

9<sup>th</sup> January 2024

You are hereby summoned to attend a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** to be held in the **Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QG** on **Monday 15<sup>th</sup> January 2024 at 7pm**. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note that the proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: <https://youtube.com/live/sYcTSDx-6EE?feature=share> and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at [sevenoakstown.gov.uk](http://sevenoakstown.gov.uk) or by request.

Members of the public wishing to address the Committee should notify the Town Council by 12 noon on the day of the meeting. Members of the public not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.



**Town Clerk**

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

**Committee Members:**

Cllr Tony Clayton ( <b>Chair</b> )	Cllr Victoria Granville
Cllr Nigel Wightman ( <b>Vice-Chair</b> )	Cllr Chloe Gustard
Cllr Libby Ancrum	Cllr Claire Shea, Mayor (ex officio)
Cllr Dr Marilyn Canet	Cllr David Skinner OBE
Cllr Dr Peter Dixon	

**AGENDA**

PUBLIC QUESTIONS

To enable any questions previously submitted by members of the public on any matter to be drawn to the attention of the Town Council.

1	<p><u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.</p>	<p>Town Council Offices Bradbourne Vale Road Sevenoaks Kent TN13 3QG</p>
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tel: 01732 459 953 fax: 01732 742 577  
email: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)  
web: [sevenoakstown.gov.uk](http://sevenoakstown.gov.uk)



**Town Clerk**

2	<p><u>REQUESTS FOR DISPENSATIONS</u></p> <p>To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 &amp; s.33 of the Localism Act 2011).</p>	-
3	<p><u>DECLARATIONS OF INTEREST</u></p> <p>To receive any declarations of interest from members in respect of any items of business included in this report.</p>	-
4	<p><u>MINUTES OF MEETING OF FINANCE &amp; GENERAL PURPOSES COMMITTEE – 27<sup>th</sup> November 2023</u></p> <p>To receive, adopt and sign the Minutes of the Meeting of the Finance &amp; General Purposes Committee held on 27<sup>th</sup> November 2023 as a true record.</p>	Attached
5	<p><u>FINANCE REPORTS</u></p> <p>To receive and consider the Responsible Finance Officer’s reports.</p>	All reports attached
5.1	<p><u>Statement of Accounts</u></p> <p>To receive and consider the Statement of Accounts, together with the Finance Officer’s report for the month ended 31<sup>st</sup> October 2023.</p> <p>Including:</p> <ul style="list-style-type: none"> <li>Appendix 1 - Income and Expenditure by cost centre</li> <li>Appendix 2 – Variance Analysis to October 2023</li> <li>Appendix 3 - Statement of Funds</li> <li>Appendix 4 - Capital Expenditure &amp; Funds</li> </ul>	
5.2	<p><u>Suppliers’ Accounts</u></p> <p>To authorise payment of the accounts listed in the schedules for the period:</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> to 31<sup>st</sup> October 2023</li> </ul>	
5.3	<p><u>List of Payments</u></p> <p>To note list of payments for:</p> <ul style="list-style-type: none"> <li>• Sevenoaks Town Council Nat West Account 1<sup>st</sup> to 31<sup>st</sup> October 2023</li> <li>• Mayor’s Charity Account: 1<sup>st</sup> to 31<sup>st</sup> October 2023 – None</li> </ul>	
5.4	<p><u>Payroll Account</u></p> <p>To confirm payments from the account listed in the schedules for period:</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> to 31<sup>st</sup> October 2023</li> </ul>	
5.5	<p><u>Petty Cash Account</u></p> <p>To confirm payments from the account listed in the schedules for the period:</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> to 31<sup>st</sup> October 2023</li> </ul>	

5.6	<u>Hospitality and Gifts Register</u> To receive and note Hospitality or Gifts received by Councillors or staff for the period 1 <sup>st</sup> to 31 <sup>st</sup> October 2023: None	
5.7	<u>Vehicle Insurance Renewal</u> To note vehicle insurance renewal.	Attached
6	<u>REVIEW OF GENERAL AND EAR MARKED RESERVES</u>	Attached
6.1	To review and adopt Reserves Policy 2024/25	
6.2	To note general and earmarked reserves held.	
7	<u>INVESTMENT REPORT &amp; POLICY</u>	
7.1	To consider Investment Report.	Attached
7.2	To review and adopt the Investment Strategy, Policy & Risk Management 2024/25.	
8	<u>SEVENOAKS TOWN COUNCIL INTERNAL AUDIT REPORT – VISIT 1</u> To receive and note report and recommendations therein.	Attached
9	<u>SERVER DECOMMISSION</u> To consider proposed completion of server decommission project.	Attached
10	<u>STAG THEATRE REQUEST FOR CIL FUNDNG FOR LIGHTING UPGRADE</u> To consider request for CIL funding.	Attached
11	<u>ART IN JUNE</u> To consider request received for discounted hire rate of Bat & Ball Centre.	Attached
12	<u>REVIEW OF CHARGES 2024/25</u> Further to initial review at the last meeting of this Committee, to review the Town Council's charges with proposed increase reduced to 5% (rounded to nearest £) for 2024/25 in relation to:  <ul style="list-style-type: none"> <li>i. Council Chamber &amp; HitB with effect from April 2024</li> <li>ii. Bat &amp; Ball Centre with effect from April 2024</li> <li>iii. Audio Visual, Public Address &amp; Lighting Package at Bat &amp; Ball Centre</li> <li>iv. Bat &amp; Ball Station with effect from April 2024</li> <li>v. Business Hub with effect from April 2024</li> <li>vi. Market stalls with effect from April 2024</li> <li>vii. Cemetery Charges</li> <li>viii. Open Spaces – General</li> <li>ix. Sports Facilities</li> <li>x. Multi use Games Area (MUGA) at Bat &amp; Ball Centre</li> </ul>	All Attached

13	<u>REVENUE ESTIMATES AND PRECEPT PROPOSAL 2024/2025</u> To receive the final Revenue Estimates for the financial year 2024/2025 and to consider the precept recommendation of £1,437,614 for 2024-2025 which is a 4.9% increase to the 2023-24 precept per Band D equivalent, and a Band D equivalent household rate of £145.33 per year, equating to £2.79 per week and 11p increase per week.	Attached
14	<u>COMMUNICATIONS WORKING PARTY</u>	
14.1	To receive and note the notes of the Communications Working Party held on 14 <sup>th</sup> December 2023.	Attached
14.2	To review and adopt the updated Communication Engagement Strategy.	Attached
15	<u>SEVENOAKS TOWN TEAM</u> To receive and note the minutes of the meeting held on 6 <sup>th</sup> December 2023.	Attached
16	<u>CURRENT MATTERS</u> To receive and note list of Current Matters	Attached
17	<u>PRESS RELEASE:</u> To consider any agenda item, which would be considered appropriate for a press release.	–

## Sevenoaks Town Council

### Minutes of the meeting of the Finance & General Purposes Committee Held on 27<sup>th</sup> November 2023 in the Council Chamber, Town Council Offices, TN13 3QG

Livestreamed and available to view on YouTube until approved by Council:

<https://youtube.com/live/yNajs1kQigA?feature=share>

Meeting commenced: 7:55 pm

Meeting Concluded: 8:59 pm

#### Present:

Cllr Tony Clayton ( <b>Chair</b> )	Present	Cllr Victoria Granville	Present
Cllr Nigel Wightman ( <b>Vice-Chair</b> )	Present	Cllr Chloe Gustard	Present
Cllr Libby Ancrum	Apologies	Cllr Claire Shea, Mayor (ex-officio)	Present
Cllr Dr Marilyn Canet	Present	Cllr David Skinner OBE	Apologies
Cllr Peter Dixon	Present		

Substitute	For
Cllr Claire Shea	Cllr Libby Ancrum

**In attendance:** Cllr Nick Varley, Town Clerk (remote attendance), Responsible Finance Officer/Deputy Town Clerk and Senior Committee Clerk.

**Representations received from Member of the Public:** None

**527 Apologies for Absence:** As noted above.

**528 Dispensations:** There were no requests for dispensations.

**529 Declarations of Interest:** There were no Declarations of Interest

**530 Minutes of the Finance & General Purposes Committee on 2<sup>nd</sup> October 2023**  
**RESOLVED:** to receive and sign the Minutes of the Finance and General Purposes Committee held on 2<sup>nd</sup> October 2023 as a true record.

#### **531 Finance Reports to 30<sup>th</sup> September 2023**

**531.1** The Committee received and noted, for the period ended 30<sup>th</sup> September 2023, the Responsible Finance Officer's (RFO) Report with Income and Expenditure, Variance Analysis, Statement of Fund Balances and Capital Expenditure and funds.

It was noted that the year-to-date position at the end of September 2023 gave a revenue surplus of £40,679, allowing for: the phasing of the budget; adjustment required for Bat & Ball Station Management & Maintenance Reserves movement to be actioned at year end which offsets the Bat & Ball Station year to date deficit of £50,347; £54,000 for skate park refurbishment, to be vired from CIL; and £30,086 grant to Stag Theatre to be vired from CIL.

**Sevenoaks Town Council**  
**Finance & General Purposes Committee – 27<sup>th</sup> November 2023**

The Committee considered a request that the replacement sash windows at the Vine be funded from contingency.

It was noted that following the appointment of the new RFO, it was necessary to update the Bank Mandate.

It was also noted that the RFO would be meeting with Cllrs Clayton, Wightman and Dixon the following day to review the current Investments. Report to be submitted to the next meeting of the Committee.

**RESOLVED that:**

- 1) The report of the Responsible Finance Officer and Management Accounts to September 2023 be received and accepted;
- 2) The replacement sash windows at the Vine be funded from contingency; and
- 3) Bank Mandate
  - i) the bank signatory lists be updated to include Georgina Jackson (simultaneously removing Rosalind Shaw) as per delegated authority held with all banking institutions with which the Council holds an account or investment;
  - ii) the Responsible Finance Officer is authorised to supply the Bank as and when necessary with lists of persons authorised to sign; and
  - iii) the resolutions be communicated to the Bank and remain in force until changed by a resolution of the Council and a copy, certified by the Chief Executive and the Responsible Finance Officer, is received by the Bank.

**531.2** The Committee received and noted the following:

**Suppliers' Accounts**

- 1st to 31st August 2023, total gross invoices £69,047.94
- 1st to 30th September 2023, total gross invoices £118,846.70

**List of Payments - Sevenoaks Town Council Nat West Account:**

- 1st to 31st August 2023, total £143,443.14
- 1st to 30th September 2023, total £161,503.77

**List of Payments – Mayor's Charity Account**

- 1st to 31st August 2023: None
- 1st to 30th September 2023: None

**Payroll Account**

- 1st to 31st August 2023, total £87,102.26
- 1st to 30th September 2023, total £80,488.44

**Sevenoaks Town Council**  
**Finance & General Purposes Committee – 27<sup>th</sup> November 2023**

**Petty Cash Account**

- 1st to 31st August 2023, total payments £505.30
- 1st to 30th September 2023, total payments £518.26

**531.3 Hospitality and Gifts Register**

Noted that no Hospitality or Gifts had been received by Councillors or staff for the periods 1<sup>st</sup> to 31<sup>st</sup> August 2023 and 1<sup>st</sup> to 30<sup>th</sup> September 2023.

**532 Christmas Lights Feed Pillar at 30 London Road/Bank Street**

Following the disconnection by Kent County Council of a lighting supply for the Christmas lights from a pillar sign, for safety reasons, it was necessary to have a separate feed pillar and cable installed at No 30 London Road (on its Bank Street elevation). The work was carried out by Kent County Council and an application for listed building consent will be submitted by the Town Council to the District Council.

**RESOLVED:** That the expenditure of £1,875 for the installation of the new feeder pillar and cable for Christmas lights at No.30 London Road be met from Community Infrastructure Levy (CIL) funds.

**533 Recommendations from Open Spaces & Leisure Committee**

The Committee received and noted the recommendation from the Open Spaces & Leisure Committee [*Minute 417, 13.11.23 refers*] proposing adoption of the draft charges in respect of Cemetery Charges; Sports Facilities Charges; and General Open Spaces Charges (attached as Appendices A, B & C to the Open Spaces & Leisure Committee minutes).

The Committee received and noted the recommendation from the Open Spaces & Leisure Committee [*Minute 416, 13.11.2023 refers*] that the draft Revenue Budget 2024/25 (attached as Appendix D to the Open Spaces & Leisure Committee minutes) be adopted.

**RESOLVED:** That the recommendations from the Open Spaces & Leisure Committee held on 13<sup>th</sup> November 2023 be received and noted and considered in the final Precept requirement in January 2024.

**534 Recommendation from Youth Services Committee**

The Committee considered a recommendation from the Youth Services Committee [*Minute 483, YSC 08.11.23 refers*] requesting funding of £15,000 from West Kent Housing to enable them to maintain the detached youth service in Sevenoaks District following the withdrawal of funding from Kent County Council from March 2024. The funding was for one year to enable West Kent Housing to continue to provide the service whilst developing a funding plan (including bids to the National Lottery and large charitable trusts) for a long-term project starting in April 2025.

**RESOLVED:** That £15,000 funding from 2023/24 contingency be approved for the West Kent Housing, Sevenoaks District Detached Youth Work Project for 2024-2025 subject to appropriate reporting and delivery measures being put in place.

