3rd June 2020

Sevenoaks Town Council

Report to Finance & General Purposes Committee 8th June 2020

Arrangements During COVID 19 Sevenoaks Town Council is endeavouring where possible to continue with its day-to-day activities. Unfortunately, face-to-face meetings are suspended until further notice and decisions are taking place under delegated authority. Matters relating to the Finance & General Purposes Committee being considered will be published in the normal manner and timescale - Comments are welcomed by email. Please submit your comments by 12noon on 8th June 2020 to: council@sevenoakstown.gov.uk It is hoped in the near future that we will be able to hold virtual meetings and details will be published.

Committee Members:

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

1 CHAIRMAN AND VICE-CHAIRMAN

To note that, following the decision by Council to roll over current governance arrangements until May 2021, the following appointments made on 13th May 2019 remain in place: –

(a) CHAIRMAN – Cllr Simon Raikes
(b) VICE-CHAIRMAN – Cllr Tony Clayton

[Minute 64, 13.05.2019 refers]

2 DECLARATIONS OF INTEREST

To receive any declarations of interest from members in respect of any items of business included in this report. –

3 MINUTES — Attached

To consider the Notes of the Report to the Finance & General Purposes Committee held on 27th April 2020.

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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Town Clerk

4	<u>FINANCE REPORTS</u> To receive and consider the Finance Officer's report and variance analysis, together with the Statement of Accounts:	–
4.1	<u>Statement of Accounts</u> To receive and consider the Statement of Accounts, together with the Finance Officer's report and variance analysis for the period 1st to 31st March 2020 and 1st to 30th April 2020	Attached
4.2	<u>Suppliers' Accounts</u> To authorise payment of the accounts listed in the schedules for the period 1st to 31st March 2020 and 1st to 30th April 2020	Attached
4.3	<u>Payroll Account</u> To confirm payments from the account listed in the schedules for the period 1st to 31st March 2020 and 1st to 30th April 2020	Attached
4.4	<u>Petty Cash Account</u> To confirm payments from the account listed in the schedules for the period 1st to 31st March 2020 and 1st to 30th April 2020	Attached
4.5	<u>IMPACT OF COVID-19 PANDEMIC AND RESERVES</u>	Attached
4.6	<u>HOSPITALITY AND GIFTS REGISTER</u> To receive and note Hospitality or Gifts received by Councillors or staff for the periods 22nd April 2020 to 31st May 2020: None.	–
5	<u>REVIEW OF FINANCIAL MATTERS IN ACCORDANCE WITH THE TOWN COUNCIL'S STANDING ORDERS</u>	
5.1	To note that, following the decision by Council to roll over current governance arrangements until May 2021, the following matters adopted at Annual Council Meeting on 13th May 2019 in accordance with the Town Council's Standing Orders, remain in place: • Complaints Procedure • Freedom of Information Procedure • Press/Media Policy [*Minute 62 Appendix A, 13.05.2019 refers*]	–
5.2	To note that the Review of the Inventory - A Review of Land and Assets, including buildings and office equipment, which had been deferred to 2020	–

would now be completed in 2021. *[Minute 62 Appendix A, 13.05.2019 refers]*

6 INTERNAL AUDIT PROCESS
To note that the Internal Audit year end visit is being arranged for the end of June, and that the following matters will therefore be considered at the next meeting of this Committee on 3rd August 2020:

- Review of Internal Controls
  Internal Audit Report for the year end Visit
  Annual Review of Internal Audit
  Statement of the System of Internal Control
- Annual Return for the Year Ended 31 March 2020
  Annual Governance Statement
  Statement of Annual Accounts to 31 March 2020
  Supporting papers for submission to the External Auditors

7 CIL UPDATE REPORT — Attached

8 SEVENOAKS ALLOTMENT HOLDERS ASSOCIATION (SAHA)TRADING HUT LEASE RENEWAL — Attached

9 NO.8 BUS — Attached

10 MULTI USE GAMES AREA AT BAT AND BALL CENTRE — Attached

11 GRANT APPLICATIONS – COMMUNITY RESILIENCE FUND — Attached
To note grants awarded from the Community Resilience Fund to date

12 TOWN TEAM (SEVENOAKS TOWN PARTNERSHIP) DRAFT SEVENOAKS TOWN RECOVERY PLAN — Attached

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

To Resolve under the Public Bodies (Admission of Meetings) Act 1960 to exclude the public and press for the following item by reason of the confidential nature of the business.

14 THE STAG SEVENOAKS — Attached

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Sevenoaks Town Council

Notes on Report to Finance & General Purposes Committee
27th April 2020

Cllr Keith Bonin		Cllr Granville-Baxter (Substitute for Cllr Waite)
Cllr Dr Merilyn Canet		Cllr Roderick Hogarth
Cllr Sue Camp		Cllr Richard Parry
Cllr Tony Clayton (Vice-Chairman)		Cllr Robert Piper
Cllr Andrew Eyre		Cllr Simon Raikes (Chairman)

The Councillors listed above were consulted electronically, facilitated by the Town Clerk/ Chief Executive, Responsible Financial Officer and Senior Committee Clerk.

There were no representations received from Members of the Public.

14. Declaration of Interests: None

15. Minutes of the Finance & General Purposes Committee held on 2nd March 2020
The Minutes of the meeting of the Finance and General Purposes Committee held on 2nd March 2020 were received and agreed.

16. Finance Reports
16.1 Management Accounts
Committee members received and noted, for the period 1st to 29th February 2020, the Finance Officer's Report with Variance Analysis, Working Capital Summary and Statement of Fund Balances, together with the:

- Suppliers Accounts, balance as at 29th February 2020 - £112,641.00
- Payroll Account, balance as at 29th February 2020 - £82,062.59
- Petty Cash Account, balance as at 29th February 2020 - £928.68

The Finance Officer highlighted the year to date (February 2020) net adverse variance of £97,686 but advised that this would be largely offset by a planned year end release of £64k from the dedicated Management and Maintenance Plan reserves, covering the first 5 years of operation of the Bat and Ball Café (part of HLF grant funding). The adjusted adverse variance was therefore £34k.

The draft year end position was indicating a deficit of approximately £25k, which would be in line with budget.

The Finance officer was asked to provide an update on the Trade Debtors position once year end reconciliation was complete.

It was noted that as a result of the current Covid-19 crisis, approximately £100k of annual income was at risk; consideration was being given to current allocated reserves which could possibly be moved to general reserves if required. An update on the Covid-19 impact, including the furlough of café staff and potential use of reserves, would be presented at the meeting in June.

The Town Clerk advised that the Bat and Ball Centre redevelopment was currently within budget.

16.2 Renewal of Insurance

Committee members noted the Town Council's 2020/2021 insurance renewal with Zurich Municipal at a premium of £14,799.21. It was agreed that the insurance policy wording relating to business interruption be circulated to all Councillors, together with the email received from the insurers regarding Coronavirus.

16.3 Audit Deadlines

Noted the extension of audit deadlines as follows:

- The publication date for final, audited, accounts for local councils will move from 30 September to 30 November 2020
- To give local councils more flexibility, the requirement for the public inspection period to include the first 10 working days of July has been removed. Instead, local councils must commence the public inspection period on or before the first working day of September 2020

16.4 Hospitality and Gift Register: Nothing to report

17. Community Resilience fund - Grant Applications Received

Noted that, following the launch of the Sevenoaks Town Council £30,000 Community Resilience Fund on 24th March 2020, grant aid has been awarded, as set out below, under the General Power of Competence (Localism Act 2011 Sections 1-8 refers) and under the statutory delegation powers agreed by Council at its Extra-ordinary meeting held on 23rd March 2020 (Minute 567(iii) refers).

COMMUNITY RESILIENCE FUND 2020 - GRANTS AWARDED				
Applicant	**Amount applied for**	**Grant Awarded**	**Total Grants awarded**	**Balance**
				£30,000
1. Age UK Sevenoaks & Tonbridge	£2,000	£2,000	£2,000	£28,000
2. PSB Breastfeeding CIC	£1,805	£780	£2,780	£27,220

3. Citizens Advice North & West Kent	£611	£611	£3,391	£26,609
4. The Hygiene Bank	£3,000	£1,500	£4,891	£25,109
5. Care for Our Community	£1,000	£1,000	£5,891	£24,109

18. Press Releases

Press Releases to be issued:

i. Recognising the redecoration of Bat and Ball Station by National Rail
ii. Regarding ongoing operation of Sevenoaks Town Council during COVID 19

Council Meeting 23rd March 2020 Minute 567 ii)
RESOLVED: To agree emergency measures that if it was not possible to convene a meeting of the Council or Committee in reasonable time or where restrictions are in place, the Town Clerk (and Deputy Town Clerk) shall have delegated authority under s.101 of the Local Government Act 1972 to make decisions on behalf of the Council where such decision cannot be reasonably deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out where possible by consultation with members by electronic means or telephone. The Town Clerk will further consult with the Mayor for guidance as necessary. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decision made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations.

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Sevenoaks Town Council

Finance Officer's Report

Financial report for the year ended 31 March 2020

This document summarises Sevenoaks Town Council's financial reports for the financial year ending 31 March 2020 and our financial position at 31 March 2020.

Attached to this report are the following:

- Statement of Fund balances
- Working Capital Summary
- Income and Expenditure Account for the year ended 31 March 2020
- Variance analysis for the year ended 31 March 2020
- Capital Expenditure & Funds
- Draft Annual Return 2020

Fund balances and Investment Review (Appendix 1)

The statement of fund balances at 31 March 2020 total £3,923,338 (31 Mar 2019 £2,461,271).

£3,627,417 is available for instant access. The Council's policy is to retain not less than 3 months estimated working capital and capital requirements in current and deposits accounts giving immediate access.

Funds are deposited with NatWest, HSBC, Nationwide, Handelsbanken and CCLA. Interest rate ranges from 0.15% to 0.60%.

Sub ratings reviewed 31st March 2020.

Working Capital (Appendix 2)

The net current assets have increased by £1.66M since the beginning of the financial year to a balance of £3,943,736. This corresponds to an increase in revenue reserves of £30,974 and an increase in Earmarked Reserves of £1,629,209.

This includes:

1. A full year net surplus of £12,572.
2. Other movement in revenue reserves of £18,401 increase, being the transfer of £70,196 from Contingency reserves, offset by £26,000 release to cover 2019/20 lost Community Centre Income, £20,000 van purchase, and £5,795 set aside for Community Resilience Fund.
3. Reduction in Capital receipts reserve of £184,432. Expenditure not covered by CIL of £136K, and £396K Bat & Ball Management & Maintenance reserve creation, less HLF funding of £308K and other capital receipts of £40K (Total capital receipts £1.625M less £1.277M CIL income).
4. Creation of Bat & Ball 5 year Management & Maintenance reserve, with £321K remaining at the end of year 1
5. PWL outstanding repayments of £1.378M at year end
6. Increase in CIL reserve of £229,731 (Income of £1.277M offset by £1.047M project spend)

The full movement in earmarked reserves is detailed below:

Sevenoaks Town Council
Mar-20

Earmarked Reserves Summary		2019/20	2018/19	Mvmt
		£	£	
314	Council Offices Reserve	16,398	-	16,398
315	Pension Reserve	2,814	2,814	-
316	Rolling Cap Prog Reserve	34,478	44,419	- 9,941
317	Street Lighting Reserve	4,937	7,737	- 2,800
318	Community Centre Reserve	-	16,398	- 16,398
319	Stag winding-up Reserve	7,000	7,000	-
320	Planning Fees Reserve	12,500	12,500	-
321	Youth Activities	1,500	1,500	-
324	Contingency Reserve	-	120,196	- 120,196
340	Capital Receipts Reserve	956,144	1,140,575	- 184,432
343	Bat & Ball Management & Maintenance Reserve	320,903	-	320,903
344	PWL repayment reserve	1,378,339	-	1,378,339
345	CRF reserve	5,795	-	5,795
360	CIL Earmarked Reserve	747,054	517,322	229,731
370	No 8 Bus Reserve	85,426	75,130	10,296
372	QH Allotment Key Reserve	4,100	4,115	- 15
506	Mayors Charity Funds	16,617	15,088	1,529
		3,594,004	1,964,795	1,629,209
310	Revenue Reserve	349,732	318,758	30,974
		3,943,736	2,283,553	1,660,183

Income & Expenditure (excluding capital) for the year ended 31 March 2020 (Appendix 3)

The Council's net expenditure (precept) budget for 2019/20 was set at £1,141,385. This figure was made up of approximately £1,876,316 expenditure less other income of £708,931, with £26,000 allocated from Revenue Reserves to offset lost income from the Community Centre whilst being re-developed. Actual expenditure for the year was £1,593597, offset by precept of £1,141,385 and £464,783 of other income. The net position for the financial year 2019/20 was a surplus of £12,572. This includes reserves movements made within Council policy and the use of contingency provision.

Income and expenditure variances year to date (+/- £5,000) by cost centre are as follows, with detail provided in Variance analysis **(Appendix 4):**

Cost Centre	Name	Variance £ fav/ (adv)	
21	OSL General	13,851	
22	Cemetery	(29,493)	
26	Streetlighting/ General	(11,403)	
28	Vine Café	(38,016)	
31	Establishments	101,418	Includes contingency
33	Council Offices	6,804	
38	Grants	5,815	
41	Business Hub	(11,915)	

Use of Contingency provision

The 2019/20 budget included a contingency amount of £108,330. £65,061 of the budget was agreed to be spent on the following through the year:

			£
2019/20 Budget Allocation			108,330.00
	PWL interest on first instalment	-	14,140.00
	PWL first repayment	-	21,660.93
	Bat & Ball Station Access Ramp/CIC Minute 31	-	14,685.00
	Election Costs higher than budget	-	8,298.21
	Reupholstered Council chamber chairs	-	3,790.00
	Air Conditioning for Vine Café	-	2,486.86
Balance remaining 31 March 2020			**43,269.00**

Capital Expenditure& Funds

Expenditure which contributes to service over a number of years is treated as capital spend and is not included within the annual budget. Spend is controlled through a programme of approved works within a multi-year capital plan, rather than against a fixed revenue budget. Capital projects are approved on the basis of affordability and priorities. Earmarked reserves, including Rolling Capital Reserve, Capital Receipts Reserve, and CIL are set up to manage such expenditure.

Capital receipts in the year to 31 March 2020 amounted to £1,624,688 as follows:

SDC long term loan repayment re allotment land	29,231
HLF Grants - Bat & Ball Station	308,005
Events income re Bat & Ball Station launch	480
Network Rail - contribution to ramp at Bat & Ball Station	9,985
CIL income received	1,276,987
	1,624,688

1. Annual loan term loan payments from SDC (£29,231), the majority of which expire in 2051/52.
2. Heritage Lottery Fund Grants used towards the creation of Bat & Ball Maintenance & Management Reserve.

Spend on capital projects was as follows:

Cemetery paths resurfacing	12,600
Bat & Ball Station	101,276
Bat & Ball Community Centre	687,290
3 G Rugby pitch	89
Northern Sevenoaks Masterplan	34,054
Business Hub	5,662
Bat & Ball Station ramp	295,992
	1,136,963

Rolling Capital Reserve

As at 31 March 2020 the Rolling Capital Reserve balance was £34,478 following allocations of £9,941 in the year. Allocations in year were as follows:

1. St Nicholas path repairs £2,400 (Revenue)
2. Cemetery path resurfacing £4,000 (Capital)

3. Essential tree works £3,541 (Revenue)

Community Infrastructure Levy (CIL)

CIL receipts from the District Council was £1,276,987.
£1,047,256 spend on approved projects is as follows:

Sevenoaks Town Council			
Mar-20			
360	**CIL Reserve/ Project spend**		
Bal b/f 1st April 2019			517,322
12/04/2019	CIL received - Bat & Ball Centre		1,200,000
26/04/2019	SDC CIL payment 1		21,315
30/06/2019	Vine Pavilion Windows	-	19,253
30/06/2019	Vine Pavilion windows - Glenn Ball	-	2,551
31/07/2019	B&B-Platform Storage	-	784
31/07/2019	B&B-Platform Storage	-	4,219
31/07/2019	B&B Station Ramp	-	4,203
31/07/2019	B&B 30 cycle racks platform 2	-	913
31/07/2019	B&B Station Ramp	-	2,319
31/07/2019	B&B 30 cycle racks platform 2	-	200
31/07/2019	B&B Station Ramp	-	117
31/07/2019	B&B Station Ramp	-	59
31/08/2019	B&B station allocation	-	10,000
30/09/2019	Pontoise Gates Steel Fencing	-	1,800
31/10/2019	SDC CIL Payment 2		55,671
11/02/2020	B&B Station Ramp	-	136,462
16/03/2020	Cemetery resurfacing	-	5,000
16/03/2020	B&B Station Ramp	-	17,156
16/03/2020	Bat & Ball Station	-	46,338
12/05/2020	B&B Community Ctr	-	687,290
12/05/2020	B&B station	-	73,425
12/05/2020	B&B Station Ramp	-	35,169
Bal c/f 31st March 2020			**747,053**

No 8 Bus Reserve

Net increase in reserves of £10,296 is made up of £39,704 outflow to offset 12 months operational costs, offset by inflow of £50,000 from Contingency Reserve towards the provision of the No 8 Bus for the next three years.

Community Resilience Reserve

At the Extra-ordinary meeting held on 23rd March 2020, it was decided to create a Community Resilience Reserve (CRR) to support local groups impacted by Covid 19, by allocating £30K of grant budget. £8,575 of this was from 2019/20 budget, and £21,500 from 2020/21 budget. £2,780 of grants were paid in 1920, leaving £5,795 in CRR reserve as at the end of 2019/20.

Grants received in the financial year 2019-20

Grant Register 2019-20

Donor		Project Funded	STC	STP		Total (£)	Date Received	Reference	Budget Year
Tesco		Live on The Vine	✓			£ 1,000.00	04/07/2019	39097	2019/2020
Sevenoaks Round Table		HITB-new floor&carpet	✓			£ 2,922.00	15/04/2019		2019/2020
KCC		lamp post re-paint OS	✓			£ 1,228.10	23/05/2019	19-SE-21	2019/2020
Derbyshire Enviremtal Trust		Julian`s Meadow gym equipment	✓			£ 12,935.00	17/02/2020	TLCF 19/22	2019/2020
KCC		HITB -Art Project	✓			£ 1,000.00	11/02/2020	19-SE-38	2019/2020
National Lottery Awrads		HITB - grant towards salaries	✓			£ 10,000.00	07/02/2020	20079841	2020/21
KCC		International Women`s Day	✓			£ 530.00	24/03/2020	19-SE-37	2019/20
Enovert		Pontoise play equipment	✓			£ 15,000.00	10/03/2020	968 Pontoise	2019/20
TOTAL :						£ 44,615.10			

Annual Return

The Draft Annual Return is included **(Appendix 5).**

Due to Coronavirus extensions to filing deadlines, Internal Audit has been scheduled for the end of June, and the Annual Return will be reviewed and signed by the Internal Auditor then. The Annual Return will be made available for viewing to the public for 2 weeks commencing no later than 1st September 2020.

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

The accounting statements 2019/20 must be approved by the Council and signed by the Chair of the meeting approving financial statements and submitted for audit by Friday 31st July 2020.

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Sevenoaks Town Council

Statement of Fund Balances as at 31 March 2020

£ (2018/19)			S&P Rating 31/03/2020 Long term	Short term	Values £	Total Values £	Percent of Total Funds %	Interest rate
	Bank of Scotland							
600,000		Treasury deposit (1m)	A+	A1	0			
						0	0.00%	0.42%
	National Westminster Bank		A	A1				
825		Business Reserve Account			875			
536,277		Current Account			1,008,631			0.20%
1,000		Payroll Account			1,000			
1,000		HITB Youth café			1,000			
7,933		Sevenoaks Town Partnership			8,101			
18,933		Mayors Charity Account			16,622			
						1,036,229	26.41%	
	HSBC		A+	A1				
50,251		Business money manager			50,351			0.20%
						50,351	1.28%	
	Handelsbanken		AA-	A1+				
63,376		Deposit account			64,123			0.15%
260,005		35 day notice account			260,005			0.25%
						324,128	8.26%	
	Nationwide		A	A1				
910,519		Instant Saver			1,501,438			0.60%
10,096		Sevenoaks Fund Instant Saver			10,157			0.60%
						1,511,595	38.53%	
	CCLA							
0		Business money manager	AAA (Fitch only)		1,000,000			
						1,000,000	25.49%	0.48%
	Clydesdale							
1		Current account	BBB+	A2	1	1		
1,054	Petty Cash					1,034	0.03%	
2,461,271						3,923,338	100.00%	

Instant access funds 3,627,417

STC strategy requires that funds equivalent to not less than three months' estimated working capital.
Capital requirements are retained in current and deposit accounts giving immediate access

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Sevenoaks Town Council
Working Capital Summary as at 31st March 2020

Agenda Item

	B/fwd 01-Apr-19 £	Movement* £		C/fwd 31-Mar-20 £	
Current Assets					
Stock	3,075	(2,469)		606	
Trade debtors	18,681	(1,487)		17,194	
VAT	72,199	61,677		133,876	
Prepayments and other debtors	67,867	(7,720)		60,147	
PWLB loan received in July 2019	-	1,378,339	1,378,339		
Cash at bank and in hand	2,461,271	83,728	2,544,998		
Total Cash at Bank				3,923,338	
	2,623,092	1,512,068		4,135,160	
Current Liabilities					
Trade creditors	203,297	(150,525)		52,772	
Accruals and other creditors	115,568	9,556		125,124	
Prior Mayors charity account	-	-		-	
Precept received in advance of budget		-			
Receipts in advance (rent and hall hire)	20,675	(7,146)		13,529	
	339,540	(148,115)		191,425	
Net Current Assets	2,283,552	1,660,183		3,943,736	
Represented by:					
General Funds					
Revenue Reserves	318,758	30,974		349,732	Note 1
Earmarked/Designated Funds					
Council Offices Reserve	-	16,398		16,398	Note 2
Pension Reserve	2,814	-		2,814	
Rolling Capital Prog Revenue Reserve	44,419	(9,941)		34,478	Note 3
Street Lighting Reserve	7,737	(2,800)		4,937	Note 4
Community Centre Reserve	16,398	(16,398)		-	Note 2
Stag Winding Up Reserve	7,000	-		7,000	
Planning Fees Reserve	12,500	-		12,500	
Youth Activities Reserve	1,500	-		1,500	
Contingency Provision Reserve	120,196	(120,196)		-	Note 5
Capital Receipts Reserve	1,140,575	(184,432)		956,144	Note 6
Bat & Ball Management & Maintenance reserve		320,903		320,903	Note 7
PWL repayment reserve		1,378,339		1,378,339	Note 8
CRF reserve		5,795		5,795	Note 9
CIL Earmarked Reserve	517,322	229,731		747,054	Note 10
No 8 bus Reserve	75,130	10,296		85,426	Note 11
QH Allotments Key Reserves	4,115	(15)		4,100	
Mayor's Charity Reserve	15,088	1,529		16,617	Note 12
	1,964,795	1,612,812		3,594,004	
	2,283,552	1,643,786		3,943,736	

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

Note 1 Year to date movement represents a net surplus of £12,572, and outflow from the Revenue reserve of £46,000 as per prior approval to (1) £20,000 purchase a new van- Council Min (2) £26,000 to balance the 2019/20 budget -Council Min 411(a), and (3)£5,795 creation of Community Resilience Fund, offset by £70,196 inflow from Contingency provision reserve.

Note 2 Community Centre Reserves balance repurposed for use as Council Offices Reserve

Note 3 Rolling Capital Programmes in year spend

Note 4 Streetlighting upgrades on 14 privately funded lamps resulted in £2800 reserves release

Note 5 Contingency reserve repurposed as £50K No 8 bus reserve and £70,196 Revenue reserve

Note 6 Movement of £184,432 relates to capital expenditure not covered by CIL of £136K, and £396K Bat & Ball Management & Maintenance reserve creation, less HLF funding of £308K and other capital receipts of £40K (Total capital receipts £1.625M less £1.277M CIL income).

Note 7 £396K creation of Management & Maintenance reserve, offset by in year movement of £75K to cover 2019/20 loss made by Bat & Ball Station café

Note 8 Public Works Loan received £1.4m, less first repayment of £21,661 in January 2020

Note 9 EOM March 2020 decision made to create £30K Community Resilience Fund; £8,575 in 2019/20 and £21,500 in 2020/21. £2,780 paid out in 1920, leaving £5,795 at year end

Note 10 CIL income received £1.277M offset by £920K capital project and £24K maintenance project in year spend

Note 11 Balance in No.8 Reserve is reduced monthly to offset operational costs of £3,308.66 per month. £50K moved from contingency reserve in year, balance of reserve was funded 50% by STC and 50% by KCC

Note 12 Balance in mayor's charity reserve relates to donations and net event income collected for the mayor's charities.

