984/goods for resale
03/01/2020	0003134104	26985	ELITE	EFS001	40.33	0.00	40.33	6500	30	40.33	26985/goods for resale
11/01/2020	0003141673	27091	ELITE	EFS001	42.36	0.00	42.36	6500	28	42.36	27091/food for resale
13/01/2020	0003142615	27045	ELITE	EFS001	39.40	0.00	39.40	6500	30	39.40	27045/goods for resale
20/01/2020	0003149727	27108	ELITE	EFS001	40.33	0.00	40.33	6500	30	40.33	27108/goods for resale
24/01/2020	0003154260	27139	ELITE	EFS001	91.41	0.00	91.41	6500	28	91.41	27139/goods for resale
30/01/2020	40684	27236	EJPFIREPROTECT	EJPFIRE001	95.00	19.00	114.00	6930	33	95.00	27236/fire alarm maintenance
30/01/2020	40685	27234	EJPFIREPROTECT	EJPFIRE001	80.00	16.00	96.00	6930	28	80.00	27234/fire alarm maintenance
30/01/2020	40686	27235	EJPFIREPROTECT	EJPFIRE001	180.00	36.00	216.00	6930	36	180.00	27235/fir alarm maintenance
06/01/2020	SV223474	27064	ELS	ELS001	28.00	5.60	33.60	6010	33	28.00	27064/PIR Floodlight x 1
22/01/2020	334	27129	ENOVERT	ENO001	2,023.60	0.00	2,023.60	5310	21	2,023.60	27129/M.C Play.A contribution
03/01/2020	851377	27241	EXPRESS FACTORS	EXPR001	4.99	1.00	5.99	5550	21	4.99	27241/diesel injection cleaner
07/01/2020	852101	27086	EXPRESS FACTORS	EXPR001	1.20	0.24	1.44	5410	22	1.20	27086/clamp for floodlight
05/12/2019	04050211	27041	FAIRALLS	FAIR001	3.18	0.64	3.82	5310	21	3.18	27041/galvanised staples
05/12/2019	04050212	27040	FAIRALLS	FAIR001	36.26	7.25	43.51	5120	21	36.26	27040/sharp sand bulk bag
08/01/2020	04050739	27219	FAIRALLS	FAIR001	23.94	4.79	28.73	5310	21	23.94	27219/post fix-Buckhurst steps
13/01/2020	04050832	27213	FAIRALLS	FAIR001	7.75	1.55	9.30	5010	29	7.75	27213/roadstone

Purchase Ledger for Month No 10 **Order by Supplier A/c**

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
20/01/2020	04051005	27218	FAIRALLS	FAIR001	7.98	1.60	9.58	5310	21	7.98	27218/post mix-Buckhurst steps
24/01/2020	04051121	27217	FAIRALLS	FAIR001	20.67	4.13	24.80	5310	21	20.67	27217/nut,bolt,washer-Buckhurs
30/01/2020	04051245	27215	FAIRALLS	FAIR001	39.52	7.90	47.42	6822	22	39.52	27215/concrete spurs
30/01/2020	04051269	27209	FAIRALLS	FAIR001	45.81	9.16	54.97	5310	21	45.81	27209/ballast,cement-Buckhurst
03/01/2020	2512	27203	K M FINCH	FINC001	580.00	116.00	696.00	5410	22	580.00	27203/modif. to storage cont.
07/01/2020	I022238	27075	FORGE GARAGE	FORG001	362.63	64.53	427.16	5550	21	362.63	27075/service of GL55YAD
23/01/2020	INV16277	27148	FSL	FSL001	595.00	119.00	714.00	9063	91	595.00	27148/storage at SDN building
09/01/2020	INV464146	27074	GAZA TIMBER	GAZA001	111.69	22.34	134.03	5010	29	111.69	27074/posts x 10
23/01/2020	INV464848	27173	GAZA TIMBER	GAZA001	254.67	50.93	305.60	5310	21	254.67	27173/Buckhurst steps timber
24/01/2020	INV464909	27168	GAZA TIMBER	GAZA001	160.20	32.04	192.24	5310	21	145.94	27168/posts x 8 for Buckhurst
								5310	21	14.26	27168/rail for Buckhurst
02/01/2020	171	26988	GLENN BALL	GLE001	2,811.11	0.00	2,811.11	9063	91	2,811.11	26988/Architects expenses
31/01/2020	INV-2903	27271	GO COACH	GO001	3,308.66	0.00	3,308.66	6495	32	4,446.21	27271/Route8bus service Jan20
								1495	32	-1,137.55	27271/Route8bus service Jan20
22/01/2020	142055	27127	GODFREYS	GOD001	1.18	0.24	1.42	5525	21	1.18	27127/warning sign
18/12/2019	05/029507	27053	GREENHAM	GREE001	20.01	4.00	24.01	5310	21	20.01	27053/post cap/steel plate
22/01/2020	05/030579	27220	GREENHAM	GREE001	51.05	10.21	61.26	6952	21	51.05	27220/trousers AM
20/01/2020	05/032314	27172	GREENHAM	GREE001	65.82	13.16	78.98	6013	28	65.82	27172/sanitiser x 6
29/01/2020	05/033119	27270	GREENHAM	GREE001	196.44	39.29	235.73	6010	33	64.80	27270/antibacterial handwash
								6013	30	131.64	27270/sanitiser hand foam
31/12/2019	10098	27126	HARDWARE CENTRE	HARD001	23.69	4.73	28.42	5500	21	18.28	27126/saw&saw tool
								5410	21	5.41	27126/tub filler
17/01/2020	75127	27233	HERBERT & WARD	HAW001	133.60	0.00	133.60	6500	28	133.60	27233/goods for resale
22/01/2020	13223	27132	HELIOCENTRIX	HELI001	2,604.39	520.88	3,125.27	6242	31	2,604.39	27132/windows S.ware licence
31/01/2020	13257	27227	HELIOCENTRIX	HELI001	1,699.26	339.85	2,039.11	6240	31	1,047.56	27227/IT support
83								6242	31	651.70	27227/Office365 agreement
20/01/2020	INV-0597861	27128	HOLLY LANDSC	HOLLY001	1,162.50	232.50	1,395.00	6320	22	1,050.00	27128/machine training
								6320	22	37.50	27128/NPORS reg fee for AM
								6320	22	37.50	27128/NPORS reg fee for JH

Purchase Ledger for Month No 10 **Order by Supplier A/c**

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
								6320	22	37.50	27128/NPORS reg fee for SM
31/01/2020	PSI03810	27272	INVESTORS IN PEOPLE	INV002	4,500.00	900.00	5,400.00	6321	31	4,500.00	27272/review V6 The Standard
22/01/2020	88458	27230	JIK	JIK001	49.00	9.80	58.80	6315	31	49.00	27230/Cafe manager job advert
13/09/2019	19-70	27244	JJ BROOKS	JJB001	130.00	26.00	156.00	9071	91	130.00	27244/acro-prop hire Sept2019
28/01/2020	20-03	27243	JJ BROOKS	JJB001	130.00	26.00	156.00	9071	91	130.00	27243/acro prop hire Jan2020
27/01/2020	1233052195	27143	KALC	KALC	50.00	10.00	60.00	6320	31	50.00	27143/Work shop for Cllr C S
27/01/2020	1004619	27145	KALL KWIK	KALL001	141.00	28.20	169.20	9066	91	141.00	27145/NDP posters and banners
22/01/2020	1004627	27155	KALL KWIK	KALL001	33.00	6.60	39.60	6200	30	15.00	27155/B&B poster x 1
								6200	50	18.00	27155/HITB poster x 1
29/01/2020	1004638	27246	KALL KWIK	KALL001	251.00	24.80	275.80	6200	31	251.00	27246/ATM flyers,banners
06/01/2020	I3541257	26986	KCC KCS	KCC003	150.95	30.19	181.14	6010	33	31.35	26986/cleaning
								6200	31	119.60	26986/stationery
09/01/2020	I3543711	27069	KCC KCS	KCC003	5.55	1.11	6.66	6200	30	1.85	27069/2020 calender
								6200	50	1.85	27069/2020 calender
								6200	28	1.85	27069/2020 calender
10/01/2020	I3544775	27085	KCC KCS	KCC003	49.80	9.96	59.76	6013	21	49.80	27085/refuse sacks 200 pk x 3
13/01/2020	I3545781	27078	KCC KCS	KCC003	28.25	5.65	33.90	6013	30	28.25	27078/paper towels
14/01/2020	I3546823	27083	KCC KCS	KCC003	1.80	0.36	2.16	6010	33	1.80	27083/polish 750ml
17/01/2020	I3550109	27134	KCC KCS	KCC003	16.60	3.32	19.92	6013	21	16.60	27134/refuse sacks 200 pck x 1
23/01/2020	I3554182	27121	KCC KCS	KCC003	89.75	17.95	107.70	6200	31	89.75	27121/stationery
31/01/2020	I3560661	27174	KCC KCS	KCC003	72.40	14.48	86.88	6010	33	27.55	27174/cleaning equipment
								6200	31	44.85	27174/stationery
09/01/2020	I17757	27101	KCCJ LTD	KCC004	70.00	14.00	84.00	5500	31	70.00	27101/2 coffee machine gaskets
31/01/2020	I17815	27237	KCCJ LTD	KCC004	220.00	44.00	264.00	6320	30	220.00	27237/coffee machine training
10/12/2019	C207	27048	KELSEY	KEL001	2,400.00	480.00	2,880.00	5410	21	2,400.00	27048/pathway repair St Nicks
28/01/2020	7192933	27178	KFF	KFF001	15.34	3.07	18.41	6500	30	15.34	27178/goods for resale
2?/01/2020	13209	27123	KENTEC	KTEC001	375.00	75.00	450.00	6320	31	125.00	27123/PAT testing course - RG
								6320	31	125.00	27123/PAT testing course - JH
								6320	31	125.00	27123/PAT testing course - DM

Purchase Ledger for Month No 10 **Order by Supplier A/c**

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
10/01/2020	88803	27087	LANDSCAPE SUPPLY CO	LAND001	65.90	13.18	79.08	6952	22	65.90	27087/trousers&boots
03/11/2016	STLTG4666394	27186	LASER	LASE001	256.84	51.37	308.21	6862	26	256.84	27186/electric charges
03/11/2016	STLTG4666405	27188	LASER	LASE001	256.84	51.37	308.21	6862	26	256.84	27188/electric charges
03/11/2016	STLTG4666430	27187	LASER	LASE001	248.56	49.71	298.27	6862	26	248.56	27187/electric charges
03/11/2016	STLTG4666431	27201	LASER	LASE001	239.62	47.92	287.54	6862	26	239.62	27201/electric charges
07/11/2016	STLTG4667843	27184	LASER	LASE001	10.99	0.55	11.54	6862	26	10.99	27184/electric charges
07/11/2016	STLTG4667848	27185	LASER	LASE001	10.26	0.51	10.77	6862	26	10.26	27185/electric charges
07/11/2016	STLTG4667850	27189	LASER	LASE001	10.97	0.55	11.52	6862	26	10.97	27189/electric charges
07/11/2016	STLTG4667852	27190	LASER	LASE001	10.99	0.55	11.54	6862	26	10.99	27190/electric charges
07/11/2016	STLTG4667854	27183	LASER	LASE001	10.64	0.53	11.17	6862	26	10.64	27183/electric charges
16/10/2019	STLTG6913480	27194	LASER	LASE001	-10.89	-0.54	-11.43	6862	26	-10.89	27194/CN-electric charges
16/10/2019	STLTG6913481	27193	LASER	LASE001	-10.18	-0.51	-10.69	6862	26	-10.18	27193/CN-electric charges
16/10/2019	STLTG6913482	27195	LASER	LASE001	-11.46	-0.57	-12.03	6862	26	-11.46	27195/CN-electric charges
16/10/2019	STLTG6913483	27192	LASER	LASE001	-11.84	-0.59	-12.43	6862	26	-11.84	27192/CN-electric charges
16/10/2019	STLTG6913484	27196	LASER	LASE001	-11.84	-0.59	-12.43	6862	26	-11.84	27196/CN-electric charges
17/10/2019	STLTG6913827	27198	LASER	LASE001	-238.81	-47.76	-286.57	6862	26	-238.81	27198/CN-electric charges
17/10/2019	STLTG6913828	27197	LASER	LASE001	-255.27	-51.05	-306.32	6862	26	-255.27	27197/CN-electric charges
17/10/2019	STLTG6913829	27199	LASER	LASE001	-263.43	-52.69	-316.12	6862	26	-263.43	27199/CN-electric charges
17/10/2019	STLTG6913830	27191	LASER	LASE001	-272.21	-54.44	-326.65	6862	26	-272.21	27191/CN-electric charges
17/10/2019	STLTG6913831	27200	LASER	LASE001	-272.21	-54.44	-326.65	6862	26	-272.21	27200/CN-electric charges
22/01/2020	751729	27166	LISTER WILDER	LIST002	712.05	142.41	854.46	5525	21	712.05	27166//Grillo Handel service
15/01/2020	10223	27095	M.A.HARVEY	MAH001	208.72	41.74	250.46	5410	33	208.72	27095/repair to disabled WC
15/01/2020	2068	27099	NATIONAL ASSOCIATION	NACO	130.00	0.00	130.00	6320	31	130.00	27099/Delegate for AGM 17/03
28/01/2020	13997	27177	NALC	NALC001	50.00	10.00	60.00	6730	31	50.00	27177/LCAS Reg fee
05/12/2019	20357544	27247	NISBETS	NIS001	2.06	0.41	2.47	5500	28	2.06	27247/serving spoon
09/01/2020	20541554	27063	NISBETS	NIS001	18.98	3.79	22.77	5500	30	18.98	27063/food labels
10/01/2020	20548668	27100	NISBETS	NIS001	179.96	35.99	215.95	6500	30	179.96	27100/Disposale cups&lids
17/01/2020	20589431	27122	NISBETS	NIS001	23.80	4.76	28.56	5500	30	23.80	27122/plastic filter pan
24/01/2020	20630914	27154	NISBETS	NIS001	11.43	2.28	'3.71	5500	30	11.43	27154/feed roll

Purchase Ledger for Month No 10 **Order by Supplier A/c**

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
31/12/2019	3951	27073	NORBURY PARK	NOR002	1,046.55	209.31	1,255.86	5010	29	1,046.55	27073/20 oak posts
31/01/2020	31JANUARY2020	27228	OAKHILL ROAD	OAK001	880.00	0.00	880.00	6812	21	880.00	27228/annual road due
23/01/2020	972720	27171	OAKS PLANT HIRE	OAKS001	286.95	47.55	334.50	5500	22	286.95	27171/1.5 ton mini digger hire
23/01/2020	972721	27170	OAKS PLANT HIRE	OAKS001	12.32	2.46	14.78	5500	21	12.32	27170/drill bit
23/01/2020	972722	27169	OAKS PLANT HIRE	OAKS001	20.83	4.17	25.00	5500	21	20.83	27169/drill bit set
05/12/2019	0001/00059214	27035	OBM	OBM001	13.60	2.72	16.32	5110	21	13.60	27035/20 x Hurstwood bricks
17/12/2019	0001/00060432	27119	OBM	OBM001	44.00	8.80	52.80	5310	21	44.00	27119/stones for Mill Pond
17/12/2019	0001/00060433	27118	OBM	OBM001	44.00	8.80	52.80	5310	21	44.00	27118/stones for Mill pond
17/12/2019	0001/00060434	27117	OBM	OBM001	44.00	8.80	52.80	5310	21	44.00	27117stones for Mill pond
28/01/2020	28/JAN/ANN	27182	ONECARD	ONE002	1,484.67	192.13	1,676.80	6101	31	10.00	27182/LL ipad
								6101	50	8.34	27182/HITB mobile
								6104	36	8.34	27182/KW mob
								6104	21	6.67	27182/O/S team ipad
								6104	21	6.67	27182/O/S ipad
								6104	21	8.34	27182/O/S mobile NC
								6240	11	10.95	27182/Acrobat Standard Licence
								6240	50	16.64	27182/Adobe Illustrator - HITB
								6240	40	41.62	27182/Creative Cloud M.Ship
								6320	31	60.00	27182/Website workshop for BT
								5500	22	40.84	27182/Mobile phone for AC
								5500	30	27.76	27182/kitchen equipment
								5500	30	12.00	27182/hand blender
								5500	30	4.50	27182/wooden spoon&ladle
								5500	30	13.00	27182/Kitchen equipment
								6930	22	151.50	27182/Garage alarm kit
								6930	22	8.34	27182/cemetery alarm
								6200	31	28.74	27182/10 presentation folders
								6500	28	9.87	27182/goods for resale
								6500	28	60.71	27182/goods for resale

Purchase Ledger for Month No 10 **Order by Supplier A/c**

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	28	-1.00	27182/goods for resale credit
								6500	30	54.87	27182/goods for resale
								6500	30	-33.35	27182/coupon deduction
								6500	30	92.16	27182/goods for resale
								6500	30	-46.15	27182/coupon deduction
								6500	30	-3.75	27182/goods for resale credit
								6500	30	71.85	27182/Goods for resale
								6500	30	-1.00	27182/coupon deduction
								6900	28	2.08	27182/tulips
								6900	30	2.50	27182/flowers
								6010	28	2.50	27182/cleaning equipment
								6010	30	4.17	27182/Dishwasher cleaner
								6730	31	250.00	27182/LL COC Membership
								6330	31	22.00	27182/Cclr meeting sandwiches
								6422	31	21.00	27182/Mayor attend concert
								5410	33	48.80	27182/50 label holder& labels
								6013	30	1.67	27182/cleaning equipment
								6013	30	13.21	27182/cleaning equipment
								6710	31	448.28	27182/Cllr RP&LL to Conference
28/01/2020	28/JAN/LIN	27181	ONECARD	ONE002	318.99	31.80	350.79	6869	32	158.99	27181/IWD event pack
								6710	31	160.00	27181/Future Fest tickets x 2
17/01/2020	121239	27214	PALMSTEAD	PALM002	78.40	15.68	94.08	5340	21	78.40	27214/oaktree plant,tree stake
08/01/2020	00002498449-021	27059	PLUSNET	PLUS01	47.50	9.50	57.00	6101	31	47.50	27059/Jan Phone&internet chgs
09/01/2020	00002498468-021	27058	PLUSNET	PLUS01	23.50	4.70	28.20	6101	36	23.50	27058/Jan phone&internet chgs
04/01/2020	00002976949-021	27015	PLUSNET	PLUS01	26.08	5.22	31.30	6101	28	26.08	27015/Jan internet chgs
04/01/2020	00003028653-021	27014	PLUSNET	PLUS01	43.50	8.70	52.20	6101	50	43.50	27014/Jan internet chgs
03/01/2020	00003028673-021	27016	PLUSNET	PLUS01	18.50	3.70	22.20	6101	22	18.50	27016/Jan internet chgs
06/01/2020	178423	27080	PREMIER ALARMS	PREM001	252.00	50.40	302.40	6930	30	252.00	27080/Security renewal
06/01/2020	178475	27081	PREMIER ALARMS	PREM001	153.00	30.60	`3.60	6931	30	153.00	27081/CCTV annual renewal