**Sevenoaks Town Council**  
**Finance & General Purposes Committee – 27<sup>th</sup> November 2023**

**535 Review of Charges 2024/25**

The Committee reviewed proposed draft Town Council charges for 2024/25 which had been prepared based on an assumption of 7% inflation.

**RESOLVED:** That the proposed draft Town Council charges 2024/25 in relation to the following be reviewed further at the meeting of this Committee to be held on 15<sup>th</sup> January 2024 with a view to reducing the current rate of inflation:

- Hire of the Council Chamber & House in the Basement Youth Café
- Bat & Ball Centre
- Bat & Ball Station
- Business Hub
- Market Stalls
- General Open Spaces
- Cemetery
- Sports Facilities

**536 Draft Revenue Estimates 2024/25**

The Committee received and considered the report of the Responsible Finance Officer which set out the key assumptions in the preparation of the draft Revenue Budget & Precept 2024/25. It was noted that the initial draft revenue estimate indicated a draft precept of £1,402,706, a 2.4% increase on previous precept. This was expected to change in the final Precept requirement.

**RESOLVED:** To receive and note the first draft Revenue Estimates 2024/25 which would be subject to further review of the December year to date performance and actuarial pension review, prior to submission to Council for approval in January 2024.

**537 Grant application: Sevenoaks Summer Festival**

Consideration was given to the grant application received from the Sevenoaks Summer Festival organising committee. The Summer Festival was in its 54<sup>th</sup> year but had been prevented from holding festivals in 2020 and 2021 due to Covid restrictions and in 2023 due to significant losses in 2022. The aim was to have a hoped for “return to normal” Summer Festival from 22<sup>nd</sup> June to 7<sup>th</sup> July 2024.

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

Grant Ref No.	Organisation	Purpose of Award	Grant Application	Grant Approved
20	Sevenoaks Summer Festival	To provide core seed funding for the Summer Festival 2024	£5,000	£5,000



**Sevenoaks Town Council  
Finance & General Purposes Committee – 27<sup>th</sup> November 2023**

- 538 Notes of Communication Working Party held on 29<sup>th</sup> September 2023**  
**RESOLVED:** That the notes of the meeting of the Communication Working Party held on 29<sup>th</sup> September 2023 be received and noted
- 539 Minutes of Town Team AGM Meeting held on 11<sup>th</sup> October 2023**  
**RESOLVED:** That the minutes of the meeting of the Town Team AGM held on 11<sup>th</sup> October 2023 be received and noted.
- 540 Minutes of Bat & Ball User Group held on 18<sup>th</sup> October 2023**  
**RESOLVED:** That the minutes of the meeting of the Bat & Ball User Group held on 18<sup>th</sup> October 2023 be received and noted.
- 541 Current Matters**  
The updates to the Current Matters schedule were considered.  
  
**RESOLVED** that the updates on the Current Matters be received and noted.
- 542 Press Release**  
It was agreed that Press Releases be issued regarding the grant to the Sevenoaks Summer Festival and funding for the West Kent Housing, Sevenoaks District Detached Youth Work Project for 2024-2025.
- 543 Private & Confidential**  
**RESOLVED:** That under the Public Bodies (Admission of Meetings) Act 1960, the public and press be excluded from the meeting for the following item by reason of the confidential nature of the business.
- 544 Operation of Cafes**  
The Committee considered a report regarding the operation of the Town Council Cafes.  
  
**RESOLVED:**  
1) To move the Café on the Vine to a concession from 1<sup>st</sup> April 2024 or sooner.  
2) To move the Bat & Ball Station Café to a concession from 1<sup>st</sup> April 2024 or sooner.

There being no further business the Chair closed the Meeting.

Signed .....

Chair

Dated .....

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**Sevenoaks Town Council**  
**Finance Officer's Report**  
**Financial report for the period ended 31 October 2023**

## 1. Summary

The year-to-date position at the end of October gives a revenue surplus of £60,746. (Allowing for the phasing of the budget and Bat & Ball Station £56,620 YTD).

The biggest variances to budget to date are as follows, with full analysis in Appendix 2:

- Open Spaces; General: Overall position favourable due to ongoing staff vacancy.
- Cemetery: there has been a lower income from the cemetery (deficit £10k) which is the main issue for the adverse variance.
- Vine Café: lower income from the Vine Café (deficit of £24k) – YTD it is running at a £16k loss, it will be a challenge to run this at a £20k loss, as per the budget.
- Vine Ground – expenditure is slightly higher than anticipated due to the purchase of three CCTV cameras and an electrical conditions report which was unbudgeted expenditure.
- Establishments: £19,164 favourable interest received.
- Council Offices: higher gas bill reflecting higher consumption over winter and the unbudgeted expenditure for fire and intruder alarm upgrade.
- Bat and Ball Centre: slight deficit in income and higher expenditure in repairs and general maintenance (due to appliance service, solar panel assessment), electricity costs and the purchase of a metal bait safe. Overall position still favourable.

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 - Statement of Funds

Appendix 4 - Capital Expenditure & Funds

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

Income and expenditure variances (+/- £5,000) by cost centre: \*Favourable (F); Negative/Adverse (A)

<u>Cost Centre</u>	<u>Name</u>	<u>Variance £</u>	
22	Cemetery	14,086 (A)	Please refer to the variance report.
26	Street Lighting	6,171 (A)	Please refer to the variance report.
28	Vine Café	7,022 (A)	Please refer to the variance report.
29	Vine Ground	5,335 (A)	Please refer to the variance report.
31	Establishments	19,970 (F)	Please refer to the variance report.
41	Business Hub	5,790 (F)	Please refer to the variance report.
60	Markets	14,461(F)	Please refer to the variance report.

## 3.0 Working Capital

The net current assets previously reported are currently under review and will be reported at the next meeting.

#### **4.0 Fund balances (Appendix 3) and Cashflow**

The statement of fund balances as at 31<sup>st</sup> October 2023 totals £2,268,721 (31<sup>st</sup> March 2022 £1,710,009).

£1,452,780 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 deposit accounts giving immediate access. 3 months precept is £342,519.

Funds are deposited with Virginmoney, NatWest, HSBC, Nationwide, Handelsbanken and CCLA. Interest rate ranges from 0.8% to 5.3%. Sub ratings reviewed 31<sup>st</sup> May 2023.

#### **5.0 Contracts**

The photocopier contract (Konica Minolta) has been renewed on a 5-year lease plan with a 2.6% increase.

#### **Decision Required**

For STC to note the renewal of the photocopier contract.

## Sevenoaks Town Council

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/10/2023

## Cost Centre Report

Month No: 7

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>11 Planning - General</u>											
4010 Gross Pay	2,599	2,102	(497)	17,669	14,714	(2,955)	25,219		7,550	70.1%	
4270 Employers Pension Contribution	93	84	(9)	628	588	(40)	1,009		381	62.2%	
6240 Computer/ Data Base/WP's	22	40	18	417	280	(137)	602		185	69.3%	
6630 Professional Fees	6	0	(6)	444	863	419	863		419	51.4%	
6730 Subscriptions	0	34	34	0	238	238	415		415	0.0%	
	<b>2,719</b>	<b>2,260</b>	<b>(459)</b>	<b>19,158</b>	<b>16,683</b>	<b>(2,475)</b>	<b>28,108</b>	<b>0</b>	<b>8,950</b>	<b>68.2%</b>	<b>0</b>
Planning - General - Indirect Expenditure											
	<b>(2,719)</b>	<b>(2,260)</b>	<b>459</b>	<b>(19,158)</b>	<b>(16,683)</b>	<b>2,475</b>	<b>(28,108)</b>				
<b>Net Expenditure</b>											
<u>21 Of Spaces &amp; Leisure - General</u>											
1022 Letting & Hire of Facilities	3,535	2,648	(887)	12,170	15,006	2,836	28,250			43.1%	
1030 Electricity recharge	0	0	0	927	1,930	1,003	3,861			24.0%	
1316 Raleys Car Park Permits	4	0	(4)	1,745	1,672	(73)	1,672			104.4%	
1350 Revenue Grant income	0	0	0	5,000	0	(5,000)	0			0.0%	
1550 Insurance Claims	0	0	0	326	0	(326)	0			0.0%	
1850 Log Sales	0	0	0	0	0	0	754			0.0%	
1853 Adopt a Tree income	192	0	(192)	316	0	(316)	0			0.0%	
1990 Other Income	0	44	44	443	176	(267)	262			169.0%	
2002 Capital Grants	0	0	0	5,486	0	(5,486)	0			0.0%	
	<b>3,731</b>	<b>2,692</b>	<b>(1,039)</b>	<b>26,412</b>	<b>18,784</b>	<b>(7,628)</b>	<b>34,799</b>			<b>75.9%</b>	<b>0</b>
Of Spaces & Leisure - General :- Income											
4010 Gross Pay	11,425	15,496	4,071	90,319	108,472	18,153	185,959		95,640	48.6%	
4011 Mileage	0	0	0	632	0	(632)	0		(632)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 31/10/2023

Cost Centre Report

Month No: 7

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4012 Expenses	0	0	0	60	0	(60)	0		(60)	0.0%	
4270 Employers Pension Contribution	553	1,183	630	5,998	8,281	2,283	14,196		8,198	42.3%	
5010 Vine Area General Maintenance	0	0	0	23	0	(23)	0		(23)	0.0%	
5013 Graffiti Removal	0	0	0	602	1,357	755	1,357		755	44.4%	
5020 Vine Public Convenience	0	0	0	760	0	(760)	0		(760)	0.0%	
5025 Lower St Johns Toilets	1,710	1,328	(382)	10,600	9,296	(1,304)	15,935		5,335	66.5%	
5026 Greatness Rec Convenience	253	258	5	1,781	1,806	25	3,100		1,319	57.5%	
5030 St Nicholas Burial Ground	2,950	0	(2,950)	3,473	0	(3,473)	0		(3,473)	0.0%	
5050 Seats And Litter Bins	0	0	0	2,124	1,144	(980)	2,289		165	92.8%	
5060 Sevenoaks Common	0	0	0	0	4,694	4,694	4,694		4,694	0.0%	
5065 Tree Safety Survey	0	0	0	3,783	0	(3,783)	0		(3,783)	0.0%	
5070 Other Woodlands	3,711	978	(2,733)	9,100	2,934	(6,166)	3,912		(5,188)	232.6%	
5110 Knole Paddock & Pavilion	7	330	323	5,149	1,650	(3,499)	3,304		(1,845)	155.8%	
5120 Knole Paddock Pitch & Grnd Mt	643	190	(453)	2,564	1,330	(1,234)	2,280		(284)	112.5%	
5130 Knole Paddock Storage Compound	0	0	0	34	0	(34)	0		(34)	0.0%	
5310 Miscellaneous Open Spaces	1,059	408	(651)	58,040	2,856	(55,184)	4,890		(53,150)	1186.9%	54,509
5311 Security Open Spaces	2,165	2,077	(88)	14,946	14,539	(407)	24,927		9,981	60.0%	
5316 Skatepark Maintenance	0	0	0	2,450	2,052	(398)	2,052		(398)	119.4%	
5317 Raleys Car Park	0	0	0	486	422	(64)	422		(64)	115.2%	
5320 Fertilizers	0	0	0	339	0	(339)	294		(45)	115.3%	
5330 Grass Seed	0	0	0	789	0	(789)	2,000		1,211	39.5%	
5340 Plants	322	0	(322)	1,133	1,380	247	2,758		1,625	41.1%	
5410 Repairs & General Maintenance	71	145	74	991	1,015	24	1,745		754	56.8%	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	0.0%	



Detailed Income & Expenditure by Phased Budget Heading 31/10/2023

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Movement to/(from) Gen Reserve</b>											
	<b>32,520</b>			<b>(161,075)</b>							
<u>22</u> O/ Spaces & Leisure - Cemetery											
1700 Cemetery Income	2,708	6,268	3,560	33,789	43,876	10,087	75,214			44.9%	
	<b>2,708</b>	<b>6,268</b>	<b>3,560</b>	<b>33,789</b>	<b>43,876</b>	<b>10,087</b>	<b>75,214</b>			<b>44.9%</b>	<b>0</b>
O/ Spaces & Leisure - Cemetery :- Income											
4010 Gross Pay	8,371	7,760	(611)	51,516	54,320	2,804	93,114		41,598	55.3%	
4011 Mileage	0	0	0	26	0	(26)	0		(26)	0.0%	
4012 Expenses	0	0	0	13	0	(13)	0		(13)	0.0%	
4270 Employers Pension Contribution	1,026	646	(380)	4,662	4,522	(140)	7,747		3,085	60.2%	
5210 Cemetery Chapel & Office	0	0	0	483	0	(483)	65		(418)	742.7%	
5230 Cemetery Wshp/Messroom Mtce	0	0	0	497	350	(147)	701		204	70.9%	
5410 Repairs & General Maintenance	110	96	(14)	1,300	672	(628)	1,147		(153)	113.4%	
5412 Capital Refurbishments	0	0	0	0	0	0	1,328		1,328	0.0%	
5500 Equipment Hired and New	0	310	310	500	2,170	1,670	3,722		3,222	13.4%	
5525 Equipment Maintenance	0	317	317	172	2,219	2,047	9,489		9,317	1.8%	
5700 Fuel	16	97	81	572	679	107	1,166		594	49.1%	
6000 Rent & Rates	848	875	27	6,131	6,125	(6)	10,499		4,368	58.4%	
6010 Light Heat & Cleaning	423	357	(66)	4,331	2,499	(1,832)	4,287		(44)	101.0%	
6013 Cleaning	0	0	0	280	0	(280)	0		(280)	0.0%	
6014 Water	0	88	88	231	616	385	1,058		827	21.8%	
6101 Telephone	228	48	(180)	634	336	(298)	580		(54)	109.3%	
6104 Mobile Telephone	0	0	0	0	8	8	16		16	0.0%	
6105 Broadband wi-fi service	10	10	0	70	70	0	123		53	56.9%	