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Detailed Income & Expenditure by Budget Heading 01/06/2020

Month No: 12 **Cost Centre Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
11	Planning - General							
4010	Gross Pay	2,767	33,200	33,200	0		0	
6240	Computer/ Data Base/WP's	772	1,322	530	(792)		(792)	
6630	Professional Fees	0	345	1,600	1,255		1,255	
6720	Books and Periodicals	0	299	300	1		1	
6730	Subscriptions	0	336	0	(336)		(336)	
	Planning - General :- Indirect Expenditure	**3,539**	**35,502**	**35,630**	**128**	**0**	**128**	**0**
	Net Expenditure	**(3,539)**	**(35,502)**	**(35,630)**	**(128)**			
21	O/ Spaces & Leisure - General							
1022	Letting & Hire of Facilities	(7,904)	23,775	30,000	6,225			
1316	Raleys Car Park Permits	50	1,525	1,750	225			
1350	Revenue Grant income	15,000	29,163	0	(29,163)			
1550	Insurance Claims	0	940	0	(940)			
1850	Log Sales	0	667	1,200	533			
1990	Other Income	(20,000)	7,664	720	(6,944)			
	O/ Spaces & Leisure - General :- Income	**(12,854)**	**63,735**	**33,670**	**(30,065)**			**0**
4010	Gross Pay	1,427	167,650	170,090	2,440		2,440	
4270	Employers Pension Contribution	888	9,853	11,380	1,527		1,527	
5013	Graffiti Removal	0	57	1,000	943		943	
5025	Lower St Johns Toilets	1,524	10,184	7,152	(3,032)		(3,032)	
5026	Greatness Rec Convenience	675	2,751	4,000	1,249		1,249	
5050	Seats And Litter Bins	0	3,663	2,700	(963)		(963)	
5060	Sevenoaks Common	0	3,031	3,600	569		569	
5065	Tree Safety Survey	0	2,350	3,700	1,350		1,350	
5070	Other Woodlands	3,508	6,841	3,300	(3,541)		(3,541)	3,541
5110	Knole Paddock & Pavilion	285	2,638	2,080	(558)		(558)	
5120	Knole Paddock Pitch & Grnd Mt	0	2,070	5,000	2,930		2,930	
5310	Miscellaneous Open Spaces	17,012	58,499	21,500	(36,999)		(36,999)	1,800
5316	Skatepark Maintenance	0	602	2,500	1,898		1,898	
5317	Raleys Car Park	0	494	480	(14)		(14)	
5320	Fertilizers	0	615	1,200	585		585	
5330	Grass Seed	0	2,143	2,000	(143)		(143)	
5340	Plants	221	2,627	2,700	73		73	
5410	Repairs & General Maintenance	27	2,834	1,500	(1,334)		(1,334)	2,400
5500	Equipment Hired and New	(21,004)	6,642	8,000	1,358		1,358	
5525	Equipment Maintenance	22	4,650	8,000	3,350		3,350	
5550	Vehicle Expenses	42,488	46,209	4,500	(41,709)		(41,709)	41,032
5700	Fuel	638	4,492	6,200	1,708		1,708	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
6000	Rent & Rates	47	463	1,600	1,137		1,137	
6010	Light Heat & Cleaning	642	1,924	2,100	176		176	
6101	Telephone	23	176	200	24		24	
6104	Mobile Telephone	52	214	300	86		86	
6320	Staff Training	0	2,861	2,500	(361)		(361)	
6330	Welfare/Hospitality	20	204	200	(4)		(4)	
6730	Subscriptions	0	0	200	200		200	
6812	Road Dues	0	1,025	2,000	975		975	
6851	Bus Shelter Maintenance	0	0	170	170		170	
6900	Sundry Expenses	0	11	100	89		89	
6922	Health&Safety/Risk Assessments	445	1,911	1,500	(411)		(411)	
6930	Alarm Maintenance	0	668	720	52		52	
6931	CCTV Maintenance	0	520	1,200	680		680	
6934	Waste Bin Collection-Dog Bins	655	2,621	2,800	179		179	
6935	Waste Bin Disposal-Waste Bins	483	3,513	4,100	587		587	
6952	Protective Clothing	0	1,654	1,400	(254)		(254)	
	O/ Spaces & Leisure - General :- Indirect Expenditure	**50,078**	**358,658**	**293,672**	**(64,986)**	**0**	**(64,986)**	**48,773**
	Net Income over Expenditure	**(62,931)**	**(294,924)**	**(260,002)**	**34,922**			
8001	plus Transfer from EMR	48,773	48,773					
	Movement to/(from) Gen Reserve	**(14,158)**	**(246,151)**					
22	O/ Spaces & Leisure - Cemetery							
1550	Insurance Claims	0	3,101	0	(3,101)			
1700	Cemetery Income	3,035	77,784	90,000	12,216			
	O/ Spaces & Leisure - Cemetery :- Income	**3,035**	**80,885**	**90,000**	**9,115**			**0**
4010	Gross Pay	6,937	75,359	64,920	(10,439)		(10,439)	
4270	Employers Pension Contribution	510	5,909	6,084	175		175	
5210	Cemetery Chapel & Office	0	43	200	157		157	
5230	Cemetery Wshop/Messroom Mtce	0	405	170	(235)		(235)	
5410	Repairs & General Maintenance	1,246	2,690	1,000	(1,690)		(1,690)	
5500	Equipment Hired and New	145	6,423	2,200	(4,223)		(4,223)	
5525	Equipment Maintenance	10	4,817	2,500	(2,317)		(2,317)	
5700	Fuel	183	1,000	950	(50)		(50)	
6000	Rent & Rates	506	6,487	5,900	(587)		(587)	
6010	Light Heat & Cleaning	312	1,443	1,200	(243)		(243)	
6101	Telephone	64	579	740	161		161	
6104	Mobile Telephone	0	58	100	42		42	
6200	Printing & Stationery	8	20	400	380		380	
6240	Computer/ Data Base/WP's	0	942	390	(552)		(552)	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
6320	Staff Training	0	2,000	1,500	(500)		(500)	
6330	Welfare/Hospitality	0	169	150	(19)		(19)	
6500	Goods for Resale	25	270	200	(70)		(70)	
6630	Professional Fees	0	95	100	5		5	
6730	Subscriptions	0	95	100	5		5	
6802	Trees Plants Turf & Fertilizer	0	3,096	3,000	(96)		(96)	
6822	Roads Path & Boundaries	0	756	600	(156)		(156)	
6832	Lawn/Wall of Remembrance	0	446	100	(346)		(346)	
6900	Sundry Expenses	0	35	50	15		15	
6922	Health&Safety/Risk Assessments	125	1,311	970	(341)		(341)	
6930	Alarm Maintenance	0	741	1,150	409		409	
6932	Cemetery Security	360	4,681	5,250	569		569	
6935	Waste Bin Disposal-Waste Bins	157	1,459	1,200	(259)		(259)	
6952	Protective Clothing	0	773	600	(173)		(173)	
	O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	**10,586**	**122,102**	**101,724**	**(20,378)**	**0**	**(20,378)**	**0**
	Net Income over Expenditure	**(7,552)**	**(41,217)**	**(11,724)**	**29,493**			
23	**O/ Spaces & Leisure- Allotment**							
1010	Rental Income	20	936	938	2			
1047	QH Allotments Income	510	6,331	5,837	(494)			165
1550	Insurance Claims	0	1,465	0	(1,465)			
	O/ Spaces & Leisure- Allotment :- Income	**530**	**8,732**	**6,775**	**(1,957)**			**165**
4010	Gross Pay	332	5,177	3,500	(1,677)		(1,677)	
4270	Employers Pension Contribution	15	254	210	(44)		(44)	
5410	Repairs & General Maintenance	1,092	4,403	1,200	(3,203)		(3,203)	
6000	Rent & Rates	115	982	1,700	718		718	
6002	QH Allotments Costs	0	734	0	(734)		(734)	
6922	Health&Safety/Risk Assessments	0	0	300	300		300	
	O/ Spaces & Leisure- Allotment :- Indirect Expenditure	**1,554**	**11,551**	**6,910**	**(4,641)**	**0**	**(4,641)**	**0**
	Net Income over Expenditure	**(1,024)**	**(2,818)**	**(135)**	**2,683**			
26	**Open Spaces-Street Lighting/Ge**							
1263	Cont'ns to street lighting	11,212	19,835	7,197	(12,638)			
1990	Other Income	0	650	1,260	610			
	Open Spaces-Street Lighting/Ge :- Income	**11,212**	**20,485**	**8,457**	**(12,028)**			**0**
6861	Public Clock Maintenance	112	1,103	800	(303)		(303)	
6862	Street Lighting	(3,416)	40,759	13,023	(27,736)		(27,736)	2,800
6865	In Bloom Costs	208	14,451	16,260	1,809		1,809	
	Open Spaces-Street Lighting/Ge :- Indirect Expenditure	**(3,096)**	**56,313**	**30,083**	**(26,230)**	**0**	**(26,230)**	**2,800**
	Net Income over Expenditure	**14,308**	**(35,829)**	**(21,626)**	**14,203**			
8001	plus Transfer from EMR	2,800	2,800					

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Detailed Income & Expenditure by Budget Heading 01/06/2020

Month No: 12 **Cost Centre Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
	Movement to/(from) Gen Reserve	**17,108**	**(33,029)**					
28	O/ Spaces & Leisure-Vine Cafe							
1211	Sale of Goods	657	29,627	61,710	32,083			
1212	Events Management	0	0	3,000	3,000			
1990	Other Income	(2,487)	0	0	0			
	O/ Spaces & Leisure-Vine Cafe :- Income	**(1,830)**	**29,627**	**64,710**	**35,083**			**0**
4010	Gross Pay	2,814	52,313	43,300	(9,013)		(9,013)	
4270	Employers Pension Contribution	66	691	2,640	1,949		1,949	
5410	Repairs & General Maintenance	(1,109)	97	500	403		403	
5500	Equipment Hired and New	23	4,384	4,287	(97)		(97)	
5525	Equipment Maintenance	1,109	1,410	500	(910)		(910)	
6000	Rent & Rates	220	717	1,200	483		483	
6010	Light Heat & Cleaning	718	2,399	1,600	(799)		(799)	
6101	Telephone	24	305	300	(5)		(5)	
6200	Printing & Stationery	0	48	30	(18)		(18)	
6210	Postage & Courier	14	14	160	146		146	
6240	Computer/ Data Base/WP's	0	666	150	(516)		(516)	
6320	Staff Training	0	0	300	300		300	
6460	Publicity & Democratic notices	0	0	250	250		250	
6500	Goods for Resale	1,582	16,064	20,000	3,936		3,936	
6533	Copyright Fees/Royalties	0	307	300	(7)		(7)	
6635	Professional Fees Licensing	0	130	100	(30)		(30)	
6900	Sundry Expenses	8	134	200	66		66	
6922	Health&Safety/Risk Assessments	245	245	500	255		255	
6930	Alarm Maintenance	0	708	500	(208)		(208)	
6935	Waste Bin Disposal-Waste Bins	128	944	2,000	1,056		1,056	
6976	Credit card charges	63	725	550	(175)		(175)	
	O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	**5,905**	**82,300**	**79,367**	**(2,933)**	**0**	**(2,933)**	**0**
	Net Income over Expenditure	**(7,734)**	**(52,673)**	**(14,657)**	**38,016**			
29	O/Spaces & Leisure-Vine Ground							
1208	Other Events Income	0	0	2,000	2,000			
1805	Tea Kiosk Rental & Pavilion	0	3,090	3,180	90			
1870	Vine Club Insurance Contrib.	0	382	500	118			
2012	CIL income allocation	(21,804)	0	0	0			
	O/Spaces & Leisure-Vine Ground :- Income	**(21,804)**	**3,472**	**5,680**	**2,208**			**0**
4010	Gross Pay	545	8,485	8,600	115		115	
4270	Employers Pension Contribution	54	504	520	16		16	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
5010	Vine Area General Maintenance	955	3,016	3,500	484		484	
5020	Vine Public Convenience	1,053	8,543	8,000	(543)		(543)	
5412	Capital Refurbishments	0	21,804	0	(21,804)		(21,804)	21,804
6000	Rent & Rates	38	174	720	546		546	
6010	Light Heat & Cleaning	246	377	250	(127)		(127)	
6460	Publicity & Democratic notices	329	329	250	(79)		(79)	
6635	Professional Fees Licensing	0	70	100	30		30	
6868	Summer Concerts	0	2,570	3,100	530		530	
6922	Health&Safety/Risk Assessments	245	245	0	(245)		(245)	
6931	CCTV Maintenance	0	651	640	(11)		(11)	
	O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	**3,465**	**46,769**	**25,680**	**(21,089)**	**0**	**(21,089)**	**21,804**
	Net Income over Expenditure	**(25,269)**	**(43,296)**	**(20,000)**	**23,296**			
8001	plus Transfer from EMR	21,804	21,804					
	Movement to/(from) Gen Reserve	**(3,465)**	**(21,492)**					
30	F& G P - Bat & Ball Station							
1022	Letting & Hire of Facilities	(920)	16,092	57,074	40,982			
1211	Sale of Goods	2,103	33,793	163,482	129,689			
	F& G P - Bat & Ball Station :- Income	**1,183**	**49,884**	**220,556**	**170,672**			**0**
4010	Gross Pay	5,949	72,113	101,200	29,087		29,087	
4270	Employers Pension Contribution	103	1,737	6,400	4,663		4,663	
5410	Repairs & General Maintenance	669	4,199	1,540	(2,659)		(2,659)	2,659
5500	Equipment Hired and New	51	3,502	0	(3,502)		(3,502)	3,502
5525	Equipment Maintenance	0	301	0	(301)		(301)	301
6000	Rent & Rates	119	4,272	4,950	678		678	
6010	Light Heat & Cleaning	890	890	0	(890)		(890)	890
6011	Electricity	556	5,534	5,170	(364)		(364)	
6012	Gas	1,165	3,601	2,000	(1,601)		(1,601)	1,601
6013	Cleaning	638	2,360	15,748	13,388		13,388	
6014	Water	0	0	2,990	2,990		2,990	
6020	Insurance Cost	0	295	2,060	1,765		1,765	
6101	Telephone	28	199	650	451		451	
6200	Printing & Stationery	0	504	200	(304)		(304)	
6320	Staff Training	0	540	250	(290)		(290)	
6460	Publicity & Democratic notices	0	727	4,568	3,841		3,841	
6500	Goods for Resale	2,627	17,685	65,396	47,711		47,711	1,366
6533	Copyright Fees/Royalties	0	0	550	550		550	
6635	Professional Fees Licensing	0	203	550	347		347	
6730	Subscriptions	0	140	0	(140)		(140)	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
6900	Sundry Expenses	469	773	600	(173)		(173)	64,237
6922	Health&Safety/Risk Assessments	66	1,264	1,020	(244)		(244)	
6930	Alarm Maintenance	0	1,771	1,230	(541)		(541)	541
6931	CCTV Maintenance	0	153	620	467		467	
6935	Waste Bin Disposal-Waste Bins	157	1,110	1,230	120		120	
6939	Healthcare Services	0	286	0	(286)		(286)	
6976	Credit card charges	123	821	500	(321)		(321)	
	F& G P - Bat & Ball Station :- Indirect Expenditure	**13,610**	**124,980**	**219,422**	**94,442**	**0**	**94,442**	**75,097**
	Net Income over Expenditure	**(12,427)**	**(75,096)**	**1,134**	**76,230**			
8001	plus Transfer from EMR	75,097	75,097					
	Movement to/(from) Gen Reserve	**62,670**	**1**					
31	F & G P - Establishments							
1115	Interest on Deposits	2,354	25,045	6,000	(19,045)			
1231	Banner Income	54	4,499	4,640	141			
1889	Waste Sacks Income	160	2,190	1,500	(690)			
1990	Other Income	1,391,526	1,400,140	1,000	(1,399,140			1,400,000
	F & G P - Establishments :- Income	**1,394,094**	**1,431,874**	**13,140**	**(1,418,734**			**1,400,000**
4010	Gross Pay	17,259	303,060	302,990	(70)		(70)	
4270	Employers Pension Contribution	2,541	32,250	40,520	8,270		8,270	
4271	Pension Deficiency	5,917	71,000	71,000	(0)		(0)	
5500	Equipment Hired and New	16	2,701	2,500	(201)		(201)	
6020	Insurance Cost	1,077	16,724	20,000	3,276		3,276	
6101	Telephone	913	5,882	5,900	18		18	
6103	Fax	0	0	100	100		100	
6200	Printing & Stationery	4,599	15,044	15,000	(44)		(44)	
6210	Postage & Courier	1,581	5,705	5,000	(705)		(705)	
6240	Computer/ Data Base/WP's	2,113	17,566	13,000	(4,566)		(4,566)	
6241	Website Costs	105	2,041	2,000	(41)		(41)	
6242	I.T. Infrastructure	1,303	7,824	6,500	(1,324)		(1,324)	
6281	Furnishings,Furniture/Eqpt	3,790	4,093	5,190	1,097		1,097	
6300	Computers Accountancy	22	2,931	3,300	369		369	
6315	Recruitment Costs	0	4,608	4,000	(608)		(608)	
6320	Staff Training	495	3,816	5,000	1,184		1,184	
6321	Investors in People	0	1,160	800	(360)		(360)	
6330	Welfare/Hospitality	(2)	2,533	1,900	(633)		(633)	
6410	Civic Exps/Annual Reception	0	1,439	1,650	211		211	
6415	Gifts/hospitality	191	1,234	400	(834)		(834)	
6420	Annual Parish Meeting	0	0	100	100		100	

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Detailed Income & Expenditure by Budget Heading 01/06/2020

Month No: 12 | **Cost Centre Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
6421	Honour Bd. Badges & Insignia	0	412	250	(162)		(162)	
6422	Mayor Allowance 2019/20	2,773	5,360	5,360	0		0	
6424	Mayors Car Allowance 2019/20	0	48	2,400	2,352		2,352	
6435	Members Expenses	0	4,000	4,000	0		0	
6438	Mayors Car Allowance 2018/19	(700)	(700)	0	700		700	
6440	Press Notices	86	790	1,500	710		710	
6450	Bye Laws	0	0	100	100		100	
6460	Publicity & Democratic notices	414	914	2,900	1,986		1,986	
6461	Banner Costs	0	1,725	1,500	(225)		(225)	
6610	Audit Fees	960	4,720	4,000	(720)		(720)	
6619	Irrecoverable VAT	0	0	6,000	6,000		6,000	
6620	Legal Expenses	0	1,750	5,000	3,250		3,250	
6630	Professional Fees	16,650	16,650	16,650	0		0	
6635	Professional Fees Licensing	0	1,331	1,800	469		469	
6650	Bad debts	0	37	0	(37)		(37)	
6710	Conference Fees & Expenses	383	2,061	2,300	239		239	
6720	Books and Periodicals	40	249	380	131		131	
6730	Subscriptions	295	4,326	4,000	(326)		(326)	
6889	Waste Sacks	0	2,028	1,450	(578)		(578)	
6900	Sundry Expenses	3	372	500	128		128	
6922	Health&Safety/Risk Assessments	1,650	4,750	3,000	(1,750)		(1,750)	
6975	Bank Charges	358	2,005	1,500	(505)		(505)	
6976	Credit card charges	73	454	700	246		246	
7010	Election Expenses	0	11,298	11,298	0		0	
7611	Contingency provision	(65,061)	0	43,269	43,269		43,269	
7614	Stag reserve	0	0	1,000	1,000		1,000	
7617	PWLB Loan Repayment	21,661	21,661	21,661	0		0	21,661
8000	Loan Charges	20,520	20,520	14,140	(6,380)		(6,380)	5,890
	F & G P - Establishments :- Indirect Expenditure	**42,025**	**608,374**	**663,508**	**55,134**	**0**	**55,134**	**27,551**
	Net Income over Expenditure	**1,352,069**	**823,500**	**(650,368)**	**(1,473,868**			
8001	plus Transfer from EMR	27,551	27,551					
8002	less Transfer to EMR	1,400,000	1,400,000					
	Movement to/(from) Gen Reserve	**(20,381)**	**(548,950)**					
32	F & G P - General							
1490	Christmas Lights Switch On	0	6,765	5,000	(1,765)			
1495	Number 8 bus income	(22,466)	13,929	37,138	23,209			(25,774)
1990	Other Income	1,085	3,532	0	(3,532)			
	F & G P - General :- Income	**(21,380)**	**24,227**	**42,138**	**17,911**			**(25,774)**

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
6490	Christmas Lights Switch On	245	24,621	26,000	1,379		1,379	
6491	Remembrance Day/Civic Serv.	0	2,643	2,700	57		57	
6495	Number 8 bus expenses	17,238	53,633	37,138	(16,495)		(16,495)	13,929
6869	Special Events	2,231	11,039	6,500	(4,539)		(4,539)	
	F & G P - General :- Indirect Expenditure	**19,714**	**91,937**	**72,338**	**(19,599)**	**0**	**(19,599)**	**13,929**
	Net Income over Expenditure	**(41,094)**	**(67,710)**	**(30,200)**	**37,510**			
8001	plus Transfer from EMR	13,929	13,929					
8002	less Transfer to EMR	(25,774)	(25,774)					
	Movement to/(from) Gen Reserve	**(1,390)**	**(28,006)**					
33	F & G P - Council Offices							
1022	Letting & Hire of Facilities	(386)	14,206	16,800	2,594			
1211	Sale of Goods	0	126	0	(126)			
1990	Other Income	0	5,263	0	(5,263)			
	F & G P - Council Offices :- Income	**(386)**	**19,595**	**16,800**	**(2,795)**			**0**
4010	Gross Pay	2,388	20,020	27,660	7,640		7,640	
4270	Employers Pension Contribution	115	940	1,490	550		550	
5410	Repairs & General Maintenance	243	2,565	2,060	(505)		(505)	
5500	Equipment Hired and New	0	205	0	(205)		(205)	
6000	Rent & Rates	10,112	26,141	24,205	(1,936)		(1,936)	
6010	Light Heat & Cleaning	1,275	7,200	6,180	(1,020)		(1,020)	
6510	Catering Expenses	0	0	150	150		150	
6900	Sundry Expenses	0	107	100	(7)		(7)	
6922	Health&Safety/Risk Assessments	0	245	300	55		55	
6930	Alarm Maintenance	0	1,296	1,400	104		104	
6935	Waste Bin Disposal-Waste Bins	154	1,556	740	(816)		(816)	
	F & G P - Council Offices :- Indirect Expenditure	**14,287**	**60,277**	**64,285**	**4,008**	**0**	**4,008**	**0**
	Net Income over Expenditure	**(14,673)**	**(40,681)**	**(47,485)**	**(6,804)**			
36	F & G P - Community Centre							
1022	Letting & Hire of Facilities	0	9,306	30,000	20,694			(26,000)
1457	Indoor Activities	0	632	700	68			
1990	Other Income	(26,000)	0	0	0			
	F & G P - Community Centre :- Income	**(26,000)**	**9,938**	**30,700**	**20,762**			**(26,000)**
4010	Gross Pay	0	7,863	8,000	137		137	
4270	Employers Pension Contribution	0	655	450	(205)		(205)	
5318	SCC Car Park	0	387	0	(387)		(387)	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
5410	Repairs & General Maintenance	0	254	500	246		246	
6000	Rent & Rates	625	5,671	5,175	(496)		(496)	
6011	Electricity	844	2,864	675	(2,189)		(2,189)	
6012	Gas	582	2,273	465	(1,808)		(1,808)	
6013	Cleaning	0	0	210	210		210	
6101	Telephone	42	434	100	(334)		(334)	
6104	Mobile Telephone	17	83	80	(3)		(3)	
6320	Staff Training	0	0	100	100		100	
6520	Refreshments for Resale	0	97	175	78		78	
6533	Copyright Fees/Royalties	0	0	565	565		565	
6635	Professional Fees Licensing	0	180	220	40		40	
6900	Sundry Expenses	0	0	50	50		50	
6930	Alarm Maintenance	95	877	500	(377)		(377)	
6931	CCTV Maintenance	0	0	78	78		78	
6935	Waste Bin Disposal-Waste Bins	157	1,432	450	(982)		(982)	
6939	Healthcare Services	0	0	475	475		475	
	F & G P - Community Centre :- Indirect Expenditure	**2,362**	**23,071**	**18,268**	**(4,803)**	**0**	**(4,803)**	**0**
	Net Income over Expenditure	**(28,362)**	**(13,133)**	**12,432**	**25,565**			
8002	less Transfer to EMR	(26,000)	(26,000)					
	Movement to/(from) Gen Reserve	**(2,362)**	**12,867**					
38	F & G P - Grants							
6937	Annual Subsidy-Comm Centre	0	98	1,000	903		903	
6938	Annual Subsidy-Council Chamber	0	1,304	1,000	(304)		(304)	
7500	Local Organisations Grants	3,800	9,307	16,500	7,193		7,193	
7502	Sevenoaks Summer Festival	5,000	5,000	5,000	0		0	
7503	Community Resilience Fund	2,780	2,780	0	(2,780)		(2,780)	
7520	Twinning Support	500	500	1,000	500		500	
7552	Youth Outreach	600	4,696	5,000	304		304	
7555	Youth Council Support	0	500	500	0		0	
7556	Stag Community Arts Centre	0	27,000	27,000	0		0	
	F & G P - Grants :- Indirect Expenditure	**12,680**	**51,185**	**57,000**	**5,815**	**0**	**5,815**	**0**
	Net Expenditure	**(12,680)**	**(51,185)**	**(57,000)**	**(5,815)**			
39	F & G P - Property							
1046	SCC Ground Rents & Wayleaves	1,242	2,742	3,000	258			
1469	O/S Ground Rents & Wayleaves	(1,175)	4,815	5,000	185			
	F & G P - Property :- Income	**67**	**7,557**	**8,000**	**443**			**0**