Purchase Ledger for Month No 10 **Order by Supplier A/c**

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
31/12/2019	INV-16464	27076	PRESTIGE	PREST001	612.50	122.50	735.00	6001	60	612.50	27076/Christmas Market Guards
28/01/2020	27575	27160	RIALTAS	RIAL001	59.00	11.80	70.80	6240	31	59.00	27160/making tax digital fee
28/01/2020	9060315219	27162	ROYAL MAIL	ROYA002	99.50	19.90	119.40	6210	31	99.50	27162/Annual postage fee
01/01/2020	INV08235726	27021	SAGE	SAGE001	2,633.72	526.73	3,160.45	6300	31	658.43	27021/Sage licence 01-03 2020
								110	0	1,975.29	27021/Sage licence 04/12 2020
03/01/2020	2055693	27027	SDC	SDC001	3,870.35	0.00	3,870.35	5420	60	1,371.77	27027/rent charges Jan 2020
								5421	60	2,498.58	27027/rent charges Jan 2020
06/01/2020	2055700	27012	SDC	SDC001	281.25	56.25	337.50	6200	31	281.25	27012/purchase order pads x 25
15/01/2020	2055727	27094	SDC	SDC001	3,000.00	0.00	3,000.00	110	0	3,000.00	27094/DVCRP An Contribution
17/01/2020	2055770	27125	SDC	SDC001	1,500.00	300.00	1,800.00	5310	21	1,500.00	27125/SGC proj Contributions
24/01/2020	2055788	27179	SDC	SDC001	16.00	0.00	16.00	6889	31	16.00	27179/recycling sacks 32 rolls
06/01/2020	158628	27046	SDC DIRECT SERVICES	SDC002	157.20	0.00	157.20	6935	21	157.20	27046/4wks coll.chg Knole P
06/01/2020	158690	27033	SDC DIRECT SERVICES	SDC002	78.60	0.00	78.60	6935	22	78.60	27033/4wks collection chg Dec
06/01/2020	158777	27055	SDC DIRECT SERVICES	SDC002	64.00	0.00	64.00	6935	28	64.00	27055/4wks collection chg Dec
06/01/2020	158832	27098	SDC DIRECT SERVICES	SDC002	68.95	0.00	68.95	6935	30	68.95	27098/Dec bin collection chgs
06/01/2020	158845	27032	SDC DIRECT SERVICES	SDC002	64.00	0.00	64.00	6935	33	64.00	27032/4wks collection chg DEC
08/01/2020	158893	27031	SDC DIRECT SERVICES	SDC002	535.00	107.00	642.00	6491	32	535.00	27031/Rem Day road markings
20/01/2020	9303073085	27133	SETON	SET001	34.94	6.99	41.93	5110	21	34.94	27133/fire safety log holder
31/01/2020	9303079865	27204	SETON	SET001	217.82	43.56	261.38	5310	21	217.82	27204/stair nosing-Buckhurts
31/01/2020	225131	27206	SEV GLAZING	SEV001	75.58	15.12	90.70	5410	21	75.58	27206/noticeboard repair
27/01/2020	11600	27167	SEV MOWERS	SEV006	53.23	10.65	63.88	5525	21	53.23	27167/chainsaw parts
31/01/2020	11621	27205	SEV MOWERS	SEV006	38.92	7.76	46.68	6952	21	38.92	27205/clear plastic visors
09/01/2020	9.1.2020	27043	SEVENOAKS ART SHOP	SEV015	190.00	0.00	190.00	6421	31	190.00	27043/Mayoral chain framing
30/01/2020	B34-36	27151	SEVENOAKS ART SHOP	SEV015	260.83	52.17	313.00	9062	91	260.83	27151/4 frames&mounts
10/12/2019	75733	27052	SGE	SGE001	18.91	0.94	19.85	5700	22	18.91	27052/27L gas oil
31/12/2019	75983	27051	SGE	SGE001	18.91	0.94	19.85	5700	22	18.91	27051/27L gas oil
31/12/2019	75994	27050	SGE	SGE001	18.91	0.94	19.85	5700	21	18.91	27050/27L gas oil
31/12/2019	76044	27049	SGE	SGE001	109.20	21.84	131.04	5310	21	109.20	27049/8x40m angle iron bracket
05/01/2020	4495599	27114	SHELL	SHEL001	60.98	12.19	73.17	5700	21	60.98	27114/fuel

Purchase Ledger for Month No 10 **Order by Supplier A/c**

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
12/01/2020	4531166	27113	SHELL	SHEL001	59.80	11.96	71.76	5700	21	59.80	27113/fuel
19/01/2020	4564713	27115	SHELL	SHEL001	184.46	36.89	221.35	5700	21	184.46	27115/fuel
26/01/2020	4608280	27157	SHELL	SHEL001	7.50	1.50	9.00	5700	21	7.50	27157/fuel insurance card chgs
07/01/2020	0068	27071	SSE	SSE006	187.22	37.44	224.66	6010	22	187.22	27071/Dec electric chgs
07/01/2020	0011	27082	SSE	SSE008	456.55	91.31	547.86	6011	30	456.55	27082/Dec Electric chgs
08/01/2020	0069	27090	SSE	SSE009	397.50	79.50	477.00	6011	36	397.50	27090/Dec electricity chgs
10/01/2020	0010	27077	SSE	SSE012	75.07	3.75	78.82	6010	60	75.07	27077/Elect chgs 01/10-31/12
15/11/2019	0027	27044	SSE	SSE013	82.71	4.13	86.84	6012	36	82.71	27044/30Apr-25Jul charges
29/01/2020	0029	27156	SSE	SSE013	1,194.10	238.82	1,432.92	6012	36	1,194.10	27156/gas chgs 26/10-28/01
24/01/2020	3158	27142	SOUTHBLOOM	SSEB001	390.00	0.00	390.00	6865	26	120.00	27142/cemetery in bloom entry
								6865	26	50.00	27142/Vine in bloom entry
								6865	26	40.00	27142/Up H.st in bloom entry
								6865	26	60.00	27142/common in bloom entry
								6865	26	120.00	27142/T.centre in bloom entry
21/01/2020	46007	27135	ST JULIANS CLUB	STJ002	83.33	16.67	100.00	6869	32	83.33	27135/IWD refreshments deposit
08/01/2020	INV-0060	27070	S WILLIAMS	SWA001	900.00	180.00	1,080.00	9063	91	900.00	27070/Architectural services
19/12/2019	0000467164	27054	TATE FENCING	TATE001	235.38	47.08	282.46	5120	21	183.74	27054/chestnut paling wire
								5120	21	35.15	27054/chestnut stake
								5120	21	16.49	27054/chestnut staining post
19/12/2019	0000467165	27034	TATE FENCING	TATE001	183.48	36.70	220.18	5230	22	183.48	27034/fencing materials
17/01/2020	0000468127	27208	TATE FENCING	TATE001	120.30	24.06	144.36	5310	21	120.30	27208/rail&posts Buckhurst
16/01/2020	14238	27116	JS TAYLOR	TAYL001	740.00	0.00	740.00	5110	21	740.00	27116/Supply& tractor LEDs
18/01/2020	14241	27104	JS TAYLOR	TAYL001	1,040.00	0.00	1,040.00	5410	33	1,040.00	27104/Supp&fit LEDs in chamber
28/01/2020	14249	27159	JS TAYLOR	TAYL001	235.00	0.00	235.00	5410	33	117.50	27159/Supp&install 3 sockets
								5410	33	117.50	27159/Supp&install 3 LEDs
28/01/2020	14250	27158	JS TAYLOR	TAYL001	380.00	0.00	380.00	5410	30	380.00	27158/install security lights
12/01/2020	5099769	27092	REACH PLC	TRM	86.40	17.28	103.68	6460	31	86.40	27092/Jan meetings notice
31/01/2020	5125664	27245	REACH PLC	TRM	770.00	154.00	924.00	9066	91	770.00	27245/NDP Consulatation ad
02/01/2020	2250790/2	27144	REACH PLC	TRM001	7.80	0.00	7.80	6730	31	7.80	27144/Chronicle Subscription

Purchase Ledger for Month No 10 | **Order by Supplier A/c**

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
27/01/2020	2250790CN	27111	REACH PLC	TRM001	-33.78	0.00	-33.78	6730	31	-33.78	27111/subscription credit
31/01/2020	0608	27248	URBAN STUDIO	UIS001	10,839.88	2,167.98	13,007.86	9066	91	10,839.88	27248/NDP consultancy services
20/12/2019	2074	27138	ULTRALITE	ULTRA001	840.00	168.00	1,008.00	6490	32	700.00	27138/refurbish snowflakes
								6490	32	140.00	27138/reattach control box
20/12/2019	2075	27137	ULTRALITE	ULTRA001	12,900.00	2,580.00	15,480.00	6490	32	12,900.00	27137/Install&dismantle lights
09/01/2020	2080	27028	ULTRALITE	ULTRA001	840.00	168.00	1,008.00	6461	31	840.00	Install&remove 4 Panto banners
31/01/2020	LAO1198046	27229	VEOLIA	VEOL001	13.20	2.64	15.84	6935	33	13.20	27229/bin collection Jan
06/01/2020	10595	26987	VISION ICT	VISICT001	105.00	21.00	126.00	6241	31	105.00	26987/web changes - bridge op
31/01/2020	161202	27242	WARNERS SOLICITORS	WARN001	672.00	134.40	806.40	9063	91	672.00	27242/professional charges
31/01/2020	161309	27249	WARNERS SOLICITORS	WARN001	7,768.00	1,553.60	9,321.60	9063	91	7,768.00	27249/SDN-professional chrgs
08/07/2019	0000806806	27262	WICKSTEED LEISURE	WICK001	458.29	91.66	549.95	5310	21	277.84	27262/Greatness Playgr repairs
								5310	21	180.45	27262/Julians M playgr repairs
29/01/2020	3040R12FEE	27239	WICKSTEEDS	WICK002	1,687.50	337.50	2,025.00	9072	91	1,687.50	27239/ramp&steps prof services
29/01/2020	304031SFEE	27240	WICKSTEEDS	WICK002	2,362.50	472.50	2,835.00	9062	91	2,362.50	27240/professional services
08/07/2019	CN/0000806806	27261	WICKSTEEDS	WICK002	-458.29	-91.66	-549.95	5310	21	-458.29	27261/CN-in wrong account
31/12/2019	94255209	27068	WORLDPAY	WOR001	29.45	5.15	34.60	6976	28	29.45	27068/Dec card trans chgs
31/12/2019	94304003	27066	WORLDPAY	WOR001	28.56	4.46	33.02	6976	31	28.56	29066/card trans chgs Dec
31/12/2019	94359350	27067	WORLDPAY	WOR001	2.60	0.05	2.65	6976	31	2.60	27067/Dec card trans chgs
31/12/2019	94458898	27065	WORLDPAY	WOR001	53.50	8.52	62.02	6976	30	53.50	27065/Dec card trans chgs
31/01/2020	98296059	27225	WORLDPAY	WOR001	32.54	5.37	37.91	6976	28	32.54	27225/trans charges Jan
31/01/2020	98351393	27223	WORLDPAY	WOR001	24.07	4.45	28.52	6976	31	24.07	27223/trans chrgs/533 Jan
31/01/2020	98395770	27224	WORLDPAY	WOR001	7.55	0.10	7.65	6976	31	7.55	27224/trans chrgs/183 Jan
31/01/2020	98482276	27226	WORLDPAY	WOR001	69.16	9.78	78.94	6976	30	69.16	27226/trans charges Jan
01/01/2020	WM11073409	27161	WORLDPAY	WOR001	7.50	1.50	9.00	6976	31	7.50	27161/Jan card chgs
21/01/2020	856	27131	YELLOW DUCK	YELL002	1,265.00	253.00	1,518.00	9062	91	1,265.00	27131/2 panel signs
				TOTAL INVOICES	225,735.89	40,646.98	266,382.87			225,735.89	

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Purchase Ledger for Month No 9 **Order by Supplier A/c**

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
05/12/2019	118265-066	26853	AMENITY TRAINING	AMEN001	950.00	0.00	950.00	6320	22	271.00	26853/risk&equipment training
								6320	21	679.00	26853/risk&equipment training
19/12/2019	63071	26969	APPOINTMENT BUS	APP001	46.24	9.25	55.49	6200	30	3.98	26969/ front office print chgs
								6200	31	42.26	26969/back office print chgs
16/12/2019	16/12/2019	26952	BANKLINE	BANKL01	101.00	0.00	101.00	6975	31	101.00	26952/bank charges
03/12/2019	INV286865	26795	BILLI	BIL001	669.00	133.80	802.80	9062	91	669.00	26772water heater/cooler maint
09/12/2019	0001016249	26917	BJF CONNECTIONS LTD	BJF002	54,015.30	10,803.06	64,818.36	9063	91	54,015.30	26917/redevelopment of B&B CC
19/12/2019	3554661	26992	BOOKER	BOOK001	126.73	11.39	138.12	5500	28	15.99	26992/napkins 10 x 200 packs
								6500	28	110.74	26992/goods for resale
12/12/2019	3554393	26882	BOOKER	BOOK002	151.80	24.81	176.61	6500	50	151.80	26882/goods for resale
18/12/2019	70969	26965	BOURNE AMENITY	BOUR001	357.00	71.40	428.40	5120	21	357.00	26965/gravel bulk bag x 3
19/12/2019	SVO/352884	26980	BREWERS	BREW001	28.03	5.61	33.64	5410	28	28.03	26980/paint
17/12/2019	M106	26957	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	26957/Telephone chgs
07/12/2019	2368348	26936	CASTLE WATER	CAS002	107.19	0.00	107.19	6000	33	107.19	26936/Nov water chgs
02/12/2019	2346736	26865	CASTLE WATER	CAS003	9.28	0.00	9.28	6000	29	9.28	26865/Nov water chgs
07/12/2019	2369118	26935	CASTLE WATER	CAS004	162.76	0.00	162.76	6000	28	162.76	26935/Nov water chgs
02/12/2019	2346119	26866	CASTLE WATER	CAS005	10.55	0.00	10.55	5025	21	10.55	26866/Nov water chgs
03/12/2019	02348035	26930	CASTLE WATER	CAS006	-53.62	0.00	-53.62	6000	21	-53.62	26930/Nov water chgs
12/12/2019	INV-166043	26891	CURD & CURE	CHS001	80.19	0.00	80.19	6500	28	80.19	26891/Goods for resale
13/12/2019	INV-166128	26892	CURD & CURE	CHS001	110.31	0.00	110.31	6500	28	110.31	26892/goods for resale
10/12/2019	149315	26934	CONNECTAPHONE	CON001	448.44	89.69	538.13	6101	21	11.51	26934/Nov call chgs
								6101	22	15.62	26934/Nov call chgs
								6101	36	11.49	26934/Nov call chgs
								6101	30	14.87	26934/Nov call chgs
								6101	31	394.95	26934/Nov call chgs
05/12/2019	05DEC2019	26941	CORBAN COFFEE	COR002	140.00	0.00	140.00	6500	30	140.00	26941/coffee for resale
12/12/2019	DPQ-437	26909	DALLAS PIERCE QUINTE	DAL001	2,500.00	500.00	3,000.00	9066	91	2,500.00	26909/Culture 1/4 consultancy
18/12/2019	11034	27020	STREETLIGHTS	DIR001	12,150.00	2,430.00	14,580.00	6862	26	12,150.00	27020/L Chase - 18 x SL7 LEDs

Purchase Ledger for Month No 9 **Order by Supplier A/c**

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
11/11/2019	922448	26896	ERNEST DOE	DOE001	1,893.00	378.60	2,271.60	5500	22	763.00	26896/battery x 5
								5500	22	693.00	26896/brushcutter,blower
								5500	22	437.00	26896/hedgetrimmer x 2
18/12/2019	EVNT001697/REV	27026	DONINGTON MANOR HOTE	DON001	-624.79	-124.96	-749.75	6330	31	-624.79	27026/Xmas meal rev
19/12/2019	FB049720	26996	DONINGTON MANOR HOTE	DON001	516.50	83.30	599.80	6330	31	516.50	26996/staff Xmas meal
17/12/2019	0000276066	26960	DORMA	DOR001	194.25	38.85	233.10	5410	50	194.25	26960/hitb hitb doors call out
01/12/2019	H17E365500	26864	E-ON	E-ON	403.01	80.60	483.61	6862	26	403.01	26864/Nov Electricity chgs
04/12/2019	0003105451	26861	ELITE	EFS001	46.40	0.00	46.40	6500	28	46.40	26861/food for resale
10/12/2019	0003111951	26947	ELITE	EFS001	40.33	0.00	40.33	6500	30	40.33	26932/food for resale
11/12/2019	0003113218	26894	ELITE	EFS001	78.53	3.50	82.03	6500	28	78.53	26894/goods for resale
13/12/2019	0003116111	26983	ELITE	EFS001	119.52	0.00	119.52	6500	28	119.52	26983/goods for resale
14/12/2019	0003117624	26991	ELITE	EFS001	18.90	0.00	18.90	6500	28	18.90	26991/goods for resale
18/12/2019	40528	27011	EJPFIREPROTECT	EJPFIRE001	85.00	17.00	102.00	6930	33	85.00	27011/batteries for fire alarm
02/12/2019	SV220583	26943	ELS	ELS001	30.00	6.00	36.00	6010	33	30.00	26943/metal lamp x 4
03/12/2019	SV220772	26942	ELS	ELS001	45.00	9.00	54.00	6010	33	45.00	26942/metal lamps x 6
01/12/2019	35072	26879	ATLAS FM/EMPRISE SVS	EMP001	380.51	76.10	456.61	6932	22	380.51	26879/Dec lock up chgs
01/12/2019	35073	26881	ATLAS FM/EMPRISE SVS	EMP001	930.00	186.00	1,116.00	4010	21	930.00	26881/Dec lock up chgs
01/12/2019	35074	26880	ATLAS FM/EMPRISE SVS	EMP001	620.00	124.00	744.00	4010	21	620.00	26880/Dec lock up chgs
04/12/2019	846954	26851	EXPRESS FACTORS	EXPR001	20.50	4.10	24.60	5550	21	11.50	26851/diesel system cleaner
								5525	21	9.00	26851/spray grease x 2
10/12/2019	848146	26903	EXPRESS FACTORS	EXPR001	18.00	3.60	21.60	5410	21	18.00	26903/cable ties x 4
12/12/2019	I022154	26902	FORGE GARAGE	FORG001	495.40	91.09	586.49	5550	21	495.40	26902/service of LS55CKL
07/12/2019	INV463170	26907	GAZA TIMBER	GAZA001	55.00	11.00	66.00	5410	28	8.15	26907/wood for repairs
								5210	22	43.13	26907/Cem office shelving
								5500	21	3.72	26907/Cem office shelving
05/12/2019	170	26870	GLENN BALL	GLE001	2,903.13	0.00	2,903.13	9063	91	2,903.13	26855/Architect expenses
31/12/2019	INV-2852	27010	GO COACH	GO001	3,308.66	0.00	3,308.66	6495	32	4,537.41	27010/No8 bus Dec expenses
								1495	32	-1,228.75	27010/No8 bus Dec income
23/12/2019	139528	27003	GODFREYS	GOD001	19.66	3.93	23.59	5525	21	6.29	27003/spark plug&pick up body