Detailed Income & Expenditure by Phased Budget Heading 31/10/2023

Cost Centre Report

Month No: 7

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6210 Postage & Courier	0	0	0	3	0	(3)	0		(3)	0.0%	
6240 Computer/ Data Base/WP's	0	230	230	244	666	422	666		422	36.6%	
6320 Staff Training	340	0	(340)	480	750	270	1,500		1,020	32.0%	
6330 Welfare/Hospitality	23	18	(5)	271	126	(145)	222		(49)	122.2%	
6500 Goods for Resale	0	10	10	0	70	70	125		125	0.0%	
6720 Books and Periodicals	0	0	0	0	51	51	51		51	0.0%	
6730 Subscriptions	0	0	0	0	200	200	200		200	0.0%	
6802 Trees Plants Turf & Fertilizer	0	0	0	570	1,654	1,084	3,309		2,739	17.2%	
6822 Roads Path & Boundaries	0	204	204	442	612	170	814		372	54.3%	
6832 Lawn/Wall of Remembrance	0	0	0	33	58	25	116		83	28.7%	
6922 Health&Safety/Risk Assessments	0	0	0	139	744	606	1,489		1,351	9.3%	
6930 Alarm Maintenance	0	0	0	1,423	883	(540)	883		(540)	161.1%	
6932 Cemetery Security	503	490	(13)	3,518	3,430	(88)	5,882		2,364	59.8%	
6935 Waste Bin Disposal-Waste Bins	81	106	25	716	742	26	1,272		556	56.3%	
6952 Protective Clothing	55	54	(1)	299	378	79	644		345	46.5%	
7611 Contingency provision	0	(1,342)	(1,342)	0	(9,394)	(9,394)	(16,104)		(16,104)	0.0%	
<b>O/ Spaces &amp; Leisure - Cemetery - Indirect Expenditure</b>	<b>12,033</b>	<b>10,374</b>	<b>(1,659)</b>	<b>79,555</b>	<b>75,556</b>	<b>(3,999)</b>	<b>136,111</b>	<b>0</b>	<b>56,556</b>	<b>58.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(9,325)</b>	<b>(4,106)</b>	<b>5,219</b>	<b>(45,766)</b>	<b>(31,680)</b>	<b>14,086</b>	<b>(60,897)</b>				
<b>23 O/ Spaces &amp; Leisure- Allotment</b>											
1010 Rental Income	0	0	0	1,256	1,417	161	1,417			88.7%	
1047 QH Allotments Income	23	0	(23)	7,814	7,907	93	7,907			98.8%	
<b>O/ Spaces &amp; Leisure- Allotment - Income</b>	<b>23</b>	<b>0</b>	<b>(23)</b>	<b>9,070</b>	<b>9,324</b>	<b>254</b>	<b>9,324</b>	<b>0</b>		<b>97.3%</b>	<b>0</b>

Detailed Income & Expenditure by Phased Budget Heading 31/10/2023

Cost Centre Report

Month No: 7

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4010 Gross Pay	485	267	(218)	3,456	1,869	(1,587)	3,202		(254)	107.9%	
4270 Employers Pension Contribution	4	11	7	92	77	(15)	128		36	72.2%	
5410 Repairs & General Maintenance	46	339	293	510	1,017	507	1,355		845	37.7%	
6002 QH Allotments Costs	468	0	(468)	2,119	1,824	(295)	3,649		1,530	58.1%	
6014 Water	10	0	(10)	(194)	440	634	880		1,074	(22.0%)	
6300 Computer Software	0	0	0	14	13	(1)	13		(1)	108.9%	
6730 Subscriptions	0	0	0	0	0	0	58		58	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	0	68	68	68		68	0.0%	
<b>Open Spaces &amp; Leisure- Allotment :- Indirect Expenditure</b>	<b>1,013</b>	<b>617</b>	<b>(396)</b>	<b>5,998</b>	<b>5,308</b>	<b>(690)</b>	<b>9,353</b>	<b>0</b>	<b>3,355</b>	<b>64.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(990)</b>	<b>(617)</b>	<b>373</b>	<b>3,073</b>	<b>4,016</b>	<b>943</b>	<b>(29)</b>				
<u>26</u> <u>Open Spaces-Street Lighting/Ge</u>											
1480 Streetlighting income	0	0	0	0	0	(0)	11,255			0.0%	
1990 Other Income	0	0	0	0	0	0	200			0.0%	
1997 In Bloom Income	0	0	0	1,000	0	(1,000)	0			0.0%	
<b>Open Spaces-Street Lighting/Ge :- Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>(1,000)</b>	<b>11,455</b>			<b>8.7%</b>	<b>0</b>
6861 Public Clock Maintenance	0	0	0	56	0	(56)	142		86	39.1%	
6862 Street Lighting	1,988	1,412	(576)	15,397	9,884	(5,513)	16,939		1,542	90.9%	(638)
6865 In Bloom Costs	900	0	(900)	14,966	14,001	(965)	14,000		(966)	106.9%	
<b>Open Spaces-Street Lighting/Ge :- Indirect Expenditure</b>	<b>2,888</b>	<b>1,412</b>	<b>(1,476)</b>	<b>30,418</b>	<b>23,885</b>	<b>(6,533)</b>	<b>31,081</b>	<b>0</b>	<b>663</b>	<b>97.9%</b>	<b>(638)</b>
<b>Net Income over Expenditure</b>	<b>(2,888)</b>	<b>(1,412)</b>	<b>1,476</b>	<b>(29,418)</b>	<b>(23,885)</b>	<b>5,533</b>	<b>(19,626)</b>				
8001 plus Transfer from EMR	0			(638)							
<b>Movement to/(from) Gen Reserve</b>	<b>(2,888)</b>			<b>(30,056)</b>							

## Sevenoaks Town Council

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/10/2023

## Cost Centre Report

Month No: 7

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>28</u> <u>O/ Spaces &amp; Leisure-Vine Cafe</u>											
1211 Sale of Goods	1,591	5,691	4,100	29,830	54,065	24,235	71,138			41.9%	
1213 Event catering	0	0	0	2,760	2,832	72	2,829			97.6%	
	<b>1,591</b>	<b>5,691</b>	<b>4,100</b>	<b>32,590</b>	<b>56,897</b>	<b>24,307</b>	<b>73,967</b>			<b>44.1%</b>	<b>0</b>
O/ Spaces & Leisure-Vine Cafe :- Income											
4010 Gross Pay	2,671	4,613	1,942	24,705	34,362	9,657	49,864		25,159	49.5%	
4270 Employers Pension Contribution	146	241	95	1,249	1,796	547	2,606		1,357	47.9%	
5410 Repairs & General Maintenance	325	102	(223)	340	714	374	1,222		882	27.8%	
5500 Equipment Hired and New	0	0	0	583	2,075	1,492	2,489		1,906	23.4%	
5525 Equipment Maintenance	0	0	0	0	180	180	360		360	0.0%	
6000 Rent & Rates	72	82	10	504	574	70	825		321	61.1%	
6010 Light Heat & Cleaning	1,755	772	(983)	3,749	5,404	1,655	9,267		5,518	40.5%	
6011 Electricity	0	0	0	1,299	0	(1,299)	0		(1,299)	0.0%	
6013 Cleaning	0	0	0	13	0	(13)	0		(13)	0.0%	
6014 Water	57	0	(57)	(2)	656	658	1,314		1,316	(0.2%)	
6101 Telephone	194	29	(165)	358	203	(155)	347		(11)	103.0%	
6200 Printing & Stationery	0	6	6	43	42	(1)	71		28	60.7%	
6210 Postage & Courier	28	0	(28)	28	0	(28)	0		(28)	0.0%	
6330 Welfare/Hospitality	0	0	0	20	0	(20)	0		(20)	0.0%	
6500 Goods for Resale	379	1,827	1,448	10,558	17,357	6,799	22,839		12,281	46.2%	
6505 Cafe consumables	1	117	116	544	1,111	567	1,462		918	37.2%	
6635 Professional Fees Licensing	291	0	(291)	291	306	15	307		16	94.7%	
6900 Sundry Expenses	23	0	(23)	59	20	(39)	42		(17)	140.9%	
6922 Health&Safety/Risk Assessments	0	0	0	916	1,019	103	1,021		105	89.7%	

**Sevenoaks Town Council**

**Detailed Income & Expenditure by Phased Budget Heading 31/10/2023**

**Cost Centre Report**

**Month No: 7**

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EM/R
6930 Alarm Maintenance	1,603	480	(1,123)	1,793	480	(1,313)	568		(1,225)	315.6%	
6935 Waste Bin Disposal-Waste Bins	146	179	33	1,175	1,253	78	2,147		972	54.7%	
6976 Credit card charges	32	127	95	698	1,210	512	1,593		895	43.8%	
7611 Contingency provision	0	(365)	(365)	0	(2,555)	(2,555)	(4,377)		(4,377)	0.0%	
<b>O/ Spaces &amp; Leisure-Vine Cafe :- Indirect Expenditure</b>	<b>7,724</b>	<b>8,210</b>	<b>486</b>	<b>48,922</b>	<b>66,207</b>	<b>17,285</b>	<b>93,967</b>	<b>0</b>	<b>45,045</b>	<b>52.1%</b>	<b>0</b>
<b>Net income over Expenditure</b>	<b>(6,134)</b>	<b>(2,519)</b>	<b>3,615</b>	<b>(16,332)</b>	<b>(9,310)</b>	<b>7,022</b>	<b>(20,000)</b>				
<b>29 O/Spaces &amp; Leisure-Vine Ground</b>											
1208 Other Events Income	0	0	0	1,000	1,404	404	1,407			71.1%	
1805 Tea Kiosk Rental & Pavilion	0	875	875	2,625	2,625	0	3,500			75.0%	
1870 Vine Club Insurance Contrib.	0	0	0	0	367	367	367			0.0%	
<b>O/Spaces &amp; Leisure-Vine Ground :- Income</b>	<b>0</b>	<b>875</b>	<b>875</b>	<b>3,625</b>	<b>4,396</b>	<b>771</b>	<b>5,274</b>			<b>68.7%</b>	<b>0</b>
4010 Gross Pay	2,032	1,744	(288)	13,303	12,208	(1,095)	20,932		7,629	63.6%	
4270 Employers Pension Contribution	75	105	30	476	735	259	1,256		780	37.9%	
5010 Vine Area General Maintenance	962	210	(752)	4,465	1,470	(2,995)	2,515		(1,950)	177.5%	
5015 Vine Pavilion maintenance	0	0	0	972	133	(839)	133		(839)	730.5%	
5020 Vine Public Convenience	1,158	1,000	(158)	10,745	7,000	(3,745)	12,000		1,255	89.5%	4,500
5410 Repairs & General Maintenance	0	65	65	32	455	423	782		750	4.1%	
5500 Equipment Hired and New	0	0	0	1,823	2,004	182	2,006		184	90.9%	1,823
6014 Water	15	35	20	41	245	204	423		382	9.6%	
6460 Publicity & Democratic notices	0	0	0	0	0	0	62		62	0.0%	
6635 Professional Fees Licensing	0	0	0	70	210	140	210		140	33.3%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/10/2023

## Cost Centre Report

Month No: 7

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6868 Summer Concerts	0	0	0	2,985	3,549	564	3,549		564	84.1%	
6869 Special Events	0	0	0	1,310	139	(1,171)	139		(1,171)	942.2%	
6922 Health&Safety/Risk Assessments	0	0	0	1,050	0	(1,050)	0		(1,050)	0.0%	
6931 CCTV Maintenance	0	0	0	2,580	730	(1,850)	730		(1,850)	353.4%	
6935 Waste Bin Disposal-Waste Bins	80	72	(8)	418	504	86	868		450	48.1%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	<b>4,321</b>	<b>3,231</b>	<b>(1,090)</b>	<b>40,268</b>	<b>29,382</b>	<b>(10,886)</b>	<b>45,605</b>	<b>0</b>	<b>5,337</b>	<b>88.3%</b>	<b>6,323</b>
<b>Net Income over Expenditure</b>	<b>(4,321)</b>	<b>(2,356)</b>	<b>1,965</b>	<b>(36,643)</b>	<b>(24,986)</b>	<b>11,657</b>	<b>(40,331)</b>				
8001 plus Transfer from EMR	0			6,323							
<b>Movement to/(from) Gen Reserve</b>	<b>(4,321)</b>			<b>(30,321)</b>							
<b>30 F&amp;G P - Bat &amp; Ball Station</b>											
1022 Letting & Hire of Facilities	1,314	782	(532)	8,742	5,474	(3,268)	9,385			93.1%	
1211 Sale of Goods	3,284	3,310	26	25,725	23,170	(2,555)	39,720			64.8%	
1213 Event catering	218	613	396	4,264	4,291	27	7,355			58.0%	
1350 Revenue Grant income	0	0	0	840	0	(840)	0			0.0%	
1550 Insurance Claims	0	0	0	500	0	(500)	0			0.0%	
1990 Other income	0	0	0	100	0	(100)	0			0.0%	
<b>F&amp;G P - Bat &amp; Ball Station :- Income</b>	<b>4,816</b>	<b>4,705</b>	<b>(111)</b>	<b>40,171</b>	<b>32,935</b>	<b>(7,236)</b>	<b>56,460</b>	<b>0</b>	<b>27,161</b>	<b>71.2%</b>	<b>0</b>
4010 Gross Pay	5,594	6,534	940	51,249	45,738	(5,511)	78,410			65.4%	
4011 Mileage	0	0	0	10	0	(10)	0		(10)	0.0%	
4270 Employers Pension Contribution	160	204	44	1,302	1,428	126	2,445		1,143	53.2%	