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
5410	Repairs & General Maintenance	0	0	100	100		100	
	F & G P - Property :- Indirect Expenditure	**0**	**0**	**100**	**100**	**0**	**100**	**0**
	Net Income over Expenditure	**67**	**7,557**	**7,900**	**343**			
40	Sevenoaks Town Partnership							
1206	Business Awards	0	6,098	7,000	902			
1207	Business Show	0	3,280	3,000	(280)			
1209	Wellbeing show income	0	1,670	3,500	1,830			
1350	Revenue Grant income	0	0	1,000	1,000			
1435	Vintage Bus income	0	13	10,000	9,988			
1990	Other Income	0	939	0	(939)			
	Sevenoaks Town Partnership :- Income	**0**	**12,000**	**24,500**	**12,500**			**0**
6101	Telephone	0	0	100	100		100	
6200	Printing & Stationery	0	0	100	100		100	
6240	Computer/ Data Base/WP's	83	3,224	500	(2,724)		(2,724)	
6244	Information Screens	0	1,275	1,500	225		225	
6322	Business Awards	0	7,711	7,500	(211)		(211)	
6323	Business Show	0	1,480	2,500	1,020		1,020	
6500	Goods for Resale	0	1,367	0	(1,367)		(1,367)	
6710	Conference Fees & Expenses	0	190	700	510		510	
6900	Sundry Expenses	0	751	600	(151)		(151)	
7000	Reinvestment	0	0	2,500	2,500		2,500	
7608	Friends of Bat & Ball	0	0	1,000	1,000		1,000	
7609	Vintage Bus Expenses	0	0	10,000	10,000		10,000	
7616	Wellbeing show	0	1,644	2,500	856		856	
	Sevenoaks Town Partnership :- Indirect Expenditure	**83**	**17,642**	**29,500**	**11,858**	**0**	**11,858**	**0**
	Net Income over Expenditure	**(83)**	**(5,643)**	**(5,000)**	**643**			
41	Business Hub							
1022	Letting & Hire of Facilities	0	0	4,000	4,000			
1025	Prov.of postal/Business addres	0	0	1,200	1,200			
1026	Hot Desking Facility	0	0	24,960	24,960			
1027	Dedicated Desk x12	0	0	33,120	33,120			
	Business Hub :- Income	**0**	**0**	**63,280**	**63,280**			**0**
4010	Gross Pay	0	0	10,000	10,000		10,000	
4270	Employers Pension Contribution	0	0	2,000	2,000		2,000	
5410	Repairs & General Maintenance	0	0	6,000	6,000		6,000	
6000	Rent & Rates	170	2,038	4,000	1,962		1,962	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
6010	Light Heat & Cleaning	22	22	0	(22)		(22)	
6011	Electricity	0	576	9,000	8,424		8,424	
6012	Gas	0	0	7,000	7,000		7,000	
6013	Cleaning	0	0	10,000	10,000		10,000	
6014	Water	0	0	4,000	4,000		4,000	
6242	I.T. Infrastructure	0	0	2,000	2,000		2,000	
	Business Hub :- Indirect Expenditure	**191**	**2,635**	**54,000**	**51,365**	**0**	**51,365**	**0**
	Net Income over Expenditure	**(191)**	**(2,635)**	**9,280**	**11,915**			
50	Youth Cafe							
1022	Letting & Hire of Facilities	(2,298)	2,200	3,740	1,540			
1211	Sale of Goods	106	1,841	2,300	459			
1350	Revenue Grant income	0	3,922	0	(3,922)			
	Youth Cafe :- Income	**(2,192)**	**7,963**	**6,040**	**(1,923)**			**0**
4010	Gross Pay	3,222	31,474	27,200	(4,274)		(4,274)	
4270	Employers Pension Contribution	88	690	1,100	410		410	
5410	Repairs & General Maintenance	550	3,977	1,000	(2,977)		(2,977)	
6010	Light Heat & Cleaning	23	161	500	339		339	
6101	Telephone	56	601	560	(41)		(41)	
6200	Printing & Stationery	0	107	500	393		393	
6240	Computer/ Data Base/WP's	224	400	750	350		350	
6281	Furnishings,Furniture/Eqpt	69	1,248	500	(748)		(748)	
6320	Staff Training	0	20	400	380		380	
6340	Staff Uniforms	0	146	200	54		54	
6460	Publicity & Democratic notices	0	0	500	500		500	
6500	Goods for Resale	646	2,867	1,700	(1,167)		(1,167)	
6635	Professional Fees Licensing	0	397	200	(197)		(197)	
6900	Sundry Expenses	23	176	150	(26)		(26)	
6922	Health&Safety/Risk Assessments	66	132	400	268		268	
	Youth Cafe :- Indirect Expenditure	**4,966**	**42,395**	**35,660**	**(6,735)**	**0**	**(6,735)**	**0**
	Net Income over Expenditure	**(7,158)**	**(34,432)**	**(29,620)**	**4,812**			
60	Markets							
1017	Rental Income Sat Market	1,444	21,397	22,456	1,060			
1018	Rental Income Wed Market	465	8,134	13,774	5,641			
1019	Rental Income Blighs Market	995	13,505	24,480	10,976			
1024	Rental Income Friday Market	0	0	13,774	13,774			
1990	Other Income	(7,026)	0	0	0			
	Markets :- Income	**(4,122)**	**43,035**	**74,484**	**31,450**			**0**

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Sevenoaks Town Council

Detailed Income & Expenditure by Budget Heading 01/06/2020

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4010	Gross Pay	137	1,785	2,900	1,115		1,115	
5410	Repairs & General Maintenance	0	66	103	37		37	
5420	Saturday market charges	1,097	14,266	14,420	154		154	
5421	Wednesday Market charges	1,999	26,285	26,265	(20)		(20)	
5423	Friday market charges	0	0	14,420	14,420		14,420	
6001	Blighs Market Charges	660	10,858	18,615	7,758		7,758	
6010	Light Heat & Cleaning	66	310	500	190		190	
6460	Publicity & Democratic notices	0	1,315	3,500	2,185		2,185	
7000	Reinvestment	(7,026)	(7,026)	(6,239)	787		787	
	Markets :- Indirect Expenditure	**(3,067)**	**47,859**	**74,484**	**26,625**	**0**	**26,625**	**0**
	Net Income over Expenditure	**(1,055)**	**(4,825)**	**0**	**4,825**			
70	Precept							
1995	Precept	95,115	1,141,385	1,141,385	0			
	Precept :- Income	**95,115**	**1,141,385**	**1,141,385**	**0**			**0**
	Net Income	**95,115**	**1,141,385**	**1,141,385**	**0**			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Grand Totals:- Income	**1,414,668**	**2,954,394**	**1,850,315**	**(1,104,079)**		
Expenditure	**178,881**	**1,783,551**	**1,861,631**	**78,080**	**0**	**78,080**
Net Income over Expenditure	**1,235,788**	**1,170,844**	**(11,316)**	**(1,182,160)**		
plus Transfer from EMR	**189,954**	**189,954**				
less Transfer to EMR	**1,348,226**	**1,348,226**				
Movement to/(from) Gen Reserve	**77,516**	**12,572**				

March 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 w/ Reserve Movements	Budget costs	Variance	Explanation of YTD variances
	£	£	£	
Planning Committee				
General	35,502	35,630	128	Largely tracked budget with an underspend on Professional Fees.
Open Spaces & Leisure Committee				
General	246,151	260,002	13,851	Favourable due to £4K lower pay, £3.4K lower equipment maintenance, £2.9K knole Paddock maintenance, £1.9K lower Skatepark maintenance, and £1.7K lower fuel. This has more than offset the adverse variance in lettings (£6,225) due to poor weather causing cancellations, as well as the end of season bookings being cancelled due to Coronavirus. Adverse variance in Gross pay (£2.4k) due to recruitment of a standard full staff member rather than an Apprentice. Additional spend on Outdoor Gym Equipment (£13.8k) at Julian's Meadow (5310/21) offset by £13k grant received. 2 new van purchases totalling £41K have been covered by reserve movements to offs 2 new vans, along with £7.7K of RCP works.
Cemetery	41,217	11,724	(29,493)	Adverse variance mainly due to additional staff (approved previously) (£10.2k), 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 (£2.3k). (£1.2k) Equipment New & Hired (5500/22) due to re-purchasing stolen equipment (net of insurance claims). (£12.2k) lower than budget on cemetery income.
Allotments	2,818	135	(2,683)	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). £1.6k approved overtime on Gross pay related to additional projects undertaken throughout the year.
Street lighting/ general	33,029	21,626	(11,403)	Street Lighting costs are higher than budget (£27.7k) but offset by additional income (£12.6k) from street contributions and (£2.8k) reserves transfer. Due to committee decision to remove unadopted streetlights and LED upgrade. In Bloom Costs were £2k less than budgeted.
Vine Café	52,673	14,657	(38,016)	Adverse variance due to essential staff cover (approved budget & overtime) (£7.1k), lower sale of goods (£32k), and no event income (£3k),partially offset by lower spend on goods for resale (£3.9k).
Vine Grounds	21,492	20,000	(1,492)	Mainly driven by no events income (£2k). £21.8K of Pavillion windows spend Capital Refurbishments offset by CIL Income.

March 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 w/ Reserve Movements	Budget costs	Variance	Explanation of YTD variances
	£	£	£	
Finance & General Purposes Committee				
Bat & Ball Station	1	(1,134)	(1,135)	Actual deficit for the year of £75K was covered by a transfer from the Bat & Ball Management & Maintenance Reserve. Compared to budget, Sales of Goods (£129.6k) and Hire Income (£40.9k) were adverse, in part offset by lower pay costs £33k, Goods for Resale £47.7k & Cleaning £13.3k. An adverse position is anticipated during the first years of operation & is the reason why the reserve was created. Thedeficit is also driven by cafe opening hours not matching full operations, and no manager for part of the year.
Establishments	548,950	650,368	101,418	Positive variance driven by higher Interest on Deposits (£19k) due to an increase in funds over the year. Less overall expenditure spenc to date, in particular £43K unspent contingency, £21K reserves transfer for PWL capital payment, £8K lower pension, £3.3k Insurance Costs, £3.3K Legal expenses, and £6K VAT budget not needed.
General	28,006	30,200	2,194	Largely tracking to date. Positive variance is driven by slight underspend and additional income on Christmas Lights event codes.
Council Offices	40,681	47,485	6,804	Favourable variance on pay £8.2k, £5.3k income relating to water leak, offset by £2K higher water charges, including Water Managemer company that investigated the leak, £1K higher light, heat and cleaning,and £3K lower hire of offices.
Community Centre	(12,867)	(12,432)	435	In line with budget. 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. Also £4k higher than budget electricity and gas.
Grants	51,185	57,000	5,815	Positive variance as less Grant applications have been received to date than we budgeted for. Positive variance will be moved to reserves to create the Community Resilience Fund for local organisations during the Coronavirus situation.
Property	(7,557)	(7,900)	(343)	Less income received than budgeted due to wayleaves received being lower.

March 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 w/ Reserve Movements	Budget costs	Variance	Explanation of YTD variances
	£	£	£	
Sevenoaks Town Partnership	5,643	5,000	(643)	No spend or income from Vintage bus (£10K, net £0). Approved spend for STP website (£2.7k), and £2.5K lower income from events, mainly offset by £2.5K reinvestment budget not used.
Business Hub	2,635	(9,280)	(11,915)	Ongoing Electricity Bills & Rates Bills for the property which was expected to have been renovated and making profit.
Youth Cafe	34,432	29,620	(4,812)	Higher spend particularly on pay (£3.8k), repairs (£2.9k) (including carpet), and £(2)K lower letting and sale of goods, offset by £3.9K Revenue Grant Income.
Markets	4,825	-	(4,825)	Adverse is mainly driven by lower income on Weds market (£5.6K), (£11K) lower income offset by £7.8K lower charges at Blighs , lower publicity (£2.1k) and (£1.1k) salaries, partially offset by £7k movement of Market Reinvestment Fund into current year
Precept	(1,141,385)	(1,141,385)	-	
Rolling Cap Budget	(1)	14,685	14,686	
Totals	(12,573)	26,001	38,574	

Summary by Committee:

Planning	35,502	35,630	128
Open spaces & Leisure	344,707	313,487	(31,220)
Vine Café	52,673	14,657	(38,016)
Bat Ball Station	1	(1,134)	(1,135)
Finance & General Purpose	695,933	790,061	94,128
Precept	(1,141,385)	(1,141,385)	-

March 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 w/ Reserve Movements	Budget costs	Variance	Explanation of YTD variances
	£	£	£	
Rolling Capital Budget	(1)	14,685	14,686	
Total (exc. Capital items)	(12,573)	26,001	38,574	

Sevenoaks Town Council
Financial year ending 31 March 2020
DRAFT ANNUAL RETURN - UNAUDITED AND UNAPPROVED
Explanation of Variances

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

Section 2		Year ending		Variance		Detailed explanation of variance (with amounts £)
		31/03/2019	31/03/2020			
		£	£	£	%	
Box 1	Balances b/fwd	1,930,723	2,283,552			
Box 2	Annual Precept	1,088,593	1,141,385	52,792	4.85%	Per approved council budget of £1,876,316 less other income of £708,931 and £26,000 allocated from Revenue Reserves to cover lost income from Community Centre Closure.
Box 3	Total other receipts	2,495,197	3,457,244	962,048	38.56%	Increase is mainly due to £1.4M PWL loan (56%), £628K higher CIL receipts (25%), and £4K more mayoral income, offset by £613K lower capital receipts (sale of cemetery lodge & lower HLF grant), £51K No 8 Bus funding received in 2018/19, and £123K (5%)lower revenue income (£67K community centre closure,£22K lower Outdoor Services income , £26K No 8 Bus, £21K Vine cafe, £5K Markets, £9K Youth Cafe, £7K STP & £5K other, offset by £39K Bat & Ball cafe fully open) and £281K other year on year reductions
Box 4	Staff Costs	803,616	926,174	122,558	15.25%	2% (£16K) annual pay inflation. 11%(£87K) due to Bat & Ball Café being open for the full year and Heritage Engagement project work, 4% (£31K)additional staff members recruited for Cemetery and Outdoor services, 2% (£14K) additional staff in Youth Café and Vine Café, offset by 3% (£24K) Community Centre closure during rebuild
Box 5	Loan interest/capital repayme	-	42,181	42,181		Relates to PWL, commenced in 2019/20. First instalment £36K, plus accrued interest at year end.
Box 6	All other payments	2,427,344	1,970,091	(457,253)	-18.84%	Lower spend is due to £202K lower capital project work, £4K lower mayoral related, £287K other year on year reductions, offset by £36K higher revenue related as below OSL £74K - (2 new vans, Outdoor gym & playground equipment, Vine pav windows), & £44K Bat & Ball café now open, offset by £82K F&GP lower spend (£28K Comm Ctr closed, £7K lower market spend, £6K STP, £5K lower grant payments, £36Kother reductions)
Box 7	Balances C/fwd	2,283,552	3,943,736	1,660,183	72.70%	Refer Earmarked Reserves Summary sheet for details of movement between 2018/19 and 2019/20. PWL commenced during 2019/20, to fund Community Centre re-build. £1.38M outstanding.
Box 8	Cash and short term investm	2,461,271	3,923,338	1,462,067	59.40%	Increase mainly due to PWL loan
Box 9	Total fixed assets and LT investments	5,304,927	5,304,927	-	0.00%	To be updated
Box 10	Total borrowings	-	1,378,339	1,378,339	-	Amount outstanding on PWL, commenced during 2019/20

Explanation for 'high' reserves

Box 8	As part of the strategic plan to enhance community infrastructure, proceeds are held in various medium term funds of up to 12 months to fund projects cash requirements. In addition balance of £1.378M is held to

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Purchase Ledger for Month No 12 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
25/02/2020	5469973	27425	ANGEL WATERLOGIC	ANWA001	28.05	5.61	33.66	6330	31	28.05	27425/water tank chg
13/03/2020	GRANTREF/12	27457	ART IN JUNE	ART001	500.00	0.00	500.00	7500	38	500.00	27457/Art in June Grant
28/02/2020	66651	27415	ASTRA SECURITY	AST001	316.21	61.24	377.45	5410	23	316.21	27415/3 abloy locks
23/03/2020	66790	27569	ASTRA SECURITY	AST001	677.20	135.44	812.64	5410	23	677.20	27569/allotment keys
16/03/2020	16/03/2020	27515	BANKLINE	BANKL01	101.00	0.00	101.00	6975	31	101.00	27515/bank chgs
10/03/2020	0001016632	27517	BJF CONNECTIONS LTD	BJF002	323,467.19	64,693.44	388,160.63	9063	91	323,467.19	27517/Redevelopment of CC
06/03/2020	3557287	27481	BOOKER	BOOK001	201.59	16.42	218.01	6010	28	22.66	27481/cleaning equipment
								5500	28	20.47	27481/kitchen equipment
								6500	28	158.46	27481/goods for resale
13/03/2020	3557557	27473	BOOKER	BOOK002	235.20	41.79	276.99	6500	50	235.20	27473/goods for resale
17/03/2020	3557645	27529	BOOKER	BOOK003	171.50	20.04	191.54	6500	30	135.04	27529/goods for resale
								5500	30	36.46	27529/kitchen equipments
29/02/2020	SVO/353937	27496	BREWERS	BREW001	107.97	21.59	129.56	5110	21	107.97	27496/paint for Raleys Pav
29/02/2020	SVO/353938	27506	BREWERS	BREW001	17.53	3.51	21.04	5110	21	17.53	27506/paint for Raleys Pav
29/02/2020	SVO/353939	27505	BREWERS	BREW001	3.40	0.68	4.08	5110	21	3.40	27505/paint for Raleys Pav
11/03/2020	SVO/354072	27560	BREWERS	BREW001	67.74	13.55	81.29	5110	21	67.74	27560/paint-Ralyes decoration
18/03/2020	SVO/354122	27572	BREWERS	BREW001	17.23	3.45	20.68	5110	21	17.23	27572/paint Raleys decorating
25/03/2020	SVO/354166	27599	BREWERS	BREW001	45.33	9.07	54.40	5110	21	45.33	27599/paint, masking tape
17/03/2020	M109YA	27535	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	27535/phone bill Mar20
31/12/2019	23314	27412	BRODEX TRIDENT	BROT001	245.00	49.00	294.00	6922	29	245.00	27412/Legionella Check
31/12/2019	23316	27411	BRODEX TRIDENT	BROT001	245.00	49.00	294.00	6922	28	245.00	27411/Legionella check
31/12/2019	23318	27410	BRODEX TRIDENT	BROT001	245.00	49.00	294.00	6922	21	245.00	27410/Legionella check
14/02/2020	00510315	27582	CASTLE WATER	CAS002	-6,497.39	0.00	-6,497.39	6000	33	-6,497.39	27582/CN-leak allowance
24/02/2020	00514331	27551	CASTLE WATER	CAS002	-507.58	0.00	-507.58	6000	33	-507.58	27551/CN-TW premarket Leak All
06/04/2019	1895858	27552	CASTLE WATER	CAS002	886.58	0.00	886.58	6000	33	886.58	27552/water chrgs March 2019
03/02/2020	RECOVERY438640	27603	CASTLE WATER	CAS002	157.87	31.57	189.44	6000	33	157.87	27603/recovery fees
11/03/2020	2601225	27524	CASTLE WATER	CAS003	18.10	0.00	18.10	6000	29	18.10	27524/water charges Feb20
06/02/2020	2480054	27555	CASTLE WATER	CAS004	57.26	0.00	57.26	6000	28	57.26	27555/water chrgs Jan 2020

Purchase Ledger for Month No 12 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
11/03/2020	2600679	27525	CASTLE WATER	CAS005	10.20	0.00	10.20	5025	21	10.20	27525/water charges Feb 20
11/03/2020	2600521	27523	CASTLE WATER	CAS006	22.56	0.00	22.56	6000	21	22.56	27523/water Feb20 Cricket Gr
15/03/2020	2610744	27553	CASTLE WATER	CAS007	415.06	0.00	415.06	6000	23	415.06	27553/water chrgs Apr-Aug 2020
19/03/2020	2631107	27554	CASTLE WATER	CAS008	229.33	0.00	229.33	6000	23	229.33	27554/water chrgs Jan-Jun2020
15/03/2020	2613900	27556	CASTLE WATER	CAS009	360.62	0.00	360.62	6000	36	360.62	27556/water chrgs Apr-Aug 2020
24/03/2020	425460	27591	CHASE FENCING SUPPLI	CHA002	98.38	19.68	118.06	5410	23	98.38	27591/fencing items
26/03/2020	425494	27598	CHASE FENCING SUPPLI	CHA002	620.60	124.12	744.72	5410	22	620.60	27598/fencing items
30/03/2020	425550	27626	CHASE FENCING SUPPLI	CHA002	271.68	54.34	326.02	5410	22	271.68	27626/plywood,scaffold boards
05/03/2020	139082	27441	HW COLDBREATH	COL003	225.66	0.00	225.66	6500	30	225.66	27441/goods for resale
09/03/2020	149543	27499	CONNECTAPHONE	CON001	437.84	87.57	525.41	6101	36	11.49	27499/Feb call chgs
								6101	22	12.95	27499/Feb call chgs
								6101	21	11.49	27499/Feb call chgs
								6101	30	13.99	27499/Feb call chgs
								6101	31	387.92	27499/Feb call chgs
26/02/2020	11196	27421	STREETLIGHTS	DIR001	41.25	8.25	49.50	6862	26	41.25	27421/S.Park column 18 maint
28/02/2020	RF9673	27516	DOWN TO EARTH	DOWN001	3,507.50	701.50	4,209.00	5070	21	3,507.50	27516/Tree safety work
01/03/2020	H1837AECDB	27433	E-ON	E-ON	389.58	77.92	467.50	6862	26	389.58	27433/Feb electricity chgs
03/03/2020	0003191630	27440	ELITE	EFS001	23.85	0.00	23.85	6500	30	23.85	27440/goods for resale
07/03/2020	0003196569	27539	ELITE	EFS001	37.36	0.00	37.36	6500	28	37.36	27539/goods for resale
10/03/2020	0003198645	27480	ELITE	EFS001	16.48	0.00	16.48	6500	30	16.48	27480/goods for resale
16/03/2020	0003204141	27568	ELITE	EFS001	20.94	0.00	20.94	6500	30	20.94	27568/goods for resale
20/03/2020	0003206820	27577	ELITE	EFS001	35.54	0.00	35.54	6500	28	35.54	27577/goods for resale
21/02/2020	40798	27419	EJPFIREPROTECT	EJPFIRE001	95.00	19.00	114.00	6930	36	95.00	27419/broken call point fix
31/03/2020	SINV015890	27585	ELLIS WHITTAM	ELLI001	1,650.00	330.00	1,980.00	6922	31	1,650.00	27585/emplee work benefit pack
03/03/2020	184420	27445	EMAP	EMAP001	295.00	0.00	295.00	6730	31	295.00	27445/LGC subscription
01/03/2020	40213	27488	ATLAS FM/EMPRISE SVS	EMP001	359.81	71.96	431.77	6932	22	359.81	27488/March lock up chgs
01/03/2020	40214	27489	ATLAS FM/EMPRISE SVS	EMP001	930.00	186.00	1,116.00	4010	21	930.00	27489/March lock up chgs
01/03/2020	40215	27487	ATLAS FM/EMPRISE SVS	EMP001	620.00	124.00	744.00	4010	21	620.00	27487/March lock up chgs
02/03/2020	863422	27497	EXPRESS FACTORS	EXPR001	4.99	1.00	5.99	5525	22	4.99	27497/Aerosol to clean JCB