Purchase Ledger for Month No 9 **Order by Supplier A/c**

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	13.37	27003/tree marker spray&filter
29/11/2019	05/028595	26929	GREENHAM	GREE001	18.84	3.77	22.61	6900	31	18.84	26929/safety helmets
09/12/2019	05/029504	26962	GREENHAM	GREE001	166.84	33.37	200.21	6952	22	21.40	26962/gloves
								6952	21	145.44	26962/gloves& trousers
03/12/2019	1939	26773	H2 PRODUCTIONS	H2P001	1,162.50	232.50	1,395.00	6490	32	1,162.50	26773/staging and technical
30/11/2019	10055	26910	HARDWARE CENTRE	HARD001	54.26	10.85	65.11	6802	22	4.98	26910/plant sticks green 60cm
								5410	28	9.95	26910/paint&paint brush set
								5410	21	20.80	26910/tape& sealant
								5500	21	18.53	26910/pliers&blades 18mm
10/12/2019	74867	26895	HERBERT & WARD	HAW001	126.00	0.00	126.00	6500	28	126.00	26895/goods for resale
12/12/2019	74876	26990	HERBERT & WARD	HAW001	240.00	48.00	288.00	5410	28	120.00	26990/coffee machine repair
								5500	28	120.00	26990/coffee machine
30/11/2019	13053	26956	HELIOCENTRIX	HELI001	1,275.00	255.00	1,530.00	6240	31	1,275.00	26956/IT support Sep-Nov
27/12/2019	13144	26981	HELIOCENTRIX	HELI001	1,698.40	339.68	2,038.08	6240	31	1,046.70	26981/Dec IT Support
								6242	31	651.70	26981/Dec Office365 Sftwre
03/12/2019	068/19	26871	HISTORICAL PROMOTION	HIST002	1,200.00	240.00	1,440.00	6490	32	1,200.00	26860/CLSO performers
06/12/2019	33301547	26889	INITIAL WASHROOMS	INIT001	312.00	62.40	374.40	6939	30	286.00	26889/feminine hygiene unit
								6939	31	26.00	26889/feminine hygiene unit
17/12/2019	19-120	26976	JJ BROOKS	JJB001	130.00	26.00	156.00	9071	91	130.00	26976/Construction work
17/04/2019	7406	26989	KALC	KALC	54.18	1.27	55.45	6720	31	54.18	26989/councillor books x 16
09/10/2019	1093080359	27007	KALC	KALC	30.00	6.00	36.00	6320	31	30.00	27007/minute taking workshop
13/12/2019	1004553	26995	KALL KWIK	KALL001	113.40	22.68	136.08	9063	91	113.40	26995/contract document x 2
06/12/2019	900101137	26946	KENT COUNTY COUNCIL	KCC002	910.00	182.00	1,092.00	6490	32	910.00	26946/load testing of columns
12/12/2019	900101383	26893	KENT COUNTY COUNCIL	KCC002	480.00	96.00	576.00	6610	31	480.00	26893/2nd audit visit
15/11/2019	I3517291	26982	KCC KCS	KCC003	35.15	7.03	42.18	6330	21	23.20	26982/first aid equipment
								6330	22	11.95	26982/first aid equipment
12/12/2019	I3532933	26897	KCC KCS	KCC003	26.15	5.23	31.38	6200	22	6.25	26897/hole punch
								6200	31	19.90	26897/tinted paper
12/12/2019	I3534712	26898	KCC KCS	KCC003	39.45	7.89	47.34	6013	22	39.45	26898/cleaning equipment

Purchase Ledger for Month No 9 **Order by Supplier A/c**

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
13/12/2019	I3536613	26899	KCC KCS	KCC003	9.20	1.84	11.04	6013	22	9.20	26889/toilet cleaner
20/12/2019	I3540203	26963	KCC KCS	KCC003	8.60	1.72	10.32	6013	22	8.60	26963/disinfectant 5L
20/12/2019	I3540204	26972	KCC KCS	KCC003	22.60	4.52	27.12	6010	33	22.60	26972/polish&toilet roll
05/12/2019	7142541	26862	KFF	KFF001	80.41	7.34	87.75	6013	30	7.86	26862/towel
								6500	30	72.55	26862/goods for resale
10/12/2019	7147999	26878	KFF	KFF001	84.07	3.64	87.71	6500	30	76.21	26878/goods for resale
								6013	30	7.86	26878/blue towel
10/12/2019	7150589	26977	KFF	KFF001	-10.59	-2.12	-12.71	6500	30	-10.59	26977/goods for resale credit
10/12/2019	7150589REV	27024	KFF	KFF001	10.59	2.12	12.71	6500	30	10.59	27024/goods for resale
16/12/2019	7157353	26961	KFF	KFF001	-10.34	-2.07	-12.41	6500	30	-10.34	26961/goods for resale credit
16/12/2019	7157522	26978	KFF	KFF001	10.34	2.07	12.41	6500	30	10.34	26978/goods for resale
16/12/2019	7157522REV	27023	KFF	KFF001	-10.34	-2.07	-12.41	6500	30	-10.34	27023/goods for resale credit
11/12/2019	1148153931	26890	KONICA MINOLTA	KMB001	918.11	183.62	1,101.73	6200	31	918.11	26890/10.09-18.12 printing chg
13/12/2019	1148204215	26968	KONICA MINOLTA	KMB001	230.97	46.19	277.16	6240	31	230.97	26968/Sftware chgs - Dec-Mar
17/12/2019	SL002839	27022	LENGARD LTD	LENG001	19,840.08	3,968.02	23,808.10	9062	91	19,840.08	27022/refurbishment of Station
27/11/2019	749784	26920	LISTER WILDER	LIST002	367.73	73.54	441.27	5525	21	367.73	26920/service LM56GF
27/11/2019	749785	26919	LISTER WILDER	LIST002	445.30	89.06	534.36	5525	21	445.30	26919/buffalo mower service
02/12/2019	10201	26775	M.A.HARVEY	MAH001	147.36	29.47	176.83	5410	33	147.36	26775/install valve in tank
02/12/2019	HIGHT1945	26774	MATTHEW HIGHTON	MATT002	150.00	0.00	150.00	6490	32	150.00	26774/MCing CLSO
20/12/2019	48285	26967	MIGHTYMAST LEISURE	MIG001	60.00	12.00	72.00	5410	50	60.00	26967/HITB pool table parts
29/11/2019	1486/18/005	26883	MOULTON TAGGART	MOUL001	2,970.00	594.00	3,564.00	9063	91	2,970.00	26883/B&B centre surveying
31/12/2019	1486/18/006	26997	MOULTON TAGGART	MOUL001	2,970.00	594.00	3,564.00	9063	91	2,970.00	26997/Quantity Surveyor fees
03/12/2019	NEREODBS222	26927	NEREO	NER001	100.00	4.00	104.00	6315	31	100.00	26927/DBS checks
13/12/2019	018588	26993	OAKOVER NURSERIES	OAK004	818.05	163.61	981.66	5340	21	286.45	26993/plants
								6802	22	531.60	26993/plants
23/12/2019	972471	26999	OAKS PLANT HIRE	OAKS001	10.00	2.00	12.00	5525	21	10.00	26999/drill attachment
28/12/2019	28/DEC/ANN	27019	ONECARD	ONE002	1,734.11	196.37	1,930.48	6101	31	10.00	27019/LL ipad
								6101	50	8.34	27019/HITB Mobile
								6013	30	5.42	27019/cleaning equipment

Sevenoaks Town Council

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 9

Order by Supplier A/c

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
								6013	30	0.58	27019/cleaning gloves
								6013	30	1.62	27019/pedal bin bags x 40
								6013	30	6.75	27019/refuse sacks x 60
								6013	30	1.67	27019/sponge scourers
								5500	30	3.50	27019/table cloth
								6500	30	38.75	27019/goods for resale
								6500	30	178.85	27019/goods for resale
								6500	30	-12.92	27019/goods for resale credit
								6500	30	39.35	27019/goods for resale
								6500	30	5.25	27019/goods for resale
								6500	30	109.20	27019/goods for resale
								6500	28	21.67	27019/goods for resale
								6500	28	58.79	27019/goods for resale
								6500	30	55.50	27019/goods for resale
								6900	30	4.58	27019/flowers for decoration
								6900	30	4.17	27019/flowers for decoration
								6104	21	6.67	27019/O/S ipad
								6104	21	8.34	27019/O/S mobile NC
								6104	21	8.34	27019/O/S mobile RG
								6104	21	6.67	27019/O/S ipad
								5410	28	502.62	27019/dishwasher repair
								5410	50	33.45	27019/door closer
								6240	11	10.95	27019/Acrobat Standard Licence
								6240	50	16.64	27019/Adobe Illustrator - HITB
								6240	40	41.62	27019/Creative Cloud Membershi
								6200	31	34.35	27019/CC machine rolls x 20
								6200	30	27.49	27019/loyalty card x 500
								6330	31	22.50	27019/wine for xmas council
								6330	31	19.55	27019/milk,tea,coffee

Purchase Ledger for Month No 9 **Order by Supplier A/c**

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
								6330	31	4.84	27019/juice
								6330	31	32.50	27019/Prosecco&bottle bags
								6210	31	244.00	27019/100 x 2nd class stamps
								6710	31	60.00	27019/LL attend Health show
								6422	31	28.00	27019/Mayor to Croydon New Yr
								6490	32	9.16	27019/santa costume carrier
								6320	31	60.00	27019/RK to Allotment Workshop
								4010	31	15.35	27019/AAT Level 3 book for NW
28/12/2019	28/DEC/LIN	27018	ONECARD	ONE002	305.25	25.30	330.55	6490	32	10.00	27018/flowers for CLSO
								6490	32	12.50	27018/chocolates for CLSO
								6330	31	38.00	27018/flowers
								6330	31	36.80	27018/train fare x 2 to RHA
								6330	31	14.05	27018/staff Xmas meeting food
								6330	31	12.90	27018/planning meeting - food
								6330	31	113.83	27018/staff xmas meal - drinks
								6330	31	46.00	27018/flowers
								6900	31	0.17	27018/bags
								6869	32	21.00	27018/tble clths-L bridge op
05/12/2019	SIN033938	26908	ONLINE PLAYGROUNDS	ONP001	128.00	25.60	153.60	5310	21	128.00	26908/playground repairs
11/12/2019	39195	26921	PLAY INSPECTION	PIC001	300.00	60.00	360.00	5310	21	300.00	26921/Pontoise inspection
08/12/2019	00002498449-020	26938	PLUSNET	PLUS01	47.50	9.50	57.00	6101	33	47.50	26938/Internet chgs Dec
09/12/2019	00002498468-020	26937	PLUSNET	PLUS01	28.20	0.00	28.20	6101	36	28.20	26937/internet chgs Dec
04/12/2019	00002976949-020	26857	PLUSNET	PLUS01	26.13	5.23	31.36	6101	28	26.13	26857/internet chgs Dec
04/12/2019	00003028653-020	26858	PLUSNET	PLUS01	43.50	8.70	52.20	6101	50	43.50	26858/internet chgs Dec
03/12/2019	00003028673-020	26856	PLUSNET	PLUS01	18.50	3.70	22.20	6101	22	18.50	26856/internet chgs Dec
30/11/2019	177469	26926	PREMIER ALARMS	PREM001	683.41	136.68	820.09	6930	30	683.41	26926/alarm maintenance
08/12/2019	177855	26933	PREMIER ALARMS	PREM001	30.98	6.20	37.18	6930	33	30.98	26933/rechargeable battery
20/12/2019	178057	27009	PREMIER ALARMS	PREM001	83.00	15.00	98.00	6930	33	83.00	27009/5 keys and 5 fobs
26/11/2019	111540	26900	PROVENDER	PRO002	202.00	20.90	222.90	5340	21	202.00	26900/plants

Purchase Ledger for Month No 9 **Order by Supplier A/c**

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
13/12/2019	112365	26918	PROVENDER	PRO002	-35.00	-7.00	-42.00	5340	21	-35.00	26918/plant credit
18/10/2019	19/0258	26885	PRODUCE IN KENT	PRO005	140.00	28.00	168.00	6730	30	140.00	26885/Kent produce membership
30/11/2019	S72688	26886	RAWSTONE HIRE	RAW001	406.65	81.33	487.98	6490	32	406.65	26886/CLSO signs hire
18/12/2019	S73012	26994	RAWSTONE HIRE	RAW001	25.20	5.04	30.24	5500	21	25.20	26994/vibration plate 13"
18/12/2019	S73013	26998	RAWSTONE HIRE	RAW001	66.00	13.20	79.20	5500	21	66.00	26998/skip loader
10/12/2019	C010639471	26951	SAGE	SAGE001	-552.77	-110.55	-663.32	6240	31	-552.77	26951/payroll credit
10/12/2019	CO10639472	26950	SAGE	SAGE001	-69.23	-13.85	-83.08	6240	31	-69.23	26950/pensions credit
13/12/2019	P812	26953	SALISBURY	SAL001	1,000.00	200.00	1,200.00	6620	31	1,000.00	26953/rental valuation (SRFC)
05/12/2019	U1035306	26939	SAVILLS	SAV001	88.79	17.76	106.55	9065	91	88.79	26939/disbursements plan app
02/12/2019	2055570	26863	SDC	SDC001	3,096.28	0.00	3,096.28	5421	60	1,998.86	26863/Dec Wed market chgs
								5420	60	1,097.42	26863/Dec Sat market chgs
18/12/2019	2055626	26958	SDC	SDC001	142.00	11.00	153.00	6889	31	142.00	26958/recycling sacks
30/12/2019	2055667	27008	SDC	SDC001	862.00	0.00	862.00	6200	31	862.00	27008/Nov Town Crier
03/12/2019	158083	26925	SDC DIRECT SERVICES	SDC002	157.20	0.00	157.20	6935	21	157.20	26925/Nov bin collection chgs
03/12/2019	158145	26923	SDC DIRECT SERVICES	SDC002	78.60	0.00	78.60	6935	22	78.60	26923/Nov bin collection chgs
03/12/2019	158232	26924	SDC DIRECT SERVICES	SDC002	64.00	0.00	64.00	6935	28	64.00	26924/Nov bin collection chgs
03/12/2019	158287	26922	SDC DIRECT SERVICES	SDC002	78.60	0.00	78.60	6935	30	78.60	26922/Nov bin collection chgs
03/12/2019	158298	26915	SDC DIRECT SERVICES	SDC002	64.00	0.00	64.00	6935	33	64.00	26915/Bin collection chgs Nov
27/12/2019	158491	26975	SDC DIRECT SERVICES	SDC002	655.20	131.04	786.24	6934	21	655.20	26975/dog bin emptying 1/4 chg
13/11/2019	9303045884	26973	SETON	SET001	19.93	3.99	23.92	5525	21	19.93	26973/ladder tags x 2
13/12/2019	24	26971	WATER CHOICE	SEWAT001	282.56	0.00	282.56	6000	22	282.56	26971/water chgs - May19-Dec19
18/11/2019	75306	26904	SGE	SGE001	18.90	0.95	19.85	5700	22	18.90	26904/Gas oil
25/11/2019	75444	26906	SGE	SGE001	5.50	1.09	6.59	5525	22	4.10	26906/spade handle
								5525	22	1.40	26906/bolts,washers,nuts
17/11/2019	1068211CN	26875	SHELL	SHEL001	-47.00	-9.39	-56.39	5700	21	-47.00	26875/fuel
24/11/2019	4268474	26797	SHELL	SHEL001	58.43	11.68	70.11	5700	21	58.43	26797/fuel
09/12/2019	4311229	26949	SHELL	SHEL001	200.83	40.17	241.00	5700	21	10.15	26949/fuel
								5700	22	190.68	26949/fuel
15/12/2019	4384157	27005	SHELL	SHEL001	115.41	23.08	138.49	5700	22	19.44	27005/fuel

Purchase Ledger for Month No 9 **Order by Supplier A/c**

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	95.97	27005/fuel
29/12/2019	4456599	27004	SHELL	SHEL001	93.60	18.72	112.32	5700	21	93.60	27004/fuel
21/11/2019	SI-2504719	26796	SPALDINGS	SPAL001	99.74	19.95	119.69	5500	21	33.00	26796/snow shovel
								5500	22	33.00	26796/snow shovel
								5525	21	33.74	26796/stihl service kits
26/11/2019	SI-2505974	26928	SPALDINGS	SPAL001	19.40	3.88	23.28	5525	21	19.40	26928/STIHL service kit
05/12/2019	0067	26931	SSE	SSE006	127.07	6.35	133.42	6010	22	127.07	26931/Nov electricity chgs
05/12/2019	0010	26884	SSE	SSE008	504.94	100.98	605.92	6011	30	504.94	26884/Nov electricity chgs
06/12/2019	0068	26979	SSE	SSE009	507.12	101.42	608.54	6011	36	507.12	26979/Elec chgs 02/11-01/12
15/11/2019	0016	26877	SSE	SSE010	-19.40	-0.97	-20.37	6010	41	-19.40	26695/Elect chgs 15/08-04/09
15/11/2019	0016CN	26876	SSE	SSE011	19.40	0.97	20.37	6010	41	19.40	26876/incorrect Supp acc used
18/12/2019	4358	26959	STAG	STAG002	2,458.00	491.60	2,949.60	5410	50	2,458.00	26959/hitb carpeting work
05/12/2019	5 DECEMBER 2019	26874	STEPHANIE'S	STEP001	495.00	0.00	495.00	6415	31	495.00	26874/food for meeting on 9/12
02/12/2019	SP19020570	26776	ST JOHN	STJO001	409.50	81.90	491.40	6490	32	409.50	26776/CSLO first aid cover
16/12/2019	6926	26966	STREETMASTER	STREE001	719.00	143.80	862.80	5050	21	719.00	26966/bench incl plaque
05/12/2019	INV-0053	26888	S WILLIAMS	SWA001	900.00	180.00	1,080.00	9063	91	900.00	26888/Nov architectural work
05/12/2019	INV-0054	26887	S WILLIAMS	SWA001	450.00	90.00	540.00	9062	91	450.00	26887/Architecture work in Nov
03/12/2019	14215	26914	JS TAYLOR	TAYL001	70.00	0.00	70.00	6010	33	70.00	26914/repair lights
19/12/2019	14228	26970	JS TAYLOR	TAYL001	80.00	0.00	80.00	6490	32	80.00	26970/replace socket&fix timer
20/12/2019	27256	26964	TELESHORE UK	TELE003	151.95	30.39	182.34	6500	22	89.95	26964/5 caskets
								5525	22	62.00	26964/hydraulic fluid x 2
17/12/2019	T0020	26955	TILTON SOLUTIONS LTD	TIL001	900.00	180.00	1,080.00	4010	31	450.00	26955/finance support
								9062	91	450.00	26955/finance support
17/12/2019	T0021	26952	TILTON SOLUTIONS LTD	TIL001	3,600.00	720.00	4,320.00	9062	91	1,800.00	26955/finance support
								4010	31	1,800.00	26955/finance support
02/12/2019	2055	26777	ULTRALITE	ULTRA001	210.00	42.00	252.00	6490	32	210.00	26777/install&remove banner
30/11/2019	VC/30.11.19	26940	V.C HANDYMAN	VCH001	1,100.00	0.00	1,100.00	6001	60	1,100.00	26940/Nov Sat market Chgs
31/12/2019	LAO1195421	27000	VEOLIA	VEOL001	12.82	2.56	15.38	6935	33	12.82	27000/Dec glass collection
04/12/2019	160938	26854	WARNERS SOLICITORS	WARN001	1,900.00	380.00	2,280.00	9063	91	1,900.00	26854/Nov solicitor fees

Purchase Ledger for Month No 9 **Order by Supplier A/c**

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
31/12/2019	161088	27006	WARNERS SOLICITORS	WARN001	812.00	162.40	974.40	9063	91	812.00	27006/construction documents
10/12/2019	19064	26905	WEDDLE & CO	WEDD001	20.00	4.00	24.00	5550	21	20.00	26905/sign writing on truck
31/12/2019	136647	27002	WETTON CLEANING SERV	WET001	1,687.64	337.53	2,025.17	6013	30	248.03	27002/Dec clean&lock up chgs
								5026	21	205.66	27002/Dec clean&lock up chgs
								5020	29	616.97	27002/Dec clean&lock up chgs
								5025	21	616.98	27002/Dec clean&lock up chgs
31/12/2019	136648	27001	WETTON CLEANING SERV	WET001	29.32	5.86	35.18	5026	21	4.19	27001/Dec toilet cleaning chgs
								5020	29	12.56	27001/Dec toilet cleaning chgs
								5025	21	12.57	27001/Dec toilet cleaning chgs
01/12/2019	WM11041491	26859	WORLDPAY	WOR001	7.50	1.50	9.00	6976	31	7.50	26859/card trans chgs Nov
				TOTAL INVOICES	148,926.84	26,474.16	175,401.00			148,926.84	