**Sevenoaks Town Council**  
**Detailed Income & Expenditure by Phased Budget Heading 31/10/2023**

**Month No: 7**  
**Cost Centre Report**

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EIMR
5410 Repairs & General Maintenance	223	631	408	1,299	4,417	3,118	7,577		6,278	17.1%	
5500 Equipment Hired and New	166	176	10	4,277	1,232	(3,045)	2,107		(2,170)	203.0%	
6000 Rent & Rates	373	325	(48)	2,611	2,275	(336)	3,899		1,288	67.0%	
6011 Electricity	1,121	1,017	(104)	10,714	7,119	(3,595)	12,203		1,489	87.8%	
6012 Gas	223	147	(76)	343	1,029	686	1,766		1,423	19.4%	
6013 Cleaning	292	354	62	2,293	2,478	185	4,245		1,952	54.0%	
6014 Water	21	342	321	166	2,394	2,228	4,101		3,935	4.1%	
6020 Insurance Cost	0	0	0	0	0	0	921		921	0.0%	
6101 Telephone	120	19	(101)	577	133	(444)	233		(344)	247.7%	
6105 Broadband wi-fi service	28	0	(28)	28	0	(28)	0		(28)	0.0%	
6200 Printing & Stationery	0	0	0	136	10	(126)	10		(126)	1361.5%	
6210 Postage & Courier	28	0	(28)	28	0	(28)	0		(28)	0.0%	
6241 Website Costs	0	0	0	90	343	253	343		253	26.2%	
6330 Welfare/Hospitality	0	38	38	600	266	(334)	453		(147)	132.4%	
6460 Publicity & Democratic notices	0	92	92	118	644	526	1,103		985	10.7%	
6500 Goods for Resale	1,602	1,617	15	13,526	11,319	(2,207)	19,403		5,877	69.7%	
6505 Cafe consumables	209	121	(88)	925	847	(78)	1,454		529	63.6%	
6635 Professional Fees Licensing	0	0	0	295	599	304	599		304	49.2%	
6869 Special Events	252	375	123	881	2,625	1,744	4,500		3,619	19.6%	
6900 Sundry Expenses	16	24	8	2,055	168	(1,887)	284		(1,771)	723.6%	
6922 Health&Safety/Risk Assessments	25	303	278	1,198	909	(289)	1,213		15	98.8%	
6930 Alarm Maintenance	105	0	(105)	190	0	(190)	614		424	30.9%	
6931 CCTV Maintenance	0	0	0	0	0	0	170		170	0.0%	
6935 Waste Bin Disposal-Waste Bins	81	130	49	953	910	(43)	1,564		611	60.9%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/10/2023

## Month No: 7

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6976 Credit card charges	119	90	(29)	926	630	(296)	1,085		159	85.3%	
<b>F &amp; G P - Bar &amp; Ball Station :- Indirect Expenditure</b>	<b>10,760</b>	<b>12,539</b>	<b>1,779</b>	<b>96,791</b>	<b>87,513</b>	<b>(9,278)</b>	<b>150,702</b>	<b>0</b>	<b>53,911</b>	<b>64.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,944)</b>	<b>(7,834)</b>	<b>(1,890)</b>	<b>(56,620)</b>	<b>(54,578)</b>	<b>2,042</b>	<b>(94,242)</b>				
<b>31. F &amp; G P - Establishments</b>											
1115 Interest on Deposits	3,154	1,500	(1,654)	29,348	10,500	(18,848)	18,000			163.0%	
1230 Roadside Advertising-Charities	60	0	(60)	510	0	(510)	0			0.0%	
1231 Banner Income	0	0	0	878	0	(878)	0			0.0%	
1232 Town Crier Advertising	0	0	0	400	350	(50)	350			114.3%	
1889 Waste Sacks Income	540	359	(181)	5,193	2,513	(2,680)	4,308			120.5%	
1990 Other Income	0	0	0	93	0	(93)	0			0.0%	
<b>F &amp; G P - Establishments :- Income</b>	<b>3,753</b>	<b>1,859</b>	<b>(1,894)</b>	<b>36,422</b>	<b>13,363</b>	<b>(23,059)</b>	<b>22,658</b>		<b>131,901</b>	<b>59.1%</b>	<b>2,000</b>
4010 Gross Pay	25,820	26,852	1,032	190,323	187,964	(2,359)	322,224			14.5%	
4011 Mileage	0	44	44	75	308	233	522		447	263.7%	
4012 Expenses	0	26	26	823	182	(641)	312		(511)	49.8%	
4270 Employers Pension Contribution	2,901	3,661	760	21,862	25,627	3,765	43,937		22,075	50.0%	
4271 Pension Deficiency	0	6,417	6,417	38,478	44,919	6,441	77,000		38,522	23.0%	
5500 Equipment Hired and New	0	99	99	275	693	418	1,193		918	50.0%	
6020 Insurance Cost	0	1,148	1,148	9,197	12,630	3,433	18,376		9,179	60.6%	
6101 Telephone	458	428	(30)	3,107	2,996	(111)	5,130		2,023	69.3%	
6200 Printing & Stationery	3,144	1,373	(1,771)	11,423	9,611	(1,812)	16,477		5,054	76.8%	
6210 Postage & Courier	0	254	254	2,336	1,778	(558)	3,042		706		

**Sevenoaks Town Council  
Detailed Income & Expenditure by Phased Budget Heading 31/10/2023**

**Cost Centre Report**

**Month No: 7**

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from Eit:R
6240 Computer/ Data Base/WP's	1,218	1,426	208	19,804	9,982	(9,822)	17,117		(2,687)	115.7%	
6241 Website Costs	0	0	0	466	416	(50)	416		(50)	112.1%	
6242 I.T. Infrastructure	983	675	(308)	6,634	5,400	(1,234)	10,126		3,492	65.5%	
6300 Computer Software	0	314	314	3,535	4,084	549	5,344		1,809	66.1%	
6315 Recruitment Costs	0	174	174	4,510	1,218	(3,292)	2,084		(2,426)	216.4%	
6320 Staff Training	0	274	274	639	1,918	1,279	3,287		2,648	19.4%	
6321 Investors in People	0	0	0	0	0	0	1,335		1,335	0.0%	
6330 Welfare/Hospitality	594	314	(280)	3,126	2,198	(928)	3,765		639	83.0%	
6410 Civic Exps/Annual Reception	0	0	0	1,288	1,105	(183)	2,105		817	61.2%	
6415 Gifts/hospitality	0	93	93	290	651	362	1,117		828	25.9%	
6420 Annual Parish Meeting	0	0	0	0	0	0	120		120	0.0%	
6421 Honour Bd. Badges & Insignia	0	0	0	313	139	(174)	139		(174)	224.8%	
6435 Members Expenses	818	2,500	1,682	2,364	2,500	136	3,401		1,037	69.5%	
6460 Publicity & Democratic notices	163	0	(163)	1,244	204	(1,040)	410		(834)	303.4%	
6461 Banner Costs	0	105	105	1,008	735	(273)	1,264		256	79.7%	
6610 Audit Fees	0	587	587	527	4,697	4,171	5,285		4,759	10.0%	
6611 Quality Parish	0	0	0	0	0	0	315		315	0.0%	
6620 Legal Expenses	0	1,307	1,307	0	2,617	2,617	2,617		2,617	0.0%	
6635 Professional Fees Licensing	644	0	(644)	2,083	792	(1,291)	1,583		(500)	131.6%	
6710 Conference Fees & Expenses	75	198	123	2,409	1,386	(1,023)	2,374		(35)	101.5%	
6720 Books and Periodicals	0	0	0	572	0	(572)	0		(572)	0.0%	
6730 Subscriptions	765	250	(515)	6,127	5,628	(499)	6,505		378	94.2%	
6889 Waste Sacks	52	180	129	3,270	1,260	(2,010)	2,164		(1,106)	151.1%	
6900 Sundry Expenses	0	46	46	187	322	136	552		366	33.8%	



Detailed Income & Expenditure by Phased Budget Heading 31/10/2023

Cost Centre Report

Month No: 7

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6922 Health&Safety/Risk Assessments	0	0	0	5,051	4,700	(351)	5,126		75	98.5%	
6975 Bank Charges	89	131	42	795	917	122	1,573		778	50.5%	
6976 Credit card charges	100	58	(42)	835	406	(429)	702		(133)	118.9%	
7010 Election Expenses	0	0	0	100	0	(100)	5,252		5,152	1.9%	
7611 Contingency provision	0	0	0	0	0	0	46,192		46,192	0.0%	
7614 Stag reserve	0	0	0	0	0	0	1,000		1,000	0.0%	
7617 PWLB Loan Repayment	0	0	0	35,801	35,801	0	71,602		35,801	50.0%	
<b>F &amp; G.P. - Establishments :- Indirect Expenditure</b>	<b>37,823</b>	<b>48,934</b>	<b>11,111</b>	<b>380,873</b>	<b>375,784</b>	<b>(5,089)</b>	<b>693,085</b>	<b>0</b>	<b>312,212</b>	<b>55.0%</b>	<b>2,000</b>
<b>Net Income over Expenditure</b>	<b>(34,070)</b>	<b>(47,075)</b>	<b>(13,005)</b>	<b>(344,451)</b>	<b>(362,421)</b>	<b>(17,970)</b>	<b>(670,427)</b>				
8001 plus Transfer from EMR	0			2,000							
<b>Movement to/(from) Gen Reserve</b>	<b>(34,070)</b>			<b>(342,451)</b>							
<b>32 F &amp; G.P. - General</b>											
1490 Christmas Lights Switch On	140	1,545	1,405	170	1,545	1,375	6,180			2.8%	
1491 Coronation Sponsorship	0	0	0	2,700	0	(2,700)	0			0.0%	
1492 Coronation Donations	0	0	0	196	0	(196)	0			0.0%	
1496 Special events income	0	0	0	1,233	0	(1,233)	0			0.0%	
<b>F &amp; G.P. - General :- Income</b>	<b>140</b>	<b>1,545</b>	<b>1,405</b>	<b>4,299</b>	<b>1,545</b>	<b>(2,754)</b>	<b>6,180</b>			<b>69.6%</b>	<b>0</b>
6490 Christmas Lights Switch On	1,274	1,366	92	1,470	4,098	2,628	28,681		27,211	5.1%	
6491 Remembrance Day/Civic Serv.	0	0	0	919	400	(519)	3,940		3,021	23.3%	
6869 Special Events	111	0	(111)	19,078	17,487	(1,591)	17,487		(1,591)	109.1%	
<b>F &amp; G.P. - General :- Indirect Expenditure</b>	<b>1,384</b>	<b>1,366</b>	<b>(18)</b>	<b>21,466</b>	<b>21,985</b>	<b>519</b>	<b>50,108</b>	<b>0</b>	<b>28,642</b>	<b>42.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,244)</b>	<b>179</b>	<b>1,423</b>	<b>(17,167)</b>	<b>(20,440)</b>	<b>(3,273)</b>	<b>(43,928)</b>				