Purchase Ledger for Month No 12 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
04/02/2020	04051346	27507	FAIRALLS	FAIR001	20.36	4.07	24.43	5310	21	20.36	27507/glue for Buckhurst steps
04/02/2020	04051375	27510	FAIRALLS	FAIR001	59.71	11.94	71.65	5310	21	59.71	27510/cement for road hole
04/02/2020	04051376	27511	FAIRALLS	FAIR001	22.40	4.48	26.88	5410	22	22.40	27511/ballast for Cem fence
04/02/2020	04051377	27508	FAIRALLS	FAIR001	19.93	3.99	23.92	5310	21	19.93	27508/mesh sheet for Greatness
05/02/2020	04051412	27509	FAIRALLS	FAIR001	17.43	3.49	20.92	5410	22	17.43	27509/ballast&cement for fence
17/02/2020	04051668	27513	FAIRALLS	FAIR001	3.33	0.67	4.00	5410	21	3.33	27513/paint brushes x 3
27/03/2020	I022719	27562	FORGE GARAGE	FORG001	295.92	50.19	346.11	5550	21	295.92	27562/GU14XKZ service&MOT
13/03/2020	GRANTREF/5	27452	FRIENDS OF PONTOISE	FRIE001	250.00	0.00	250.00	7520	38	250.00	27452/Friend of Pontoise Grant
13/03/2020	GRANTREF/9	27453	FRIENDS OF RHEINBACH	FRIE002	250.00	0.00	250.00	7520	38	250.00	27453/Friend of Reinb Grant
23/03/2020	26490	27557	GEER	GEER001	95.00	19.00	114.00	5410	33	95.00	27557/boiler service
03/03/2020	173	27423	GLENN BALL	GLE001	2,839.13	0.00	2,839.13	9063	91	2,839.13	27423/Feb Architect expenses
29/02/2020	INV-2964	27401	GO COACH	GO001	3,308.66	0.00	3,308.66	6495	32	4,545.11	27401/Feb No.8 bus expenses
								1495	32	-1,236.45	27401/Feb No.8 bus income
31/03/2020	INV-3017	27602	GO COACH	GO001	3,308.66	0.00	3,308.66	6495	32	4,045.01	27602/March bus service
								1495	32	-736.35	27602/March bus service
05/03/2020	147741	27501	GODFREYS	GOD001	21.96	4.39	26.35	5525	21	21.96	27501/STH12 MS 261 chain
29/02/2020	10159	27490	HARDWARE CENTRE	HARD001	40.70	8.14	48.84	5410	21	21.57	27490/discs,glue,powder,
								5410	21	2.49	27490/flex connector
								5110	21	16.64	27490/air vents
27/02/2020	75481	27442	HERBERT & WARD	HAW001	368.00	0.00	368.00	6500	28	368.00	27442/goods for resale
28/02/2020	13390	27420	HELIOCENTRIX	HELI001	1,700.46	340.09	2,040.55	6240	31	1,048.76	27420/Feb IT Support
								6242	31	651.70	27420/Feb microsoft support
01/03/2020	13458	27478	HELIOCENTRIX	HELI001	18.00	3.60	21.60	110	0	18.00	27478/domain name renewal
18/03/2020	13476	27541	HELIOCENTRIX	HELI001	51.66	10.33	61.99	6240	31	6.46	27541/Logmein licence x6
								110	0	45.20	27541/Logmein licence x6
25/03/2020	13477	27576	HELIOCENTRIX	HELI001	750.00	150.00	900.00	6240	11	750.00	27576/Lenovo V130 laptop
25/03/2020	13481	27573	HELIOCENTRIX	HELI001	2,397.96	479.59	2,877.55	9063	91	2,397.96	27573/internet&IT conn set up
25/03/2020	13482	27587	HELIOCENTRIX	HELI001	115.75	23.15	138.90	6240	50	31.00	27587/240GB SSD card
								6240	50	71.75	27587/laptop docking station

Purchase Ledger for Month No 12 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
								6240	50	13.00	27587/extension,lead,USB cable
31/03/2020	13514	27586	HELIOCENTRIX	HELI001	1,700.46	340.09	2,040.55	6240	31	1,048.76	27586/IT support agreement
								6242	31	651.70	27586/Office 365 agreement
31/03/2020	13232	27654	INSTITUTE OF GROUNDS	INST001	140.87	9.13	150.00	6730	21	140.87	27654/membership20/21
13/03/2020	GRANTREF/23	27456	KENT YOUTH JAZZ	JAZZ001	500.00	0.00	500.00	7500	38	500.00	27456/Kent Youth Jazz Grant
29/03/2020	STC010	27627	JENNIE THOMAS	JTH001	500.00	0.00	500.00	6460	31	500.00	27627/20-21budget infographic
13/03/2020	1004736	27558	KALL KWIK	KALL001	24.00	4.80	28.80	6200	31	24.00	27558/ATM 2x A2 posters
13/03/2020	1004737	27536	KALL KWIK	KALL001	98.00	0.00	98.00	6200	31	98.00	27536/1000flyers-precept
13/03/2020	1004738	27537	KALL KWIK	KALL001	472.80	0.00	472.80	6200	31	472.80	27537/annual report
10/03/2020	INV_S006923	27493	KEEP BRITAIN TIDY	KBT001	329.00	65.80	394.80	6460	29	329.00	27493/Green Flag Award App
06/03/2020	I3584784	27443	KCC KCS	KCC003	88.10	17.62	105.72	6013	30	48.30	27443/hand towel case
								6200	31	39.80	27443/stationery
09/03/2020	I3585742	27502	KCC KCS	KCC003	26.10	5.22	31.32	6013	21	26.10	27502/cleaning equipment
11/03/2020	I3587707	27492	KCC KCS	KCC003	19.50	3.90	23.40	6200	22	7.75	27492/Stationery
								6200	31	11.75	27492/Stationery
12/03/2020	I3588779	27530	KCC KCS	KCC003	8.90	1.78	10.68	6240	31	8.90	27530/32Gb flash drive
19/03/2020	I3594296	27544	KCC KCS	KCC003	331.25	66.25	397.50	6013	30	45.90	27544/cleaning products
								6010	33	124.90	27544/cleaning products
								6200	31	160.45	27544/stationery
20/03/2020	I3595201	27540	KCC KCS	KCC003	315.00	63.00	378.00	6010	33	315.00	27540/soap&dispenser
20/03/2020	I3595202	27559	KCC KCS	KCC003	4.55	0.91	5.46	6013	22	4.55	27559/cleansing wipes box 100
23/03/2020	I3596076	27543	KCC KCS	KCC003	24.85	4.97	29.82	6200	31	4.85	27543/flush folders A4 x100
								6010	33	20.00	27543/toilet rolls-case 36
23/03/2020	I3596077	27570	KCC KCS	KCC003	38.40	7.68	46.08	6013	22	38.40	27570/cleaner,hand towel
24/03/2020	I3596640	27574	KCC KCS	KCC003	39.20	7.84	47.04	6010	33	39.20	27574/handwash refill
26/03/2020	I3597604	27571	KCC KCS	KCC003	12.30	2.46	14.76	6013	22	12.30	27571/toilet tissue
13/03/2020	GRANTREF/49	27455	KENT PAINTERS GROUP	KENT014	200.00	0.00	200.00	7500	38	200.00	27455/Kent Paint Group Grant
02/03/2020	7229081	27439	KFF	KFF001	99.55	8.13	107.68	6500	30	99.55	27439/goods for resale
17/03/2020	1149998803	27534	KONICA MINOLTA	KMB001	927.84	185.57	1,113.41	6200	31	927.84	27534/counter chrgs Dec-Mar

Purchase Ledger for Month No 12 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
19/03/2020	1150030878	27578	KONICA MINOLTA	KMB001	230.97	46.19	277.16	6200	31	230.97	27578/print flat rateMar-Jun20
12/03/2020	90173	27563	LANDSCAPE SUPPLY CO	LAND001	95.43	19.09	114.52	5500	22	95.43	27563/padlocks&keys
13/03/2020	02544GR	27561	LOCUM LOCKS	LOC003	255.16	51.03	306.19	5026	21	255.16	27561/supply&fit door closer
28/02/2020	1486/18/008	27414	MOULTON TAGGART	MOUL001	2,970.00	594.00	3,564.00	9063	91	2,970.00	27414/surveyor fees
31/03/2020	1486/18/009	27588	MOULTON TAGGART	MOUL001	2,970.00	594.00	3,564.00	9063	91	2,970.00	27588/B&B Centre Project
17/02/2020	380279/0	27549	NATIONAL LEAFLET CO	NAT010	866.37	173.27	1,039.64	6210	31	866.37	27549/Town Crier dellivery
03/02/2020	380356	27548	NATIONAL LEAFLET CO	NAT010	1,433.00	0.00	1,433.00	6200	31	1,433.00	27548/Town Crier print
11/03/2020	20922046	27482	NISBETS	NIS001	62.09	12.41	74.50	6500	30	62.09	27482/food boxes
12/02/2020	0001/00064840	27504	OBM	OBM001	7.83	1.57	9.40	5410	22	7.83	27504/timber for Smith grave
27/02/2020	0001/00066327	27503	OBM	OBM001	9.50	1.90	11.40	5110	21	9.50	27503/pipe insulation - Raleys
31/03/2020	26/AUG/LIN/2	27661	ONECARD	ONE002	8.35	0.00	8.35	506	0	8.35	27661/Ferrari-refreshments
28/02/2020	28/FEB/ANN	27448	ONECARD	ONE002	1,975.23	207.99	2,183.22	6101	31	10.00	27448/LL ipad
								6101	22	8.34	27448/AC Cemetery Mob
								6101	50	8.34	27448/HITB mobile
								110	0	625.00	27448/Survey Monkey team Mship
								9066	91	125.00	27448/Survey Monkey team Mship
								6200	31	18.23	27448/Stencil cutter
								6422	31	42.50	27448/May attend curry night
								6104	21	6.67	27448/O/S team ipad
								6104	21	8.34	27448/O/S mobile NC
								6104	21	6.67	27448/O/S ipad
								6240	50	74.48	27448/2 playstation controller
								6240	11	10.95	27448/Acrobat Standard Licence
								6240	50	16.64	27448/Adobe Illustrator
								6240	40	41.62	27448/Creative Cloud Membershp
								6281	50	60.00	27448/stone wok& frying pan
								6010	28	3.46	27448/cleaning equipment
								6010	28	25.96	27448/cleaning fluid
								6010	28	2.08	27448/cleaning equipment

Purchase Ledger for Month No 12 — 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	6.75	27448/goods for resale
								6500	28	31.38	27448/goods for resale
								6500	30	107.52	27448/goods for resale
								6500	30	-2.00	27448/goods for resale credit
								6500	28	5.25	27448/Goods for resale
								6500	28	27.85	27448/Goods for resale
								6500	30	116.34	27448/Goods for resale
								6500	30	-32.54	27448/goods for resale credit
								6500	30	77.15	27448/Goods for resale
								6500	28	29.03	27448/goods for resale
								6500	28	116.28	27448/goods for resale
								6500	30	-10.14	27448/coupon deduction
								6500	30	-3.00	27448/goods for resale credit
								6013	30	2.25	27448/bin liners
								6013	30	4.17	27448/cleaning equipment
								6013	30	4.25	27448/cleaning equipment
								6330	31	9.95	27448/sugar sticks x 1000
								6330	31	20.00	27448/milk, tea, coffee
								6330	31	9.95	27448/sugar sticks x 1000
								5550	21	6.00	27448/NC - Dartford crossing
								6710	31	200.70	27448/Train tickets b'ham
								506	0	50.20	27448/Quiz Night supplies
								6900	28	4.00	27448/colouring books&crayons
								6900	30	2.50	27448/flowers
								6900	28	2.08	27448/flowers
								6210	28	7.00	27448/Delivery charge
								6210	28	7.00	27448/delivery fee
								5500	31	12.45	27448/5 A4 frames
								5500	31	3.91	27448/phone cable for BD

Purchase Ledger for Month No 12 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
								5500	30	4.67	27448/cutlery basket
								4010	30	60.00	27448/JH parking ticket
28/02/2020	28/FEB/LIN	27447	ONECARD	ONE002	226.00	0.00	226.00	6330	31	44.00	27447/flowers for AC
								6710	31	79.00	27447/hotel room for AW
								6710	31	79.00	27447/hotel room for LL
								6710	31	24.00	27447/evening meals - LL & AW
28/03/2020	28MAR/ANN	27583	ONECARD	ONE002	1,155.58	44.70	1,200.28	6104	36	8.34	27583/KW mobile
								6104	21	6.67	27583/O/S ipad
								6104	21	8.34	27583/O/S mobile BD
								6104	21	6.67	27583/O/S ipad
								6104	21	8.34	27583/O/S mobile NC
								6104	36	8.34	27583/KW mobile
								6101	31	10.00	27583/LL ipad
								6101	50	8.34	27583/HITB mobile CE
								6240	11	10.95	27583/Acrobat Standard Licence
								6240	50	16.64	27583/Adobe Illustrator
								6240	40	41.62	27583/Creative Cloud membersh.
								6330	31	22.00	27583/sandwiches-meeting23/03
								6210	31	445.00	27583/stamps
								6500	30	108.99	27583/goods for resale
								6500	30	4.83	27583/goods for resale
								6500	28	32.95	27583/goods for resale
								6500	28	3.08	27583/goods for resale
								6500	30	120.27	27583/goods for resale
								6500	30	-1.40	27583/coupon deduction
								6500	30	-6.00	27583/goods for resale-returns
								6500	30	44.00	27583/sandwiches-hirers16/03
								6500	30	77.00	27583/sandwiches-hirers20/03
								6500	30	11.00	27583/sandwiches-hirers16/03

Purchase Ledger for Month No 12 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	30	-77.00	27583/refund-sandwiches-20/03
								6500	30	49.38	27583/goods for resale
								6500	30	5.00	27583/goods for resale
								6500	30	-2.70	27583/refund-goods for resale
								6500	30	-22.00	27583/refund-sandwiches-23/03
								6900	30	4.17	27583/battery
								6900	28	2.08	27583/flowers
								6900	30	2.50	27583/flowers
								6013	30	8.34	27583/cleaning products
								6013	28	3.34	27583/cleaning products
								6013	30	5.00	27583/cleaning products
								5310	21	36.04	27583/PVC border mesh-WHW
								5500	28	3.00	27583/storage box
								5010	29	144.98	27583/pump for Vine Pond
								6720	31	24.80	27583/NW tutorial books
								6200	31	15.18	27583/legal wallets-pack of 10
								6422	31	-42.50	27583/refund-cancelled event
31/03/2020	CN/26/AUG/LIN	27660	ONECARD	ONE002	-8.35	0.00	-8.35	506	0	-8.35	27660/Corr-Ferrari/wrong VAT
12/03/2020	122330	27600	PALMSTEAD	PALM002	220.90	44.18	265.08	5340	21	220.90	27600/plants-Buckhurts
31/03/2020	6616/2	27664	PENFOLD DRIVEWAYS	PENF001	6,300.00	1,260.00	7,560.00	9011	91	6,300.00	27664/Cem path resurfacing
31/03/2020	CN/6616	27663	PENFOLD DRIVEWAYS	PENF001	-7,560.00	0.00	-7,560.00	9011	91	-7,560.00	27663/CORR-wrong VAT code used
03/03/2020	105577	27564	PHC	PHC001	325.00	65.00	390.00	6922	21	200.00	27564/health care screening
								6922	22	125.00	27564/health care screening
08/03/2020	00002498449-023	27413	PLUSNET	PLUS01	47.50	9.50	57.00	6101	33	47.50	27413/telephone chgs March
09/03/2020	00002498468-023	27494	PLUSNET	PLUS01	23.50	4.70	28.20	6010	36	23.50	27494/April telephone chgs
04/03/2020	00002976949-023	27533	PLUSNET	PLUS01	26.74	5.35	32.09	6101	28	26.74	27533/internet March20
04/03/2020	00003028653-023	27444	PLUSNET	PLUS01	43.67	8.73	52.40	6101	50	43.67	27444/telephone chgs March
03/03/2020	00003028673-023	27424	PLUSNET	PLUS01	18.50	3.70	22.20	6101	22	18.50	27424/March telephone chgs
31/03/2020	CN/INV814	27658	ROBERT POUND	POUND001	-300.00	0.00	-300.00	506	0	-300.00	27658/Corr-wrong VAT used

Purchase Ledger for Month No 12 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
31/03/2020	INV814/2	27659	ROBERT POUND	POUND001	300.00	0.00	300.00	506	0	300.00	27659/Magician Cocktail Party
26/02/2020	S74571	27500	RAWSTONE HIRE	RAW001	34.20	6.84	41.04	5500	21	34.20	27500/tile lifter for Raleys
03/03/2020	21176504	27403	RENTOKIL	RENT001	526.67	105.33	632.00	6922	28	131.66	27403/pest control contract
								110	0	395.01	27403/pest control contract
03/03/2020	21176505	27402	RENTOKIL	RENT001	526.67	105.33	632.00	6922	50	131.66	27402/pest control contract
								110	0	395.01	27402/pest control contract
03/03/2020	21176992	27580	RENTOKIL	RENT001	-1,053.34	-210.66	-1,264.00	6922	28	-131.66	27580/CN-inv 21165167
								6922	50	-131.66	27580/CN-inv 21165167
								110	0	-395.01	27580/CN-inv 21165167
								110	0	-395.01	27580/CN-inv 21165167
08/03/2020	27666	27409	RIALTAS	RIAL001	495.30	99.06	594.36	6320	31	495.30	27409/on site omega training
10/03/2020	SEV/020/20	27520	SAFER SEVENOAKS	SAFE004	270.00	0.00	270.00	110	0	135.00	27515/crime radio Vine sub
								110	0	135.00	27515/Crime radio HITB sub
02/03/2020	2056108	27431	SDC	SDC001	3,096.28	0.00	3,096.28	5420	60	1,097.42	27431/March market rent
								5421	60	1,998.86	27431/March market rent
11/03/2020	2056460	27575	SDC	SDC001	1,162.50	0.00	1,162.50	6200	31	1,162.50	27575/Town Crier May`19 print
04/03/2020	2056227	27528	SDC DIRECT SERVICES	SDC002	78.60	0.00	78.60	6935	30	78.60	27528/bin coll chrgs Feb20
04/03/2020	2056354	27426	SDC DIRECT SERVICES	SDC002	176.85	0.00	176.85	6935	21	176.85	27426/Feb bin collection chgs
04/03/2020	2056355	27427	SDC DIRECT SERVICES	SDC002	78.60	0.00	78.60	6935	22	78.60	27427/Feb bin collection chgs
04/03/2020	2056356	27429	SDC DIRECT SERVICES	SDC002	64.00	0.00	64.00	6935	33	64.00	27429/feb bin collection chgs
04/03/2020	2056365	27430	SDC DIRECT SERVICES	SDC002	78.60	0.00	78.60	6935	36	78.60	27430/Feb bin collection chgs
04/03/2020	2056366	27428	SDC DIRECT SERVICES	SDC002	64.00	0.00	64.00	6935	28	64.00	27428/Feb bin collection chgs
16/03/2020	2056509	27545	SDC DIRECT SERVICES	SDC002	655.20	131.04	786.24	6934	21	655.20	27545/dog bin empt Jan-Mar
16/03/2020	S08455025009	27542	EDF ENERGY	SEEB001	111.60	5.58	117.18	6861	26	111.60	27542/final elec bill
13/03/2020	GRANTREF/2	27454	SEV VOLUNTEER TRANSP	SEV023	500.00	0.00	500.00	7500	38	500.00	27454/Sev Vol Transp Gr Grant
13/03/2020	GRANTREF/3	27449	SEV LITERARY	SEV024	350.00	0.00	350.00	7500	38	350.00	27449/Sev Lit Fest Grant
13/03/2020	GRANTREF/4	27450	CITIZENS ADVICE	SEV025	500.00	0.00	500.00	7500	38	500.00	27450/Cit Adv in N&WKent Grant
13/03/2020	GRANTREF/6	27458	SEV THREE ARTS	SEV026	600.00	0.00	600.00	7552	38	600.00	27458/Sev Three Arts Fes Grant
13/03/2020	GRANTREF/60	27459	SEVENOAKS2020	SEV051	500.00	0.00	500.00	7500	38	500.00	27459/Sev 2020 Grant

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Purchase Ledger for Month No 12 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
13/02/2020	76622	27484	SGE	SGE001	46.60	6.17	52.77	5700	22	21.00	27484/gas oil
								5410	22	25.60	27484/bolts, washers
17/02/2020	76693	27485	SGE	SGE001	48.89	6.84	55.73	5700	22	19.60	27485/gas oil
								5500	22	29.29	27485/broom&broom clamp
29/02/2020	76922	27486	SGE	SGE001	4.08	0.82	4.90	5025	21	4.08	27486/bolts, nuts, washers
29/02/2020	76924	27483	SGE	SGE001	12.60	0.63	13.23	5700	22	12.60	27483/gas oil
10/03/2020	77036	27622	SGE	SGE001	13.30	0.67	13.97	5700	22	13.30	27622/gas oil
10/03/2020	77044	27621	SGE	SGE001	6.30	0.32	6.62	5700	22	6.30	27621/gas oil
20/03/2020	77140	27623	SGE	SGE001	5.40	1.08	6.48	5525	22	5.40	27623/30x grip clip 3mm
20/03/2020	77146	27624	SGE	SGE001	19.60	0.98	20.58	5700	22	19.60	27624/gas oil
31/03/2020	77384	27625	SGE	SGE001	58.00	7.40	65.40	5700	22	28.00	27625/gas oil
								5410	22	30.00	27625/rope 100m
23/02/2020	4766383	27514	SHELL	SHEL001	189.01	37.80	226.81	5700	21	179.71	27514/fuel
								5700	21	9.30	27514/card charges
01/03/2020	4808541	27512	SHELL	SHEL001	169.70	33.94	203.64	5700	21	44.26	27512/Diesel
								5700	21	125.44	27512/Annual card chg
08/03/2020	4846047	27565	SHELL	SHEL001	10.03	2.01	12.04	5700	22	10.03	27565/diesel,acc service chrg
15/03/2020	4881691	27566	SHELL	SHEL001	56.05	11.21	67.26	5700	21	56.05	27566/diesel,acc service chrg
22/03/2020	4916871	27567	SHELL	SHEL001	132.82	26.56	159.38	5700	21	132.82	27567/fuel, acc serv chrg
29/03/2020	4960117	27604	SHELL	SHEL001	142.47	28.49	170.96	5700	22	52.47	27604/fuel,guard card,serv.fee
								5700	21	90.00	27604/fuel,guard card,serv.fee
03/03/2020	IUKP/38001159	27491	STANDARD LIFE	SLI001	325.00	65.00	390.00	110	0	325.00	27491/Market stall licence fee
27/02/2020	1900091773165	27416	SSE	SSE002	193.80	38.76	232.56	6010	33	193.80	27416/Ann meter operator chg
28/02/2020	0031	27417	SSE	SSE004	480.50	24.02	504.52	6010	28	480.50	27417/16/11-26/02 Elect chgs
12/03/2020	0029	27527	SSE	SSE005	489.31	97.86	587.17	6010	21	489.31	27527/Knole P elec chg Nov-Feb
05/03/2020	0070	27406	SSE	SSE006	129.57	6.47	136.04	6010	22	129.57	27406/feb electricity chgs
10/03/2020	0032	27479	SSE	SSE007	67.31	3.36	70.67	5025	21	67.31	27479/28/11/19-6/03 elect chgs
05/03/2020	0013	27404	SSE	SSE008	555.82	111.16	666.98	6011	30	555.82	27404/Feb electricity chgs
06/03/2020	0071	27407	SSE	SSE009	459.79	91.95	551.74	6011	36	459.79	27407/electricity chgs Feb