Receipts for Month 10 — **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		**1,000.00**					**1,000.00**	
	Banked: **24/01/2020**	**46,320.79**							
BACS24/1	Nat West - Current Account		46,320.79			201		46,320.79	Monthly Salaries Jan '20
	Banked: **27/01/2020**	**19,765.91**							
BACS27/1	Nat West - Current Account		19,765.91			201		19,765.91	Monthly HMRC/KCC Jan '20
	Banked: **29/01/2020**	**184.54**							
DD29/1/20	Nat West - Current Account		184.54			201		184.54	Monthly NEST Jan '20
	Total Receipts for Month	66,271.24		0.00	0.00			66,271.24	
	Cashbook Totals	67,271.24		0.00	0.00			67,271.24	

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Payments for Month 10 | **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
24/01/2020	Employees	BACS24/1	46,320.79			520		46,320.79	Monthly Salaries Jan '20
27/01/2020	HMRC/KCC	BACS27/1	19,765.91			515		11,368.10	Monthly HMRC Jan '20
						516	0	8,397.81	Monthly KCC Jan '20
29/01/2020	NEST	DD29/1/20	184.54			516		184.54	Monthly NEST Jan '20
	Total Payments for Month		66,271.24	0.00	0.00			66,271.24	
	Balance Carried Fwd		1,000.00						
	Cashbook Totals		67,271.24	0.00	0.00			67,271.24	

Payments for Month 9 — **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
'0/12/2019	Employees	BACS20/12	50,800.57			520		50,800.57	December '19 Wages
'3/12/2019	HMRC/KCC	BACS23/12	23,511.01			515		14,119.69	December '19 HMRC
						516	0	9,391.32	December '19 KCC
7/12/2019	Legal & General	DD27/12-1	3,543.97			516		3,543.97	L&G December '19
7/12/2019	NEST	DD27/12-2	187.72			516		187.72	NEST December '19
	Total Payments for Month		78,043.27	0.00	0.00			78,043.27	
	Balance Carried Fwd		1,000.00						
	Cashbook Totals		79,043.27	0.00	0.00			79,043.27	

Receipts for Month 9 — **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		**1,000.00**					**1,000.00**	
	Banked: **20/12/2019**	**50,800.57**							
BACS20/12	Nat West - Current Account		50,800.57			201		50,800.57	December Salaries '19 Tfr
	Banked: **23/12/2019**	**23,511.01**							
BACS23/12	Nat West - Current Account		23,511.01			201		23,511.01	HMRC/KCC December '19 Tfr
	Banked: **27/12/2019**	**3,731.69**							
DD27/12	Nat West - Current Account		3,731.69			201		3,731.69	L&G/NEST December '19 Tfr
	Total Receipts for Month	78,043.27		0.00	0.00			78,043.27	
	Cashbook Totals	79,043.27		0.00	0.00			79,043.27	

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Receipts for Month 10 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		**959.63**					**959.63**	
	Banked: **17/01/2020**	**359.54**							
001717	Nat West - Current Account		359.54			201		359.54	petty cash top up
	Total Receipts for Month	359.54		0.00	0.00			359.54	
	Cashbook Totals	1,319.17		0.00	0.00			1,319.17	

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Payments for Month 10 | **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/01/2020	Bat&Ball Cafe	494/A	20.00			6013	30	20.00	Laundry
02/01/2020	Bat&Ball Cafe	494/B	29.06			6500	30	29.06	Goods for resale
09/01/2020	Bat&Ball Station	495	10.36		1.73	5410	30	8.63	Lock x 2
10/01/2020	Open spaces	496	17.95			6330	31	17.95	milk, coffee, sugar
10/01/2020	Establishments	497/A	13.00			6900	31	13.00	train ticket to course
10/01/2020	Establishments	497/B	5.00			6900	31	5.00	parking ticket
14/01/2020	Bat&Ball Cafe	498/A	31.34			6500	30	31.34	Goods for resale
14/01/2020	Bat&Ball cafe	498/B	6.50		1.08	6013	30	5.42	cleaning products
14/01/2020	Bat&Ball Cafe	498/C	5.30		0.88	6900	30	4.42	bags, flower
15/01/2020	Youth cafe	499	49.62			6500	50	49.62	Goods for resale
17/01/2020	Vine cafe	500/A	71.06			6500	28	71.06	goods for resale
17/01/2020	Vine Cafe	500/B	8.25		1.38	6500	28	6.87	goods for resale
17/01/2020	Vine Cafe	500/C	3.00		0.50	6013	28	2.50	cleaning products
17/01/2020	Vine Cafe	500/D	12.84			5500	28	12.84	kitchen equipment
17/01/2020	Vine Cafe	500/E	1.50			6200	28	1.50	stationery
20/01/2020	Council offices	501	3.00			6900	31	3.00	parking ticket
20/01/2020	Council offices	502/A	9.05			6330	31	9.05	sandwiches, milk for meeting
20/01/2020	council offices	502/B	3.00		0.50	6330	31	2.50	greeting card
20/01/2020	Council offices	502/C	15.00		2.50	6330	31	12.50	mini orchid for Councillor
24/01/2020	Council offices	503	2.90			6330	31	2.90	tea bags
27/01/2020	Bat&Ball Cafe	504/A	20.00			6013	30	20.00	Laundry
27/01/2020	Bat&Ball Cafe	504/B	45.65			6500	30	45.65	Goods for resale
28/01/2020	Youth Cafe	505/A	19.57			6500	50	19.57	Goods for resale
28/01/2020	Youth Cafe	505/B	7.79		1.30	6500	50	6.49	goods for resale
28/01/2020	Youth Cafe	505/C	8.97		1.49	6200	50	7.48	stationery
28/01/2020	Youth Cafe	505/D	11.00		1.83	6281	50	9.17	kitchen equipment
29/01/2020	QH Allotments	506	3.80			6210	31	3.80	postage
30/01/2020	Establishments	507	6.60			6210	31	6.60	postage
30/01/2020	Bat&Ball Station	508	17.50			9062	91	17.50	Train tickets
31/01/2020	Vine Cafe	509/A	48.25			6500	30	48.25	Goods for resale
31/01/2020	Vine Cafe	509/B	1.00		0.17	6500	28	0.83	Goods for resale
31/01/2020	Vine Cafe	509/C	25.78		4.30	6200	28	21.48	Business cards x 100
31/01/2020	Youth Cafe	510/A	8.83		1.47	6010	50	7.36	cleaning equipment
31/01/2020	Youth cafe	510/B	27.61			6500	50	27.61	goods for resale
31/01/2020	Youth cafe	510/C	0.10		0.02	6900	50	0.08	bags
31/01/2020	Youth Cafe	510/D	9.31			6010	50	9.31	cleaning equipment
31/01/2020	Vine Cafe	509/A.REV	-48.25			6500	30	-48.25	goods for resale
31/01/2020	Vine Cafe	509/A/2	48.25			6500	28	48.25	goods for resale
	Total Payments for Month		579.49	0.00	19.15			560.34	
	Balance Carried Fwd		739.68						
	Cashbook Totals		1,319.17	0.00	19.15			1,300.02	

Receipts for Month 9 — **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		**768.83**					**768.83**	
462	Banked: **11/11/2019**	**39.00**							
462	Bat and Ball Station		39.00		6.50	9062	91	32.50	drinks returned
	Banked: **04/12/2019**	**428.84**							
001711	Nat West - Current Account		428.84			201		428.84	Pett cash top up
	Banked: **17/12/2019**	**334.49**							
001715	Nat West - Current Account		334.49			201		334.49	Petty cash top up
	Total Receipts for Month	802.33		0.00	6.50			795.83	
	Cashbook Totals	1,571.16		0.00	6.50			1,564.66	

Continued on Page 459

Payments for Month 9 | **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
0/11/2019	Nat West - Current Account	CORRECT/2	39.00			201		39.00	Correct Drinks Refund
2/12/2019	General	482	5.00			6900	31	5.00	Parking tickets at CLSO
3/12/2019	Council Offices	483	69.00			6900	31	69.00	Christmas tree
4/12/2019	Vine Cafe	484/A	45.66			6500	28	45.66	Goods for resale
4/12/2019	Vine Cafe	484/B	4.00			5500	28	4.00	Kitchen equipment
4/12/2019	Vine Cafe	484/C	37.97		6.33	6900	28	31.64	Christmas decorations
4/12/2019	Vine Cafe	484/D	0.05		0.01	6900	28	0.04	bag
4/12/2019	Bat&Ball Cafe	485/A	43.50		7.25	6900	30	36.25	Xmas decorations
4/12/2019	Bat&Ball Cafe	485/B	10.50			6500	30	10.50	Goods for resale
4/12/2019	Bat&Ball Cafe	485/C	0.20		0.03	6900	30	0.17	bag x 2
5/12/2019	Bat and Ball Station	486/A	25.99		4.33	5500	30	21.66	fire guard
5/12/2019	Bat and Ball Station	486/B	9.00		1.50	5500	30	7.50	snow shovel
5/12/2019	Bat and Ball Station	486/C	40.52		6.76	5500	30	33.76	sand bags
0/12/2019	Council Offices	487	16.74		2.79	6900	31	13.95	work boots
0/12/2019	Council Offices	488	7.95		1.33	6330	31	6.62	refreshments for best dressed
0/12/2019	Bat and Ball Station	489/A	7.80		1.30	6900	31	6.50	Parking
0/12/2019	Bat and Ball Station	489/B	34.89		5.82	6490	32	29.07	Christmas decorations
0/12/2019	Bat&Ball station	489/C	23.20			6490	32	23.20	Christmas decorations
3/12/2019	House in the basement	490/A	33.75			6500	50	33.75	goods for resale
3/12/2019	House in the basement	490/B	10.68		1.78	6010	50	8.90	cleaning
3/12/2019	House in the basement	490/C	0.10		0.02	6900	50	0.08	bag
3/12/2019	Vine Cafe	491/A	70.03			6500	28	70.03	goods for resale
3/12/2019	Vine Cafe	491/B	1.25		0.21	6500	28	1.04	goods for resale
0/12/2019	House in the basement	492/A	6.00		1.00	6500	50	5.00	goods for resale
0/12/2019	House in the basement	492/B	26.47			6500	50	26.47	Goods for resale
0/12/2019	House in the Basement	492/C	1.49		0.25	6281	50	1.24	food storage box
0/12/2019	House in the Basement	492/D	5.99			6010	50	5.99	Mop
0/12/2019	House in the Basement	492/E	10.00		1.67	6900	50	8.33	Photo for ID card
3/12/2019	Cemetery	493	24.80			5410	22	24.80	keys
	Total Payments for Month		611.53	0.00	42.38			569.15	
	Balance Carried Fwd		959.63						
	Cashbook Totals		1,571.16	0.00	42.38			1,528.78	

Bat & Ball Station Hire Record as at 03.02.2020

	Booking Hall					Luggage Room				
Month	**No Hires**	**Hirer Hours**	**STC Hires**	**STC Hours**	**Catering**	**No Hires**	**Hirer Hours**	**STC Hires**	**STC Hours**	**Catering**
Apr-19	1	8	3	12	1	1	2	4	13	1
May-19	6	12	5	9	1	4	15	9	18	1
Jun-19	26	70	6	35	2	17	62		24	6
Jul-19	23	55	7	33	2	19	108	7	44	2
Aug-19	15	36	1	3	0	12	30	5	10	1
Sep-19	18	44	4	19	1	18	41	6	27	4
Oct-19	20	50	3	10	2	16	44	3	10	3
Nov-19	17	42	7	25	2	20	52	9	31	4
Dec-19	12	49	1	3	1	10	24	2	6	0
Jan-20	15	37	2	6	0	27	82	1	3	6
Feb-20	11	41	0	0	0	17	53	0	0	1
Mar-20	10	42	1	3	2	22	62	0	0	2
Totals	174	486	40	158	14	183	575	46	186	31

Note: Figures in red are future bookings and are still to be confirmed

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Update of Bank Mandate

Sevenoaks Town Council Bank Signatories are:

- Town Clerk
- Deputy Town Clerk
- Responsible Financial Officer
- Finance Officer (in administrator role only)
- Town Councillors

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

i) the signatory lists be updated to include Rosalind Shaw (simultaneously removing Christine Franklin and Hugh D'Alton) as per delegated authority held with all banking institutions with which the Council holds an account or investment;

ii) the Responsible Financial Officer is authorised to supply the Bank as and when necessary with lists of persons authorised to sign; and

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

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Jubilee Clock, Market House, High Street, Sevenoaks

The Jubilee Clock was erected to commemorate the Silver Jubilee of Her Majesty, Queen Elizabeth II 1952-1977

History and background

At the Sevenoaks Town Council meeting held on 12 September 1977 it was resolved that

The quotation from Smith of Derby for the supply and installation of a double-faced clock with drum and internal framework in brass at a total figure of £1,473 to be approved. (Minute 54.2)

In April 1978 at a small ceremony outside Market House the Jubilee clock was accepted on behalf of the Town by Lord Sackville, together with the Mayor and Mayoress.

Current

When the clock was last serviced by in Autumn 2019, it was reported that it needed to be refurbished. The engineer commented as follows:

> "The clock was manufactured 42 years ago and whilst it has operated reliably for many years the condition of the enclosure itself is now cause for concern. I do not think at this stage it is dangerous but continued deterioration may result in it becoming unstable on the wall."

The following photographs were provided to illustrate the deteriorating condition of the enclosure itself.

At the Open Spaces & Leisure Committee held on 11th November 2019 (Minute 354) the Town Clerk recommended that CIL funding be used to restore the clock and the Committee resolved to seek quotes for the refurbishment.

Scaffolding will be required for the dismantling and replacement of the clock and the cost needs to be taken into the costings.

Quotes were sought on the following basis:

- Taking down the clock
- Dismantling
- Assessing which parts need replacement and which could be reused
- Fully restore upper feature – written panel
- Restore bezels
- Clean dials
- Manufacture 2 new pairs of hands, same design as originals
- Install 2 new self-start movements
- Replace internal lighting with LED
- Install a new auto restart electronic control unit for automatic BST/GMT changes and normal power failure
- Manufacture a new aluminium Enclosure
- Re-erect clock

A quote was also requested for the cost of scaffolding or cherry picker to enable the work to be carried out.

Below are three quotes received, including one from the original manufacturer. The horologist mentioned at the committee meeting was also contacted but declined to quote as he already had a full order book.

Company	Refurbishment	Refurbishment including scaffolding
1	£10,834	£13,760
2	£11,000	Quote to be sought if appointed
3	£8,853	Local quote to be sought if appointed

(all quotes exclude VAT)

Listed Building Consent will be required from Sevenoaks District Council as the Planning Authority, together with the consent of the premises' owner.

RECOMMENDATION

Members' views are sought

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Sevenoaks Town Council

To Consider Condition of the Shambles Artwork

The Shambles is a paved area in the town centre which belongs to Sevenoaks District Council. Sevenoaks District Council provides a licence to Malabar Café to use as a seating area.

The only involvement Sevenoaks Town Council has is for the two planters and hanging baskets.

The Shambles has public art within it.

Town Councillors arranged a site visit on 3rd February 2020 (see report attached) and sought a quotation for the repairs from the original artist.

The quotation for the repair is £5,000.

Cllr Piper requested the agenda item 'To Consider Condition of the Shambles Artwork" be placed on the Finance & General Purposes Committee.

The Town Clerk had thanked Cllr Piper for initiating the inspection and had suggested that as the artwork comes under the auspices of Sevenoaks District Council they also be invited. The District Council had commissioned its installation and it was outside the remit of the Town Council. The Town Clerk had also expressed concerns about Town Councillors being seen to be acting Ultra Vires.

Shambles visit 3.2.2020

Cllr Simon Raikes, Cllr Claire Shea, Cllr Andrew Ayre, Cllr Victoria Granville, Cllr Tony Clayton

Cllr Robert Piper initiated the visit to inspect the condition of the murals and 3D figures in the Shambles. This installation was installed in 1999 and shows normal signs of wear, particularly the figures. See pictures below, 1999 (Juliet Simpson) and 2020(VGB)

1999

Legend on box now illegible

Cat missing, plus staves over goose

2020

2 figures damaged

Sheep needs a bath

One of the broken figures

The Shambles is a public space and a route through the very centre of the town, linking the Market Square with Bank Street and Blighs Meadow. It already benefits from the care of Malabar café who provide seating in the summer and keep the place tidy. There is a large umbrella stand in the centre and attractive planters.

The Figures

These sculptures are made from GRP and have faded and weathered somewhat. A cat and a mouse are missing, and two of the figures particularly are splitting apart in places. There is no danger to the public from this but they suffer aesthetically.

Juliet Simpson, the sculptor, is also very keen to see the pieces restored. She would do the work at home to avoid health and safety issues and will find appropriate people to assist. She suggests that this is done section by section for minimum disturbance, and so that it does not all disappear at once. She says *"In order to involve the public you could give my details for anyone who wanted to see (and maybe even help) the restoration. The figures could be replaced so they can be easily taken down after the next 20 years. This would be done by making a plan where points can be drilled out to find the fittings. I'd ensure more robust fitting of vulnerable pieces. I would have to employ people to do much of this so it will cost accordingly.*

I can't do it immediately as I am in the middle of a project but I could begin at the end of July"

Juliet will estimate how much the process will cost.

Further works:

We talked on site about the prospect of also providing some interpretation for the pieces, either on panels between the figures or as part of an extended mural, running across the back doors of the High Street shops (Specsave, Oxfam etc). This would be a project highly suitable for the Youth Council, both to curate the content and to produce the artwork.

VGB

Replacement Town Wardens Van

At the meeting of the Open Spaces Committee held on 17th February 2020, consideration was given to the replacement of the Town Wardens Van.

The Committee resolved as follows:

Minute 499 (iii) Open Spaces & Leisure Committee 17.02.2020

iii) Replacement Town Wardens Van
Several options were considered regarding the replacement of the Town Wardens Van.

RESOLVED:

i. To recommend to the Finance and General Purposes Committee for the purchase outright of the Nissan electric van. To request the RFO to prepare a report relating to the following – 8 years running costs of the electric vehicle compared to diesel vehicle and identify the budget heading for the expenditure.
ii. When purchased to brand and promote that it was STC's first vehicle.
iii. To investigate the costs of installing at 'Fast Charging System'

The financial comparison report requested is attached.

RECOMMENDATION:

Finance & General Purposes Committee is asked to approve the purchase of the Nissan electric van as recommended by the Open Spaces & Leisure Committee.