Detailed Income & Expenditure by Phased Budget Heading 31/10/2023

Cost Centre Report

Month No: 7

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>33 F &amp; G P - Council Offices</b>											
<b>F &amp; G P - Council Offices :- Income</b>		<b>986</b>	<b>344</b>	<b>5,380</b>	<b>6,902</b>	<b>1,522</b>	<b>11,838</b>			<b>45.4%</b>	<b>0</b>
1022 Letting & Hire of Facilities	642	986	344	5,380	6,902	1,522	11,838			45.4%	
1030 Electricity recharge	0	0	0	0	0	(0)	0			0.0%	
<b>F &amp; G P - Council Offices :- Expenditure</b>											
<b>4010 Gross Pay</b>	<b>0</b>	<b>340</b>	<b>340</b>	<b>1,862</b>	<b>2,380</b>	<b>518</b>	<b>4,083</b>		<b>2,221</b>	<b>45.6%</b>	
4270 Employers Pension Contribution	0	26	26	105	187	82	317		212	33.1%	
5410 Repairs & General Maintenance	545	58	(487)	1,107	406	(701)	691		(416)	160.2%	
5500 Equipment Hired and New	0	150	150	0	150	150	443		443	0.0%	
6000 Rent & Rates	2,662	2,789	127	18,638	19,523	885	27,891		9,253	66.8%	
6010 Light Heat & Cleaning	309	915	606	3,507	6,405	2,898	10,985		7,478	31.9%	
6011 Electricity	0	0	0	1,345	0	(1,345)	0		(1,345)	0.0%	
6012 Gas	0	0	0	1,401	0	(1,401)	0		(1,401)	0.0%	
6014 Water	132	183	51	300	1,281	981	2,195		1,895	13.7%	
6104 Mobile Telephone	8	5	(3)	83	35	(48)	57		(26)	146.3%	
6922 Health&Safety/Risk Assessments	0	210	210	203	840	637	840		637	24.2%	
6930 Alarm Maintenance	4,275	0	(4,275)	5,298	836	(4,462)	836		(4,462)	633.7%	
6935 Waste Bin Disposal-Waste Bins	66	108	42	684	756	72	1,302		618	52.5%	
6952 Protective Clothing	0	0	0	67	35	(32)	35		(32)	191.2%	
<b>F &amp; G P - Council Offices :- Indirect Expenditure</b>	<b>7,997</b>	<b>4,784</b>	<b>(3,213)</b>	<b>34,600</b>	<b>32,834</b>	<b>(1,766)</b>	<b>49,675</b>	<b>0</b>	<b>15,075</b>	<b>69.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(7,355)</b>	<b>(3,798)</b>	<b>3,557</b>	<b>(29,219)</b>	<b>(25,932)</b>	<b>3,287</b>	<b>(37,837)</b>				

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/10/2023

## Month No: 7

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>36 F &amp; G P - Bat &amp; Ball Centre</u>											
1022 Letting & Hire of Facilities	8,689	8,342	(347)	56,853	58,394	1,541	100,106			56.8%	
1030 Electricity recharge	0	0	0	0	80	80	161			0.2%	
1213 Event catering	140	0	(140)	601	0	(601)	0			0.0%	
1445 Outdoor Activities	67	0	(67)	216	0	(216)	22			983.7%	
1457 Indoor Activities	672	412	(260)	4,153	2,884	(1,269)	4,946			84.0%	
1550 Insurance Claims	0	0	0	14,478	0	(14,478)	0			0.0%	
	<b>9,568</b>	<b>8,754</b>	<b>(814)</b>	<b>76,302</b>	<b>61,358</b>	<b>(14,944)</b>	<b>105,235</b>			<b>72.5%</b>	<b>0</b>
F & G P - Bat & Ball Centre :- Income											
4010 Gross Pay	7,919	5,852	(2,067)	46,372	40,964	(5,408)	70,221		23,849	66.0%	
4270 Employers Pension Contribution	303	214	(89)	1,649	1,498	(151)	2,570		921	64.2%	
5318 SCC Car Park	0	0	0	0	0	0	509		509	0.0%	
5340 Plants	0	0	0	172	0	(172)	190		18	90.5%	
5410 Repairs & General Maintenance	886	0	(886)	7,049	764	(6,285)	1,529		(5,520)	461.0%	
5500 Equipment Hired and New	698	256	(442)	975	768	(207)	1,025		50	95.1%	
6000 Rent & Rates	482	552	70	3,374	3,864	490	5,518		2,144	61.2%	
6011 Electricity	1,302	1,252	(50)	9,060	8,764	(296)	15,021		5,961	60.3%	
6012 Gas	66	412	346	2,120	1,236	(884)	1,648		(472)	128.7%	
6013 Cleaning	190	215	25	1,116	1,505	390	2,579		1,464	43.3%	
6014 Water	15	249	234	57	1,743	1,686	2,987		2,930	1.9%	
6101 Telephone	121	50	(71)	409	350	(59)	598		189	68.4%	
6104 Mobile Telephone	8	20	12	92	140	48	240		148	38.2%	
6200 Printing & Stationery	0	0	0	0	2	2	2		2	0.0%	
6240 Computer/ Data Base/WP's	0	114	114	73	798	725	1,370		1,297	5.3%	

Detailed Income & Expenditure by Phased Budget Heading 31/10/2023

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6330 Welfare/Hospitality	0	38	38	524	266	(258)	459		(65)	114.2%	
6520 Refreshments for Resale	0	211	211	477	1,477	1,000	2,535		2,058	18.8%	
6635 Professional Fees Licensing	0	0	0	180	200	20	533		353	33.8%	
6842 Grounds Maintenance	0	45	45	0	315	315	545		545	0.0%	
6900 Sundry Expenses	0	0	0	56	0	(56)	14		(42)	398.1%	
6922 Health&Safety/Risk Assessments	0	0	0	3,524	776	(2,748)	776		(2,748)	454.1%	
6930 Alarm Maintenance	0	0	0	345	430	85	836		491	41.2%	
6931 CCTV Maintenance	0	346	346	0	346	346	346		346	0.0%	
6935 Waste Bin Disposal-Waste Bins	96	164	68	979	1,148	169	1,966		987	49.8%	
6952 Protective Clothing	121	0	(121)	121	180	59	360		239	33.7%	
<b>F &amp; G.P - Bat &amp; Ball Centre :- Indirect Expenditure</b>	<b>12,207</b>	<b>9,990</b>	<b>(2,217)</b>	<b>78,725</b>	<b>67,534</b>	<b>(11,191)</b>	<b>114,377</b>	<b>0</b>	<b>35,652</b>	<b>68.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,640)</b>	<b>(1,236)</b>	<b>1,404</b>	<b>(2,423)</b>	<b>(6,176)</b>	<b>(3,753)</b>	<b>(9,142)</b>				
<b>38 F &amp; G.P - Grants</b>											
6933 Annual Subsidy - Bat & Ball St	0	0	0	161	0	(161)	0		(161)	0.0%	
6937 Annual Subsidy-Comm Centre	0	458	458	3,478	3,206	(272)	5,493		2,015	63.3%	
6938 Annual Subsidy-Council Chamber	0	0	0	244	171	(73)	340		96	71.7%	
7500 Local Organisations Grants	5,600	0	(5,600)	6,450	8,000	1,550	12,000		5,550	53.8%	
7520 Twinning Support	0	0	0	0	0	0	1,000		1,000	0.0%	
7552 Youth Outreach	0	0	0	375	0	(375)	3,887		3,512	9.6%	
7556 Stag Community Arts Centre	0	0	0	57,086	27,000	(30,086)	27,000		(30,086)	211.4%	30,086
7557 Community Rail Partnership	0	0	0	3,000	3,000	0	3,000		0	100.0%	
<b>F &amp; G.P - Grants :- Indirect Expenditure</b>	<b>5,600</b>	<b>458</b>	<b>(5,142)</b>	<b>70,794</b>	<b>41,377</b>	<b>(29,417)</b>	<b>52,720</b>	<b>0</b>	<b>(18,074)</b>	<b>134.3%</b>	<b>30,086</b>
<b>Net Expenditure</b>	<b>(5,600)</b>	<b>(458)</b>	<b>5,142</b>	<b>(70,794)</b>	<b>(41,377)</b>	<b>29,417</b>	<b>(52,720)</b>				
plus Transfer from EMR	30,086			30,086							

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/10/2023

## Cost Centre Report

Month No: 7

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Movement to/(from) Gen Reserve</b>	<b>24,486</b>			<b>(40,708)</b>							
<u>39</u> F & G.P. - Property											
1469 O/S Ground Rents & Wayleaves	0	1,169	1,169	3,824	4,995	1,171	5,933			64.5%	
1870 Vine Club Insurance Contrib.	0	0	0	440	0	(440)	0			0.0%	
F & G.P. - Property :- Income	<b>0</b>	<b>1,169</b>	<b>1,169</b>	<b>4,264</b>	<b>4,995</b>	<b>731</b>	<b>5,933</b>			<b>71.9%</b>	<b>0</b>
<b>Net Income</b>	<b>0</b>	<b>1,169</b>	<b>1,169</b>	<b>4,264</b>	<b>4,995</b>	<b>731</b>	<b>5,933</b>				
<u>40</u> Town Team											
1206 Business Awards	1,590	7,426	5,836	5,776	7,426	1,650	7,426			77.8%	
1207 Business Show	0	0	0	4,445	4,377	(68)	4,377			101.5%	
Town Team :- Income	<b>1,590</b>	<b>7,426</b>	<b>5,836</b>	<b>10,221</b>	<b>11,803</b>	<b>1,582</b>	<b>11,803</b>			<b>86.6%</b>	<b>0</b>
6101 Telephone	0	0	0	0	0	0	108		108	0.0%	
6200 Printing & Stationery	0	9	9	0	63	63	110		110	0.0%	
6240 Computer/ Data Base/WP's	43	69	26	588	483	(105)	827		239	71.1%	
6241 Website Costs	0	70	70	285	210	(75)	282		(3)	101.1%	
6244 Information Screens	0	0	0	240	672	432	1,345		1,105	17.8%	
6322 Business Awards	3,651	8,116	4,465	4,011	8,116	4,105	8,116		4,105	49.4%	
6323 Business Show	0	0	0	2,356	2,992	636	2,992		636	78.7%	
6325 Holly Party Expense	0	0	0	300	0	(300)	0		(300)	0.0%	
6461 Banner Costs	0	0	0	0	404	404	807		807	0.0%	
6730 Subscriptions	0	589	589	0	589	589	589		589	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 31/10/2023

Cost Centre Report

Month No: 7

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	
6900 Sundry Expenses	5,227	66	(5,161)	5,227	462	(4,765)	786		(4,441)	665.1%		
7000 Reinvestment	0	0	0	0	0	0	841		841	0.0%		
<b>Town Team :- Indirect Expenditure</b>	<b>8,921</b>	<b>8,919</b>	<b>(2)</b>	<b>13,007</b>	<b>13,991</b>	<b>984</b>	<b>16,803</b>	<b>0</b>	<b>3,796</b>	<b>77.4%</b>	<b>0</b>	
<b>Net Income over Expenditure</b>	<b>(7,332)</b>	<b>(1,493)</b>	<b>5,839</b>	<b>(2,787)</b>	<b>(2,188)</b>	<b>599</b>	<b>(5,000)</b>					
<b>41 Business Hub</b>												
1022 Letting & Hire of Facilities	101	88	(13)	770	616	(154)	1,052			73.2%		
1026 Hot Desking Facility	418	334	(84)	5,099	2,338	(2,761)	4,008			127.2%		
1029 Office Pods	1,047	1,307	260	8,238	9,149	911	15,687			52.5%		
1031 Chamber of Commerce	500	432	(68)	2,887	3,024	137	5,191			55.6%		
<b>Business Hub :- Income</b>	<b>2,065</b>	<b>2,161</b>	<b>96</b>	<b>16,994</b>	<b>15,127</b>	<b>(1,867)</b>	<b>25,938</b>	<b>0</b>	<b>1,665</b>	<b>65.5%</b>	<b>0</b>	
4010 Gross Pay	621	472	(149)	4,003	3,304	(699)	5,668			70.6%		
4270 Employers Pension Contribution	0	19	19	0	133	133	227		227	0.0%		
5410 Repairs & General Maintenance	198	14	(184)	198	98	(100)	166		(32)	119.3%		
5500 Equipment Hired and New	0	39	39	0	273	273	464		464	0.0%		
6000 Rent & Rates	165	249	84	1,152	1,743	591	2,489		1,337	46.3%		
6010 Light Heat & Cleaning	427	1,262	835	3,936	8,834	4,898	15,150		11,214	26.0%		
6105 Broadband wi-fi service	142	145	4	991	1,015	25	1,739		749	57.0%		
6460 Publicity & Democratic notices	0	0	0	7	0	(7)	0		(7)	0.0%		
6511 Sales commission	0	173	173	0	1,211	1,211	2,075		2,075	0.0%		
6900 Sundry Expenses	99	100	1	696	700	4	1,206		510	57.7%		
6922 Health&Safety/Risk Assessments	0	0	0	188	164	(24)	164		(24)	114.6%		