Purchase Ledger for Month No 12 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
02/03/2020	0005	27438	SSE	SSE014	1,164.98	232.99	1,397.97	6012	30	1,164.98	27438/28/11-26/02 gas chgs
13/03/2020	MINUTE370	27460	SEVENOAKS SUMMER	SSF001	5,000.00	0.00	5,000.00	7502	38	5,000.00	27460/Sev Summer Fest Grant
31/03/2020	4570	27601	STAG	STAG002	550.00	110.00	660.00	5410	50	550.00	27601/vinyl flooring
09/03/2020	46041	27518	ST JULIANS CLUB	STJ002	2,230.60	446.11	2,676.71	6869	32	2,230.60	27518/Refreshments for IWD
28/02/2020	0001089740	27546	STROMA BUILT ENVIRON	STR002	690.00	138.00	828.00	9063	91	690.00	27546/health&safety constuct.
04/03/2020	INV-0065	27432	S WILLIAMS	SWA001	1,350.00	270.00	1,620.00	9063	91	1,350.00	27432/Architect fees
11/03/2020	T0027	27476	TILTON SOLUTIONS LTD	TIL001	1,800.00	360.00	2,160.00	4010	31	1,800.00	27476/Dec finance support
11/03/2020	T0028	27474	TILTON SOLUTIONS LTD	TIL001	900.00	180.00	1,080.00	9062	91	900.00	27474/Dec finance support
11/03/2020	T0029	27475	TILTON SOLUTIONS LTD	TIL001	3,600.00	720.00	4,320.00	4010	31	3,600.00	27475/Jan finance support
11/03/2020	T0030	27477	TILTON SOLUTIONS LTD	TIL001	2,700.00	540.00	3,240.00	4010	31	2,700.00	27477/Feb finance support
02/01/2020	2250790/2A	27522	REACH PLC	TRM001	85.80	0.00	85.80	110	0	85.80	27522/Chronicle subscr. 20/21
17/03/2020	0619	27532	URBAN STUDIO	UIS001	1,760.00	352.00	2,112.00	9066	91	1,760.00	27532/consultancy services NDP
17/06/2019	91993682	27677	UK POWER NETWORKS	UPN001	844.00	168.80	1,012.80	6862	26	844.00	27677/instl Farnaby Dr UMC
10/03/2020	3700009731	27519	UK POWER NETWORKS	UPN001	906.00	181.20	1,087.20	6862	26	906.00	27519/Clock House Lane work
31/03/2020	VC/31.03.2020	27590	V.C HANDYMAN	VCH001	660.00	0.00	660.00	6001	60	660.00	27590/stall set up March
29/02/2020	LAO1200625	27418	VEOLIA	VEOL001	13.20	2.64	15.84	6935	33	13.20	27418/feb glass collection chg
31/03/2020	LAO1203079	27589	VEOLIA	VEOL001	13.20	2.64	15.84	6935	31	13.20	27589/glass collection March
06/01/2020	10594	27408	VISION ICT	VISICT001	105.00	21.00	126.00	6241	31	35.00	27408/Operation London Bridge
								6241	31	35.00	27408/Operation Menai Bridge
								6241	31	35.00	27408/Operation Forth Bridge
04/03/2020	161561	27405	WARNERS SOLICITORS	WARN001	784.00	156.80	940.80	9063	91	784.00	27405/solicitor chgs
02/03/2020	1014	27595	WATER MANAGEMENT S	WAT002	13,997.12	2,799.42	16,796.54	6000	33	13,997.12	27595/leakage investigation
13/03/2020	GRANTREF/17	27451	WEST KENT MED	WEST008	750.00	0.00	750.00	7500	38	750.00	27451/WestKent Mediation Grant
29/02/2020	137389	27498	WETTON CLEANING SERV	WET001	1,687.64	337.53	2,025.17	6013	30	248.03	27498/Clean&lock up chgs - Feb
								5020	21	205.65	27498/Clean&lock up chgs - Feb
								5020	29	616.98	27498/Clean&lock up chgs - Feb
								5025	21	616.98	27498/Clean&lock up chgs - Feb
29/02/2020	137390	27531	WETTON CLEANING SERV	WET001	29.32	5.86	35.18	5026	21	4.19	27531/toilet&hyg.unit clean
								5025	21	12.57	27531/toilet&hyg.unit clean

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Purchase Ledger for Month No 12 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
								5020	29	12.56	27531/toilet&hyg.unit clean
31/03/2020	137813	27597	WETTON CLEANING SERV	WET001	1,687.64	337.53	2,025.17	6013	30	248.03	27597/daily clean&lock up
								5026	21	205.65	27597/daily clean&lock up
								5025	21	616.98	27597/daily clean&lock up
								5020	29	616.98	27597/daily clean&lock up
31/03/2020	137814	27596	WETTON CLEANING SERV	WET001	29.32	5.86	35.18	5026	21	4.19	27596/toile,fem hyg unit clean
								5020	29	12.56	27596/toile,fem hyg unit clean
								5025	21	12.57	27596/toile,fem hyg unit clean
28/02/2020	0000809708	27495	WICKSTEED LEISURE	WICK001	450.00	90.00	540.00	5310	21	450.00	27495/site safety inspections
29/02/2020	10226756	27435	WORLDPAY	WOR001	23.16	4.44	27.60	6976	31	23.16	27435/Feb card trans chgs
29/02/2020	102176120	27436	WORLDPAY	WOR001	33.22	5.52	38.74	6976	28	33.22	27436/Feb card trans chgs
29/02/2020	102260582	27437	WORLDPAY	WOR001	16.63	0.16	16.79	6976	31	16.63	27437/Feb card trans chgs
29/02/2020	102330450	27434	WORLDPAY	WOR001	67.23	9.47	76.70	6976	30	67.23	27434/feb card trans chgs
31/03/2020	105553211	27605	WORLDPAY	WOR001	29.32	5.07	34.39	6976	28	29.32	27605/transaction chrgs Mar20
31/03/2020	105610867	27606	WORLDPAY	WOR001	24.56	4.48	29.04	6976	31	24.56	27606/transaction chrgs Mar20
31/03/2020	105633039	27607	WORLDPAY	WOR001	0.84	0.02	0.86	6976	31	0.84	27607/transaction chrgs Mar20
31/03/2020	105728912	27608	WORLDPAY	WOR001	56.11	8.64	64.75	6976	30	56.11	27608/transaction chrgs Mar20
01/03/2020	WM11135981	27422	WORLDPAY	WOR001	7.50	1.50	9.00	6976	31	7.50	27422/March card chgs
10/03/2020	43458124	27547	ZURICH INSURANCE	ZUR001	14,799.21	0.00	14,799.21	6020	31	14,799.21	27547/inspection contr. 20/21
				TOTAL INVOICES	436,370.71	80,414.73	516,785.44			436,370.71	

Receipts for Month 12 | Nominal Ledger Analysis

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		1,000.00					1,000.00	
	Banked: 25/03/2020	50,687.50							
BACS25/3	Nat West - Current Account		50,687.50			201		50,687.50	Monthly Salaries Tfr Mar '20
	Banked: 26/03/2020	22,823.78							
BACS26/3	Nat West - Current Account		22,823.78			201		22,823.78	Monthly KCC/HMRC Tfr Mar '20
	Banked: 30/03/2020	3,722.16							
DD30/3	Nat West - Current Account		3,722.16			201		3,722.16	Monthly L&G/NEST Tfr Mar '20
	Total Receipts for Month	77,233.44		0.00	0.00			77,233.44	
	Cashbook Totals	78,233.44		0.00	0.00			78,233.44	

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Payments for Month 12 | Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
25/03/2020	Employees	BACS25/3	50,687.50			520		50,687.50	Monthly Wages March 2020
26/03/2020	HMRC/KCC	BACS26/3	22,823.78			515		13,505.50	Monthly HMRC March '20
						516	0	9,318.28	Monthly KCC March '20
30/03/2020	Legal & General	DD30/3-1	3,538.15			516		3,538.15	March L&G payment
30/03/2020	NEST	DD30/3-2	184.01			516		184.01	March NEST Payment
	Total Payments for Month		77,233.44	0.00	0.00			77,233.44	
	Balance Carried Fwd		1,000.00						
	Cashbook Totals		78,233.44	0.00	0.00			78,233.44	

Receipts for Month 12 — Nominal Ledger Analysis

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		928.68					928.68	
	Banked: 10/03/2020	301.73							
001725	Nat West - Current Account		301.73			201		301.73	Petty cash top up
	Banked: 20/03/2020	194.50							
001728	Nat West - Current Account		194.50			201		194.50	Petty cash top up
	Total Receipts for Month	496.23		0.00	0.00			496.23	
	Cashbook Totals	1,424.91		0.00	0.00			1,424.91	

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Payments for Month 12 — Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/03/2020	Establishments	532/A	1.15			6330	31	1.15	milk
02/03/2020	Establishments	532/B	3.00		0.50	6330	31	2.50	sandwiches for meeting
02/03/2020	Establishments	532/C	22.00			6330	31	22.00	sandwisches for meeting
02/03/2020	Establishments	532/D	0.05			6900	31	0.05	bag
06/03/2020	Bat&Ball Cafe	533/A	48.65			6500	30	48.65	goods for resale
06/03/2020	Bat&Ball Cafe	533/B	20.00			6013	30	20.00	laundry
06/03/2020	Bat&Ball Cafe	533/C	3.45		0.58	5500	30	2.87	muffin cases
06/03/2020	Youth Cafe	534/A	14.72			6500	50	14.72	goods for resale
06/03/2020	Youth Cafe	534/B	2.00		0.33	6010	50	1.67	toilet rolls
06/03/2020	Youth Cafe	534/C	9.48			6281	50	9.48	thermometers x2
06/03/2020	Youth Cafe	534/D	22.92			6900	50	22.92	playing cards, cash box, keys
10/03/2020	Open Spaces	535	19.85			6330	21	19.85	milk, coffee, sugar
10/03/2020	Establishments	536	18.00			6330	31	18.00	flowers
10/03/2020	Establishments	537/A	3.14			6330	31	3.14	chocolate & biscuits
10/03/2020	Establishments	537/B	4.06		0.68	6330	31	3.38	chocolate biscuits
10/03/2020	Establishments	537/C	3.55			6210	31	3.55	postage
11/03/2020	Bat&Ball Station	538	8.48		1.42	5500	30	7.06	paint brush set, safety sign
13/03/2020	Cemetery	539/A	29.90		4.98	6500	22	24.92	plaques x2
13/03/2020	Cemetery	539/B	20.00			5500	22	20.00	keys
17/03/2020	Youth Cafe	540/A	25.18		4.20	6010	50	20.98	mop, tissues
17/03/2020	Youth Cafe	540/B	22.91			6500	50	22.91	goods for resale
18/03/2020	Establishments	541	3.00			6900	31	3.00	parking
18/03/2020	Establishments	542/A	2.05			6330	31	2.05	milk
18/03/2020	Bat&Ball Cafe	542/B	8.80			6500	30	8.80	eggs
18/03/2020	Establishments	542/C	0.20		0.03	6900	31	0.17	bag
18/03/2020	Establishments	542/D	3.00		0.50	6330	31	2.50	greetingn card
19/03/2020	Council Offices	543	10.50		1.75	6010	33	8.75	cleaning equipment
20/03/2020	Bat&Ball Cafe	544/A	55.04			6500	30	55.04	goods for resale
20/03/2020	Bat&Ball Cafe	544/B	5.04		0.84	6013	30	4.20	cleaningn equipment
20/03/2020	Bat&Ball Cafe	544/C	0.40		0.06	6900	30	0.34	bag
31/03/2020	Mayor`s Charity	REV/380	-5.00		-0.83	506		-4.17	flowers-Coctail P-wrong VAT
31/03/2020	Mayor`s Charity	CORR/380	5.00			506		5.00	flowers for Coctail P
	Total Payments for Month		390.52	0.00	15.04			375.48	
	Balance Carried Fwd		1,034.39						
	Cashbook Totals		1,424.91	0.00	15.04			1,409.87	

1.0 Summary

The year to date position at the end of April including Precept, gives a net surplus of £8,514 against budgeted deficit of £6,800 resulting in a year to date net favourable variance of £15,314.

Of this variance, £11,500 relates to Coronavirus Job Retention scheme grant received.

Looking ahead to Q1 and Q2 of 2020/21 and considering the impact of Covid-19 on our income streams, we are expecting a c£100K impact from the closure of cafes, sports facilities, venues for hire, and cancelled events. The report gives more detail on how this can be covered by reserves.

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 – Variance Analysis
Appendix 3 – Working Capital
Appendix 4 - Statement of Funds

2.0 Income and Expenditure (Appendix 1) and Variance Analysis (Appendix 2)

Precept received in advance for May – September 2020 is £506,365.

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	6,062 (F)	Please refer to the variance report.
31	Establishment	18,936 (F)	Please refer to the variance report.

3.0 Working Capital (Appendix 3)

Including precept received in advance, there is a net decrease in current assets of £155,727.

CIL receipt to date is £49,847.

Year to date capital expenditure is mainly £205K on the new Community Centre, also £4K on Bat & Ball Station and £2K on Northern Sevenoaks Masterplan (NDP).

4.0 Fund balances (Appendix 4) and Cashflow

The statement of fund balances at 30 April 2020 totals £4,212,940 (31 Mar 2020 £3,923,338).

£3,917,242 is available for instant access. The Council's policy is to retain not less than 3 months estimated working capital and capital requirements in current and deposits accounts giving immediate access.

Funds are deposited with NatWest, HSBC, Nationwide, Handelsbanken and CCLA. Interest rate ranges from 0.05% to 0.40%.

Sub ratings reviewed 30th April 2020.

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Detailed Income & Expenditure by Phased Budget Heading 30/04/2020

Month No: 1

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	2,622	2,781	159	2,622	2,781	159	33,376		30,754	
4270	Employers Pension Contribution	116	130	14	116	130	14	1,565		1,449	
6240	Computer/ Data Base/WP's	63	11	(52)	63	11	(52)	544		481	
6630	Professional Fees	0	0	0	0	0	0	1,000		1,000	
6720	Books and Periodicals	0	0	0	0	0	0	300		300	
	Planning - General :- Indirect Expenditure	2,801	2,922	121	2,801	2,922	121	36,785	0	33,985	0
	Net Expenditure	(2,801)	(2,922)	(121)	(2,801)	(2,922)	(121)	(36,785)			
21	O/ Spaces & Leisure - General										
1022	Letting & Hire of Facilities	193	0	(193)	193	0	(193)	30,900		0	
1316	Raleys Car Park Permits	0	0	0	0	0	0	1,750		0	
1850	Log Sales	0	0	0	0	0	0	1,236		0	
1990	Other Income	337	360	23	337	360	23	742		0	
	O/ Spaces & Leisure - General :- Income	531	360	(171)	531	360	(171)	34,628			0
4010	Gross Pay	15,837	15,952	115	15,837	15,952	115	191,421		175,584	
4270	Employers Pension Contribution	872	1,050	178	872	1,050	178	12,597		11,725	
5013	Graffiti Removal	0	0	0	0	0	0	1,000		1,000	
5025	Lower St Johns Toilets	790	875	85	790	875	85	10,500		9,710	
5026	Greatness Rec Convenience	210	250	40	210	250	40	3,000		2,790	
5050	Seats And Litter Bins	0	0	0	0	0	0	2,780		2,780	
5060	Sevenoaks Common	0	0	0	0	0	0	3,700		3,700	

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Detailed Income & Expenditure by Phased Budget Heading 30/04/2020

Month No: 1

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
5065	Tree Safety Survey	0	0	0	0	0	0	3,800		3,800	
5070	Other Woodlands	685	825	140	685	825	140	3,300		2,615	
5110	Knole Paddock & Pavilion	0	0	0	0	0	0	1,500		1,500	
5120	Knole Paddock Pitch & Grnd Mt	0	0	0	0	0	0	3,500		3,500	
5310	Miscellaneous Open Spaces	225	1,300	1,075	225	1,300	1,075	17,100		16,875	
5316	Skatepark Maintenance	0	0	0	0	0	0	2,575		2,575	
5317	Raleys Car Park	0	0	0	0	0	0	500		500	
5320	Fertilizers	0	0	0	0	0	0	1,200		1,200	
5330	Grass Seed	0	2,100	2,100	0	2,100	2,100	2,100		2,100	
5340	Plants	18	0	(18)	18	0	(18)	2,500		2,482	
5410	Repairs & General Maintenance	0	125	125	0	125	125	1,500		1,500	
5500	Equipment Hired and New	0	688	688	0	688	688	8,250		8,250	
5525	Equipment Maintenance	18	0	(18)	18	0	(18)	8,000		7,982	
5550	Vehicle Expenses	798	750	(48)	798	750	(48)	4,500		3,703	
5700	Fuel	77	517	440	77	517	440	6,200		6,123	
6000	Rent & Rates	0	75	75	0	75	75	1,200		1,200	
6010	Light Heat & Cleaning	0	0	0	0	0	0	2,100		2,100	
6013	Cleaning	384	0	(384)	384	0	(384)	0		(384)	
6101	Telephone	0	17	17	0	17	17	200		200	
6104	Mobile Telephone	47	17	(30)	47	17	(30)	200		153	
6320	Staff Training	0	1,000	1,000	0	1,000	1,000	3,000		3,000	
6330	Welfare/Hospitality	0	17	17	0	17	17	200		200	
6730	Subscriptions	236	200	(36)	236	200	(36)	200		(36)	
6812	Road Dues	0	0	0	0	0	0	1,500		1,500	

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Detailed Income & Expenditure by Phased Budget Heading 30/04/2020

Month No: 1

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	14	14	175		175	
6900 Sundry Expenses	0	8	8	0	8	8	100		100	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	1,550		1,550	
6930 Alarm Maintenance	0	0	0	0	0	0	740		740	
6931 CCTV Maintenance	0	0	0	0	0	0	1,200		1,200	
6934 Waste Bin Collection-Dog Bins	0	0	0	0	0	0	2,800		2,800	
6935 Waste Bin Disposal-Waste Bins	101	352	251	101	352	251	4,220		4,119	
6952 Protective Clothing	66	121	55	66	121	55	1,450		1,384	
O/ Spaces & Leisure - General :- Indirect Expenditure	20,361	26,253	5,892	20,361	26,253	5,892	312,358	0	291,997	0
Net Income over Expenditure	(19,831)	(25,893)	(6,062)	(19,831)	(25,893)	(6,062)	(277,730)			
22 O/ Spaces & Leisure - Cemetery										
1550 Insurance Claims	1,458	0	(1,458)	1,458	0	(1,458)	0		0	
1700 Cemetery Income	11,195	7,725	(3,470)	11,195	7,725	(3,470)	92,700		0	
1990 Other Income	24	0	(24)	24	0	(24)	0		0	
O/ Spaces & Leisure - Cemetery :- Income	12,677	7,725	(4,952)	12,677	7,725	(4,952)	92,700			0
4010 Gross Pay	9,024	7,358	(1,666)	9,024	7,358	(1,666)	88,291		79,267	
4270 Employers Pension Contribution	617	619	2	617	619	2	7,430		6,813	
5210 Cemetery Chapel & Office	0	0	0	0	0	0	206		206	
5230 Cemetery Wshop/Messroom Mtce	0	0	0	0	0	0	175		175	
5410 Repairs & General Maintenance	95	83	(12)	95	83	(12)	1,000		905	
5500 Equipment Hired and New	1,590	267	(1,323)	1,590	267	(1,323)	3,200		1,610	

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10:24 Detailed Income & Expenditure by Phased Budget Heading 30/04/2020

Month No: 1 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
5525 Equipment Maintenance	0	208	208	0	208	208	2,500		2,500	
5700 Fuel	0	58	58	0	58	58	700		700	
6000 Rent & Rates	591	548	(43)	591	548	(43)	6,570		5,979	
6010 Light Heat & Cleaning	4	103	99	4	103	99	1,240		1,236	
6013 Cleaning	294	0	(294)	294	0	(294)	0		(294)	
6101 Telephone	28	62	34	28	62	34	750		722	
6104 Mobile Telephone	0	10	10	0	10	10	120		120	
6200 Printing & Stationery	0	8	8	0	8	8	100		100	
6240 Computer/ Data Base/WP's	0	0	0	0	0	0	400		400	
6320 Staff Training	140	0	(140)	140	0	(140)	2,000		1,860	
6330 Welfare/Hospitality	0	14	14	0	14	14	170		170	
6500 Goods for Resale	0	17	17	0	17	17	200		200	
6630 Professional Fees	0	0	0	0	0	0	100		100	
6730 Subscriptions	0	0	0	0	0	0	100		100	
6802 Trees Plants Turf & Fertilizer	0	0	0	0	0	0	3,000		3,000	
6822 Roads Path & Boundaries	0	0	0	0	0	0	700		700	
6832 Lawn/Wall of Remembrance	0	0	0	0	0	0	100		100	
6900 Sundry Expenses	0	4	4	0	4	4	50		50	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	1,000		1,000	
6930 Alarm Maintenance	0	0	0	0	0	0	800		800	
6932 Cemetery Security	404	383	(21)	404	383	(21)	4,600		4,196	
6935 Waste Bin Disposal-Waste Bins	81	102	21	81	102	21	1,230		1,149	
6952 Protective Clothing	65	62	(3)	65	62	(3)	750		685	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	12,933	9,906	(3,027)	12,933	9,906	(3,027)	127,482	0	114,549	0
Net Income over Expenditure	(257)	(2,181)	(1,924)	(257)	(2,181)	(1,924)	(34,782)			

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Detailed Income & Expenditure by Phased Budget Heading 30/04/2020

Month No: 1

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	0	0	0	0	0	0	1,141		0	
1047 QH Allotments Income	601	0	(601)	601	0	(601)	6,376		0	
O/ Spaces & Leisure- Allotment :- Income	601	0	(601)	601	0	(601)	7,517			0
4010 Gross Pay	883	383	(500)	883	383	(500)	4,595		3,712	
4270 Employers Pension Contribution	37	15	(22)	37	15	(22)	184		147	
5410 Repairs & General Maintenance	450	300	(150)	450	300	(150)	1,200		750	
6000 Rent & Rates	177	146	(31)	177	146	(31)	1,751		1,574	
6002 QH Allotments Costs	0	0	0	0	0	0	700		700	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	300		300	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	1,547	844	(703)	1,547	844	(703)	8,730	0	7,183	0
Net Income over Expenditure	(946)	(844)	102	(946)	(844)	102	(1,213)			
26 Open Spaces-Street Lighting/Ge										
1480 Streetlighting income	0	0	0	0	0	0	8,913		0	
1990 Other Income	0	200	200	0	200	200	1,200		0	
Open Spaces-Street Lighting/Ge :- Income	0	200	200	0	200	200	10,113			0
6861 Public Clock Maintenance	0	0	0	0	0	0	2,908		2,908	
6862 Street Lighting	4,087	1,118	(2,969)	4,087	1,118	(2,969)	13,414		9,327	
6865 In Bloom Costs	0	500	500	0	500	500	14,500		14,500	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	4,087	1,618	(2,469)	4,087	1,618	(2,469)	30,822	0	26,735	0
Net Income over Expenditure	(4,087)	(1,418)	2,669	(4,087)	(1,418)	2,669	(20,709)			

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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	0	3,086	3,086	0	3,086	3,086	61,710		0	
1212	Events Management	0	0	0	0	0	0	1,500		0	
	O/ Spaces & Leisure-Vine Cafe :- Income	0	3,086	3,086	0	3,086	3,086	63,210			0
4010	Gross Pay	5,023	4,712	(311)	5,023	4,712	(311)	49,646		44,623	
4270	Employers Pension Contribution	63	168	105	63	168	105	2,013		1,950	
5410	Repairs & General Maintenance	0	42	42	0	42	42	500		500	
5500	Equipment Hired and New	0	150	150	0	150	150	1,800		1,800	
5525	Equipment Maintenance	0	42	42	0	42	42	500		500	
6000	Rent & Rates	293	100	(193)	293	100	(193)	1,200		907	
6010	Light Heat & Cleaning	0	400	400	0	400	400	1,600		1,600	
6013	Cleaning	73	0	(73)	73	0	(73)	0		(73)	
6101	Telephone	27	26	(1)	27	26	(1)	309		282	
6200	Printing & Stationery	21	0	(21)	21	0	(21)	30		9	
6210	Postage & Courier	0	0	0	0	0	0	160		160	
6240	Computer/ Data Base/WP's	0	0	0	0	0	0	150		150	
6320	Staff Training	0	0	0	0	0	0	300		300	
6460	Publicity & Democratic notices	0	0	0	0	0	0	250		250	
6500	Goods for Resale	0	1,000	1,000	0	1,000	1,000	20,000		20,000	
6533	Copyright Fees/Royalties	0	0	0	0	0	0	320		320	
6635	Professional Fees Licensing	135	150	15	135	150	15	150		15	
6900	Sundry Expenses	0	17	17	0	17	17	206		206	
6922	Health&Safety/Risk Assessments	14	0	(14)	14	0	(14)	500		486	

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Detailed Income & Expenditure by Phased Budget Heading 30/04/2020