Nissan ENV200 ACENTA/ Nissan NV250 ACENTA - 8 year cost comparison

				3%	3%	3%	3%	3%	3%	3%	
			2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	Total
Purchase *	Diesel	Van	17,445								
	Electric	Van - net of PIVG	21,525								
		E charger	167								
		Total electric purchase	21,692								
	Purchase price difference		4,247								
Run costs											
5700 Fuel	Diesel	Fuel **	416	428	441	455	468	482	497	512	3,699
5550 Vehicle expenses		Tax	260	268	276	284	293	301	310	320	2,312
5550 Vehicle expenses		Servicing	249	349	256	359	264	370	272	381	2,502
5550 Vehicle expenses		Maintenance ***		69		73	348	78		82	650
6020 Insurance		Insurance ****	500	515	530	546	563	580	597	615	4,446
		Total run costs diesel	1,425	1,629	1,504	1,718	1,935	1,811	1,676	1,910	13,609
6011 Electricity	Electric	Electric charging	147	147	151	151	156	156	160	160	1,227
5550 Vehicle expenses		Tax	-	-	-	-	-	-	-	-	-
5550 Vehicle expenses		Servicing	159	209	164	215	169	222	174	228	1,540
5550 Vehicle expenses		Maintenance									-
6020 Insurance		Insurance	500	515	530	546	563	580	597	615	4,446
		Total run costs electric	806	871	845	913	887	957	931	1,004	7,213
	Difference	Fuel/ Electric	269	282	290	303	313	327	336	351	2,471
		Tax	260	268	276	284	293	301	310	320	2,312
		Servicing	90	140	93	144	95	149	98	153	962
		Maintenance	-	69	-	73	348	78	-	82	650
		Insurance	-	-	-	-	-	-	-	-	-
	Total run costs difference		619	759	659	805	1,048	854	745	906	6,396
	Rolling saving run costs		619	1,378	2,037	2,842	3,890	4,744	5,489	6,396	
	Total rolling higher cost/ saving		- 3,627	- 2,869	- 2,210	- 1,405	- 357	498	1,243	2,149	

Payback period 6 years

Notes:

** Brochure list prices used. Forecourt/ dealer offer will be sought*

*** used manuafacturers mpg to be consistent with manufacturers Wh/ mile. Nick Cave's view is that mpg is c 25% lower, representing c£1300 extra cost over 8 years, & payback period of 5 years*

**** known higher maintenance for Diesel engine included. Other maintenance assumed like for like & not included eg brakes, suspension, steering*

***** STC get Farmers insurance for fleet of vehicles. ENV200 vs NV250 comparison was not available from broker in time. Online search found similar stand alone policies at £695 each with £150 voluntary xs.*

Assumptions			NC's view							
Annual Mileage		5000	5000	max annual mileage						
Diesel combined mpg		62.8	45							
Diesel pence/ litre - Shell Jan invoice		114.92	114.92							
Gallon to litre		4.55	4.55							
Diesel fuel calculation										
Gallons/ year		79.62	111.11							
Litres/ year		361.95	505.12							
Fuel £/ year		415.95	580.49	164.53						
Consumption Wh/mile		417.00								
Electricity rate - pence/ kWh		7.04	overnight charge at town council offices							
Annual kWh consumption		2,085.00								
Electric £/ year		146.68								
E van range	124 - 187 miles/ battery full charge									
Full charges/ year - based on 124m		40.32								
Battery capacity kWh		40.00								
Electric £/ year based on full charge		113.47								
Electricity fixed per 2 years										
Electric car charger point	75% of cost; Up to 20 chargers; Authorised installer only									
Maintenance	Coolant - every other year		67	69	71	73	75	78	80	82
	Cam belt - every 5 years		309	318	328	338	348	358	369	380
Servicing	Major/ minor alternate years - Nissan commercial dealer prices									
List prices 2020		ENV200 ACENTA OTR £	NV250 ACENTA OTR							
		28,305	17,445							
PIVG - Plug in van grant	-	6,780								
		21,525	17,445							

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Finance and General Purposes Committee – 2nd March 2020

Grant Reports Received

In accordance with our terms and conditions, grant recipients are required to submit a report detailing how funds are spent. Please find attached the following reports.

	Organisation	**Grant Ref No**	**Purpose**	**Sum Awarded**	**Date**
1	Sevenoaks Summer Festival 2019	20	Towards cost of design, print and distribution of 40-page brochure	£5000	21.01.19
2	Sevenoaks Summer Festival 2020	20	Core funding for 50th anniversary summer festival to be held 20th June to 5th July 2020	£5000	21.11.19
3	Sevenoaks Society	34	Towards cost of major exhibition 19.06.19 to 06.07.19, and towards publication costs of accompanying book	£750	04.03.19
4	Sevenoaks Literary Festival	03	Cost of speaker at free event for local schools	£350	04.03.19
5	Sevenoaks Voluntary Transport	02	To build a website	£500	04.03.19
6	Friends of Pontoise	05	To expand varied links between Sevenoaks and Pontoise, to promote understanding of French/English life and culture	£250 (plus free room bookings)	04.03.19
7	Friends of Rheinbach	09	Promotional material regarding the town twinning and publicity for events	£250	
8	Sevenoaks Three Arts Festival	06	Hire of pianos and performance space for competitive classes and Prize-winner's concert	£600	04.03.19
9	Sevenoaks Art Club	05	Towards the £300 cost of 5000 glossy flyers/brochures	£200	04.03.19

10	West Kent Mediation	17	Training for volunteers and costs of publicity of and hall hire	£750	04.03.19
11	Kent Youth Jazz Workshop	08	Towards £750 cost of Annual Youth Jazz Workshop at local school on 25.06.19. Free to young musicians participating.	£500	04.03.19
12	Art in June	12	Reusable car magnets to promote event	£250	29.04.19
13	Kent Painters Group	49	Printing of 200 coloured brochures	£436	10.06.19
14	Sevenoaks Three Arts Festival	06	Towards first prize in Sevenoaks Young Musician of the Year competition	£600	16.09.19
15	Stag Youth Theatre	58	Tour production on climate change to primary schools	£2000	16.09.19
16	Sevenoaks Counselling Service	11	To supplement bursary fund to assist clients who cannot afford full cost of counselling	£1500	16.09.19
17	Children's Workshop	56	Outdoor learning training for 9 staff members	£720	16.09.19
18	PS Breastfeeding	57	Additional management and supervision of trained volunteers, also volunteers expenses and 3 enrichment sessions	£1401	16.09.19
19	Hi Kent	45	To run free hearing aid users support clinics in Hollybush Day Centre	£1000	16.09.19
20	Stag Theatre	10	Digital archive of retail shop fronts in High Street, London Road and Upper High Street and roads in between	£500	16.09.19

SEVENOAKS SUMMER FESTIVAL

Claridge House, Sevenoaks School, High Street, Sevenoaks TN13 1HU
www.sevenoaksfestival.org.uk
Member of:
Sevenoaks District Arts Council ('SDAC')
The National Federation of Music Societies

13 November 2019

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

Dear Linda

SUMMER FESTIVAL 2020 - SATURDAY 20 JUNE TO SUNDAY 5 JULY

I attach our formal application for grant aid, together with a further copy of our Report & Accounts for 2019 and a Briefing Note intended to provide new councillors with some background.

2020 is our 50th Anniversary and we aim to celebrate this landmark in appropriate ways - 'appropriate' meaning according to our means as well as our ambitions.

For each of the past 10 years we have been the grateful recipient of a £5,000 grant to assist with our core costs. We hope you'll accept that now is an appropriate time, recognising how costs have risen considerably, to ask the Council to consider increasing its support to the level of 12 years ago when the awarded grant was £10,000 for two successive years.

We strive to keep our reserves at a level where we're comfortable we can continue to improve Festival yet reduce dependency on external funding. This year we managed to generate a modest surplus and present reserves are equivalent to approximately 5.5 months of 2019 expenditure. The level we deem prudent, consistent with the current scale of Festival and in line with recommendations for like bodies, is 6 months.

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

Plans for Festival 2020 are underway. We aim as ever to present a spread of offerings and venues, including STAG Community Arts Centre. We hope to maintain this year's level of commercial sponsorship - with costs tending to increase year on year, core funding from the Town Council and our commercial sponsors remain essential to maintain the Festival format.

Organising Committee
Ray Russell (Chairman) 01732 742213
Simon Harris (Treasurer) 07711 952 008 : Audrey Franks (Secretary) : 01732 455574
John Levett : 01732 460143 :: John Power : 07983 742 121

We shall continue to operate with strict financial controls and aim to keep the percentage of our income attributable to the STC Grant under 10% - this year it was a touch over 7%. It is perhaps worth noting that 7% contrasts with 24% 12 years ago, which itself more than met the Council's requirement for us to match-fund the grant.

Alongside this aim runs the recognition that the cost of producing and distributing our brochure has risen to over £12,000 and this is the core cost for which we seek grant support. Our total costs will likely be higher next year, when we also aim to maintain the opportunities and attractions for younger residents, particularly at Festival Fair.

We shall retain the name "Youth & Community Music Stage" reflecting both the reduced take-up by schools in recent years and our desire to provide opportunities for other youngsters, including via House in the Basement and the Lewis Project. At the time of writing, we're uncertain whether repeat funding support from KCC, courtesy of Cllr Crabtree, will be available.

Our aim of celebrating the 50th Anniversary 'appropriately' notwithstanding, we shall try to balance our books without dipping into our reserves, though that may be necessary.

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

Significantly and in response to feedback, we plan to extend the 'feel' of the opening Festival Fair by holding, with your permission, 'Colourscape' and the Art Tent for kids, on the Vine Gardens on Saturday 20 June. I'd appreciate early confirmation that this will be possible and whether you plan to celebrate Armed Forces Day and hold the Charity Fayre on Saturday 27 June.

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

Yours sincerely

Ray

Ray Russell
Chairman

Organising Committee
Ray Russell (Chairman) 01732 742213
Simon Harris (Treasurer) 07711 952 008 : Audrey Franks (Secretary) : 01732 455574
John Levett : 01732 460143 :: John Power : 07983 742 121

Sevenoaks Heritage Exhibition & Accompanying Book

The Sevenoaks Society is most grateful to the Town Council for its Grant of £750 awarded in March 2019.

£250 of this money went towards the costs of the 'Sevenoaks Heritage Exhibition'. This was a major exhibition open to all and free of charge which took place from 19th June to 6th July 2019 in the Kaleidoscope Gallery. The exhibition was formally opened by the Town Mayor, Cllr Nick Busvine OBE, with many Town Councillors in attendance. Others who attended included the Chairman and Vice Chairman of the Sevenoaks District Council, the National Trust, Sevenoaks Visual Arts Forum, and twenty school children from two local primaries; St Thomas Primary School and Sevenoaks Preparatory School. Forming part of the 50th Sevenoaks Summer Festival, the exhibition consisted of a stunning 30 panel visual display of the 900 year history of Sevenoaks with photographs, paintings, artefacts and original artwork which included the town's iconic landmarks. Featured themes included Knole, the historic town centre, the former landed estates, old farms, former coaching inns and public houses, industry, schools, churches, social housing, community buildings, recreation & leisure, and historic street furniture. Also covered was the town's expansion from small market town to the modern age following the arrival of the railway in the 1860s.

Specific events included a talk by the National Trust on their recent Knole restoration project and by local historian Bob Ogley on 'Old Sevenoaks'. There were also a number of guided tours given by Geraldine Tucker to school parties, Rockdale residents and the local MP, Sir Michael Fallon. The exhibition was deemed highly successful and was extremely well attended by the general public throughout its duration. Many expressed the wish that the exhibition be repeated. The children's inter-active centre, located below a collage of school artwork designed for the exhibition, was especially popular with all our family visitors. At the end, we had a children's mural of original artwork which stretched around all four sides of the Kaleidoscope Gallery. This was a community exhibition which appealed to every generation.

The remaining £500 of the Town Council Grant went towards the publishing costs of the accompanying exhibition book entitled 'Sevenoaks: A Remarkable Town'. Co-authored by Elizabeth Purves, Geraldine Tucker and Keith Wade, a signed copy of this book was presented formally to the Town Council by co-author Cllr Elizabeth Purves in June 2019 (see attached STC photograph).

All promotional material bore the STC logo.

A selection of photographs relating to the exhibition is attached.

SEVENOAKS LITERARY FESTIVAL

Schools' Event
Monday 30th September 2019

Sponsored by Sevenoaks Town Council.

This year we had the good fortune to host the multi-talented Harriet Goodwin, both a childrens' writer and a professional singer.

On Monday 30th September 2019 she described her upbringing in Kent and how she created her award-winning novel *"The Boy who Fell Down Exit 43"*. The hall was filled with year 5 and 6 pupils from Sevenoaks Primary School, St John's CE Primary School, St Thomas' Catholic Primary School and Lady Boswell's Primary School, a total of between 350 and 400 pupils and teachers. Sevenoaks Primary School was kind enough to host the presentation in the new school hall and all children walked to the event.

Following this morning, Harriet gave two writing workshops to years 5 and 6 at St John's CE Primary School. These vivid and interactive workshops were designed to encourage children's creativity and provided a stimulating afternoon.

We are grateful to Sevenoaks Town Council for making community events like this possible.

Lesley Lee
Sevenoaks Literary Festival

Sevenoaks Volunteer Transport Group

Sevenoaks Hospital
Hospital Road
Sevenoaks
Kent TN15 3PH

Telephone: 01732 458931
Email: soaksvtg@yahoo.com

Registered Charity: 276663

Sevenoaks Town Council
Town Council Offices
Bradbourne Vale Road
SEVENOAKS
Kent TN13 3QG

02 August 2019

F.a.o. Ms Michèle MacDonald

Dear Michèle

Report on Awarded Grant Aid

With its second generous grant of £500 in March, the Town Council has completely financed the cost of the new website: [sevenoaksvolunteertransport.com] for Sevenoaks Volunteer Transport Group [SVTG].

The new website is already producing results. In the first quarter of 2019, first time users of SVTG services doubled and the value of trips increased by more than 6%. At the same time, the website is helping SVTG attract more volunteer drivers, a vital concomitant when demand for our services is increasing.

The Town Council's continuing support has enabled SVTG to provide low cost local transport to many elderly, disabled and infirm residents of the Town needing transport to medical facilities. On behalf of our Committee, our volunteer drivers and our users, I offer our sincere thanks.

Yours sincerely
for **SEVENOAKS VOLUNTEER TRANSPORT GROUP**

Anthony Weston Smith, Treasurer

Friends of Pontoise

Alison Futtit| Council Committee Clerk, Sevenoaks Town Council | Town Council Offices | Bradbourne Vale Road |SEVENOAKS | TN13 3QG

20 December 2019

F&GP Grants Committee
Sevenoaks Town Council

Re: F&GP Grant of £250 awarded in 2019 - Report

Sevenoaks has been twinned with Pontoise in France for 55 years and every year there is an exchange visit. This year it was the turn of the Sevenoaks Friends of Pontoise to visit Pontoise. Financial constrains meant that it was the first time we could not travel by coach. In May, 21 of our members travelled to Pontoise at their own expense, ten by Eurostar, ten by car and 1 by train. As ever, Les Amis de Sevenoaks treated us to delicious food, fine wines and generous hospitality

Friday lunch was served on the terrace overlooking the river Seine at the Maison Fournaise's restaurant on Chatou Island. This was a meeting place for many Impressionist artists including Monet, Manet and Renoir
A visit then to Château de Rueil Malmaison, the home of Emperor Napoleon Bonaparte

On Saturday the Gala Dinner was held at "The Relay of the Painters" in Vincent van Gogh's village of Auvers-sur-Oise. Merilyn Canet, deputy Mayor of Sevenoaks gave a speech followed by one from the Mayor of Pontoise

The visit was a complete success and ended on the Sunday after a breakfast. One of the hosts took to the floor accompanied by harmonica. Then a joining of hands for a jovial performance of Auld Lang Syne. Despite Brexit, the Town twinning bond is stronger than ever

The Town Council grant paid for gifts presented to our host, Les Amis de Sevenoaks. It also covered the annual cost of maintaining our website, www.friendsofpontoise.com

The grant also covered stationary, printer ink and other expenses that helped us represent Sevenoaks to our twinned town, Pontoise. Any money left over will be put towards hosting Les Amis de Sevenoaks when they visit Sevenoaks 30 May - 2 June 2020

The application for the grant stated that this year, it would primarily be used as follows:

PTO

1. To build on and expand the increasingly varied links between Sevenoaks and Pontoise
2. To promote understanding of French life and culture amongst all age groups in Sevenoaks
3. To promote understanding of English life and culture amongst our French counterparts in Pontoise

This has been achieved

The calendar of events for the year includes a number of social functions which raise money to help fund the cost of the visit by the French next year

2019 Programme

24 January - New Year Dinner
08 March - Spring Meeting Town
30 May - 2 June Visit to Pontoise
12 July - Start of Boule every two weeks at The White Rock, Underriver
21 July - Summer Tea Party
1 November - AGM

We would not be able to offer the Friends of Sevenoaks the kind of hospitality necessary without the Town Council support. Thank you!

Evy Drew Co-Chairman

Evy Drew

20.12.19

Mike Pembrey Co-Chairman/Sec/Treasurer

20.12.19

Friends of Pontoise
Website: friendsofpontoise.com
Email: friendsofpontoise@gmail.com
Address: 1 .
Home Tel: (

Friends of Rheinbach

Report to Sevenoaks Town Council on the use of grant funds awarded to the Friends of Rheinbach in 2019

Current situation

Widespread uncertainty about future arrangements between the UK and EU countries has affected town twinning activities both here and in Germany. In addition to concerns about travel conditions we have the impression that many people are, at present, less than usually receptive to the sort of messages we have been using to promote broader links between Sevenoaks and Rheinbach. For that reason we have, whilst maintaining established contacts, paused approaches to new contacts until such time as the situation is clearer and we are in a position to respond more specifically and positively to any concerns.

Use of Sevenoaks Town Council grant funds

For the meantime, Friends of Rheinbach is currently focusing on preparations for the post-Brexit period. We plan, during the remainder of this year, to upgrade both the content and print quality of our publicity material. Most, if not all, of the current Town Council grant will be used to support this initiative. We will also be spending some time trying to identify additional areas for future promotion of the town twinning and will continue pursuing opportunities for positive coverage in the local press.

Exchange visit to Sevenoaks July 11th – 14th 2019

In July we received our usual biennial visit from members of our sister association, the 'Freunde von Sevenoaks'. This, too, was quite badly affected by Brexit uncertainties. Normally, about 30 FvS members travel from Rheinbach by coach. Early this year, at the time when the coach would have to be booked, there was anxiety about the possibility of having to obtain German passports, and maybe even visas, at short notice (German citizens are able to travel to most EU countries, including the UK, on their national identity cards; many do not have passports, which are quite expensive). There were also concerns about increased risks of disruption and delays at Channel ports. For those reasons, some decided not to visit this year, with the result that numbers were insufficient to cover the cost of the coach. That, in turn, persuaded others not to travel because the 'door to door' convenience of direct coach travel would not to be available. In the event, a relatively small number made the journey to Sevenoaks in private cars.

We were pleased to welcome the Deputy Mayor, Cllr Dr Merilyn Canet, at a dinner arranged to meet and greet those who had managed to make the journey from Rheinbach.

Forward planning

Looking further ahead, we are already considering two initiatives for 2020 which require forward planning. In 2018 we trialled the idea of offering fully paid or subsidised travel to Rheinbach for a suitably appropriate young person (over 18). The idea was to see whether this might provide a vehicle to help raise interest in twinning connections amongst a younger age group, as well as providing a positive publicity opportunity. We think this an idea worth pursuing on a more formalised basis.

We are also looking into the possibility of involving young people from Sevenoaks in musical activities being planned for 2020 to celebrate the 250th anniversary of the birth, in Bonn, of Ludwig van Beethoven. These will be taking part throughout the Bonn region, of which Rheinbach is a part. The intention is to involve young people from communities across the region and, where possible, from the twin towns with which they are associated.

Friends of Rheinbach
6th August 2019

Sevenoaks Three Arts Festival

Registered Charity No 1031815

Affiliated to The British and International Federation of Festivals
of which Her Majesty the Queen is Patron

Festival Secretary
Sue Day

Kent TN13 1QQ
Tel:

Wednesday 8th Jan 2020

To : Sevenoaks Town Council

From : Susan Day,
Secretary,
Sevenoaks Three Arts Festival

Re : Young Musician of the Year Competition 2020
25th Anniversary Competition

To Be Held : Sunday 8th March 2020 at The Stag Theatre, Sevenoaks

In this, our 25th Anniversary year, sponsors has been found for all prizes to be increased.
First Prize will be £1000; The Sevenoaks School 2nd Prize is £500 and a new Sponsor local Business T. A. Craig Violin Restorer is contributing the 3rd Prize Of £200.