Detailed Income & Expenditure by Phased Budget Heading 31/10/2023

Cost Centre Report

Month No: 7

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	
6930 Alarm Maintenance	0	0	0	257	243	(14)	243		(14)	105.7%		
6931 CCTV Maintenance	0	0	0	153	153	(0)	153		(0)	100.2%		
6976 Credit card charges	25	27	2	270	189	(81)	320		50	84.5%		
<b>Business Hub :- Indirect Expenditure</b>	<b>1,678</b>	<b>2,500</b>	<b>822</b>	<b>11,851</b>	<b>18,080</b>	<b>6,209</b>	<b>30,064</b>	<b>0</b>	<b>18,213</b>	<b>39.4%</b>	<b>0</b>	
<b>Net Income over Expenditure</b>	<b>387</b>	<b>(339)</b>	<b>(726)</b>	<b>5,143</b>	<b>(2,933)</b>	<b>(8,076)</b>	<b>(4,126)</b>					
<u>42. Sevenoaks Town Mayor</u>												
1500 Fundraising	50	0	(50)	2,682	0	(2,682)	0			0.0%		
1752 Quiz Night Income	0	0	0	16	0	(16)	0			0.0%		
1757 Mayor's Stag event	0	0	0	5,138	0	(5,138)	0			0.0%		
1758 Garden Party Income	0	0	0	951	0	(951)	0			0.0%		
<b>Sevenoaks Town Mayor :- Income</b>	<b>50</b>	<b>0</b>	<b>(50)</b>	<b>8,787</b>	<b>0</b>	<b>(8,787)</b>	<b>0</b>			<b>0.0%</b>	<b>0</b>	
6200 Printing & Stationery	0	0	0	235	0	(235)	0		(235)	0.0%		
6437 Mayors Allowance 2022/23	0	0	0	1,352	0	(1,352)	0		(1,352)	0.0%		
6441 Mayors Allowance 2023/24	493	484	(9)	1,606	3,388	1,782	5,805		4,199	27.7%		
6442 Mayors Car Allowance 2023/24	0	216	216	0	1,512	1,512	2,586		2,586	0.0%		
7100 Mayoral Charity Donations	0	0	0	13,370	0	(13,370)	0		(13,370)	0.0%		
7207 Mayor's Stag Event Exp.	0	0	0	306	0	(306)	0		(306)	0.0%		
7208 Garden Party Exp.	41	0	(41)	934	0	(934)	0		(934)	0.0%		
<b>Sevenoaks Town Mayor :- Indirect Expenditure</b>	<b>534</b>	<b>700</b>	<b>166</b>	<b>17,803</b>	<b>4,900</b>	<b>(12,903)</b>	<b>8,391</b>	<b>0</b>	<b>(9,412)</b>	<b>212.2%</b>	<b>0</b>	
<b>Net Income over Expenditure</b>	<b>(484)</b>	<b>(700)</b>	<b>(216)</b>	<b>(9,016)</b>	<b>(4,900)</b>	<b>4,116</b>	<b>(8,391)</b>					





## Detailed Income &amp; Expenditure by Phased Budget Heading 31/10/2023

## Month No: 7

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6010 Light Heat & Cleaning	0	14	14	86	98	12	163		77	52.7%	
6101 Telephone	185	51	(134)	484	357	(127)	612		128	79.1%	
6105 Broadband wi-fi service	0	0	0	122	0	(122)	0		(122)	0.0%	
6200 Printing & Stationery	0	23	23	1	161	160	273		272	0.5%	
6210 Postage & Courier	28	31	3	28	31	3	31		3	90.2%	
6240 Computer/ Data Base/WP's	17	31	14	134	217	83	369		235	36.4%	
6241 Website Costs	12	0	(12)	48	0	(48)	0		(48)	0.0%	
6281 Furnishings,Furniture/Eqpt	0	0	0	0	236	236	474		474	0.0%	
6320 Staff Training	0	0	0	20	0	(20)	0		(20)	0.0%	
6330 Welfare/Hospitality	0	0	0	0	1	1	1		1	0.0%	
6340 Staff Uniforms	0	0	0	338	0	(338)	81		(257)	416.9%	
6460 Publicity & Democratic notices	0	0	0	30	0	(30)	7		(23)	428.6%	
6500 Goods for Resale	141	152	11	1,958	1,064	(894)	1,821		(137)	107.5%	
6505 Cafe consumables	0	0	0	3	36	33	73		70	4.6%	
6635 Professional Fees Licensing	0	0	0	432	444	12	444		12	97.4%	
6900 Sundry Expenses	46	31	(15)	191	217	26	372		181	51.3%	
6922 Health&Safety/Risk Assessments	0	0	0	821	946	125	948		127	86.6%	
Youth Cafe :- Indirect Expenditure	5,173	4,394	(779)	36,721	32,235	(4,486)	54,402	0	17,681	67.5%	0
<b>Net Income over Expenditure</b>	<b>(1,489)</b>	<b>(4,027)</b>	<b>(2,538)</b>	<b>(27,322)</b>	<b>(29,666)</b>	<b>(2,344)</b>	<b>(49,996)</b>				
60 Markets											
1017 Rental Income Sat Market	1,940	1,632	(308)	14,491	11,424	(3,067)	19,588			74.0%	
1018 Rental Income Wed Market	1,255	992	(263)	8,958	6,944	(2,014)	11,910			75.2%	

Detailed Income & Expenditure by Phased Budget Heading 31/10/2023

Cost Centre Report

Month No: 7

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1019 Rental Income Blighs Market	1,720	1,469	(251)	12,200	10,283	(1,917)	17,630			69.2%	
1033 Rental income Christmas Market	0	0	0	0	0	0	823			0.0%	
<b>Markets :- Income</b>	<b>4,915</b>	<b>4,093</b>	<b>(822)</b>	<b>35,649</b>	<b>28,651</b>	<b>(6,998)</b>	<b>49,951</b>			<b>71.4%</b>	<b>0</b>
4010 Gross Pay	0	158	158	922	1,106	184	1,898		976	48.6%	
5410 Repairs & General Maintenance	0	0	0	152	58	(94)	116		(36)	131.2%	
5420 Saturday market charges	1,120	1,648	528	7,277	10,220	2,943	17,144		9,867	42.4%	
5421 Wednesday Market charges	455	1,145	690	4,535	7,099	2,564	11,910		7,375	38.1%	
5500 Equipment Hired and New	0	0	0	77	0	(77)	0		(77)	0.0%	
6001 Blighs Market Charges	0	1,059	1,059	5,281	7,413	2,132	12,713		7,432	41.5%	
6010 Light Heat & Cleaning	90	39	(51)	323	117	(206)	156		(167)	207.2%	
6635 Professional Fees Licensing	0	0	0	0	0	0	195		195	0.0%	
6730 Subscriptions	0	0	0	60	78	18	78		18	76.9%	
<b>Markets :- Indirect Expenditure</b>	<b>1,665</b>	<b>4,049</b>	<b>2,384</b>	<b>18,628</b>	<b>26,091</b>	<b>7,463</b>	<b>44,210</b>	<b>0</b>	<b>25,582</b>	<b>42.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>3,250</b>	<b>44</b>	<b>(3,206)</b>	<b>17,021</b>	<b>2,560</b>	<b>(14,461)</b>	<b>5,741</b>				
<i>70 Precept</i>											
1995 Precept	0	114,173	114,173	456,692	799,211	342,519	1,370,074			33.3%	
<b>Precept :- Income</b>	<b>0</b>	<b>114,173</b>	<b>114,173</b>	<b>456,692</b>	<b>799,211</b>	<b>342,519</b>	<b>1,370,074</b>			<b>33.3%</b>	<b>0</b>
<b>Net Income</b>	<b>0</b>	<b>114,173</b>	<b>114,173</b>	<b>456,692</b>	<b>799,211</b>	<b>342,519</b>	<b>1,370,074</b>				

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/10/2023

13:23

## Cost Centre Report

Month No: 7

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>91 Capital Infrastructure Budget</u>											
2011 Capital Receipts	0	0	0	29,498	0	(29,498)	0			0.0%	29,498
2012 CIL income allocation	70,666	0	(70,666)	70,666	0	(70,666)	0			0.0%	
Capital Infrastructure Budget :- Income	<b>70,666</b>	<b>0</b>	<b>(70,666)</b>	<b>100,164</b>	<b>0</b>	<b>(100,164)</b>	<b>0</b>				<b>29,498</b>
9014 Play Areas	0	0	0	417	0	(417)	0		(417)	0.0%	
9053 Vine Area	0	0	0	1,214	0	(1,214)	0		(1,214)	0.0%	
9063 New Community Centre	0	0	0	1,796	0	(1,796)	0		(1,796)	0.0%	
9066 NDP	0	0	0	290	0	(290)	0		(290)	0.0%	
9071 Business Hub	0	0	0	(468)	0	468	0		468	0.0%	
Capital Infrastructure Budget :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,248</b>	<b>0</b>	<b>(3,248)</b>	<b>0</b>		<b>(3,248)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>70,666</b>	<b>0</b>	<b>(70,666)</b>	<b>96,916</b>	<b>0</b>	<b>(96,916)</b>	<b>0</b>				
8002 less Transfer to EMR	0			29,498							
<b>Movement to/(from) Gen Reserve</b>	<b>70,666</b>			<b>67,418</b>							
Grand Totals:- Income	109,941	162,764	52,823	911,230	1,111,736	200,506	1,880,509			48.5%	
Expenditure	150,162	150,931	769	1,252,942	1,130,242	(122,700)	1,954,750	0	701,808	64.1%	
<b>Net Income over Expenditure</b>	<b>(40,221)</b>	<b>11,833</b>	<b>52,054</b>	<b>(341,712)</b>	<b>(18,506)</b>	<b>323,206</b>	<b>(74,241)</b>				
plus Transfer from EMR	84,595			94,102							
less Transfer to EMR	0			29,498							
<b>Movement to/(from) Gen Reserve</b>	<b>44,374</b>			<b>(277,108)</b>							



**October 2023 year-to-date Variance analysis**

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

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
<b>Planning Committee</b>					
General	( 19,158)	( 16,683)	2,475	( 28,108)	Slight overspend on Gross Pay and pension contribution due to one off catch up of allowance claims. Computer overspend relates to one off purchase of flashdrives
<b>Open Spaces &amp; Leisure Committee</b>					
General	( 161,075)	( 172,133)	( 11,058)	( 310,689)	Lower sports income due to lower numbers playing rugby (£3k deficit). Almost £18K favourable pay related, mainly due to ongoing staff vacancy. Unbudgeted for repairs to the church wall (£3.5k). Unbudgeted tree safety survey and tree works (£9k). £3.8k over budget on 2 hot water cylinders.
Cemetery	( 45,766)	( 31,680)	14,086	( 60,897)	£10K lower cemetery income than budget. This is the main driving force behind the adverse variance. Electricity payments will now be over budget due to late billing for Oct to March of the last financial year amounting to £2,236.89. Alarm maintenance provision was slightly under budgeted for plus an unbudgeted upgrade to GPRS. Contingency provision relates to the "challenge" included in Cemetery budget to limit the total deficit to 5% of prior year precept. This is expected to be delivered through cost savings, although this is dependent on inflation. Prior year total spend was £120K.
Allotments	3,073	4,016	943	( 29)	Slight negative variance in Pay due to having the Allotment Administrator's successor train under them for several months prior to leaving in September. Repairs & Gen Maintenance (5410) includes £464 spent on 100 padlocks.
Street lighting/ general	( 30,056)	( 23,885)	6,171	( 19,626)	£7K streetlighting costs includes maintenance contract billed 6 monthly, as well as higher electricity tariff. Consumption is under review with electricity provider.
Vine Grounds	( 30,321)	( 24,986)	5,335	( 40,331)	Other events income is down/ special events expenditure high due to vegan market Vine area maintenance is nearly £2k over budget due to 15 oak posts £900 and two drinking fountains £800. This will be monitored closely moving forward. Unbudgeted - £1k purchase of defib - this is being covered via insurance plus £1.8k on CCTV cameras.

**October 2023 year-to-date Variance analysis**

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

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
<b>Finance &amp; General Purposes Committee</b>					
Vine Café	( 16,332)	( 9,310)	7,022	( 20,000)	Sale of Goods/ income is under Budget (£24K) year to date. Catering income is mainly via Cricket teas which have recommenced on 6th May. Staff costs are £10 K lower than budget, partly due to the cafe running with 1 staff member on occasion. With Sales being low, the Costs of Goods is also under budget (£7k) Prior year total spend was £75K - YTD is £48k.
Bat & Ball Station	( 56,620)	( 54,578)	2,042	( 94,242)	The station has performed favourably to budget on all income lines. Gross Pay is £6K above budget re 6 month extension of HEO post. The overspend on Sundry expenses is £2K further payment re the DVCRP Mural, to be reimbursed. £2.7k Timber Bench and freezer £700 responsible for the majority of the overspend in New Equipment Electricity charges are over budget by £3k YTD.
Establishments	( 342,451)	( 362,421)	( 19,970)	( 679,070)	Interest rates are higher than when budget was set, resulting in a large favourable variance. Gross pay is higher in part due to ongoing environmental project, covered by reserves. Computer spend includes £1.2K new laptop and 10 new ipads. ISoftware includes £2.2K annual accounting software charge. Recruitment Costs overspend relates to the recruitment of a new RFO. Welfare/ Hospitality includes annual cost of EAP for councillors & staff, as well as monthly water coolers. Publicity and Democratic Notices overspend includes Sev Chronicle ad (£360), QR code generator (£318) and mayor photographs (£220). Professional fees overspend unbudgeted architect for Mill Pond. Waste sacks overspend of £1k
General	( 17,167)	( 20,440)	( 3,273)	( 43,928)	Income favourable due to Coronation sponsorship. Not all expenditure on Remembrance Service and Xmas lights has been collated yet. Special events expenditure over spend due to Coronation and skatepark workshop
Council Offices	( 29,219)	( 25,932)	3,287	( 37,837)	Income slightly down £1.5k. General Maintenance overspend due to boiler repair £400 and chamber roof repair £430. Alarm maintenance has an overspend of £5.5k due to alarm and fire alarm upgrade - unbudgeted.

**October 2023 year-to-date Variance analysis**

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

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Bat & Ball Centre	( 2,423)	( 6,176)	( 3,753)	( 9,142)	Use of Bat & Ball centre has been lower than expected with an income deficit of £1.5k. Pay includes facilities manager. Other overspend to date is mainly due to out of hours costs following late night bookings. 5410 repairs & maintenance includes £1939 appliances service, £986 solar panel assessment, & £160 callout to unblock drain. Gas has an overspend due to payments from the last financial year, this should correct itself next year. Health & Safety/Risk Assessments overspend due to a Metal Bait Safe (£1.6k).
Grants	( 40,708)	( 41,377)	( 669)	( 52,720)	All expenditure is where you would expect it to be.
Property	4,264	4,995	731	5,933	In line with budget.