Month No: 1

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	0	0	0	515		515	
6935 Waste Bin Disposal-Waste Bins	40	172	132	40	172	132	2,060		2,020	
6976 Credit card charges	22	47	25	22	47	25	567		545	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	5,713	7,026	1,313	5,713	7,026	1,313	82,776	0	77,063	0
Net Income over Expenditure	(5,713)	(3,940)	1,773	(5,713)	(3,940)	1,773	(19,566)			
29 O/Spaces & Leisure-Vine Ground										
1208 Other Events Income	0	0	0	0	0	0	1,500		0	
1805 Tea Kiosk Rental & Pavilion	0	772	772	0	772	772	3,090		0	
1870 Vine Club Insurance Contrib.	0	0	0	0	0	0	400		0	
O/Spaces & Leisure-Vine Ground :- Income	0	772	772	0	772	772	4,990			0
4010 Gross Pay	651	758	107	651	758	107	9,092		8,441	
4270 Employers Pension Contribution	39	45	6	39	45	6	545		506	
5010 Vine Area General Maintenance	0	300	300	0	300	300	3,600		3,600	
5020 Vine Public Convenience	630	708	78	630	708	78	8,500		7,870	
6000 Rent & Rates	0	43	43	0	43	43	515		515	
6460 Publicity & Democratic notices	0	0	0	0	0	0	250		250	
6635 Professional Fees Licensing	0	0	0	0	0	0	100		100	
6868 Summer Concerts	0	0	0	0	0	0	3,200		3,200	
6931 CCTV Maintenance	0	0	0	0	0	0	660		660	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	1,320	1,854	534	1,320	1,854	534	26,462	0	25,142	0
Net Income over Expenditure	(1,320)	(1,082)	238	(1,320)	(1,082)	238	(21,472)			

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Detailed Income & Expenditure by Phased Budget Heading 30/04/2020

Month No: 1

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
30	F& G P - Bat & Ball Station										
1022	Letting & Hire of Facilities	0	2,000	2,000	0	2,000	2,000	24,000		0	
1211	Sale of Goods	0	4,003	4,003	0	4,003	4,003	48,039		0	
	F& G P - Bat & Ball Station :- Income	0	6,003	6,003	0	6,003	6,003	72,039			0
4010	Gross Pay	3,923	5,298	1,375	3,923	5,298	1,375	63,575		59,652	
4270	Employers Pension Contribution	(21)	183	204	(21)	183	204	2,202		2,223	
5410	Repairs & General Maintenance	0	132	132	0	132	132	1,586		1,586	
5500	Equipment Hired and New	0	125	125	0	125	125	1,500		1,500	
6000	Rent & Rates	270	238	(32)	270	238	(32)	2,860		2,590	
6011	Electricity	0	444	444	0	444	444	5,325		5,325	
6012	Gas	0	0	0	0	0	0	2,060		2,060	
6013	Cleaning	321	333	12	321	333	12	4,000		3,679	
6014	Water	0	0	0	0	0	0	2,000		2,000	
6101	Telephone	0	56	56	0	56	56	670		670	
6200	Printing & Stationery	21	17	(4)	21	17	(4)	206		185	
6320	Staff Training	0	0	0	0	0	0	258		258	
6460	Publicity & Democratic notices	0	167	167	0	167	167	2,000		2,000	
6500	Goods for Resale	0	1,667	1,667	0	1,667	1,667	20,000		20,000	
6533	Copyright Fees/Royalties	0	47	47	0	47	47	567		567	
6635	Professional Fees Licensing	0	0	0	0	0	0	567		567	
6900	Sundry Expenses	0	52	52	0	52	52	618		618	
6922	Health&Safety/Risk Assessments	368	263	(105)	368	263	(105)	1,051		683	
6930	Alarm Maintenance	0	0	0	0	0	0	1,267		1,267	

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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
6931 CCTV Maintenance	0	0	0	0	0	0	639		639	
6935 Waste Bin Disposal-Waste Bins	0	106	106	0	106	106	1,267		1,267	
6976 Credit card charges	33	43	11	33	43	11	515		483	
F& G P - Bat & Ball Station :- Indirect Expenditure	4,915	9,171	4,256	4,915	9,171	4,256	114,732	0	109,817	0
Net Income over Expenditure	(4,915)	(3,168)	1,747	(4,915)	(3,168)	1,747	(42,693)			
31 F & G P - Establishments										
1115 Interest on Deposits	458	667	209	458	667	209	8,000		0	
1231 Banner Income	81	398	317	81	398	317	4,779		0	
1450 Furlough Grant Income	11,519	0	(11,519)	11,519	0	(11,519)	0		0	
1889 Waste Sacks Income	252	175	(77)	252	175	(77)	2,100		0	
1990 Other Income	100	8	(92)	100	8	(92)	100		0	
F & G P - Establishments :- Income	12,411	1,248	(11,163)	12,411	1,248	(11,163)	14,979			0
4010 Gross Pay	22,619	24,291	1,672	22,619	24,291	1,672	291,497		268,878	
4270 Employers Pension Contribution	2,447	2,902	455	2,447	2,902	455	34,827		32,380	
4271 Pension Deficiency	6,417	6,417	0	6,417	6,417	0	77,000		70,583	
5500 Equipment Hired and New	0	208	208	0	208	208	2,500		2,500	
6020 Insurance Cost	4,569	4,286	(283)	4,569	4,286	(283)	20,000		15,431	
6101 Telephone	85	479	394	85	479	394	5,750		5,665	
6103 Fax	0	8	8	0	8	8	100		100	
6200 Printing & Stationery	0	1,250	1,250	0	1,250	1,250	15,000		15,000	
6210 Postage & Courier	0	429	429	0	429	429	5,150		5,150	

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Detailed Income & Expenditure by Phased Budget Heading 30/04/2020

Month No: 1

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
6240	Computer/ Data Base/WP's	1,074	1,116	42	1,074	1,116	42	13,390		12,316	
6241	Website Costs	0	0	0	0	0	0	2,000		2,000	
6242	I.T. Infrastructure	3,376	3,500	124	3,376	3,500	124	8,000		4,624	
6281	Furnishings,Furniture/Eqpt	0	0	0	0	0	0	750		750	
6300	Computers Accountancy	219	283	64	219	283	64	3,400		3,181	
6315	Recruitment Costs	0	167	167	0	167	167	2,000		2,000	
6320	Staff Training	0	250	250	0	250	250	3,000		3,000	
6321	Investors in People	0	0	0	0	0	0	824		824	
6330	Welfare/Hospitality	30	167	137	30	167	137	2,000		1,970	
6410	Civic Exps/Annual Reception	0	900	900	0	900	900	1,750		1,750	
6415	Gifts/hospitality	0	33	33	0	33	33	400		400	
6420	Annual Parish Meeting	0	0	0	0	0	0	100		100	
6421	Honour Bd. Badges & Insignia	0	0	0	0	0	0	250		250	
6422	Mayor Allowance 2019/20	(125)	0	125	(125)	0	125	0		125	
6425	Mayor's Allowance 2020/21	0	0	0	0	0	0	5,525		5,525	
6426	Mayor's Car Allowance 2020/21	0	0	0	0	0	0	2,462		2,462	
6435	Members Expenses	0	0	0	0	0	0	4,120		4,120	
6440	Press Notices	0	125	125	0	125	125	1,500		1,500	
6450	Bye Laws	0	0	0	0	0	0	100		100	
6460	Publicity & Democratic notices	0	208	208	0	208	208	2,500		2,500	
6461	Banner Costs	0	129	129	0	129	129	1,545		1,545	
6610	Audit Fees	0	0	0	0	0	0	4,860		4,860	
6620	Legal Expenses	1,387	1,500	113	1,387	1,500	113	3,000		1,613	
6635	Professional Fees Licensing	0	400	400	0	400	400	1,500		1,500	

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Detailed Income & Expenditure by Phased Budget Heading 30/04/2020

Month No: 1

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
6710	Conference Fees & Expenses	0	192	192	0	192	192	2,300		2,300	
6720	Books and Periodicals	0	32	32	0	32	32	380		380	
6730	Subscriptions	2,723	3,000	277	2,723	3,000	277	5,150		2,427	
6889	Waste Sacks	44	167	124	44	167	124	2,000		1,957	
6900	Sundry Expenses	0	42	42	0	42	42	500		500	
6922	Health&Safety/Risk Assessments	3,000	3,000	0	3,000	3,000	0	3,200		200	
6975	Bank Charges	0	129	129	0	129	129	1,550		1,550	
6976	Credit card charges	31	58	27	31	58	27	700		669	
7010	Election Expenses	0	0	0	0	0	0	5,000		5,000	
7611	Contingency provision	0	0	0	0	0	0	36,330		36,330	
7614	Stag reserve	0	0	0	0	0	0	1,000		1,000	
7617	PWLB Loan Repayment	0	0	0	0	0	0	72,000		72,000	
	F & G P - Establishments :- Indirect Expenditure	47,895	55,668	7,773	47,895	55,668	7,773	646,910	0	599,015	0
	Net Income over Expenditure	(35,484)	(54,420)	(18,936)	(35,484)	(54,420)	(18,936)	(631,931)			
32	F & G P - General										
1490	Christmas Lights Switch On	0	0	0	0	0	0	6,000		0	
1495	Number 8 bus income	114	3,408	3,294	114	3,408	3,294	40,895		0	
	F & G P - General :- Income	114	3,408	3,294	114	3,408	3,294	46,895			0
6490	Christmas Lights Switch On	0	0	0	0	0	0	26,000		26,000	
6491	Remembrance Day/Civic Serv.	92	0	(92)	92	0	(92)	3,000		2,909	
6495	Number 8 bus expenses	3,422	3,408	(14)	3,422	3,408	(14)	40,895		37,473	3,309

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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
6869	Special Events	0	542	542	0	542	542	6,500		6,500	
	F & G P - General :- Indirect Expenditure	3,514	3,950	436	3,514	3,950	436	76,395	0	72,881	3,309
	Net Income over Expenditure	(3,400)	(542)	2,858	(3,400)	(542)	2,858	(29,500)			
8001	plus Transfer from EMR	3,309			3,309						
	Movement to/(from) Gen Reserve	(92)			(92)						
33	F & G P - Council Offices										
1022	Letting & Hire of Facilities	0	1,375	1,375	0	1,375	1,375	16,500		0	
1211	Sale of Goods	0	12	12	0	12	12	150		0	
	F & G P - Council Offices :- Income	0	1,387	1,387	0	1,387	1,387	16,650			0
4010	Gross Pay	2,457	2,394	(63)	2,457	2,394	(63)	28,734		26,277	
4270	Employers Pension Contribution	141	116	(25)	141	116	(25)	1,393		1,251	
5410	Repairs & General Maintenance	0	177	177	0	177	177	2,120		2,120	
6000	Rent & Rates	2,327	2,114	(213)	2,327	2,114	(213)	25,370		23,043	
6010	Light Heat & Cleaning	0	530	530	0	530	530	6,365		6,365	
6510	Catering Expenses	0	8	8	0	8	8	100		100	
6900	Sundry Expenses	0	8	8	0	8	8	100		100	
6922	Health&Safety/Risk Assessments	0	0	0	0	0	0	300		300	
6930	Alarm Maintenance	0	0	0	0	0	0	1,400		1,400	
6935	Waste Bin Disposal-Waste Bins	56	91	35	56	91	35	1,090		1,034	
	F & G P - Council Offices :- Indirect Expenditure	4,981	5,438	457	4,981	5,438	457	66,971	0	61,990	0
	Net Income over Expenditure	(4,981)	(4,051)	930	(4,981)	(4,051)	930	(50,321)			

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Detailed Income & Expenditure by Phased Budget Heading 30/04/2020

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
36	F & G P - Community Centre										
1022	Letting & Hire of Facilities	0	0	0	0	0	0	15,000		0	
1457	Indoor Activities	0	0	0	0	0	0	150		0	
	F & G P - Community Centre :- Income	0	0	0	0	0	0	15,150			0
4010	Gross Pay	0	0	0	0	0	0	7,266		7,266	
4270	Employers Pension Contribution	0	0	0	0	0	0	376		376	
5318	SCC Car Park	0	0	0	0	0	0	500		500	
5410	Repairs & General Maintenance	0	0	0	0	0	0	500		500	
6000	Rent & Rates	513	383	(130)	513	383	(130)	4,600		4,087	
6011	Electricity	13	83	70	13	83	70	1,000		987	
6012	Gas	272	180	(92)	272	180	(92)	720		448	
6013	Cleaning	0	0	0	0	0	0	210		210	
6101	Telephone	30	36	6	30	36	6	436		406	
6104	Mobile Telephone	8	0	(8)	8	0	(8)	80		72	
6200	Printing & Stationery	0	0	0	0	0	0	100		100	
6460	Publicity & Democratic notices	0	0	0	0	0	0	500		500	
6520	Refreshments for Resale	0	0	0	0	0	0	100		100	
6533	Copyright Fees/Royalties	0	0	0	0	0	0	500		500	
6635	Professional Fees Licensing	0	0	0	0	0	0	180		180	
6900	Sundry Expenses	0	0	0	0	0	0	50		50	
6922	Health&Safety/Risk Assessments	0	0	0	0	0	0	500		500	
6930	Alarm Maintenance	0	0	0	0	0	0	620		620	
6935	Waste Bin Disposal-Waste Bins	0	33	33	0	33	33	400		400	

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Detailed Income & Expenditure by Phased Budget Heading 30/04/2020

Month No: 1

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
6939 Healthcare Services	0	0	0	0	0	0	250		250	
F & G P - Community Centre :- Indirect Expenditure	835	715	(120)	835	715	(120)	18,887	0	18,052	0
Net Income over Expenditure	(835)	(715)	120	(835)	(715)	120	(3,737)			
38 F & G P - Grants										
6937 Annual Subsidy-Comm Centre	0	0	0	0	0	0	250		250	
6938 Annual Subsidy-Council Chamber	0	83	83	0	83	83	1,000		1,000	
7502 Sevenoaks Summer Festival	0	0	0	0	0	0	5,000		5,000	
7503 Community Resilience Fund	611	611	0	611	611	0	21,500		20,889	
7520 Twinning Support	0	0	0	0	0	0	1,000		1,000	
7555 Youth Council Support	0	0	0	0	0	0	500		500	
7556 Stag Community Arts Centre	0	0	0	0	0	0	27,000		27,000	
7557 Community Rail Partnership	3,000	3,000	0	3,000	3,000	0	3,000		0	
F & G P - Grants :- Indirect Expenditure	3,611	3,694	83	3,611	3,694	83	59,250	0	55,639	0
Net Expenditure	(3,611)	(3,694)	(83)	(3,611)	(3,694)	(83)	(59,250)			
39 F & G P - Property										
1046 SCC Ground Rents & Wayleaves	375	375	0	375	375	0	3,000		0	
1469 O/S Ground Rents & Wayleaves	0	1,000	1,000	0	1,000	1,000	5,000		0	
F & G P - Property :- Income	375	1,375	1,000	375	1,375	1,000	8,000			0
Net Income	375	1,375	1,000	375	1,375	1,000	8,000			

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Detailed Income & Expenditure by Phased Budget Heading 30/04/2020

Month No: 1

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
40 Sevenoaks Town Partnership										
1206 Business Awards	0	0	0	0	0	0	7,000		0	
1207 Business Show	0	3,000	3,000	0	3,000	3,000	3,000		0	
1209 Wellbeing show income	0	0	0	0	0	0	3,000		0	
1350 Revenue Grant income	0	0	0	0	0	0	1,000		0	
Sevenoaks Town Partnership :- Income	0	3,000	3,000	0	3,000	3,000	14,000			0
6101 Telephone	0	8	8	0	8	8	100		100	
6200 Printing & Stationery	0	8	8	0	8	8	100		100	
6240 Computer/ Data Base/WP's	65	42	(23)	65	42	(23)	500		435	
6244 Information Screens	0	0	0	0	0	0	1,500		1,500	
6322 Business Awards	0	0	0	0	0	0	7,725		7,725	
6323 Business Show	0	2,275	2,275	0	2,275	2,275	2,275		2,275	
6710 Conference Fees & Expenses	0	58	58	0	58	58	700		700	
6900 Sundry Expenses	0	50	50	0	50	50	600		600	
7000 Reinvestment	0	0	0	0	0	0	2,000		2,000	
7608 Friends of Bat & Ball	0	83	83	0	83	83	1,000		1,000	
7616 Wellbeing show	0	0	0	0	0	0	2,500		2,500	
Sevenoaks Town Partnership :- Indirect Expenditure	65	2,524	2,459	65	2,524	2,459	19,000	0	18,935	0
Net Income over Expenditure	(65)	476	541	(65)	476	541	(5,000)			

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Detailed Income & Expenditure by Phased Budget Heading 30/04/2020

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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
41 Business Hub										
6000 Rent & Rates	173	0	(173)	173	0	(173)	0		(173)	
6011 Electricity	0	0	0	0	0	0	500		500	
6012 Gas	0	0	0	0	0	0	250		250	
6014 Water	0	0	0	0	0	0	50		50	
Business Hub :- Indirect Expenditure	173	0	(173)	173	0	(173)	800	0	627	0
Net Expenditure	(173)	0	173	(173)	0	173	(800)			
50 Youth Cafe										
1022 Letting & Hire of Facilities	0	312	312	0	312	312	3,740		0	
1211 Sale of Goods	0	192	192	0	192	192	2,300		0	
Youth Cafe :- Income	0	504	504	0	504	504	6,040			0
4010 Gross Pay	3,113	2,138	(975)	3,113	2,138	(975)	25,661		22,548	
4270 Employers Pension Contribution	84	86	2	84	86	2	1,026		942	
5410 Repairs & General Maintenance	0	83	83	0	83	83	1,000		1,000	
6010 Light Heat & Cleaning	0	42	42	0	42	42	500		500	
6101 Telephone	56	47	(9)	56	47	(9)	560		504	
6200 Printing & Stationery	0	42	42	0	42	42	500		500	
6240 Computer/ Data Base/WP's	17	62	45	17	62	45	750		733	
6281 Furnishings,Furniture/Eqpt	0	42	42	0	42	42	500		500	
6320 Staff Training	0	0	0	0	0	0	400		400	
6340 Staff Uniforms	0	0	0	0	0	0	200		200	

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Detailed Income & Expenditure by Phased Budget Heading 30/04/2020

Month No: 1

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
6460	Publicity & Democratic notices	0	42	42	0	42	42	500		500	
6500	Goods for Resale	0	142	142	0	142	142	1,700		1,700	
6635	Professional Fees Licensing	135	200	65	135	200	65	400		265	
6900	Sundry Expenses	0	12	12	0	12	12	150		150	
6922	Health&Safety/Risk Assessments	66	0	(66)	66	0	(66)	400		334	
	Youth Cafe :- Indirect Expenditure	3,471	2,938	(533)	3,471	2,938	(533)	34,247	0	30,776	0
	Net Income over Expenditure	(3,471)	(2,434)	1,037	(3,471)	(2,434)	1,037	(28,207)			
60	Markets										
1017	Rental Income Sat Market	432	1,871	1,439	432	1,871	1,439	22,456		0	
1018	Rental Income Wed Market	180	1,148	968	180	1,148	968	13,774		0	
1019	Rental Income Blighs Market	0	1,250	1,250	0	1,250	1,250	15,000		0	
1024	Rental Income Friday Market	0	1,148	1,148	0	1,148	1,148	13,774		0	
	Markets :- Income	612	5,417	4,805	612	5,417	4,805	65,004			0
4010	Gross Pay	137	122	(15)	137	122	(15)	1,464		1,327	
5410	Repairs & General Maintenance	0	0	0	0	0	0	100		100	
5420	Saturday market charges	1,448	1,413	(35)	1,448	1,413	(35)	14,695		13,247	
5421	Wednesday Market charges	2,142	2,059	(83)	2,142	2,059	(83)	26,766		24,624	
5423	Friday market charges	0	1,148	1,148	0	1,148	1,148	13,774		13,774	
6001	Blighs Market Charges	1,440	3,128	1,688	1,440	3,128	1,688	14,018		12,578	
6010	Light Heat & Cleaning	0	0	0	0	0	0	500		500	
6460	Publicity & Democratic notices	0	167	167	0	167	167	2,000		2,000	
	Markets :- Indirect Expenditure	5,167	8,037	2,870	5,167	8,037	2,870	73,317	0	68,150	0
	Net Income over Expenditure	(4,555)	(2,620)	1,935	(4,555)	(2,620)	1,935	(8,313)			

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Detailed Income & Expenditure by Phased Budget Heading 30/04/2020

Month No: 1

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
70 Precept										
1995 Precept	101,273	101,273	0	101,273	101,273	0	1,215,276		0	
Precept :- Income	101,273	101,273	0	101,273	101,273	0	1,215,276			0
Net Income	101,273	101,273	0	101,273	101,273	0	1,215,276			
Grand Totals:- Income	128,592	135,758	7,166	128,592	135,758	7,166	1,687,191			
Expenditure	123,387	142,558	19,171	123,387	142,558	19,171	1,735,924	0	1,612,537	
Net Income over Expenditure	5,206	(6,800)	(12,006)	5,206	(6,800)	(12,006)	(48,733)			
plus Transfer from EMR	3,309			3,309						
Movement to/(from) Gen Reserve	8,514			8,514						

April 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 w/ Reserve Movements	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Planning Committee					
General	2,801	2,922	121	36,785	Largely in line with budget
Open Spaces & Leisure Committee					
General	19,831	25,893	6,062	277,730	Large underspend on Grass Seed (£2,100) due to no purchase of grass seed to date. Various other underspends due to current Coronavirus situation (£688 New Equipment, £1K Staff Training, £1K Misc open spaces).
Cemetery	257	2,181	1,924	34,782	Positive variance in Cemetery Income (£3,470), and insurance claim relating to 201920 (£1,458). Offset by overspend in Gross Pay (£1,666) to be investigated and new Sign & Post (£1,323).
Allotments	946	844	(102)	1,213	Additional income at Quakers Hall Allotments due to new tenants (£601). Offset by overspend in Gross Pay (£500) due to additional on site work.
Street lighting/ general	4,087	1,418	(2,669)	20,709	More streetlight upgrades were done in April. To be offset by reserves and additional charges to residents in March 2021.
Vine Café	5,713	3,940	(1,773)	19,566	Current closure has resulted in no income (£3K adverse) and no spend on Goods For Resale to date (£1K favourable). Some other overheads still outgoing despite closure.
Vine Grounds	1,320	1,082	(238)	21,472	Negative variance due to Vine Tea Kiosk rent not coming in. Staff have been in touch with the Vine Club regarding this. They have been given an extension to pay.