The Sevenoaks Three Arts Festival has entered into commitments to hire the venue, hire a grand piano and engage adjudicators Mrs Ruth Gerald and Mr Timothy Wells. Entry Forms have been printed and distributed to major national music colleges and we are very pleased that entries are bring received.

To date, a deposit has been paid for The Stag Theatre and our insurance has been renewed.
The balance of the Performance venue cost, the Piano hire, Prizes and Adjudicator fees are all paid on the day, or shortly after.

Email sue@dayfive.plus.com
Website www.sevenoaksthreeartsfestival.co.uk

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Sevenoaks Three Arts Festival

Registered Charity No 1031815

2019 FESTIVAL REPORT to SEVENOAKS TOWN COUNCIL

The 69th Sevenoaks Three Arts Festival, the town's annual competitive performing arts Festival, was held at Walthamstow Senior School over two weekends in June. It attracted nearly 600 entries involving 800 school age children and some adult competitors. There were three full days of Vocal classes and Speech & drama; two days of Piano and Strings, and one day each of Woodwind and Accordion classes.

The quality of the adjudicators, British and International Federation listed, with the exception of the accordion adjudicator, are a great draw for competitors. Each competitor receives a written report on their performance item and often benefit from the adjudicators verbal class summaries, containing suggestions and encouragement aimed at the personal development of all participants.

The venue, Walthamstow Hall Senior School, continues to develop and has a range of performance spaces suitable for our use. On the first weekend of the festival, 5 venues were in use simultaneously. This year the school had expanded its suite of sound-proof practice rooms, which were enjoyed and well used by the many musicians needing to warm up and rehearse with accompanists prior to performing. A café was again run by the students, with the proceeds going to the school's chosen charity.

The final event, the Prizewinners' Concert and presentation of awards, took place a week later at The Ship Theatre, Walthamstow Hall on Saturday 22nd June. This event formed part of the Sevenoaks Summer Festival and the audience were entertained by 18 talented performers presenting their prize-winning pieces. There were piano and singing solos and duets, poetry recitations, dramatic solos, and recorder, saxophone, violin, cello and flute items, providing a small sample of what went on in the competitive classes held over the previous weekends. We were delighted that the Town Mayor Cllr Nick Busvine was in attendance and presented the awards at the end of the evening. The SDC and SDAC Chairmen were also official guests.

We are sincerely grateful to Sevenoaks Town Council for its continuing and generous support, enabling us to hire and tune pianos for the Festival's music classes and also contribute toward the hire of the school.

I enclose a copy of this year's Festival Syllabus and Programme for your information

Susan Day

Susan Day

Festival Secretary

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The Cupwinners' Concert: the Town Mayor Cllr Nick Busvine with the award winners

SEVENOAKS ART CLUB
founded 1901

REPORT TO SEVENOAKS TOWN COUNCIL ON THE USE OF THE GRANT (REFERENCE CODE 13) PRESENTED TO SEVENOAKS ART CLUB AT THE 2019 ANNUAL TOWN MEETING

Each year the Sevenoaks Art Club presents a major exhibition of work by its members at the Kaleidoscope Gallery promoting art to the public. The exhibition is free and open to residents of Sevenoaks Town who thereby have the opportunity to appreciate local talent and enjoy the fruits of the cultural activities that are alive in the community.

In recent years there had been a falling off in footfall at this annual exhibition. Therefore the club decided on a number of steps designed to improve the position the two most important being to change the date of the exhibition to November and to enhance its advertising of the event in an effort to draw more members of the public to the Kaleidoscope Gallery. The profile of the gallery has been a major concern because despite great efforts by a number of bodies including the Sevenoaks Visual Arts Forum, there is a low level of awareness about the location and value of this important asset and the contribution it can make to culture in the community.

The application to the Sevenoaks Town Council for a grant was made because it was considered that the level of new advertising material required to produce a sufficient impact was beyond the normal resources of the club. With the help of the grant received it was possible to secure a variety of new banners and signs. All of these acknowledged the help we had received from the STC in this effort to engage with the community. Principal among these were banners hung at the town centre traffic lights which provided a powerful signal to passing motorists and the public in general of the availability of the Kaleidoscope Gallery and the exciting exhibition of paintings on display. A photograph of one of these banners (not in situ) supplied with this report is evidence of the sort of impact that we were able to achieve and for which the club is indebted to the council.

Kate Balderson

Chairman, Sevenoaks Art Club

REPORT TO SEVENOAKS TOWN COUNCIL ON THE USE OF GRANT PRESENTED TO SEVENOAKS ART CLUB AT THE 2019 ANNUAL TOWN MEETING (REFERENCE CODE 13)

IMAGE OF ONE OF THE BANNERS PURCHASED

West Kent
MEDIATION
Listen Talk Resolve

Michele MacDonald
Sevenoaks Town Council
Bradbourne Vale Road
Sevenoaks TN13 3QG

RECEIVED
29 JUL 2019
BY:..............

29 July 2019

Dear Michele

I can confirm that the grant funding of £750 received from Sevenoaks Town Council contributed to: CPD meetings for volunteers, volunteer expenses and supervision, hall hire for joint meetings and volunteer meetings and a contribution towards all publicity material. The continued support of Sevenoaks Town Council is much appreciated.

I can also confirm that this year we have been able to supply our volunteer mediators with advanced mediation training that enabled them to build on and consolidate their existing strengths, and at the same time extend and diversify their mediation skills, all of which will bring huge benefits to our service users.

Kind regards

Yours sincerely

Amanda Bell

Amanda Bell
Chief Executive Officer

West Kent Mediation, Knole Academy, Bradbourne Vale Road, Sevenoaks, Kent TN13 3LE
01732 46 96 96 theoffice@wkm.org.uk www.wkm.org.uk

KYJO KENT YOUTH JAZZ ORCHESTRA

Email: kentyouthjazzorchestra@gmail.com

Website: www.kyjo.co.uk

Patrons: Steve Waterman and Derek Nash

Big Band – Swing – Latin - Funk

Report for spending of £500 Grant awarded to Kent Youth Jazz Orchestra for 2019.

Kent Youth Jazz Orchestra (KYJO) is grateful to have received a grant of £500 from Sevenoaks Town Council for 2019. This sum was used to arrange a workshop for young musicians in Kent and was held at the New Beacon School in Brittains Lane, Sevenoaks on 25th June 2019. The orchestra, under the direction of its usual MD's Graham Mann and Mike Austin was joined by guest director Steve Waterman. Steve is a renowned jazz trumpeter and educator and is one of KYJO's patrons.

The session started with an introduction to jazz improvisation with Steve taking the band through a simple chord progression and encouraging players to improvise using very simple scales over the chords. This enabled both advanced players and those new to jazz to experience how improvisation works. It was interesting that the first part of the session was conducted without any written music being used.

After a break Steve introduced two of his compositions which he took the band through including solo sections for players to use their new found improvisation skills. These tunes were rehearsed before playing them in an impromptu performance to parents at the end of the session.

Around 35 young musicians attended which included 5 new players, as well as the regular KYJO members. Feedback from new players and their parents was positive and two players who came to the workshop have since become members of KYJO.

I am attaching the flyer used to publicise the event which includes the logo for Sevenoaks Town Council, and I also have some photos and video of the evening.

If you have any further questions please do feel free to get in touch.

Yours sincerely

David Widdicombe

FREE Jazz Workshop at The New Beacon for all aspiring young musicians.

Come and play with the Kent Youth Jazz Orchestra on:

TUES 26TH JUNE 2018
7.00PM TO 9.30PM

Young musicians, between the ages of 11 and 18, with an interest in playing an exciting mix of Jazz styles who would like to develop their improvisation skills are invited to join Kent Youth Jazz Orchestra (KYJO) in an open rehearsal led by celebrated jazz trumpeter and patron of KYJO, Steve Waterman with KYJO's Musical Director's Graham Mann and Mike Austin.

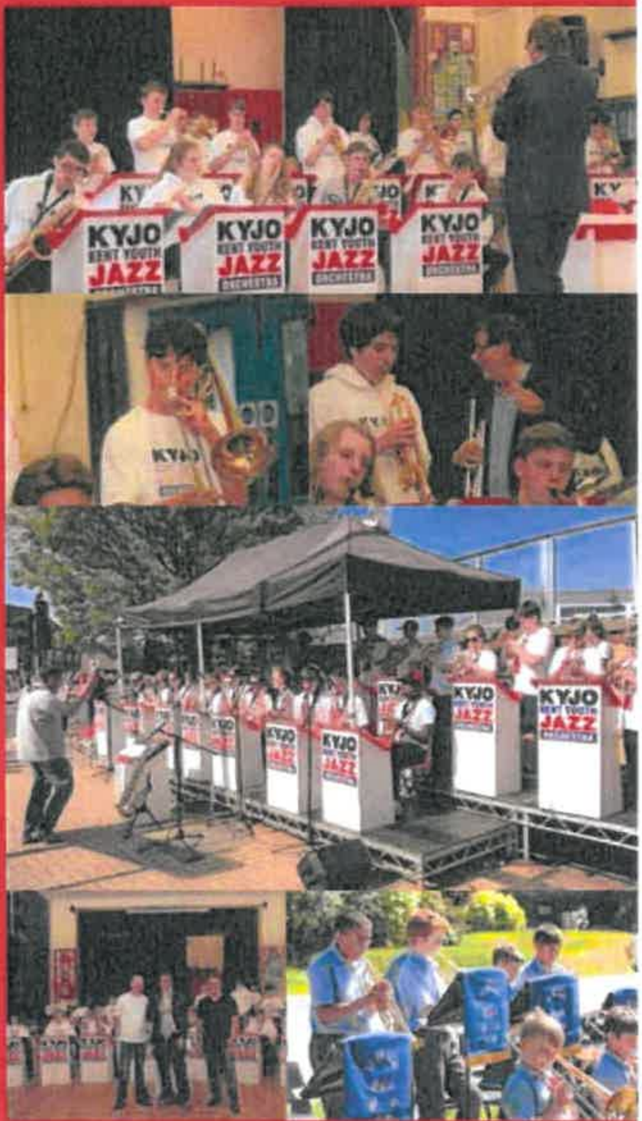
This Jazz Workshop is kindly hosted by **The New Beacon, Brittains Lane, Sevenoaks, Kent, TN13 2PB**. For all young people at Grade 4 or above on:

SAXOPHONE TROMBONE BASS FLUTE
GUITAR DRUMS TRUMPET
KEYS PERCUSSION

KYJO KENT YOUTH JAZZ ORCHESTRA

To sign up please complete the registration information and e-mail it to:

kentyouthjazzorchestra@gmail.com



APPLICATION FORM

Email form to: kentyouthjazzorchestra@gmail.com

First and Last Name of parent / guardian:

Address: ______________________ Post Code: __________

Home and Mobile phone number(s): ______________________

Email address: ______________________

Name of child: ______________________ Instrument to be played at workshop: __________

Approximate associated board standard: Grade ______

(OPEN TO PLAYERS GRADE 4 AND ABOVE)

ART IN JUNE
OPEN STUDIOS
www.artinjune.org

Report on Grant Award from Sevenoaks Town Council, 2019

I am writing on behalf of Art in June, Open Studios to thank the Sevenoaks Town Council very much for their most generous grant award towards the purchase of car magnets to publicise our Open Studio Event in 2019.

In the end there were some 60 artists who took part inviting the public into their studios from 7 – 23 June 2019. The artists are most grateful for your support.

The residents of Sevenoaks continue to show a huge interest in the Open Studios event. My own studio at Dibgate attracted over 700 visitors during the Art in June fortnight including both "repeat" visitors and first-time visitors to the Open Studios event.

The Art in June event helps to foster interest in all of the visual arts, for both practitioners and for the visitors who enjoy getting a hands on feel for just how the various works are produced by the artists and craftworkers involved. Many interesting discussions take place and sometimes visitors are even inspired to have a go themselves, and take up a new interest, or even host their own open studio event a few years down the line.

This year with your generous grant we were able to print 50 car magnets which were displayed on our Artists' cars as they travelled around the town, to help the artists publicise their initiative to invite the public into their studios to discuss their techniques and exhibit their work. (see photo attached)

We used them during our "Launch Art in June Event" which took place outside the Stag Theatre on Saturday, 25 May from 10 - 1. Artists prepared a table with leaflets and guides and draped one of the banners on the table. Artists took it in turn to man the table and the pavements in Sevenoaks, chatting to members of the public who were passing and distributing guides and maps to lArt in June.

I am certain that a representative from our group will be able to attend the Annual Town Meeting on 16 March in order to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

Yours sincerely,

Debra Barr-Smith,
Art in June Co-ordinator

ART WORK FOR ART IN JUNE CAR MAGNET, INCLUDING TOWN COUNCIL LOGO

CAR MAGNET IN USE!!

WWW.KENTPAINTERSGROUP.CO.UK

Chairman: Mrs. Jo Smithers
Secretary: Mrs. Elizabeth Bella
Artist Co-Ordinator: Mrs. Dani Meharg

Kent Painters Group – Grant Aid for Printing of Catalogue

I am writing on behalf of the Kent Painters Group. The Committee is most grateful for your support through your generous grant aid award towards the printing of the Catalogue for the 29th Annual KPG Art Exhibition & Sale. We were able to print hundreds of catalogues and these were available at the front desk where volunteers from ReThink welcomed visitors and collected donations. A team from Sevenoaks Mencap handled the sale of the refreshments which were all home made and donated by the KPG Committee members. Volunteers from MacIntyre Darford Road helped beforehand by delivering fliers and afterwards with the heavy work of clearing the show.

This enabled full town involvement and all of the local charities: Mencap, MacIntyre and Rethink have told us how grateful they are for the Kent Painters Group support for their initiatives. The KPG donations are so much helped by the Sevenoaks Town Council support. Thank you.

We had an update on the design of our catalogue this year and there were many favourable comments. We were pleased to put the Sevenoaks Town Council logo on the front cover in order to acknowledge your support.

The Kent Painters Group Committee was delighted to welcome the Deputy Mayor, Councillor Dr Merilyn Canet, on Friday evening at our Artists' Reception and she was able to meet and speak with several of our artists.

We are also grateful for the opportunity for one of our committee to attend your Presentation of Awards meeting on 16 March, 2020 at the Stag at 6pm and present a small display about our Group and its local fundraising activities..

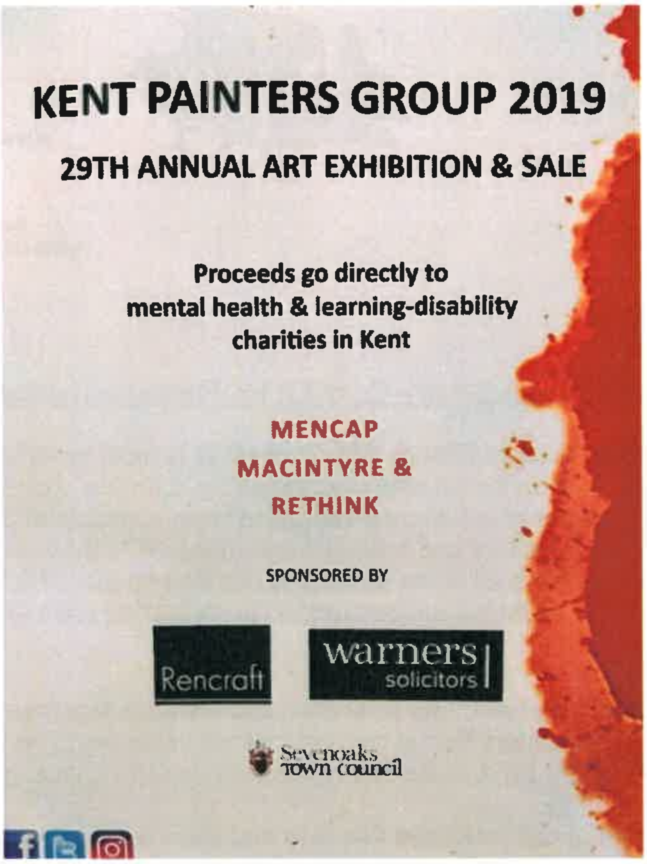
The entire Kent Painters Group and all the artists extend a big thank you to the Sevenoaks Town Council for their support in our Mental Health fund raising event.

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

Yours sincerely

Debra Barr-Smith,
Kent Painters Group
Committee member
Photos illustrating the event are attached.

FRONT COVER OF CATALOGUE:



FROM INDEX MAGAZINE:

KENT PAINTERS

The Kent Painters Group KPG, which held its first art show in 1990 to raise money for mental health and learning disability charities, is hosting its 29th Annual Art Exhibition and Sale at Sevenoaks School from 25-27 October, with 60 artists and sculptors exhibiting. To date, KPG has distributed more than £300,000 to local charities; this year's chosen recipients are Sevenoaks Mencap, Rethink and MacIntyre.

kentpaintersgroup.co.uk

FROM KPG TWITTER ACCOUNT:

Delighted to report a £500 donation from KPG funds to @HadlowPottery for their great work with adults with learning difficulties. We're now in the planning stages for this year's show 26 - 28 Oct. Save the date!

Hadlow Pottery

FROM OUR CATALOGUE:

WELCOME TO KPG 2019

Since KPG began over 28 years ago, it has raised and distributed more than £300,000 to mental health charities in Kent. KPG continues to support the following charities and would like to thank the volunteers for their help and hard work during the exhibition:

Rethink helps people with severe mental illness, their families and carers.
www.rethink.org
Registered Charity: 271028

MacIntyre runs a supported-living scheme in Sevenoaks and a number of individuals are helped via outreach. services.
www.macintyrecharity.org
Registered Charity: 250840

Mencap Sevenoaks works in partnership with people with learning disabilities, providing services to support them to live as they choose.
https://www.mencap.org.uk/advice-and-support/local-groups
Registered Charity: 222377

BANNER IN HIGH STREET SEVENOAKS:

Agenda Item 9.1
Report 14

Sevenoaks Three Arts Festival

Registered Charity No 1031815

Affiliated to The British and International Federation of Festivals of which Her Majesty the Queen is Patron

Festival Secretary
Sue Day

Kent TN13 1QQ
Tel:

Wednesday 8th Jan 2020

To : Sevenoaks Town Council

From : Susan Day,
Secretary,
Sevenoaks Three Arts Festival

Re : Young Musician of the Year Competition 2020
25th Anniversary Competition

To Be Held : Sunday 8th March 2020 at The Stag Theatre, Sevenoaks

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To date, a deposit has been paid for The Stag Theatre and our insurance has been renewed.
The balance of the Performance venue cost, the Piano hire, Prizes and Adjudicator fees are all paid on the day, or shortly after.