**October 2023 year-to-date Variance analysis**

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

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Town Team	( 2,787)	( 2,188)	599	( 5,000)	Income is £1.k down on the business awards. Business Awards expenditure is down £4k.
Business Hub	5,143	( 2,933)	( 5,790)	( 4,126)	Hub use continues to improve. All 5 pods are let. Current overall favourable variance due to lower utilities costs in the summer and increased Hot Desk income.
Sevenoaks Town Mayor	( 9,016)	( 4,900)	4,116	( 8,391)	
Youth Council	-	-	-	( 500)	No activity to date
Public Realm	( 300)	-	300	-	
Youth Cafe	( 27,322)	( 29,666)	( 2,344)	( 49,996)	Use of the HITB is higher than budget, and staffing levels have had to increase. Income has increased. Repairs and General Maintenance overspend £700 decorating. Goods for resale overspend but income is over budget.
Markets	17,021	2,560	( 14,461)	5,741	Markets have had a stallholder fee increase after several years of flat fees. Performance continues at the level seen at the end of the year, which was favourable to when budgets were set. Revised tenders were accepted based on the full council cost, meaning a lower markets cost for Weds & Sat than originally budgetted. Blighs cost includes the annual licence fee.
Precept	456,692	799,211	342,519	1,370,074	
<b>Revenue Surplus/ (Deficit) Total</b>	<b>( 344,527)</b>	<b>( 18,506)</b>	<b>326,021</b>	<b>( 82,884)</b>	
To be transferred from Bat & Ball Management & Maintenance Reserve	56,620	54,578	( 2,042)	94,242	
<b>Adjusted Revenue Surplus/ (Deficit) Total</b>	<b>( 287,907)</b>	<b>36,072</b>	<b>323,979</b>	<b>11,358</b>	Deficit is due to the phasing of the budget (£342,519) - this has now been actioned and leaves a surplus of £60,746.
Capital Infrastructure	3,248	-	( 3,248)	-	£29K QH land payment received. Capital Receipts are moved to reserves & capital spend covered by CIL, Capital Receipts Reserve, and grants.
<b>Total inc Capital</b>	<b>( 284,659)</b>	<b>36,072</b>	<b>320,731</b>	<b>11,358</b>	

**Summary by Committee:**

Planning	( 19,158)	( 16,683)	2,475	( 28,108)
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**October 2023 year-to-date Variance analysis**

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

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Open spaces & Leisure	( 264,145)	( 248,668)	15,477	( 431,572)	
Vine Café	( 16,332)	( 9,310)	7,022	( 20,000)	
Bat Ball Station	( 56,620)	( 54,578)	2,042	( 94,242)	
Finance & General Purpose	( 444,965)	( 488,478)	( 43,513)	( 879,036)	
Precept	456,692	799,211	342,519	1,370,074	
Capital Infrastructure	3,248	-	( 3,248)	-	

Sevenoaks Town Council

Statement of Fund Balances as at 31st October 2023

£ (2022/23)		S&P Rating 31/05/2023		Values £	Total Values £	Percent of Total Funds %	Interest rate
		Long term	Short term				
0	<u>Bank of Scotland</u>						
	Treasury deposit (1m)	A+	A1	0	0	0.00%	
	<u>National Westminster Bank</u>	A+	A1				
23,097	Business Reserve Account			48,376			
811,840	Current Account			782,773			1.05%
1,000	Payroll Account			1,000			
1,000	HITB Youth café			1,000			
9,949	Sevenoaks Town Partnership			9,949			
3,494	Mayors Charity Account			17,555	860,653	37.94%	
	<u>HSBC</u>	A+	A1				
50,525	Business money manager			51,075	51,075	2.25%	1.31%
	<u>Handelsbanken</u>	AA-	A1+				
64,844	Deposit account			65,720			1.90%
260,005	35 day notice account			265,912	331,632	14.62%	2.20%
	<u>Nationwide</u>	A+	A1				
2,820	Instant Saver			2,835			0.00%
10,178	Sevenoaks Fund Instant Saver			10,304	13,139	0.58%	1.45%
	<u>CCLA</u>						
500,000	Public Sector Deposit	AAA (Fitch only)		500,000	500,000	22.04%	5.30%
	<u>Clydesdale</u>						
0	Current account	A-	A2	0	0		
	<u>Virginmoney</u>						
1	Current account	BBB-	A3	1			
500,570	95 Day Notice			511,688	511,689	22.55%	2.10%
794	<u>Petty Cash</u>				813	0.04%	
-280	<u>Cashbook suspense</u>				-280	-0.01%	
<u>2,240,012</u>					<u>2,268,721</u>	<u>100.00%</u>	

Instant access funds 1,452,780  
 Three months precept (equivalent to working capital) 342,519

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

## Detailed Income &amp; Expenditure by Budget Heading 21/12/2023

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>91 Capital Infrastructure Budget</b>								
2011 Capital Receipts	0	29,498	0	(29,498)			0.0%	29,498
2012 CIL income allocation	70,666	70,666	0	(70,666)			0.0%	
Capital Infrastructure Budget :- Income	<b>70,666</b>	<b>100,164</b>	<b>0</b>	<b>(100,164)</b>				<b>29,498</b>
9014 Play Areas	0	417	0	(417)		(417)	0.0%	
9053 Vine Area	0	1,214	0	(1,214)		(1,214)	0.0%	
9063 New Community Centre	0	1,796	0	(1,796)		(1,796)	0.0%	
9066 NDP	0	290	0	(290)		(290)	0.0%	
9071 Business Hub	0	(468)	0	468		468	0.0%	
Capital Infrastructure Budget :- Indirect Expenditure	<b>0</b>	<b>3,248</b>	<b>0</b>	<b>(3,248)</b>	<b>0</b>	<b>(3,248)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>70,666</b>	<b>96,916</b>	<b>0</b>	<b>(96,916)</b>				
8002 less Transfer to EMR	0	29,498						
<b>Movement to/(from) Gen Reserve</b>	<b>70,666</b>	<b>67,418</b>						
<b>Grand Totals:- Income</b>	<b>70,666</b>	<b>100,164</b>	<b>0</b>	<b>(100,164)</b>			<b>0.0%</b>	
<b>Expenditure</b>	<b>0</b>	<b>3,248</b>	<b>0</b>	<b>(3,248)</b>	<b>0</b>	<b>(3,248)</b>	<b>0.0%</b>	
<b>Net Income over Expenditure</b>	<b>70,666</b>	<b>96,916</b>	<b>0</b>	<b>(96,916)</b>				
less Transfer to EMR	0	29,498						
<b>Movement to/(from) Gen Reserve</b>	<b>70,666</b>	<b>67,418</b>						

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## Purchase Ledger for Month No 7

## 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
10/10/2023	1096	34519	ADAM ROBERTS	ADA002	345.00	0.00	345.00	4010	21	345.00	gardening work
30/10/2023	1099	34644	ADAM ROBERTS	ADA002	345.00	0.00	345.00	4010	21	345.00	Gardening work
31/10/2023	31/10/23	34652	AMEX	AME001	0.47	0.00	0.47	6976	31	0.47	credit card chg
30/10/2023	17142	34621	ARK TRADING	ARK001	217.90	43.57	261.47	6952	21	41.47	staff uniform
								6952	22	54.98	staff uniform
								6952	36	121.45	staff uniform
21/09/2023	90298	34610	ATCM	ATCM01	595.00	119.00	714.00	6730	31	595.00	ATCM subs Jul 23-24
04/10/2023	4/10/23	34483	BABY UMBRELLA	BAB001	2,600.00	0.00	2,600.00	7500	38	2,600.00	Baby Umbrella grant
16/10/2023	16/10/23	34551	BANKLINE	BANKL01	88.90	0.00	88.90	6975	31	88.90	bank chgs
05/10/2023	SI56405	34507	BLACHERE	BLA001	1,111.00	222.20	1,333.20	6490	32	1,111.00	15 icicle lights
19/10/2023	227584	34593	BOURNE SPORT	BOU002	607.60	121.52	729.12	5120	21	607.60	8 tonne Surrey loam
19/10/2023	1278017913	34623	BOUYGUES	BOU003	3,737.45	747.49	4,484.94	6900	40	3,737.45	lamp post painting
10/10/2023	232073711	34557	BP FUEL	BPF001	187.57	37.52	225.09	5700	21	187.57	fuel
10/10/2023	232073712	34556	BP FUEL	BPF001	1.18	0.00	1.18	5700	21	1.18	fuel
24/10/2023	232076448	34620	BP FUEL	BPF001	23.54	0.00	23.54	5700	21	23.54	fuel
31/10/2023	232077484	34618	BP FUEL	BPF001	102.59	20.52	123.11	5700	22	15.97	fuel
								5700	21	86.62	fuel
31/10/2023	232077485	34619	BP FUEL	BPF001	43.09	0.00	43.09	5700	21	43.09	fuel
18/10/2023	SVO/369997	34590	BREWERS	BREW001	7.60	1.52	9.12	5410	21	7.60	painting eq
18/10/2023	SVO/369998	34609	BREWERS	BREW001	68.50	13.70	82.20	5010	29	54.80	spray paint
								5310	21	13.70	spray paint
18/10/2023	SVO/369999	34591	BREWERS	BREW001	30.29	6.06	36.35	5410	21	30.29	painting eq
27/10/2023	860834273	34653	BRITISH GAS	BRI001	223.32	44.66	267.98	6012	30	223.32	gas chg 22/9-21/10
20/10/2023	875232960	34586	BRITISH GAS	BRIT007	92.45	4.62	97.07	6010	33	92.45	gas chg 15/09-14/10
17/10/2023	852835574	34587	BRITISH GAS	BRIT008	65.92	3.29	69.21	6012	36	65.92	gas chg 12/09-11/10
01/10/2023	4156	34689	CJS PLANTS	CJS001	900.00	180.00	1,080.00	6865	26	900.00	floral display maint
23/10/2023	34732	34650	CLEVERLEY SPENCER	CLE003	110.00	0.00	110.00	5410	22	110.00	memorial removal
16/10/2023	190514	34545	HW COLDBREATH	COL003	70.17	0.00	70.17	6500	30	70.17	goods for resale

Purchase Ledger for Month No 7

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
25/10/2023	25/10/23	34643	COLIN TOMKINS	COL004	2,950.00	0.00	2,950.00	5030	21	2,950.00	repairs to church wall
08/10/2023	153412	34500	CONNECTAPHONE	CON001	1,128.65	225.73	1,354.38	6101	50	189.45	Sep telephone chg
								6101	22	202.15	Sep telephone chg
								6101	28	196.65	Sep telephone chg
								6101	36	120.94	Sep telephone chg
								6101	30	119.70	Sep telephone chg
								6101	31	299.76	Sep telephone chg
09/10/2023	INV-0756	34510	CORBAN COFFEE	COR002	100.00	20.00	120.00	6330	31	100.00	coffee for Chamber of Commerce
31/10/2023	INV409175	34646	COUNTRY STYLE RECYCL	COU001	80.20	16.04	96.24	6935	29	80.20	Oct glass collection
31/10/2023	INV412630	34651	COUNTRY STYLE RECYCL	COU001	14.98	3.00	17.98	6935	36	14.98	Oct glass collection
09/10/2023	14020	34554	STREETLIGHTS	DIR001	1,482.43	296.49	1,778.92	6862	26	1,482.43	St lighting maint contract
27/10/2023	906317	34647	ERNEST DOE	DOE001	11.40	2.28	13.68	5525	21	11.40	clips
02/10/2023	000016773136	34518	EDF ENERGY	EDF002	1,302.18	260.44	1,562.62	6011	36	1,302.18	Sep electric chg
02/10/2023	000016781280	34508	EDF ENERGY	EDF003	44.31	2.22	46.53	6010	60	44.31	Sep electric chg
31/10/2023	000017092232	34629	EDF ENERGY	EDF003	45.53	2.28	47.81	6010	60	45.53	Oct electric chg
02/10/2023	000016802232	34584	EDF ENERGY	EDF004	427.49	21.37	448.86	6010	41	427.49	Sep electric chg
18/10/2023	000017002072	34582	EDF ENERGY	EDF005	1,746.13	349.24	2,095.37	6010	28	1,746.13	electric chg 07/07-06/10
18/10/2023	000017003400	34580	EDF ENERGY	EDF006	850.03	42.50	892.53	5025	21	850.03	electric chg 07/07-06/10
18/10/2023	000017002377	34583	EDF ENERGY	EDF007	257.61	12.88	270.49	5020	29	257.61	electric chg 07/07-06/10
09/10/2023	000016912111	34505	EDF ENERGY	EDF009	422.68	21.13	443.81	6010	22	422.68	Sep electric chg
24/10/2023	000017026718	34585	EDF ENERGY	EDF010	102.45	5.12	107.57	6010	33	102.45	electric chg 07/07-06/10
02/10/2023	000016770522	34710	EDF ENERGY	EDF011	1,121.15	224.24	1,345.39	6011	30	1,121.15	Sep electric chg
19/10/2023	0003972727	34543	ELITE	EFS001	146.36	0.00	146.36	6500	28	146.36	goods for resale
20/10/2023	0003973123	34544	ELITE	EFS001	101.27	0.00	101.27	6500	30	101.27	goods for resale
26/10/2023	INV-46144	34634	EJPFIREPROTECT	EJPFIRE001	4,275.00	855.00	5,130.00	6930	33	4,275.00	fire alarm upgrade
01/10/2023	92375	34522	ATLAS FM/EMPRISE SVS	EMP001	502.52	100.50	603.02	6932	22	502.52	Oct lock up chgs
01/10/2023	92376	34523	ATLAS FM/EMPRISE SVS	EMP001	1,298.90	259.78	1,558.68	5311	21	1,298.90	Oct lock up chg
01/10/2023	92377	34521	ATLAS FM/EMPRISE SVS	EMP001	866.14	173.23	1,039.37	5311	21	866.14	Oct lock up chgs
19/10/2023	2621912	34558	EVERFLOW WATER	EVE002	524.28	0.00	524.28	6002	23	202.59	water chgs 19/11-18/12