April 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 w/ Reserve Movements	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Finance & General Purposes Committee					
Bat & Ball Station	4,915	3,168	(1,747)	42,693	Current closure has resulted in no income (£6K) and no spend on Goods For Resale to date (£1.7K). Underspend in Pay (£1.6K) due to no manager at present. Costs pertaining to Rates and upkeep of the building are still happening, but overall lower than budget.
Establishments	35,484	54,420	18,936	631,931	£11.5K CJRS grant received. £2.1K lower staff cost, partly due to no pay rise, £2.2K less printing, telephone and various underspends due to staff being at the office less and work being done at home. Various other underspends driven by lockdown situation. £200 less income from Deposits due to interest rates lowering due to the Coronavirus situation.
General	92	542	450	29,500	No special events spend due to Coronavirus. No.8 Bus income shown as Transfer from Earmarked Reserves.
Council Offices	4,981	4,051	(930)	50,321	Current closure has resulted in no Chamber Hire income to date (£1.4k). Soft closure of the office has also resulted in less cleaning products being needed during April (£530).
Community Centre	835	715	(120)	3,737	Currently construction works are still ongoing. Only expenses are related to ongoing costs for building.
Grants	3,611	3,694	83	59,250	Largely tracking budget to date. No Chamber hiring resulted in no Chamber Hire Grants either.
Property	(375)	(1,375)	(1,000)	8,000	Negative variance due to Rugby Club not having paid their rent to Q1 of 2020/21. 3 month extension to pay has been granted due to coronavirus

April 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 w/ Reserve Movements	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Sevenoaks Town Partnership	65	(476)	(541)	5,000	The cancellation of the Business show has resulted in a lack of surplus from the event (budgeted variance was +£725), offset slightly by other underspends in the cost centre
Business Hub	173	-	(173)	800	Negative variance due to Rates not being included in the budgeted expenses for general upkeep of the building. To be reviewed
Youth Cafe	3,471	2,434	(1,037)	28,207	Negative variance in Gross Pay (£975) possibly due to overstaffing prior to lockdown. Staffing levels to be reviewed
Markets	4,555	2,620	(1,935)	8,313	Market's negative variance due to less income because of current lockdown. Potential for additional income to be invoiced to stall holders.
Precept	(101,273)	(101,273)	-	(1,215,276)	
Rolling Cap Budget	211,212	-	(211,212)	-	
Totals	(8,514)	6,800	15,314		

Summary by Committee:

Planning	2,801	2,922	121	36,785
Open spaces & Leisure	26,441	31,418	4,977	355,906
Vine Café	5,713	3,940	(1,773)	19,566
Bat Ball Station	4,915	3,168	(1,747)	42,693
Finance & General Purpose	52,892	66,625	13,733	867,752
Precept	(101,273)	(101,273)	-	(1,215,276)
Rolling Capital Budget	211,212	-	(211,212)	-
Total (exc. Capital items)	(8,514)	6,800	15,314	

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Sevenoaks Town Council

Working Capital Summary as at 30th April 2020

		B/fwd 01-Apr-20 £	Movement* £		C/fwd 30-Apr-20 £		30-Apr-19 £
Current Assets							
Stock		606	-		606		3,075
Trade debtors		17,194	(2,673)		14,521		36,785
VAT		133,876	45,115		178,991		78,871
Prepayments and other debtors		60,147	28,618		88,765		53,237
PWLB loan received in July 2019	1,378,339		-	1,378,339			-
Cash at bank and in hand	2,544,998			2,834,601			
Total Cash at Bank		3,923,338	289,603		4,212,940		3,997,057
		4,135,160	360,663		4,495,824		4,169,025
Current Liabilities							
Trade creditors		52,772	15,540		68,312		82,176
Accruals and other creditors		125,124	(921)		124,203		109,303
Precept received in advance of budget		-	506,365		506,365		475,578
Receipts in advance (rent and hall hire)		13,529	(4,594)		8,935		13,950
		191,425	516,390		707,815		681,007
Net Current Assets		3,943,736	(155,727)		3,788,009		3,488,018
Represented by:							
General Funds							
Revenue Reserves		349,732	8,970		358,702	Note 1	336,520
Earmarked/Designated Funds							
Council Offices Reserve		16,398	(0)		16,397		-
Pension Reserve		2,814	-		2,814		2,814
Rolling Capital Prog Revenue Reserve		34,478	-		34,478		44,419
Street Lighting Reserve		4,937	-		4,937		7,737
Community Centre Reserve		-	-		-		16,398
Stag Winding Up Reserve		7,000	-		7,000		7,000
Planning Fees Reserve		12,500	-		12,500		12,500
Youth Activities Reserve		1,500	-		1,500		1,500
Contingency Provision Reserve		-	-		-		120,196
Capital Receipts Reserve		956,144	(211,121)		745,023	Note 2	1,106,490
Bat & Ball Management & Maintenance reserve		320,903	-		320,903		-
PWL repayment reserve		1,378,339	-		1,378,339		-
CRF reserve		5,795	-		5,795		-
CIL Earmarked Reserve		747,054	49,847		796,901	Note 3	1,739,712
No 8 bus Reserve		85,426	(3,309)		82,117	Note 4	71,821
QH Allotments Key Reserves		4,100	-		4,100		4,060
Mayor's Charity Reserve		16,617	(114)		16,503	Note 5	16,850
		3,594,004	(164,697)		3,429,307		3,151,497
		3,943,736	(155,726)		3,788,009		3,488,018

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

Note 1 Year to date movement represents a net surplus of £8,514, and cashbook suspense of £455.

Note 2 YTD expenditure mainly on community centre £205K

Note 3 CIL income received £49,847

Note 4 Balance in No.8 Reserve is reduced monthly to offset operational costs of £3,308.66 per month. £50K moved from contingency reserve in 201920, balance of reserve was funded 50% by STC and 50% by KCC

Note 5 Balance in mayor's charity reserve relates to donations and net event income collected for the mayor's charities.

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Sevenoaks Town Council

Statement of Fund Balances as at 30 April 2020

£ (2019/20)		S&P Rating 30/04/2020 Long term	S&P Rating 30/04/2020 Short term	Values £	Total Values £	Percent of Total Funds %	Interest rate
	Bank of Scotland						
600,000	Treasury deposit (1m)	A+	A1	0			
					0	0.00%	0.10%
	National Westminster Bank	A	A1				
865	Business Reserve Account			876			
1,480,020	Current Account			1,298,175			0.20%
1,000	Payroll Account			1,000			
1,000	HITB Youth café			1,000			
7,933	Sevenoaks Town Partnership			8,101			
20,938	Mayors Charity Account			16,398			
					1,325,549	31.46%	
	HSBC	A+	A1				
50,251	Business money manager			50,351			0.20%
					50,351	1.20%	
	Handelsbanken	AA-	A1+				
63,437	Deposit account			64,184			0.15%
260,005	35 day notice account			260,005			0.25%
					324,189	7.70%	
	Nationwide	A	A1				
1,500,449	Instant Saver			1,501,658			0.05%
10,101	Sevenoaks Fund Instant Saver			10,159			0.05%
					1,511,817	35.89%	
	CCLA						
0	Business money manager	AAA (Fitch only)		1,000,000			
					1,000,000	23.74%	0.40%
	Clydesdale						
1	Current account	BBB+	A2	1	1		
1,056	Petty Cash				1,034	0.02%	
3,997,057					4,212,940	100.00%	

Instant access funds 3,917,242

STC strategy requires that funds equivalent to not less than three months' estimated working capital.
Capital requirements are retained in current and deposit accounts giving immediate access

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Purchase Ledger for Month No 1 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
28/04/2020	PI035409	27672	ALL GOOD SECURE	ALL003	1,201.16	240.23	1,441.39	9062	91	1,201.16	27672/automatic door inst.
21/04/2020	66806	27667	ASTRA SECURITY	AST001	449.80	88.96	538.76	5410	23	449.80	27667/20 protec keys
15/04/2020	15/04/2020	27648	BANKLINE	BANKL01	112.70	0.00	112.70	6975	31	112.70	27648/transaction chrgs Mar20
08/04/2020	0001016777	27704	BJF ELECTRICAL	BJF001	190,689.52	38,137.90	228,827.42	9063	91	190,689.52	27704/valuation 7
08/04/2020	CN/0001016777	27719	BJF ELECTRICAL	BJF001	-190,689.52	-38,137.90	-228,827.42	9063	91	-190,689.52	27719/CN-in wrong account
08/04/2020	0001016777	27720	BJF CONNECTIONS LTD	BJF002	190,689.52	38,137.90	228,827.42	9063	91	190,689.52	27720/valuation 7
20/04/2020	100234399	27685	BRACHERS	BRA001	884.00	175.00	1,059.00	6620	31	884.00	27685/lease renewal SRFC
24/04/2020	100234671	27671	BRACHERS	BRA001	503.00	100.00	603.00	6620	31	503.00	27671/Lease garage to SLC
17/04/2020	M1103E	27691	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	27691/Phone chrgs Apr2020
19/04/2020	2708533	27692	CASTLE WATER	CAS002	566.62	0.00	566.62	6000	33	566.62	27692/1Feb-31Jul20 water chrgs
21/04/2020	2705997	27668	CASTLE WATER	CAS004	342.43	0.00	342.43	6000	28	342.43	27668/water chg1Feb-31Jul20
23/04/2020	425884	27687	CHASE FENCING SUPPLI	CHA002	95.22	19.04	114.26	5410	22	95.22	27687/12mm plywood sheets
19/04/2020	1430	27653	CITY DRESSING	CIT001	42.50	8.50	51.00	6200	28	21.25	27653/social dist. floor graph
								6200	30	21.25	27653/social dist. floor graph
06/04/2020	149626	27645	CONNECTAPHONE	CON001	524.11	104.82	628.93	6101	21	11.62	27645/March phone charges 2020
								6101	22	16.73	27645/March phone charges 2020
								6101	36	13.17	27645/March phone charges 2020
								6101	30	13.99	27645/March phone charges 2020
								6101	31	388.61	27645/March phone charges 2020
								6101	31	75.00	27645/mobile conn 2STC one off
								6101	31	4.99	27645/mobile conn2STC monthly
29/04/2020	DPQ-471	27673	DALLAS PIERCE QUINTE	DAL001	2,000.00	400.00	2,400.00	9066	91	2,000.00	27673/Cultural Quarter Prop.
01/04/2020	11266	27655	STREETLIGHTS	DIR001	2,675.00	535.00	3,210.00	6862	26	1,605.00	27655/3xSL7 upgrade Lyle Park
								6862	26	535.00	27655/SL8 upgradeStNicholasDR
								6862	26	535.00	27655/SL8 upgrade South Park
22/04/2020	11369	27669	STREETLIGHTS	DIR001	1,411.84	282.37	1,694.21	6862	26	1,411.84	27669/Maint.contr.20/21
02/04/2020	H1853FF3EB	27644	E-ON	E-ON	416.45	83.29	499.74	6862	26	416.45	27644/March 2020 elec chrgs
01/04/2020	34216	27693	EDGE DESIGN	EDGE001	140.00	28.00	168.00	6320	22	140.00	27693/Epitaph Ent onl train.LR

Purchase Ledger for Month No 1

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
01/04/2020	SINV016046	27616	ELLIS WHITTAM	ELLI001	3,000.00	600.00	3,600.00	6922	31	3,000.00	27616/combined services yr3of3
01/04/2020	SINV016340	27617	ELLIS WHITTAM	ELLI001	540.10	17.00	557.10	6020	31	540.10	27617/insurance inc 12%IPT
01/04/2020	40829	27651	ATLAS FM/EMPRISE SVS	EMP001	404.07	80.82	484.89	6932	22	404.07	27651/Cem lock up Apr20
01/04/2020	40830	27650	ATLAS FM/EMPRISE SVS	EMP001	955.80	191.16	1,146.96	4010	21	955.80	27650/Pontoise lock up Apr 20
01/04/2020	40831	27649	ATLAS FM/EMPRISE SVS	EMP001	637.20	127.44	764.64	4010	21	637.20	27649/High St Gard lock up Apr
03/04/2020	174	27614	GLENN BALL	GLE001	2,798.25	0.00	2,798.25	9063	91	2,798.25	27614/Employers agent work
30/04/2020	INV-3072	27679	GO COACH	GO001	3,308.66	0.00	3,308.66	6495	32	3,422.26	27679/April services
								1495	32	-113.60	27679/April services
20/04/2020	05/041165	27680	GREENHAM	GREE001	130.85	26.17	157.02	6952	21	65.85	27680/respirator,gloves
								6952	22	65.00	27680/respirator,gloves
30/04/2020	13610	27683	HELIOCENTRIX	HELI001	1,700.46	340.09	2,040.55	6240	31	1,048.76	27683/IT support
								6242	31	651.70	27683/Office 365
01/04/2020	4306/2020/21	27688	ICCM	ICCM001	95.00	0.00	95.00	6730	21	95.00	27688/membership 2020/21
15/04/2020	SEVE02FLO01/15/	27694	INVICTA INSURANCE	INV003	3,142.00	0.00	3,142.00	6020	31	3,142.00	27694/fleet insurance 2020/21
30/04/2020	20-41	27666	JJ BROOKS	JJB001	130.00	26.00	156.00	9071	91	130.00	27666/4weeks acro prop hire
01/04/2020	7763	27579	KALC	KALC	1,515.00	303.00	1,818.00	6730	31	1,515.00	27579/KALC&NALC subs 20/21
02/04/2020	15361	27620	KENTFARM	KENTFAR001	57.00	0.00	57.00	5420	60	57.00	27620/2020KFMA ann subscript.
30/04/2020	1486/18/010	27678	MOULTON TAGGART	MOUL001	2,970.00	594.00	3,564.00	9063	91	2,970.00	27678/B&B Centre project work
14/04/2020	Q441932	27695	NLA MEDIA	NLA001	334.00	66.80	400.80	6730	31	334.00	27695/renewal copyright licenc
28/04/2020	28APR/ANN20	27703	ONECARD	ONE002	1,272.94	95.01	1,367.95	5550	21	262.50	27703/road tax 12mnths GU14XKZ
								5550	21	267.50	27703/road tax 12mnths GK19BYV
								5550	21	267.50	27703/road tax 12mnths GL55YAD
								6101	31	10.00	27703/LLipad
								6101	31	8.34	27703/main office mobile
								6101	50	8.34	27703/HITB mobile
								6101	31	8.34	27703/main office mobile
								6104	21	6.67	27703/O/S ipad
								6104	21	8.34	27703/NC mobile
								6104	21	8.34	27703/NC mobile

Purchase Ledger for Month No 1 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
								6104	36	8.34	27703/KW mobile
								6104	21	8.34	27703/RG mobile
								6104	21	6.67	27703/O/S ipad
								6104	21	8.34	27703/NC mobile
								6240	11	10.95	27703/Acrobat standard licence
								6240	50	16.64	27703/Adobe illustrator
								6240	40	41.62	27703/Creative cloud membersh.
								6922	28	13.91	27703/adhesive tape for screen
								6922	30	13.91	27703/adhesive tape for screen
								6922	30	288.35	27703/sneeze screen guards
28/04/2020	28APR/LIN20	27702	ONECARD	ONE002	398.28	42.28	440.56	6491	32	91.50	27702/large poppies for VE Day
								6242	31	119.90	27702/subscfor conference call
								6330	31	30.00	27702/flowers for RP
								9063	91	113.40	27702/full plans application
								299	0	43.48	27702/purchase made in error
08/04/2020	00002498449-024	27639	PLUSNET	PLUS01	47.50	9.50	57.00	6101	31	47.50	27639/internet charges April
09/04/2020	00002498468-024	27640	PLUSNET	PLUS01	23.50	4.70	28.20	6101	36	23.50	27640/internet charges April20
04/04/2020	00002976949-024	27641	PLUSNET	PLUS01	24.71	4.94	29.65	6101	28	24.71	27641/internet charges April20
04/04/2020	00003028653	27642	PLUS PUBLISHING SERV	PLUS001	43.50	8.70	52.20	6101	50	43.50	27642/internet bill April 2020
03/04/2020	00003028673-024	27643	PLUSNET	PLUS01	18.50	3.70	22.20	6101	22	18.50	27643/internet charges April20
27/04/2020	2057439	27670	SDC	SDC001	244.80	0.00	244.80	6490	32	244.80	27670/2x1100L wheeled bins
30/04/2020	2057718	27686	SDC	SDC001	43.50	5.50	49.00	6889	31	43.50	27686/refuse&recycling sacks
08/04/2020	2056782	27646	SDC DIRECT SERVICES	SDC002	78.60	0.00	78.60	6935	30	78.60	27646/bin coll charges Mar20
08/04/2020	2056909	27612	SDC DIRECT SERVICES	SDC002	157.20	0.00	157.20	6935	21	157.20	27612/bin coll.KnolePadd Mar20
08/04/2020	2056910	27611	SDC DIRECT SERVICES	SDC002	78.60	0.00	78.60	6935	22	78.60	27611/bin collection Mar20
08/04/2020	2056911	27613	SDC DIRECT SERVICES	SDC002	64.00	0.00	64.00	6935	33	64.00	27613/bin collection Mar20
08/04/2020	2056920	27610	SDC DIRECT SERVICES	SDC002	78.60	0.00	78.60	6935	36	78.60	27610/bin collection Mar20
08/04/2020	2056921	27609	SDC DIRECT SERVICES	SDC002	64.00	0.00	64.00	6935	28	64.00	27609/bin collection Mar20
30/04/2020	2057572	27701	SDC DIRECT SERVICES	SDC002	40.30	0.00	40.30	6935	28	40.30	27701/bin coll April 2020

Purchase Ledger for Month No 1 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
30/04/2020	2057682	27676	SDC DIRECT SERVICES	SDC002	100.75	0.00	100.75	6935	21	100.75	27676/bin coll Knole P Apr 20
30/04/2020	2057683	27690	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	22	80.60	27690/bin coll 30/03-26/04/20
30/04/2020	2057684	27675	SDC DIRECT SERVICES	SDC002	49.20	0.00	49.20	6935	33	49.20	27675/bin coll-April 2020
09/03/2020	30556399/20/0	27631	SDC RATES	SDC004	7,093.63	0.00	7,093.63	6000	22	7,093.63	27631/GreatnessCem rates20/21
09/03/2020	30567016/20/0	27632	SDC RATES	SDC004	23,203.50	0.00	23,203.50	6000	33	23,203.50	27632/Offices rates 20/21
09/03/2020	30621583/17/0	27629	SDC RATES	SDC004	4,710.40	0.00	4,710.40	6000	36	4,710.40	27629/Bat&Ball Cent.rates20/21
09/03/2020	30671380/11/0	27633	SDC RATES	SDC004	1,921.15	0.00	1,921.15	5025	21	1,921.15	27633/St.John`s rates 20/21
09/03/2020	30720213/6/0	27630	SDC RATES	SDC004	686.13	0.00	686.13	6000	28	686.13	27630/Vine Cafe rates20/21
09/03/2020	30735468/4/0	27628	SDC RATES	SDC004	2,070.85	0.00	2,070.85	6000	41	2,070.85	27628/Business Hub rates 20/21
09/03/2020	30744752/5/0	27634	SDC RATES	SDC004	3,243.50	0.00	3,243.50	6000	30	3,243.50	27634/Bat&Ball St rates 20/21
15/04/2020	9303117002	27689	SETON	SET001	189.98	38.00	227.98	5500	22	99.99	27689/key safe
								6013	21	89.99	27689/hand sanitiser
28/04/2020	GAC31196	27698	SETYRES	SETY001	18.00	3.60	21.60	5525	21	18.00	27698/fix puncture on trailer
19/04/2020	5038158	27674	SHELL	SHEL001	22.10	4.42	26.52	5700	21	22.10	27674/diesel-EX16 VBA
26/04/2020	5074597	27697	SHELL	SHEL001	54.78	10.95	65.73	5700	21	54.78	27697/diesel,gurad card
06/04/2020	0071	27635	SSE	SSE006	131.01	6.55	137.56	6010	22	131.01	27635/March electricity bill
06/04/2020	0014	27636	SSE	SSE008	519.12	103.82	622.94	6011	30	519.12	27636/March electricty bill
07/04/2020	0072	27638	SSE	SSE009	396.67	79.33	476.00	6011	36	396.67	27638/March electricity bill
09/04/2020	0011	27637	SSE	SSE012	65.66	3.28	68.94	6010	60	65.66	27637/Elec 1Jan-31Mar 2020
30/04/2020	0030	27710	SSE	SSE013	853.84	170.76	1,024.60	6012	36	853.84	27710/gas chrgs 29Jan-29Apr20
03/04/2020	INV-0068	27615	S WILLIAMS	SWA001	1,350.00	270.00	1,620.00	9063	91	1,350.00	27615/1.5days work
22/04/2020	335521	27665	SYBRON UK LTD	SYB001	487.04	97.42	584.46	6013	21	194.82	27665/PPE&cleaning produts
								6013	22	194.82	27665/PPE&cleaning produts
								6013	28	48.70	27665/PPE&cleaning produts
								6013	30	48.70	27665/PPE&cleaning produts
24/04/2020	335574	27657	SYBRON UK LTD	SYB001	247.44	49.49	296.93	6013	21	99.00	27657/hand sanitizer,gloves
								6013	22	99.00	27657/hand sanitizer,gloves
								6013	30	24.72	27657/hand sanitizer,gloves
								6013	28	24.72	27657/hand sanitizer,gloves

Purchase Ledger for Month No 1 Order by Supplier A/c

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
03/04/2020	001099	27696	TAMILLEK TREE CARE	TAM001	685.00	0.00	685.00	5070	21	685.00	27696/Mill Pond W emerg tree w
30/04/2020	LAO1205440	27684	VEOLIA	VEOL001	6.60	1.32	7.92	6935	31	6.60	27684/glass coll Apr2020
01/04/2020	225057	27594	WARNERS SOLICITORS	WARN001	840.00	168.00	1,008.00	9063	91	840.00	27594/construction documents
01/04/2020	225059	27593	WARNERS SOLICITORS	WARN001	230.00	46.00	276.00	5421	60	115.00	27593/market stall licence
								6001	60	115.00	27593/market stall licence
01/04/2020	225071	27592	WARNERS SOLICITORS	WARN001	587.00	117.40	704.40	9062	91	587.00	27592/professional chrages
30/04/2020	225522	27682	WARNERS SOLICITORS	WARN001	600.00	120.00	720.00	9063	91	600.00	27682/professional charges
30/04/2020	225523	27681	WARNERS SOLICITORS	WARN001	450.00	90.00	540.00	9062	91	450.00	27681/prof chrgs advising CTP
30/04/2020	138160	27700	WETTON CLEANING SERV	WET001	1,687.64	337.53	2,025.17	6013	30	248.03	27700/toilet&fem unit clean
								5026	21	205.65	27700/toilet&fem unit clean
								5025	21	616.98	27700/toilet&fem unit clean
								5020	29	616.98	27700/toilet&fem unit clean
30/04/2020	138161	27699	WETTON CLEANING SERV	WET001	29.32	5.86	35.18	5026	21	4.19	27699/toilet&fem unit clean
								5025	21	12.57	27699/toilet&fem unit clean
								5020	29	12.56	27699/toilet&fem unit clean
03/04/2020	304032SFEEAFV/L	27652	WICKSTEEDS	WICK002	1,856.25	371.25	2,227.50	9062	91	1,856.25	27652/professional services
30/04/2020	107336040	27707	WORLDPAY	WOR001	22.00	4.40	26.40	6976	28	22.00	27707/trans chrgs Apr 2020
30/04/2020	107374041	27706	WORLDPAY	WOR001	22.22	4.41	26.63	6976	31	22.22	27706/trans chrgs Apr 2020
30/04/2020	107376887	27708	WORLDPAY	WOR001	0.79	0.01	0.80	6976	31	0.79	27708/trans chrgs Apr 2020
30/04/2020	107435539	27709	WORLDPAY	WOR001	32.50	6.50	39.00	6976	30	32.50	27709/trans chrgs Apr 2020
01/04/2020	WM11166287	27647	WORLDPAY	WOR001	7.50	1.50	9.00	6976	31	7.50	27647/subscription fee Apr20
02/04/2020	897	27618	YELLOW DUCK	YELL002	225.00	45.00	270.00	5310	21	225.00	27618/brass mem plaque
02/04/2020	898	27619	YELLOW DUCK	YELL002	1,490.00	298.00	1,788.00	5500	22	315.00	27619/flat panel sign
								5500	22	1,175.00	27619/post&panel sign
21/04/2020	44255754	27656	ZURICH INSURANCE	ZUR001	5,535.10	0.00	5,535.10	9063	91	5,535.10	27656/insurance
				TOTAL INVOICES	288,262.10	45,206.43	333,468.53			288,262.10	

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Receipts for Month 1

Nominal Ledger Analysis

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		1,000.00					1,000.00	
	Banked: 24/04/2020	49,274.60							
BACS24/4	Nat West - Current Account		49,274.60			201		49,274.60	April Monthly Salaries '20
	Banked: 27/04/2020	22,792.04							
BACS27/4	Nat West - Current Account		22,792.04			201		22,792.04	April HMRC/KCC '20
577PP00161	Banked: 29/04/2020	11,519.27							
577PP00161	HMRC		11,519.27			1450	31	11,519.27	HMRC Furlough Grant 1
	Banked: 30/04/2020	3,319.73							
DD30/4	Nat West - Current Account		3,319.73			201		3,319.73	April Legal & General '20
	Total Receipts for Month	86,905.64		0.00	0.00			86,905.64	
	Cashbook Totals	87,905.64		0.00	0.00			87,905.64	

Continued on Page 2

Payments for Month 1 | Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
24/04/2020	Employees	BACS24/4	49,274.60			520		49,274.60	April '20 Monthly Salaries
27/04/2020	HMRC/KCC	BACS24/4-1	22,611.35			515		12,655.14	April '20 HMRC Payments
						516	0	9,956.21	April '20 KCC Payments
27/04/2020	SDC/Unison	BACS27/4-2	180.69			520		180.69	April '20 Unisin/SDC payments
29/04/2020	Nat West - Current Account	HMRC29/4	11,335.26			201		11,335.26	April HMRC Grant Tfr
29/04/2020	NEST	DD29/4	184.01			516		184.01	April '20 NEST Payment
30/04/2020	Legal & General	DD30/4	3,319.73			516		3,319.73	April '20 Legal & General paym
	Total Payments for Month		86,905.64	0.00	0.00			86,905.64	
	Balance Carried Fwd		1,000.00						
	Cashbook Totals		87,905.64	0.00	0.00			87,905.64	

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Receipts for Month 1 — Nominal Ledger Analysis

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		1,034.39					1,034.39	
	Banked:	0.00							
			0.00					0.00	
	Total Receipts for Month	0.00		0.00	0.00			0.00	
	Cashbook Totals	1,034.39		0.00	0.00			1,034.39	

Continued on Page 2

Payments for Month 1 | Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		1,034.39						
	Cashbook Totals		1,034.39	0.00	0.00			1,034.39	

Coronavirus impact on Sevenoaks Town Council Finances

1.0 Background

At the previous F&GP, RFO report included an estimate of the impact of Coronavirus on STC's income streams.
This was estimated at £100K, based on 6 months of the income streams likely to be impacted by Coronavirus lockdown and social distancing restrictions. £100K estimate was used as a figure in between 6 months of 2020/21 budget income (£115K) and 6 months of 2019/20 regular income (£79K).