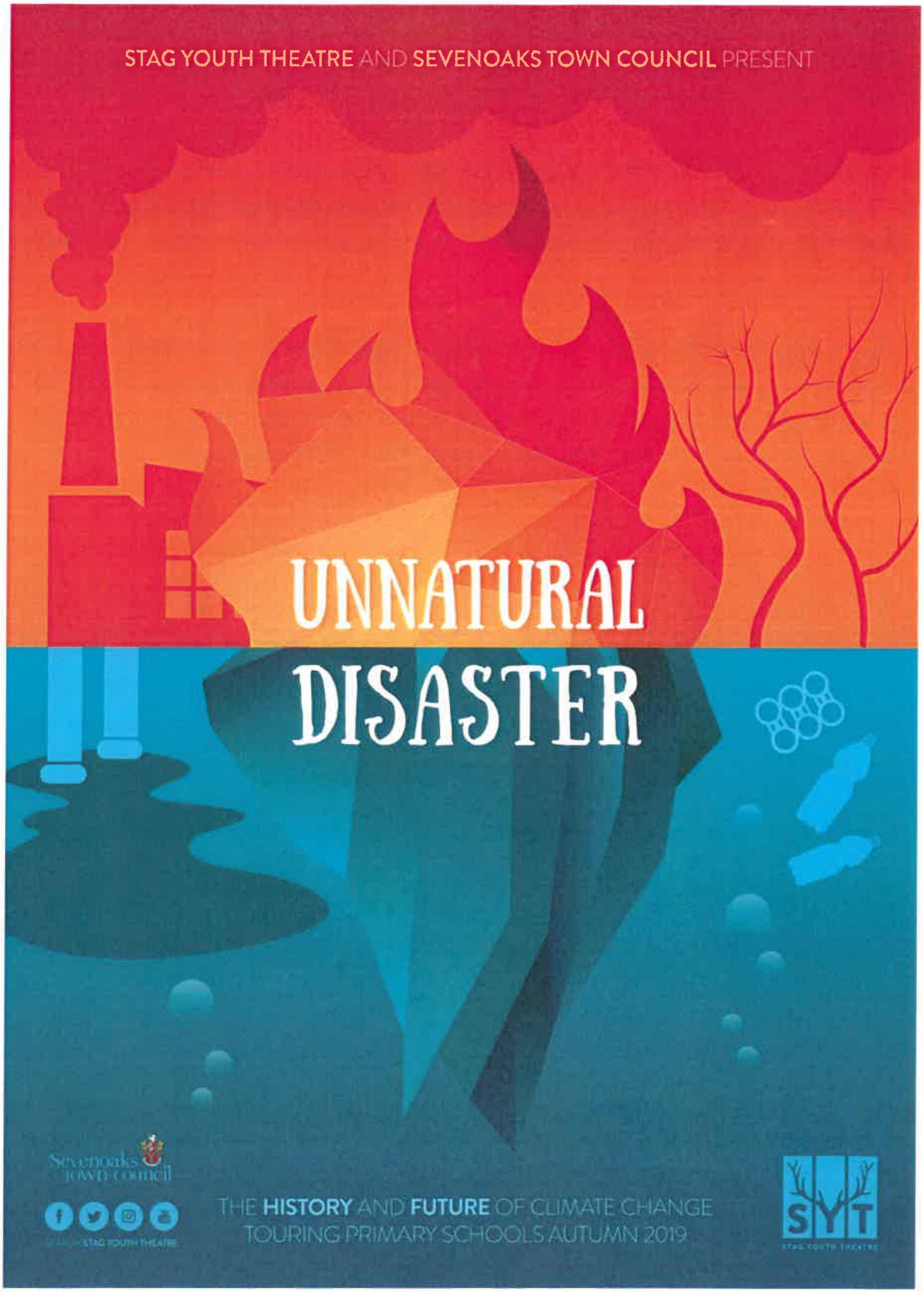
STAG YOUTH THEATRE

SEVENOAKS TOWN COUNCIL GRANT APPLICATION 2019

FINAL REPORT

STAG YOUTH THEATRE

THEATRE IN EDUCATION
PRIMARY SCHOOLS TOUR ON CLIMATE CHANGE



THE TOUR

In October 2019 the Stag Youth Theatre toured Primary Schools within Sevenoaks District with a short play based on the history and future of climate change. The play was written specifically for the tour, and entirely based on published research. The show spanned the history the our planets growth, including the creation of fossil fuels, the invention of agriculture and subsequent deforestation, all the way up to current events such as the Paris Accord and Extinction Rebellion protests.

The show was written and directed by youth theatre leader Simon Cossons, assistant directed by youth theatre leader Charlie Lyne, music by youth theatre member Ollie Chugg, and performed by 10 members of the Stag Youth Theatre. The show was rehearsed in just five days, followed by five days of touring.

The show was offered to schools for free, seven schools decided to take the show, followed by a public performance at the Stag Theatre. The show was very well received by those that saw it, all audiences were fully engaged with waves of positive feedback from the students after each performance. We performed to audiences of all sizes, from 260 in a school hall, to 25 in a classroom.

ST LAWRENCE PRIMARY SCHOOL 45 STUDENTS

ST THOMAS PRIMARY SCHOOL 100 STUDENTS

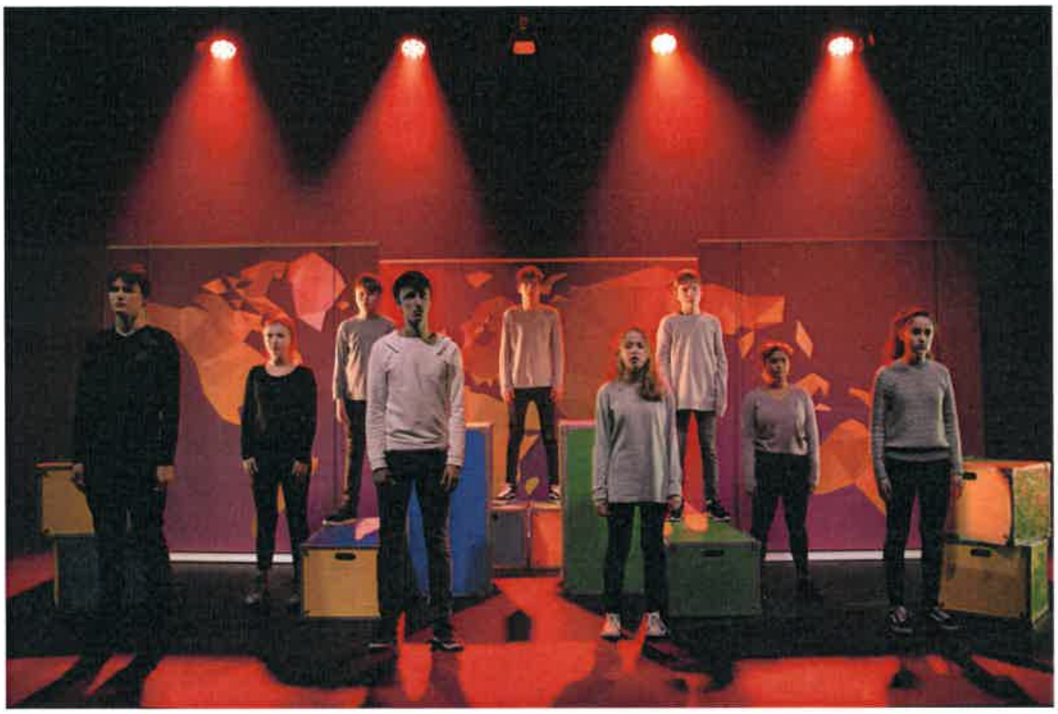
OTFORD PRIMARY SCHOOL 160 STUDENTS

DUNTON GREEN PRIMARY SCHOOL 180 STUDENTS

ST JOHN'S PRIMARY SCHOOL 25 STUDENTS

ST MARY'S PRIMARY SCHOOL 30 STUDENTS

LADY BOSWELL'S PRIMARY SCHOOL 260 STUDENTS



STAG THEATRE 250 AUDIENCE

FEEDBACK

"Just to thank you and the team once again for a very thought-provoking but also very entertaining and funny afternoon. The children really enjoyed it and there was lots to talk about afterwards. I think you all do an amazing job and hope some of those watching will be inspired."

St Thomas Primary School

“It was a fantastic performance and your troupe really engaged our KS2 children”

Lady Boswell’s Primary School

“I can’t believe how much information you packed into one performance, it’s given us a lot to think about”

St John’s Primary School

“Absolutely amazing, such an important message, this is a show we’ll never forget”

St Mary’s Primary School

BUDGET

Writer/Director	£500
Assistant Director	£250
Props/Costumes	£300
Set	£850
PA Hire	£120
Van Hire for set	£200
Mini Bus Hire for cast	£350
Total	£2570

Sevenoaks Town Council

From: [illegible] and Jean Day [illegible]
Sent: 06 January 2020 11:59
To: Sevenoaks Town Council
Subject: Sevenoaks Counselling - Community Grant

For the attention of Alison Futtit

I am replying to your letter of 26 September last year in which you informed us of the Council's decision to award Sevenoaks Counselling a grant of £1,500. You asked us to report to you at the beginning of January 2020 on how the grant was being spent.

I am pleased to report that all the grant has been spent in accordance with the criteria stipulated. We continue to help a high number of clients who cannot afford to pay the full recommended contribution for their counselling and we provided statistics in our application form to show that a significant number of these clients live in the Sevenoaks Town area.

Our service continues to be much in demand and we always operate with a waiting list. We have been able to maintain a team of 13 part-time counsellors and we have just recruited a new colleague who is experienced in counselling children and young adults.

We continue to be very grateful to Sevenoaks Town Council and to all our donors for the continuing support and we do, of course, mention this in all our publicity including our new website.

With very best wishes
Stephen Day
Trustee
Sevenoaks Counselling

Sevenoaks Town Council

Subject: RE: Grant Application to Sevenoaks Town Council

Childrens workshop

From: Rebecca Rushton <rebeccaerushton@gmail.com>
Sent: 03 January 2020 09:33
To: Sevenoaks Town Council <council@sevenoakstown.gov.uk>
Subject: Re: Grant Application to Sevenoaks Town Council

Dear Ms Futtit,

Further to receipt of £720.00 grant from the Youth Services Committee.

We are delighted to confirm that we have secured a one day outdoor training for all of our staff (11 members) which combines a team building exercise. The latter is much needed at the moment due to recent changes in our team.

The team will benefit of some quality time outside of the setting to understand own strengths and weaknesses and discover how everyone can help others to build character, professional understanding and personal esteem. All of these are good quality to role model to the young children in our care.

Furthermore, the remainder of the money will be put towards a site visit by the trainer who will provide suggestions on how to address our outdoor learning environment to ensure children gain the best quality of experience possible. Outdoor education has been recognised by much research as of paramount importance for the well being of our children and for their physical development.

We thank you very much for supporting us with this adventure and look forward to presenting our outcome at the Stag Theatre in March.

Best wishes,

Rebecca Rushton
Chair of the Committee of Trustees

clinical & educational breastfeeding programmes

Sevenoaks Town Council Community Grant Report 2019/2020

£1401 received by PSBreastfeeding CIC in September 2019

Project –

We run a weekly drop-in social community group at HopeChurch for pregnant women, new parents and their families offering breastfeeding and infant carrier support from trained specialists and volunteers. We would like to continue to support families within our group and the community by offering more volunteer enrichments and offering support from volunteers in everyday settings such as local cafes to build parent confidence.

Budget –

This funding would pay for additional management and supervision of our trained volunteers within our HopeChurch Group and in the local community (local cafes). Funding would also pay for volunteer expenses and 3 volunteer enrichment sessions.

What we have achieved in 2019/2020

September & October 2019

We immediately engaged with the families we were seeing at HopeChurch and contacted families through social media and email to gather insight into what they were looking for in a venue for a community meet-up. Families reported that they wanted a large space that wasn't too crowded, easy access with a buggy, parking, toys for older children, cake and they wanted to know that they would not be alone when they got there.

14 volunteers supported our HopeChurch group donating a total of 58 hours of their time for the families of Sevenoaks. Over that same time we saw 32 Sevenoaks Town Council ward resident families a total number of 51 times. 6 of these families came during pregnancy and continued to attend once baby had arrived and 78% (that we know of) reached the National target of breastfeeding for at least 6-8 weeks (Sevenoaks District average for breastfeeding at 6-8 weeks was reported as 46.9% in the last District profiles).

November & December 2019 (tend to be our quietest months for attendance at groups and volunteer hours)

We visited various cafes in Sevenoaks Town to make sure they had what we were looking for and decided to approach The Stag Theatre Café as our first choice (fitting the brief well) for a venue. Christmas was fast approaching, so we decided on a January start date when volunteers and families would have more time. We created posters and flyers, created a Facebook event and promoted the café meet-up to the families we engaged with and local families through social media and local groups sharing information with Midwifery, Health Visiting and Children's Centres.

6 volunteer attended a Festive Season enrichment session where we discussed various barriers to successful breastfeeding through the Holiday Season and various strategies to discuss with families so that they could avoid possible mastitis and supply issues. We also used the time at the end of our HopeChurch group to go over this information so that the volunteers who were not able to attend the group session still got the information and could take the time to ask questions.

6 volunteers supported our HopeChurch group donating a total of 28.5 hours of their time for the families of Sevenoaks. Over that time we saw 23 Sevenoaks Town Council ward resident families a total number of 31 times. 3 families came during pregnancy and continued to attend once baby was born and 74% (that we know of) reached the National target of breastfeeding for at least 6-8 weeks.

January 2020

We promoted and planned our first Café meet-up at The Stag Theatre Café for January 16th 10-11:30am.

9 infants attended our first meet-up with 10 adults. 5 families live in the Sevenoaks Town Council wards, 2 came from Westerham, 1 from Otford and 1 from Paddock Wood. The additional adult was a friend who popped in to catch up with a Mum attendee. Although, some families had travelled, they did then use Sevenoaks Town facilities and most went shopping afterwards. 2 families had not accessed our services previously.

2 more volunteer enrichments have been booked for January and February 2020 looking at the 4th Trimester and using slings and carriers to calm babies build attachment.

A further café meet-up is scheduled for January 30th as a follow-on from the 16th at The Stag Theatre Café and then we will get feedback on whether families would like it to be a fixed location or would like to see it travel to other coffee shops across Town.

Families have reported so far that they enjoyed the more social atmosphere and it gave them a reason to get out of the house, as well as the confidence to do so as they knew someone would be there to meet them.

Budget (October 1st 2019 until January 17th 2020)

£500 – Staff costs for specialist to run enrichment and conduct one to one sessions as needed in addition to managing the volunteers and supervising during the first café meet -up to make sure the volunteers were confident in their new role.

£64 – Room rental for enrichment session

£30 – Equipment (sign for café) and promotional materials plus a £4 boost on Facebook for event

£128 – Room rental for enrichment session (x2)

£240 – Creche expenses if needed (we will run an additional enrichment session if creche is not needed)

£389 – Staff costs for specialist to run enrichment sessions, conduct one to ones as needed in addition to managing the volunteers and any referrals needed from the Café Meet Up (anything beyond the volunteer role).

£50 – Volunteer expenses (parking and petrol)

With Thanks

Karen McCully, IBCLC
PSBreastfeeding CIC
07951 600777
karen@psbreastfeeding.co.uk
www.kentbabymatters.org

Hi Kent
Sound support for deaf and hard of hearing people
Reg. Charity No. 1052036

Sevenoaks Town Council report for Hi Kent Grant

Hi Kent received £1,000 from Sevenoaks Town Council in September this year, and is most grateful for the Town Council's continued support.

Hi Kent is extremely pleased with the number of clients that we have been able to help at the Hollybush Court Day Centre Hearing Aid Support and Maintenance Clinic and to be able to send our volunteers on home visits when required. The monthly Hollybush Clinics run on Friday mornings from 10am to 11.30am each month except August, and on Friday afternoons from 1.15pm to 2.45pm each month except August and December.

We see on average 35 clients a month and will therefore help 385 deaf and hard of hearing people in the Sevenoaks area in a year. Each clinic session is open for 1.5 hours but our long-standing volunteers are happy to extend this time if needed to ensure that each client receives the time and attention they deserve. The Grant has benefitted those people living in Sevenoaks who are living with a hearing loss and require expert help to look after their NHS hearing aids in order that they work effectively for them. Hearing Aids that are regularly maintained and work well give the wearer more confidence in their ability to cope better with everyday life and enjoy social situations in the knowledge that their aids help them pick up the sounds/pitches that they have lost.

Having such a local service means that clients do not have to travel to a central Audiology clinic, which often incurs travel and parking expenses and sometimes waiting time. Our services are offered free of charge and no appointment is needed. Our trained volunteers can clean, re-tube the aids and fit new batteries as well as offering advice on other Hi Kent Services. Our volunteers often have a hearing loss themselves so understand the challenges that have to be faced when this vital sense is lost or partially lost.

We are also able to organise free of charge home visits for people in Sevenoaks who are housebound or too frail or ill to attend the Hollybush clinic, at which our trained volunteers provide the same hearing aid maintenance service that would be received at the clinic.

With the Town Council's grant Hi Kent has been able to continue to offer our services free of charge in the Sevenoaks area as the grant has funded the cost of Hearing Aid maintenance equipment for the volunteers, volunteers' travel expenses and local advertising.

Liz Clayton
Head of Fundraising
Hi Kent
18 Brewer Street
Maidstone ME14 1RU

December 2019

Sevenoaks 2020 Photography Project

Sevenoaks 2020 is well under way. The project which aims to celebrate the diversity and dynamism of businesses and activities in the town centre of Sevenoaks is designed, organized and undertaken by Victoria Granville-Baxter, Elizabeth Purves and Roger Lee.

We have already photographed over 75 shops, cafes, restaurants, hairdressers, estate agents, law firms, dentists and other businesses, with more wanting to participate every week. We want to include all the outlets in the town centre, including the STAG and Vine Café.

SDC Print Studio is printing the monochrome images onto A2 foam back boards for the exhibition. The Kaleidoscope Gallery/SVAF has agreed our use of their exhibition space during the 2020 Summer Festival.

Attached is a copy of the *Sevenoaks Chronicle* (30 01 2020) which includes some of the photographs from the project. They illustrate the extraordinary enterprise and creativity in Sevenoaks. The photographer Roger Lee has likened **Sevenoaks 2020** to the Mass Observation project set up originally in the late 1930s and run intermittently since then. Photographing over the winter months has had its benefits – low diffused light – and problems: short days and low temperatures, but the quality of the images is exceptional. We are still enrolling businesses in the project and there are many more photographs in the pipeline.

The images become a history of Sevenoaks in the year 2020.

We would like to thank the Town Council for the grant which has enabled this project so far.

We're delighted with the response to Sevenoaks 2020 and the photographic outcomes and would urge anyone who hasn't had time to respond yet, or who has slipped through the net for whatever reason to contact me at: v.granvillebaxter@btinternet.com

SEVENOAKS 2020
Town Centre Images
PEOPLE SHOPS AND BUILDINGS

THE CHRONICLER

Smart shopfront – Life on High cafe

The Anchor pub

Fit for purpose – shoes, clothes and more at Up and Running

Sweet destination – Dulce's Patisserie

Helen Breeze Property Management

Shutter open for business

SNEAK PREVIEW OF FESTIVAL PROJECT

THE photographs of the characters outside their shops or businesses featured on these pages presents a taster for the ambitious and admirable project planned for the Sevenoaks Summer Festival.

In the photo on the right, Victoria Granville-Baxter (left) came up with the idea some months ago and soon persuaded Elizabeth Purves and photographer Roger Lee to join her.

They were delighted with the quality of the first A2 photographs to come out the Sevenoaks District Council print studio last week.

The early birds in this pioneering project as seen on this page are: Number 6 Hairdressers, Up and Running, Helen Breeze, Dulce Patisserie, Anchor Public House, Life on High cafe (which also served as the meeting place for discussing the project), Sevenoaks Haberdashers, Soprano and Marco.

Left – smiles at Soprano Italian coffee bar and restaurant

Victoria Granville-Baxter, Elizabeth Purves and Roger Lee

Marco restaurant

Staff at the haberdashers

Nonna Cappuccini's delicatessen and cafe

Time to get in the frame for 50th festival

IF YOU have a business or a shop in the town centre you may have taken part in an ambitious photographic project to mark the 50th anniversary of this year's Sevenoaks Summer Festival.

Victoria Granville-Baxter, Elizabeth Purves and Roger Lee have already visited 70 premises to encourage the people who work there to pose for a photograph outside their shop, office, restaurant, nail bar, hair salon or public house in order to record the whole range of activities that make up a High Street.

It is an ambitious venture that has received a grant from Sevenoaks Town Council as well as support from the Chamber of Commerce, Sevenoaks Town Partnership and Sevenoaks Visual Arts. It was Victoria's idea to plan this photographic record of a busy town in an important anniversary year and she had little trouble in engaging Roger Lee. He has likened it to a mass observation project set up in the 1930s and intermittently since then.

The high definition photographs which illustrate the extraordinary enterprise and creativity in Sevenoaks are printed A2 size (roughly 16x24") on heavy dibond foamboard and will form a major exhibition at the Kaleidoscope Gallery over the summer festival.

Victoria tells me she is delighted with the response but to date (January 2020) many more photographs have still to be taken.

She is urging all those who haven't had time to respond, or who have slipped through the net for whatever reason, to contact her at v.granvillebaxter@btinternet.com

This photographic project will celebrate a busy market town in all its glorious productiveness and the images will forever be a record of the history of Sevenoaks in the year 2020.

SEVENOAKS 2020
Town Centre Images
PEOPLE SHOPS AND BUILDINGS

Minutes of Sevenoaks Town Partnership Meeting held at Sevenoaks Town Council on Wednesday 15th January 2020 at 6.30pm.

Executive Board

Representing	Number	Current Member	Current Organisation	
Sevenoaks Town Council	3	CEO / Town Clerk Cllr Victoria Granville-Baxter Cllr Simon Raikes		Present 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) Mary Hayward	Sencio Stag Knole	Apologies Present Present
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:

Stephanie Harrison – Committee Clerk & Pink Week
Cllr Dr Merilyn Canet – Sevenoaks Town Council & Sevenoaks District Seniors Action Forum
Cllr R Parry – Sevenoaks Town Council
Ray Russell – Sevenoaks Summer Festival
John Levett – Sevenoaks Summer Festival
Lisa Marley – Berry & Lambert
Cllr Sue Camp – Sevenoaks Town Council

Presentation on the Business Awards 2020

A presentation was given regarding possible changes to the 2020 Business Awards. The Board discussed many options, including some cost reducing initiatives such as reducing the size of the programme and changing from a two-course meal, to drinks and canapes. Other suggestions were to make it more of a cabaret style event by changing the compere, looking for an inspirational speaker and incorporating new categories to the already existing ones which would make for a more varied and inclusive business presence. Categories mentioned for discussion were:

- Creative Enterprise
- Professional Services
- Customer Service
- Hospitality Businesses
- Independent Businesses

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

2. **Declarations of Interest**
   There were declarations of interest.

3. **Minutes**
   The minutes of the Sevenoaks Town Partnership meeting held on 13th November 2019 were received and agreed.

4. **Sevenoaks Town Partnership Projects**
   Update on recent projects.

   - **Small Business Saturday**
     Recommendations for 2020 were to liaise with Sevenoaks District Council on free parking on the day, as well as how we can make it more inclusive. Researching other towns commitments to the day, as well as advertising, were also discussed. This will be reviewed at the next meeting.

   - **Hygiene Bank Collection**
     We had a very successful collection for the Hygiene Bank's Christmas initiative, with a huge amount of hygiene products brought to the Sevenoaks Town Council Offices. The Town Council offices will soon have a year-round collection bucket and look forward to this year's Christmas appeal.

   - **Refill Scheme**
     The scheme was going well, with lots more businesses joining-in. Sevenoaks Book Shop was the latest to join and Sevenoaks Town Council would be doing more to promote the scheme in the Spring.

Update on future projects

- **Business Show**
  This year's show will be held at The Stag Plaza on Friday 24th April from 10am-2pm. Sponsorship has already been sourced and work has started on booking businesses for the event.

- **Wellbeing Show**
  This year's show will be held at The Stag Plaza on Friday 15th May from 10am-2pm. Sponsorship has already been sourced for this event and work has started on booking therapists for the event.

- **Business Awards**
  This year's awards will be held at the Bat and Ball Community Centre on Friday 2nd October, starting at 7pm.

5. Member Organisations

Specsavers – Business is busy after Christmas.

Sevenoaks District Council – Awaiting Planning Inspector's decision regarding The Local Plan.

Sevenoaks Rail Travellers Association – Provided a submission relating to the Transport South East Strategy (copy attached).

Go-Coach
- Buses running as usual.
- Safety concerns were raised over buses reversing at the bus park at Trinity School. There are 30 buses reversing at the present time, with numbers increasing to 50 in the future.
- The CIL application for the taxi project was successful, with a new app available for bookings. Go-Coach will link this with Age Concern, helping with mobility and access.

Senior Actions Forum – Very active now. Membership is now at 1200. Working with Go-Coach to reduce isolation by enabling members greater access to travel facilities.

Knole – The shuttle bus service worked well over November and December. The Tiger Who Came to Tea initiative brought in 17,000 visitors to Knole.

Berry & Lambert – Are experiencing a busy time with conveyancing.

Sevenoaks Society – Nothing to report and no update on the Farmers site petition.

Chamber of Commerce – Recently held a member review to help develop their strategy moving forward. There is a vacancy for a board member on both the Chamber board and the board of the Next Generation.

Francis Jones – Roberta was disappointed that she had not been informed regarding potential problems at the Christmas Lights Switch-on. Requested information on the follow-up from the Police and Crime Commissioner who attended previous meeting.

Sevenoaks 20-20 Photography
This is going well, with over 80 photographs already completed.

Sevenoaks Summer Festival

- This year is the 50th Anniversary of the festival, which will take place from the 20th June to the 5th July.
- Elkie Brookes has been confirmed for this year's event.
- John recommended the On Screen magazine, which is organised by The Stag.

Sevenoaks Town Council

- The Bat and Ball Centre is progressing well.
- Dates for the Neighbourhood Development Plan consultation are as follows:

10am-3pm	Friday 31st January	Sevenoaks Kaleidoscope Library
10am-3pm	Saturday 1st February	Sevenoaks Kaleidoscope Library
10am-3pm	Friday 14th February	Sevenoaks Town Council
10am-3pm	Saturday 15th February	Sevenoaks Town Council
10am-4.45pm	Monday 3rd-13th March (excluding 18th-20th Feb)	Stag Theatre Cafe
Station Opening Times	Monday 3rd February -13th March	Sevenoaks Railway Station

- The Cultural Quarter Strategy meeting will be held at 7pm on 23rd January at the Stag Plaza.

- Despite being turned down for CIL funding, planning for the Business Hub will continue.

Stag

- Was pleased to announce that this year's panto Aladdin was record breaking in regards ticket sales and are looking forward to some innovative technological treats for Alice in Wonderland this year. A further two pantos will be showing over the coming few weeks.
- Stag Select was showing Little Women and 1917, both of which were doing well.

6. Date of next meeting

The next STP meeting scheduled for 2020 are:
Wednesday 19th February. (Amended date)
Wednesday 8th April

Wednesday 17th June
Wednesday 19th Aug
Wednesday 7th October AGM
Wednesday 16th December

7. Press Release
None requested.

There being no further business the Chairman closed the meeting at 8.20pm.

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Minutes of Sevenoaks Town Partnership Meeting held at Sevenoaks Town Council on Wednesday 19th February 2020 at 6.30pm.

Executive Board

Representing	Number	Current Member	Current Organisation	
Sevenoaks Town Council	3	CEO / Town Clerk Cllr Victoria Granville-Baxter Cllr Simon Raikes		Present Present Present
Sevenoaks District Council	1	Cllr Avril Hunter		Apologies
Transport	2	Tony Clayton Austin Blackburn	Sevenoaks Rail Travellers Association Go Coach	Apologies Present
Leisure Facilities	3	Jane Parish CEO Andrew Eyre (Chairman) Hannah Kay	Sencio Stag Knole	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	Richard Baxter		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 Present
Resident Association	1			
Round Table	1			Apologies
Police	1			Apologies
	20			

Also, in Attendance:

Stephanie Harrison – Committee Clerk & Pink Week
Cllr Dr Merilyn Canet – Sevenoaks Town Council & Sevenoaks District Seniors Action Forum
John Levett – Sevenoaks Summer Festival
Mark Underhill – Kims Hospital
Dan Keeley - AREWEOKUK

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

2. **Declarations of Interest**
   There were declarations of interest.

3. **Minutes**
   The minutes of the Sevenoaks Town Partnership meeting held on 15th January 2020 were received and agreed.

4. **Neighbourhood Development Plan and proposed Cultural Quarter Presentation**
   The Town Clerk presented the Neighbourhood Development Plan and Cultural Quarter plans to the Partnership, highlighting the importance of residents and businesses having their say on the future of the town. The Committee were enthusiastic about ideas put forward and voiced many of their own, especially in highlighting ways to make the town more user friendly. Copies of the plan could be provided to businesses to distribute to staff and customers.

5. **Sevenoaks Town Partnership Strategic Review**
   The updated Strategic Review was noted and agreed to add a list of events to the website and the Town Crier, for easy access. The electronic loyalty card scheme was also discussed, and the Town Clerk suggested we invite the company responsible for the running of a scheme to attend the next meeting. Members were looking forward to seeing the new logo for the Town Team. (See attached)

6. **Sevenoaks Christmas Lights**
   i. Switch-On Event Proposals
   The Manak DVD of the 2019 event was viewed. Following the debrief for the Christmas Lights Switch-On 2019 it was decided to change the timings of the event, starting much earlier in the day, in the hope of taking it back to a more family friendly event and reducing the risk of large groups of youngster descending on Sevenoaks. It was the opinion of one High Street retailer that a Saturday would work better. Suggestions had also been that a Saturday would not address the original problem.

   ii. Business Contribution
   Two local businesses had been very generous towards the Christmas Lights. Financial support from other local businesses was poorer than in the past and ways of increasing interest and support were discussed. The Sevenoaks and District Chamber of Commerce suggested using their soon to be set-up 'Community Fund' as a way of a contribution from them. Further ideas to raise awareness of the need for support were discussed for this year's event. The following financial donations were received from businesses in 2019 towards the £26,000 budget.

Name of Business	Donation
Manak	2000
Specsavers	1875
Thackray Williams	500
Wettons	500

Sevenoaks Bookshop	50
Paydens Ltd	**50**
Baldwins Travel	50
Marcos	100
Helen Breeeze	50
Francis Jones	50
Warners	100
County Clothes	250
The Chapel	150
Sevenoaks Chamber of Commerce	60
TOTAL	£5,785.00

7. **Sevenoaks in Bloom**
The Partnership were pleased to hear that Sevenoaks is now a finalist in the Britain in Bloom competition. A greater community involvement in regards residents and businesses were needed, especially as that scores highly with the judges. It was also suggested that local businesses take care of the area around their own properties. A call for volunteers will go out soon.

8. **Heritage Open Day 19th September 2020**
Plans to make this year's event bigger and better are underway. The No 7 will take its usual route to Knole Park, (subject to agreement) with the No 8 going through town and out to Otford. A brochure will be on sale which will substitute as a ticket. Three or more model railways will be on display at Bat & Ball Station, where refreshments will be served.

9. **Ferrari Event – 21st June 2020**
Preliminary plans were being put in place for 108 Ferrari's, which will make their way to London Rd for a record-breaking event to welcome Ferrari to the town on Father's Day. There will be display's, stalls and the opportunity to have your photograph taken with some of the best cars in the world.

10. **Members Organisations**

Specsavers – It has been a record-breaking period for Specsavers over the last few months.

Sevenoaks Station Manager
The station has suffered several incidents of anti-social behaviour, resulting in the temporary removal of the sofas.

Pink Week 2019
A final total of £13,571.17 has been confirmed for 2019 Pink Week.

Sevenoaks Rail Travellers Association – A recent meeting with the new Sevenoaks MP went well. A copy of the future rail services in Kent was attached to the agenda.

Go-Coach
Reported that plans were moving forward for the Heritage Open Day (see above) Running as usual. Investing in a new double-decker bus.

Sevenoaks Society – The Farmers site petition will be debated at the Sevenoaks District Council at 7pm on Tuesday 25th February 2020. A meeting of Residents Association would take place at 10am on Saturday 22nd February 2020. All town councillors to be invited.

Chamber of Commerce – Had recently moved into their new offices in Dartford Rd. These are spacious and well situated. However, they stated they would still like to move into the planned Sevenoaks Town council business Hub when it becomes available.

Sevenoaks 20-20 Photography
This is going well, with over 100 photographs already completed. Once the project is finished it will be exhibited at the Kaleidoscope Gallery.

Sevenoaks Summer Festival
The festival brochure is in production. Sponsorship is being sought for some of the acts, which include Elkie Brookes, David Gower and a Lindy Hop Dance group.

Stag
The cinema is very busy, with the recent films suiting the Sevenoaks demographic. Oaksey will be leaving for a short period, due to much needed repairs. The Arts Festival is moving ahead, as is the event being planned in conjunction with Sevenoaks Town Council.

AREWEOKSEVENOAKS
The first empowering Sevenoaks event will take place on March 4th from 6 – 8pm at the Vine Gardens, with the hope that this will become a regular event on the events calendar. All will be welcome to discuss wellbeing and aims to involve many more relevant associations.

Kims Hospital
Kims will soon be moving into London road. 70 consultants will work out of this new diagnostic centre, with treatments taking place at their Maidstone Hospital. Launch events are planned for April time.

Francis Jones
Roberta was disappointed that she had not been informed regarding potential problems at the Christmas Lights Switch-On and recent funeral concerns. Requested information on the follow-up from the Police and Crime Commissioner who attended previous meeting. She was also concerned that anti-social behaviour and cases of theft are still on the increase. Would like some feedback from Matthew Scott after his presentation to the board last year regarding the use of radios and other matters raised.

Warners
All well and very busy.

Sevenoaks Town Council

- It was reported that the Bat & Ball Centre would be completed on December 4th, with a few trial events prior to that date. Building work will be finished in May with landscaping to follow.
- VE Day will take place on May 8th with music on the Bandstand and a picnic on the Vine. White Doves to adorn the trees and areas around the Vine Gardens.
- Distribution of the Town Crier to Sevenoaks homes has yielded lots of positive feedback and offers of help with community events.
- Public consultation for Neighbourhood Plan
- Finalist in national Britain in Bloom

11. Dates of Next Meetings

Wednesday 8th April
Wednesday 17th June
Wednesday 19th Aug
Wednesday 7th October AGM
Wednesday 16th December

12. Press Release
None requested.

There being no further business the Chairman closed the meeting at 8.32pm.

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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). Upgrades to streetlights in Linden Chase (PROW) have been completed. **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:** 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

Item	Minute No		Status	Latest update
				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.
	280 – F&GP 16.09.19			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.
	377 – F&GP 25.11.19			F&GP Committee 25.11.19 (Minutes 377): **RESOLVED** that: 1) It be noted that residents of Pineneedle and Lyle Park had agreed to adopt their lights and discussions were therefore concluded; 2) Following notification by residents of Kincraig Drive that they would not adopt their lights, the lights be removed; 3) That the lights in Coombe Avenue be removed, subject to local ward members ascertaining whether one light needs to be retained for safety purposes; 4) The 15 households in Woodside Road be asked whether they would form a group to

Item	Minute No		Status	Latest update
	            407 – Council 09.12.19			administer payments to the Town Council; and 5) That the Council be asked to rescind the following Resolution, removing the requirement for residents of Heathfield Road to pay outstanding charges for the last two years: "To all private roads entering into the scheme to also be charged from the time that the last road entered into the scheme." (Minute 197 (iii) 05.08.19 refers) Council 09.12.19 (Minute 407) RESOLVED: That the following Resolution 197(iii) of the Finance and General Purposes Committee held on 5th August 2019 be rescinded: "To all private roads entering into the scheme to also be charged from the time that the last road entered into the scheme."
2	- CIC 7.8.2017 CIC 15.04.2019 Minute No 30 v) 284 - F&GP 16.09.19	Business Hub		8th April 2019 planning permission for Business Hub was granted with some conditions. Restricted use of external seating area plus installation of two electric vehicle charging points. 14 tenders were returned 5th April 2019. 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 SDC declined to consider for its CIL Board funding due to it not being a priority. *Town Clerk and Architect to Value Engineer Project and report to CIC Committee after May 2020.*
3	33(i) – CIC 23.4.2018	Sevenoaks Day Nursery		Sevenoaks Day Nursery moved into its new building at the beginning of 2020. *Od building handed over as it is required for storage for STC and Lions Club whilst new roofs put onto garages.*
4	33(i) – CIC 23.4.2018	Bat & Ball Centre		Planning Application granted 8.11.2018 Amended planning application for materials submitted.

Item	Minute No		Status	Latest update
	27 (i) CIC 20.08.18			First draft plans prepared, and consultation taken place for Community Centre User. Planning Permission had been approved without any conditions. An amended planning application with some change of details to exterior finishes had been submitted. The planning application had been agreed subject to a new planning condition relating to the provision of cycle racks versus car parking spaces. The Town Council had agreed to progress a Public Works Loan Board (PWLB) application for £1.4m. The PWLB were seeking further clarification about the application -see F&GP Agenda. A successful funding application had been agreed from the SDC CIL Board for £1.2m and funds received on 12th April 2019. 4 Tenders for the project were received and opened prior to the meeting and would be analysed by the Quantity Surveyor. The contract was scheduled to commence in June 2019. The Town Council had previously resolved to delegate authority to proceed with the project if tenders received within budget to Chairman of Community Infrastructure Committee, Chairman of Finance and General Purposes Committee and Town Clerk / Deputy Town Clerk. 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. *Opening 4th December 2020. Some internal "trial" events will take place before that date.*
5	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: -

Item	Minute No		Status	Latest update
				Unfortunately, the contract was made under EU procurement rules (found in the Public Contracts Regulations 2015), meaning that out options are tightly regulated. The invitation to tender was originally advertised nationally and across the EU. The EU procurement rules set out some principles to make sure that it is an even playing field for all and that favourable contracts are not granted to particular companies. Changes to a contract should only be allowed where all companies know this beforehand and are given a chance to bid on that basis. Regulation 72 of the 2015 Regulations explains the limited circumstances in which we can modify an existing contract. Tenderers were asked to submit bids for the Sevenoaks Markets based on entering the draft contract which was attached. the 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. *Meeting took place with SDC 17th February 2020. SDC considering temporary relocation of Wednesday market.*
7	F&GP Min 472	Wayleaves		The Responsible Financial Officer to provide an information report to a future meeting.

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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.

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 commenced 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 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 Includes:	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. *6-week public consultation commenced 31st January 2020.*

Sevenoaks Town Council

Priorities [Note updated with 2019 Blue Skies Proposals]

No	Project	Details	Proposed target timescale	£	Update / comment
	• 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. SDC declined to consider for its CIL Board funding due to it not being a priority. Town Clerk and Architect to Value Engineer Project and report to CIC Committee.
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 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.

Sevenoaks Town Council

Priorities [Note updated with 2019 Blue Skies Proposals]

No	Project	Details	Proposed target timescale	£	Update / comment
					Would release current pavilion building, adjacent to pitch 2 for alternative use. *Planning application due to be submitted. STC agreed current pavilion to be retained by STC as Community Hub. Project to be considered at OSL meeting 6th July 2020.* 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. SRFC considering appeal.
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)

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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. 2020, Sevenoaks to be entered for first time into national Britain in Bloom competition.
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. *Quotations to be obtained in 2020.*
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. *Tarmac presented to Planning Committee 13th January 2020.*
4	Markets	Long term aim for Sevenoaks Town Council to take over control of the markets.	Tbc	Tbc	Currently 'owned' by Sevenoaks District Council
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.

Sevenoaks Town Council

Priorities [Note updated with 2019 Blue Skies Proposals]

No	Project	Details	Proposed target timescale	£	Update / comment
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. STC assisting with administration support January – March 2020 whilst SDC recruit member of staff.

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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.