This report looks at the impact in more detail & considers the reserves coverage to absorb this impact.

Using April 2020 actual data, and the planned reopening of Vine Café on 3rd June, the revised impact is **c£70K.**
As at the end of 2019/20, our revenue reserves were £350K, which gives adequate coverage to absorb the impact on income this year.

This is a conservative view, including no sports or hire income, however the impact may be higher if we see a second 'wave' of Covid-19 infection.

The following Appendices are attached in support of the summary information contained in this report
Appendix 1 - Income streams and Coronavirus impact

2.0 Income streams and Coronavirus impact (Appendix 1)

The original view assumed no income in April from the identified streams.
We have actually received £886 in April, mainly from Markets remaining open. The likely income from Markets will be higher, and is being followed up with the Markets manager.

We have been successful in receiving £11.5K of CJRS grant in April. I have included future grants in the estimate, with Vine Café staff removed from 3rd June with cafe reopening, and other staff returning after July.
The scheme will remain open until October, with part time return to work possible.

We have seen an unfortunate increase in cemetery income, with April receipts being 12% of budget total. I have not included any future increase over budget in the model.

The Vine Café is due to re-open on 3rd June.
The income estimate is based on 12.5% of budgeted sales margin (Sale of goods income less cost of goods sold) in June, rising to 25% from July onwards.
There is potentially higher opportunity for Vine Café, given the popularity of the Vine grounds for socially distanced gatherings.

The Bat & Ball Café will remain closed for the time being. Footfall will be influenced by return of commuters, potential opening of the hire spaces of the Community centre & Bat & Ball Station rooms. Any loss made by the Bat & Ball station café is covered by the Bat & Ball station Maintenance & Management Reserves, with a balance of £321K at the end of 2019/20. This report, and the budget, do not assume any use of these reserves.

Sporting hires – no income is expected from games before September. Sports clubs have been given a payment holiday of 3 months to pay their committed lease payments and contractual hire costs.

No hire income is included for any other STC venues. There is opportunity here, depending on social distancing rules and revised capacity of venues.

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Lost Income	TC view	2019/20 Actual	2020/21 Budget	6month Act	6 month budget	April Act	May (Estimate)	June (Estimate)	July (Estimate)	Aug (Estimate)	Sept (Estimate)	Adjustment	Notes
Hire of pitches	10,000	23,769	30,900	11,885	15,450	193						**193**	Awaiting guidance on sports restarting
Car park	1,000	1,525	1,750	763	875	-						-	Awaiting guidance on sports restarting
Vine Sales Margin	20,000	14,293	41,710	7,147	20,855	-		434	869	869	869	**3,041**	Based on 25%. Would we continue to open if not breaking even?
Vine Events	1,000	2,487	1,500	1,244	750	-						-	No events planned at present
Vine Tea Kiosk		3,090	3,090	1,545	1,545	-			515	515	515	**1,545**	3 month payment ~holiday~ given.
B&B café margin	10,000	17,452	28,039	8,726	14,020	-						-	** B&B loss covered by M&M reserve
B&B café hire	10,000	16,154	24,000	8,077	12,000	-						-	** B&B loss covered by M&M reserve
Banner income	2,000	4,499	4,779	2,250	2,390	81	81	81	81	81	81	**486**	Continue at April level
Retailer contr to lights	3,000	6,765	6,000	3,383	3,000	-	-	-	-	-	-	-	Not expected to impact in first 6 months - will depend on if winter impact/ second wave.
Hire of council offices	4,000	14,206	16,500	7,103	8,250	-	-	-	-	-	-	-	Is social distancing possible in space?
Hire of Community centre	5,000	-	15,000	-	7,500	-	-	-	-	-	-	-	When are works due to complete? Is social distancing possible in space?
Town partnership income	5,000	- 692	500	- 346	250	-	-	-	-	-	-	-	All events have costs attached. 1920 cost exceeded income for events
Youth café income	3,000	141	600	71	300	-	-	-	-	-	-	-	Very small margin - actual loss in 2019/20
Youth café Hire		4,715	3,740	2,358	1,870	-	-	-	-	-	-	-	Is social distancing possible in space?
Markets income	25,000	50,061	51,230	25,031	25,615	612	1,224	816	816	816	816	**5,100**	Payments to date from Billy F&V. Traders being tracked & followed up for outstanding rental
	99,000	**158,465**	**229,338**	**79,233**	**114,669**	**886**	**1,305**	**1,331**	**2,281**	**2,281**	**2,281**	**10,365**	

Other sources of income

	April Act	May	June	July	Aug	Sept	Adjustment	Notes
CJRS grant	11,519	9,519	6,000	6,000			33,038	Vine & B&B Café return 3rd June, Furlough ending August (grant reducing to October)
Higher Cemetery income - 12% of budget in April	3,470						3,470	
Total Adjustments							**46,873**	

Budget impact less total adjustments **67,796**

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Sevenoaks Town Council
Report to Finance & General Purposes Committee 8th June 2020

Community Infrastructure Payment – March 2020

Sevenoaks Town Council has received a payment of £49,847.19 in March 2020 for its portion of the Community Infrastructure Payment (CIL).

It is **RECOMMENDED** that the funds are used to support decisions already made by the Town Council awaiting funds:

1	Jubilee Clock	£7,328.17
2	Mess Room Contingency	£10,000.00
3	Cemetery Path Repairs	£25,000.00
4	OSL Capital Items – to be confirmed by Cttee	£7,519.02
	Sub Total	£49,847.19
5	Underspend on CIL – OSL Capital Items to be confirmed by Cttee	£89.50
	Total	£49,936.69

Attached:

- CIL allocation to date
- Sevenoaks Town Council CIL Policy

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	A	B	C	D	E	F	G	H	I	J	K	L
1	**Sevenoaks Town Council**							**CIL**				
2												
3	**CIL income to Sevenoaks Parish**											
4	**Ref**	**Date**					**A**	**B**			**C**	
5												
6	1	Oct-15					13,600.50	9,067.00	22,667.50			
7	2	Apr-16					7,171.88	0	7,171.88	tbc		
8	3	Oct-16					38,014.21	22,769.23	60,783.44			
9	4	Apr-17					16,658.29	10,693.27	27,351.56			
10	5	Oct-17					49,437.76	29,372.87	78,810.63			
11	6	Apr-18					208,824.21	103,264.85	312,089.06			
12	7	Apr-18									258,274.00	
13	8	Oct-18					21,000.00	57,815.08	78,815.08			
14	9	Dec-18									1,200,000.00	
15	10	Apr-19						21,315.32	21,315.32			
16	11	Oct-19						55,671.28	55,671.28			
17	12	Mar-20						49,847.19	49,847.19			
18												
19							354,706.85	359,816.09	714,522.94		1,458,274.00	**2,887,319.88**
20												
21												
22												
23	**CIL Allocated Expenditure by Sevenoaks Parish**											
24	**Ref**	**Date**	**Project**				**A**	**B**			**C**	
25												
26	1	Oct-15	Buckhurst Play Area					7,365.00				
27	2	Oct-15	Stag					15,302.50				
28	3	Apr-16	Buckhurst Play Area Surface					7,171.88				
29	4	Oct-16	Vine Pavilion Roof				33,000.00					
30	5	Oct-16	Greatness Rec WC					27,783.00				
31	6	Apr-17	Cemetery Workshop				27,351.56					
32	7	Oct-17	Bat & Ball Station					78,810.63				
33	8	Apr-18	Bat & Ball Station					110,000.00				
34	9	Apr-18	Bat & Ball Centre		(reassigned ramp)			100,000.00				
35	10	Apr-18	Business Hub					25,000.00				
36	11	Apr-18	Vine Paviliion Windows				35,000.00					
37	12	Apr-18	Greatness Rec WC					5,000.00				
38	13	Apr-18	Bat & Ball Station stores etc					37,000.00				
39	14	Apr-18	Bat & Ball Station building								130,000.00	
40	15	Apr-18	Ramp to Platform 1								39,000.00	
41	16	Apr-18	Cycle Racks Platform 1								28,728.00	
42	17	Apr-18	Cycle Racks etc Platform 2								32,000.00	
43	18	Apr-18	New Access Otford Rd								28,546.00	
44	19	Oct-18	Bus Shelters				5,000.00					
45	20	Oct-18	Pontoise Gates				2,000.00					
46	21	Oct-18	Skateboard Park Surface				3,000.00					
47	22	Oct-18	Littlewood Fencing				4,000.00					
48	23	Oct-18	Cemetery Path Repairs				5,000.00					
49	24	Oct-18	Knole Paddock new doors				2,000.00					
50	25	Oct-18	Bat & Ball Centre					57,815.08				
51	26	Dec-18	Bat & Ball Centre								1,200,000	
52	27	Apr-19	Station Ramp					21,315.32				
53	28	Oct-19	Business Hub					50,000.00				
54	29	Oct-19	Jubilee Clock					5,671.28				
55	30	Mar-20	Jubilee Clock					7,328.17				
56	31	Mar-20	Mess Room contingency					10,000.00				
57	32	Mar-20	Cemetery Path Repairs					25,000				
58	33	Mar-20	OSL Capital - tbc					7,519.02				
59	34	Mar-20	OSL Capital - tbc					89.50				
60												
61							116,351.56	598,171.38	714,522.94		1,458,274.00	**2,887,319.88**
62												

Sevenoaks Town Council
Community Infrastructure Levy (CIL) Policy

1. Background Information

CIL is a charge on development that came into force in 2010 (and ran in tandem with s.106 contributions). The purpose of the CIL is to fund infrastructure to support local development.

Local Administrations can choose whether to charge CIL within their Borough / District and the levy is usually collected by the Local Planning Authority who are known as the 'Charging Authorities (CA)'.

The rate of CIL is set by the Charging Authority after consulting with their communities and developers and is tested by Independent Examination.

2. Sevenoaks District Council CIL Allocation

Town and parish councils are entitled to a 'Neighbourhood Proportion' (NP), sometimes called the 'Meaningful Proportion' of the CIL monies received by the CA.

In some districts the amount differs depending upon whether the parish has a Neighbourhood Development Plan in place. Sevenoaks District Council has set its Neighbourhood Proportion at 25% regardless of whether there is a Neighbourhood Development Plan.

Sevenoaks District Council allocate the CIL income as follows:

2.1 25% to town and parish councils divided into two elements, see below A & B*
2.2 5% to Sevenoaks District Council for Administration
2.3 70% to Sevenoaks District Council for central pot for infrastructure projects.
Organisations providing infrastructure can bid for funds from the central pot. This includes town and parish councils.

Sevenoaks District Council provides a transparent report on its website, updated weekly identifying CIL income received and allocation to parishes.

Sevenoaks District Council pays the parish element to appropriate town and parish councils twice a year, April and October. The monies should be spent within five years of receipt. If they are not, or they are used inappropriately, then the CA can recover the monies.

An annual report is required to be submitted to indicate how CIL funds have been spent.
The annual report needs to be publically available on websites and include details of:

- Total CIL receipts
- Total CIL expenditure
- A summary of what the CIL was spent on;
- Details of any notice served by the CA for failure to use CIL monies within the required 5-year period or appropriately;
- The total amount of receipts retained at the end of the financial year (from that year and previous).

Sevenoaks Town Council
Community Infrastructure Levy (CIL) Policy

Definition	Type of Payment
A	Proportion of CIL receipts as laid out in Section 59A of the CIL Regulations where SDC has a duty to pay the town and parish council. The money received under A can only be spent on the following: i) The provision, improvement, replacement, operation, or maintenance of infrastructure. ii) Anything else that is concerned with addressing the demands that development places on the area.
B	The equalisation of CIL receipts paid at the discretion of the Sevenoaks District Council Cabinet, to ensure the town and parish council receives 25% of all the CIL monies secured in the parish at the highest rate set out in the CIL charging schedule. i) The provision, improvement, replacement, operation or maintenance of infrastructure **only.**

3. Sevenoaks Town Council Policy for CIL expenditure.

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

3.1 Sevenoaks Town Council sets outs its major long-term Capital Projects within its Community Investment Plan, initially published in 2014 and updated in 2019.

3.2. Smaller schemes are identified within the annual budgeting process.

3.3 The Town Council also prides itself on being a versatile authority and being ready to respond to opportunities that benefit the local community. Examples of this including taking over the Stag, refurbishing the Bat & Ball Station and acquiring the old Red Cross building for a Business Hub.

The Community Investment Plan and Capital Projects are widely communicated and consulted on with the local community via the following methods:

i) Website
ii) Quarterly magazine – Town Crier
iii) Press Releases
iv) Social Media
v) User Group Meetings E.g. Community Centre User Group, Friends of Bat & Ball Station
vi) Strategic meetings with public representatives e.g. Neighbourhood Development Plan Steering Committee, Sevenoaks Town Partnership
vii) Youth Council

viii) Public Meetings
ix) Public Exhibitions
x) Surveys and feedback forms
xi) Presentations to groups e.g. school assemblies.

Sevenoaks Town Council's Finance & General Purposes Committee will consider CIL receipts and allocate to a planned Capital Project as identified above.

Sevenoaks Town Council
Report to Finance & General Purposes Committee 8th June 2020

Sevenoaks Allotment Holders Association Lease for Trading Centre at Quakers Hall Allotment Site

Following the return of the management of the allotment site to Sevenoaks Town Council a Lease was issued in 2017 for Sevenoaks Allotment Holders Association to Lease the Trading Centre at Quakers Hall Allotment Site.

This was a three-year peppercorn lease, which expires on 1st October 2020.

RECOMMENDED: That the Sevenoaks Allotment Holders Association Lease for the Trading Centre at Quakers Hall Allotment Site is renewed on the same conditions as previous – three year at peppercorn rent.

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Sevenoaks Town Council
Report to Finance & General Purposes Committee 8th June 2020

No. 8 Bus

The No. 8 Bus was initially funded by KCC s.106 funding. When this ran out it continued to be funded 50% KCC and 50% STC. The KCC funding runs out January 2021. Sevenoaks Town Council are working with KCC on potential funds for the future of the service.

The Passenger Numbers have exceeded on a regular basis the target of 100 per day. The 100+ numbers achieved, fell away as COVID 19 started to have an impact. The No. 8 Bus is currently not operating but and was hoped to recommence in June 2020.

Sevenoaks Town Council has received the following information from the bus operator:

Below is a proposal of how we intend operating from week commencing 1st June until at least the end of August, on our tendered and commercial routes.

As you are aware the experimental go2 DRT service in the Sevenoaks District area seems to be going very well, with passengers, drivers, Go Coach, and the various councils all very happy with the operation. As a result of this it has been decided to not return to normal timetabled tendered or commercial bus operation, but to expand the area and operation. Additional vehicles will be fed into the operation as demand dictates and normal buses only re-introduced when demand exceeds supply. When we do eventually move back to fixed timed buses, data will be used to where and when buses operate. The next local step being to integrate timetabled buses with DRT on the same Via Van app platform.

Contract Number	Routes	Service Level
20007	Dart 1 and 2	As tendered normal Monday to Saturday
20008	474 / 475	As tendered normal Monday to Saturday
40009	4	Replaced with DRT
40016DM	2	Replaced with DRT
40023DM	429 Sundays	Service re-instated on 7th June assuming Bluewater is open
40025	3	Replaced with DRT
40026	5	Replaced with DRT
40030	Edenbridge shoppers	Replaced with an extended DRT area taking in all local villages in the district. 1 bus to be based in Edenbridge during the day
40031	429	As tendered normal Monday to Saturday, non-school days

60034	208	Revised timetable 2 bus service introduced as agreed
65019A	280 / 283	As tendered normal Monday to Saturday
65019B	235	Replaced with DRT bus based at Hildenborough Station
Commercial	289	Saturday 1 bus operation, Monday to Saturday
Commercial	1 and 6	Replaced with DRT
STC route	8	Replaced with DRT

As advised no school services are to be operated at present.

Hours of operation of the DRT network are to be extended from 06:00 to 19:30 (Hildenborough 20:00) Monday to Friday, 07:00 to 19:00 Saturday. This mirrors the normal hours of bus operation.
The re-furbished bus station office is going to be the customer services point for go2 DRT with extended opening hours 10:00 to 16:00 Monday to Friday. As demand increases, we are looking at opening from 09:30 to 18:00 Monday to Friday, and 09:30 to 16:00 on a Saturday.

Fares are going to be slightly modified on the DRT network:

Distance	Adult Single	Child Single
< 2.5 miles	£2.20	£2.20
2.5 to 4 miles	£3.50	£2.50
4 to 8 miles	£4.50	£2.50
> 8 miles	£6.50	£2.50
Hospitals	£5.00, NHS staff free	
	+1's £1.00	+1's £1.00

10 trip go2Pass limited up to 7 miles £22.00. Concessionary's, KCC passes etc, Free. On bus cash sales Singles only. These modifications still broadly mirror bus fares but have been modified to discourage long distance travel. Also, we have issues with passengers with paper 10 journey tickets using the app. Taking plus 1's to £1 will help encourage family travel as the country re-opens.

If social distancing becomes a problem using small Solo's we will be looking to put larger ones on. We have limited the buses to 10 passengers at present.

As a result of the success of the go2 DRT experiment KCC have agreed that we continue to operate as demand response in the Sevenoaks District area until demand dictates that normal timetabled buses need to start operating. We are the only town in the country that have withdrawn all timetabled buses and replaced them with an on-demand service and many eyes of the world are on us. As such we will not be resuming operation of route 8 yet. Its return will be dependent of the demand exceeding the capacity of the DRT buses, or a review of the network before return to schools in September.

The DRT service has proved far superior whilst passenger numbers are low. Average waiting time is 12 minutes, passenger numbers can be controlled and those booking through the app have far more information when and where their bus is than before.

Kent are paying all their contract payments to us whilst we are doing this.

Would Sevenoaks Town Council be happy to continue paying for route 8 whilst be operating in DRT mode?

Sevenoaks Town Council currently contributes £3,308.66 per month for the No. 8 Bus Service. This is from an Earmarked Reserve, 50% of which was from KCC and 50% from Sevenoaks Town Council.

No. 8 Bus Passenger Numbers prior to COVID 19 Lockdown

Feb-20	Mon	3rd	
	Tue	4th	
	Wed	5th	109
	Thu	6th	113
	Fri	7th	112
	Sat	8th	127
	Sun	9th	
	Mon	10th	107
	Tue	11th	101
	Wed	12th	109
	Thu	13th	104
	Fri	14th	
	Sat	15th	101
	Sun	16th	
	Mon	17th	126
	Tue	18th	104
	Wed	19th	112
	Thu	20th	
	Fri	21st	122
	Sat	22nd	
	Sun	23rd	
	Mon	24th	113
	Tue	25th	120
	Wed	26th	104
	Thu	27th	104
	Fri	28th	115
	Sat	29th	100
Mar-20	Sun	1st	
	Mon	2nd	
	Tue	3rd	106

Wed	4th	119
Thu	5th	
Fri	6th	112
Sat	7th	104
Sun	8th	
Mon	9th	129
Tue	10th	
Wed	11th	112
Thu	12th	101
Fri	13th	103
Sat	14th	102

Sevenoaks Town Council
Finance & General Purposes Committee 8th June 2020

Bat & Ball Centre – MUGA and Exterior Facilities

Financial decisions relating to the Bat & Ball Centre were delegated for when necessary to the Chairman of Finance & General Purposes Committee, Chairman of Community Infrastructure Committee, Town Clerk and Responsible Financial Officer.

The main construction of the Bat & Ball Centre is due to be completed for end of June 2020 and we now need to move to the next phase relating to the exterior facilities.

The original proposed timetable for the project was:

May 2020	Construction work finishes
June 2020	MUGA installation to start
July 2020	Landscaping begins
September 2020	New car park
October 2020	Signage, fitting out etc
4 December 2020	Opening of Centre

The timetable always allowed for plenty of leeway for the unforeseen, we had concerns about structural issues. Obviously, we could not have predicted COVID 19. Due to this the project is now running approximately 6 – 8 weeks behind.

Officers have had a procurement problem with the MUGA (Multi Use Games Area). Although officers have requested quotations from many suppliers due to COVID 19 only two have been willing to provide a quotation. Sevenoaks Town Council Finance Regulations require three. Both companies are respected in their field. There is also a minimum of four to eight-week lead in time to get them on site.

The Town Clerk and Open Spaces Manager do not believe they could obtain more quotations than we have now, and we are only delaying making the same decision. Please see below:

1	£95,941.00
2	£111,586.20

The budget for the MUGA was originally set at £100,000.

The Chairman of the Community Infrastructure Committee and Chairman of the Finance and General Purposes Committee were consulted on this matter and signed off accepting quotation 1 at £95,941 and to retain a copy of this report for auditor should it be needed.

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Sevenoaks Town Council
Report to Finance & General Purposes Committee 8th June 2020

GRANT APPLICATIONS – COMMUNITY RESILIENCE FUND

Following the launch of the Sevenoaks Town Council £30,000 Community Resilience Fund on 24th March 2020, grant aid has been awarded, as set out below, under the General Power of Competence (Localism Act 2011 Sections 1-8 refers) and under the statutory delegation powers agreed by Council at its Extra-ordinary meeting held on 23rd March 2020 (Minute 567(iii) refers).

COMMUNITY RESILIENCE FUND 2020 - GRANTS AWARDED				
Applicant	**Amount applied for**	**Grant Awarded**	**Total Grants awarded**	**Balance**
				£30,000
1. Age UK Sevenoaks & Tonbridge	£2,000	£2,000	£2,000	£28,000
2. PSB Breastfeeding CIC	£1,805	£780	£2,780	£27,220
3. Citizens Advice North & West Kent	£611	£611	£3,391	£26,609
4. The Hygiene Bank	£3,000	£1,500	£4,891	£25,109
5. Care for Our Community (Lockdown Larder)	£1,000	£1000	£5.891	£24,109

An application from Sevenoaks Welcomes Refugees was refused on the basis that the fund is to be used to support the wider community rather than individuals.

An application received from the Red Cross was refused on the basis that it was a national funding approach, without a clear focus or specific detail of what the Red Cross would be doing for Sevenoaks Town residents.

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Town Team (Sevenoaks Town Partnership)
Draft Sevenoaks Town Recovery Plan

Background

i) Local businesses and members of the public raised concerns about being safe in the Town Centre and how can businesses survive.

ii) Town Team held an Open Forum virtual meeting with approx. 40 attending e.g. retailers and local businesses. Everyone had their say and put forward suggestions.

iii) Responses were collated and put into a document for consultation.

iv) Responses had been received, collated, and distributed.

v) The overall aim was to have safer town centre for when people open more businesses – 15th June, and to promote the town's businesses to help with their survival.

Active Travel Funding Initiative

On 1st June 2020 representatives from KCC, SDC and the Town Team held a virtual meeting to discuss the Active Travel Funding initiative.

SDC Proposals

SDC put forward the following proposals and stated that they would provide a visual of their plan for KCC, the Town Team and Sevenoaks Town Council to consider. This will be distributed separately asap on receipt.

i. Pedestrian one-way, High St – London Road – Bank St – Dorset St
It was thought that this was a quick solution to make people feel safer with pedestrians walking facing oncoming traffic. It was noted that this had been one of the Town Team's proposals. Signage could be sprayed on the pavement.

ii. The New Market Square, Buckhurst Car Park - Mr Fitzgerald's proposal
Blighs was owned independently and was one of the busiest car parks. Another car park could be considered e.g. Buckhurst 1 which could accommodate town centre activities. A separate discussion would take place with the Wednesday market operator.

LL asked if consideration were being given to use Buckhurst 1 was it possible to open a second access near M & Co which would enable an in and out system. Alternatively, the car park outside Kaleidoscope would work well for such a purpose. PF stated that he was currently in discussions with KCC about the Kaleidoscope car park.

iii. Communications, signage, branding & Implementation
The funding being provided to SDC was prescriptive and needed to be spent first and then claimed back. It was also required to display relevant logos.
SDC were aware of the priority of moving forward within 10 – 15 days. SDC also wanted to move forward with medium- and long-term plans and would be pushing forward with its 'Masterplan' for the Town Centre.