## Purchase Ledger for Month No 7

## 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
								5025	21	100.05	water chgs 19/11-18/12
								6014	33	131.67	water chgs 19/11-18/12
								6014	36	14.81	water chgs 19/11-18/12
								6014	30	21.31	water chgs 19/11-18/12
								6014	21	-28.53	water chgs 19/11-18/12
								6014	28	57.39	water chgs 19/11-18/12
								6014	29	14.51	water chgs 19/11-18/12
								6014	23	10.48	water chgs 19/11-18/12
25/10/2023	CASV109117	34622	EXPRESS FACTORS	EXPR001	23.01	4.60	27.61	5525	21	23.01	adaptor
05/10/2023	5/10/23	34480	MAYOR OF FAVERSHAM	FAV001	55.00	0.00	55.00	6441	42	55.00	Faversham Charters & Magna
02/10/2023	3958/9329/4	34478	FLASHPARK	FLASH001	456.00	91.20	547.20	5410	36	456.00	warning sign rental
05/10/2023	INV536744	34520	GAZA TIMBER	GAZA001	35.07	7.01	42.08	5120	21	35.07	timber
05/10/2023	INV536745	34574	GAZA TIMBER	GAZA001	55.32	11.06	66.38	5410	23	46.40	hardware equip
								5500	21	8.92	hardware equip
10/10/2023	INV537038	34573	GAZA TIMBER	GAZA001	43.41	8.69	52.10	5500	21	25.46	hardware equip
								5410	21	17.95	hardware equip
19/10/2023	INV537613	34572	GAZA TIMBER	GAZA001	8.93	1.78	10.71	5410	21	8.93	timber, bolt, washer
31/10/2023	INV538348	34617	GAZA TIMBER	GAZA001	45.17	9.04	54.21	5410	33	30.18	hardware parts
								5500	21	14.99	hardware parts
13/10/2023	31901	34542	GEER	GEER001	120.00	24.00	144.00	5410	33	120.00	boiler service
08/10/2023	215	34506	GLENN BALL	GLE001	643.76	0.00	643.76	6635	31	643.76	Architect expenses - Mill Pond
02/10/2023	1233	34477	GML ALL EXTERIOR CLE	GML001	387.60	77.52	465.12	5410	36	387.60	height barrier repair
30/10/2023	1236	34607	GML ALL EXTERIOR CLE	GML001	593.00	118.60	711.60	5410	33	395.00	gutter cleaning
								5410	41	198.00	gutter cleaning
16/10/2023	89404	34548	HERBERT & WARD	HAW001	135.00	0.00	135.00	6500	30	135.00	goods for resale
31/10/2023	21596	34604	HELIOCENTRIX	HELI001	130.00	26.00	156.00	6240	31	130.00	wifi point installation
31/10/2023	21627	34605	HELIOCENTRIX	HELI001	2,044.68	408.94	2,453.62	6240	31	1,061.92	Oct wifi support chg
								6242	31	982.76	Oct wifi support chg
31/10/2023	T2914	34606	HELIOCENTRIX	HELI001	356.39	71.28	427.67	6101	31	141.50	Oct wifi chg

Purchase Ledger for Month No 7

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
								6101	21	9.99	Oct wifi chg
								6105	41	141.50	Oct wifi chg
								6105	22	10.00	Oct wifi chg
								6105	21	24.95	Oct wifi chg
								6105	30	28.45	Oct wifi chg
04/10/2023	04/10/23	34482	HI KENT	HIK001	1,000.00	0.00	1,000.00	7500	38	1,000.00	Hi Kent grant
13/10/2023	2005759906	34499	HM LAND REGISTRY	HML001	6.00	0.00	6.00	6630	11	6.00	title plan & reg
16/10/2023	0586317	34579	HOLLYBUSH LAUNDRY	HOL002	106.00	0.00	106.00	6013	36	106.00	tablecloth laundry
26/10/2023	0586319	34608	HOLLYBUSH LAUNDRY	HOL002	84.00	0.00	84.00	6013	36	84.00	tablecloth laundry
01/10/2023	INV-2923	34428	HUGO FOX	HUG001	10.83	2.16	12.99	6240	11	10.83	Planning tracker support
02/10/2023	16873	34686	ICCM	ICCM001	170.00	34.00	204.00	6320	22	170.00	Cemetery course
26/09/2023	16909	34687	ICCM	ICCM001	170.00	34.00	204.00	6320	22	170.00	Cemetery course
13/10/2023	8026021629	34503	KALC	KALC	5.00	1.00	6.00	6710	31	5.00	Cllr.C KALC AGM
16/10/2023	8051657229	34528	KALC	KALC	70.00	14.00	84.00	6710	31	70.00	Cllr.C conference ticket
04/10/2023	1007419	34484	KALL KWIK	KALL001	20.00	4.00	24.00	6869	30	20.00	Royal poster
09/10/2023	1007459	34563	KALL KWIK	KALL001	49.00	0.00	49.00	6869	30	49.00	leaflets
10/10/2023	1007460	34566	KALL KWIK	KALL001	45.00	0.00	45.00	6460	31	45.00	50 Adopt A Tree brochures
10/10/2023	1007461	34565	KALL KWIK	KALL001	20.00	4.00	24.00	6460	31	20.00	poster - Cllr surgeries
10/10/2023	1007462	34562	KALL KWIK	KALL001	20.00	4.00	24.00	6869	30	20.00	poster
10/10/2023	1007463	34564	KALL KWIK	KALL001	98.00	0.00	98.00	6460	31	98.00	DVCRP leaflets
10/10/2023	1007464	34561	KALL KWIK	KALL001	163.00	32.60	195.60	6869	30	163.00	HEO banners
10/10/2023	1007465	34567	KALL KWIK	KALL001	84.00	16.80	100.80	6441	42	84.00	500 Mayor's Charity flyers
05/10/2023	14265610	34485	KCC KCS	KCC003	29.85	5.97	35.82	6200	31	29.85	stationery
08/10/2023	14266947	34530	KCC KCS	KCC003	21.96	4.39	26.35	6200	31	21.96	pens
20/10/2023	14272614	34559	KCC KCS	KCC003	266.29	53.26	319.55	6010	33	113.93	cleaning eq
								6200	31	152.36	stationery
24/10/2023	14273366	34600	KCC KCS	KCC003	79.53	15.91	95.44	6013	21	79.53	cleaning eq
09/10/2023	8082191	34501	KFF	KFF001	174.75	0.00	174.75	6500	30	174.75	goods for resale
09/10/2023	8082192	34502	KFF	KFF001	75.61	12.50	88.11	6500	30	75.61	goods for resale



Purchase Ledger for Month No 7

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
09/10/2023	8084111	34547	KFF	KFF001	-8.57	0.00	-8.57	6500	30	-8.57	goods for resale
16/10/2023	8088588	34546	KFF	KFF001	205.38	12.89	218.27	6500	30	205.38	goods for resale
23/10/2023	8094418	34577	KFF	KFF001	18.50	0.00	18.50	6500	30	18.50	goods for resale
23/10/2023	8094419	34576	KFF	KFF001	95.98	6.40	102.38	6500	30	95.98	goods for resale
26/10/2023	8097491	34575	KFF	KFF001	96.70	0.00	96.70	6500	30	96.70	goods for resale
04/10/2023	05278GR	34524	LOCUM LOCKS	LOC003	65.00	13.00	78.00	5020	29	65.00	lock adjustment
12/10/2023	12/10/23	34504	MAYOR OF MAIDSTONE	MAI001	59.80	0.00	59.80	6441	42	59.80	Maidstone Charity Dinner 6/11
17/10/2023	17/10/23	34541	MARGATE COUNCIL	MAR003	49.00	0.00	49.00	6441	42	49.00	Margate Hornby Hobbies 29/11
16/10/2023	417293	34553	NATIONAL LEAFLET CO	NAT010	2,471.00	0.00	2,471.00	6200	31	2,471.00	TC print chgs
28/10/2023	UKSPS00120259	34711	NEXUDUS SL	NEX001	99.40	19.88	119.28	6900	41	99.40	Nov Hub booking chg
26/09/2023	27584809	34688	NISBETS	NIS001	16.74	3.34	20.08	6013	30	16.74	oven cleaner
02/10/2023	27618577	34472	NISBETS	NIS001	698.24	139.64	837.88	5500	36	698.24	28 tablecloths
12/10/2023	27685082	34560	NISBETS	NIS001	52.49	10.49	62.98	6505	30	52.49	consumables
13/10/2023	27692693	34552	NISBETS	NIS001	106.92	17.78	124.70	6922	30	24.72	allergen food labels
								6500	30	38.46	goods for resale
								6505	30	43.74	consumables
27/10/2023	27776374	34627	NISBETS	NIS001	40.09	8.01	48.10	5500	30	28.11	knives
								6013	30	11.98	cleaning eq
27/10/2023	27776375	34626	NISBETS	NIS001	31.16	6.23	37.39	6505	30	31.16	consumables
31/10/2023	27795586	34733	NISBETS	NIS001	52.49	10.49	62.98	6505	30	52.49	napkins
28/10/2023	28/OCT23/ANN	34685	ONECARD	ONE002	2,546.37	252.22	2,798.59	6104	21	5.00	O/S team iPad
								6104	33	8.34	Caretaker mob
								6104	21	5.00	RG mobile
								6104	21	8.34	NC mobile
								6104	36	8.34	KW mobile
								6500	28	47.15	Goods for resale
								6500	30	26.56	Goods for resale
								6500	28	50.84	Goods for resale
								6500	30	176.29	Goods for resale

Purchase Ledger for Month No 7

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
								6500	30	7.50	Goods for resale
								6500	30	-5.10	Goods for resale
								6500	50	76.13	Goods for resale
								6500	50	16.96	Goods for resale
								6500	30	101.03	Goods for resale
								6500	30	12.50	Goods for resale
								6500	28	87.44	Goods for resale
								6500	28	3.58	Goods for resale
								6500	50	28.29	Goods for resale
								6500	50	19.66	Goods for resale
								6500	30	114.72	Goods for resale
								6010	28	9.32	cleaning eq
								6240	11	10.95	Acrobat Standard Licence
								6240	31	9.16	Software design subs
								6240	50	16.64	Adobe Illustrator - HITB
								6240	31	16.64	Acrobat Pro DC
								6240	40	43.32	Creative Cloud Subs
								6101	22	5.00	AC mobile
								6101	31	16.67	LL ipad
								6013	30	10.00	cleaning eq
								6013	30	4.17	cleaning eq
								6505	30	11.00	consumables
								6505	28	1.21	consumables
								6505	30	16.42	consumables
								6322	40	109.84	4 photo frames A4
								6322	40	240.00	Business Award speaker taxi
								6322	40	407.50	Business Award trophies x 7
								6322	40	187.50	table centre pieces
								6322	40	40.00	table centre pieces

Purchase Ledger for Month No 7

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
								6322	40	54.92	2 photo frames A4
								5500	30	135.00	cash drawer
								6441	42	105.44	Medway's Nepalese evening
								6241	50	12.00	website maintenance
								5340	21	28.48	King Charles rose
								5340	21	28.49	King Charles rose
								5410	50	82.45	leather for sofas
								6200	31	6.29	stationery
								6200	31	12.49	stationery
								6900	30	16.23	wooden whistles
								6869	32	110.67	3 trestle tables
28/10/2023	28/OCT23/LIN	34683	ONECARD	ONE002	241.78	34.88	276.66	6322	40	22.50	Business Awards hospitality
								6322	40	28.25	Business Awards hospitality
								6322	40	50.00	Business Awards hospitality
								6322	40	6.85	Business Awards hospitality
								6322	40	53.33	Business Awards hospitality
								6900	50	45.51	video game
								6330	31	25.54	staff xmas lunch
								6330	31	9.80	staff xmas lunch
28/10/2023	28/OCT23/ROS	34684	ONECARD	ONE002	83.88	0.00	83.88	6210	30	27.96	delivery saver
								6210	28	27.96	delivery saver
								6210	50	27.96	delivery saver
12/10/2023	148529	34555	PALMSTEAD	PALM002	265.00	53.00	318.00	5340	21	265.00	plants
23/10/2023	0037102	34614	PERFECT CUISINE CATE	PER001	2,270.00	0.00	2,270.00	6322	40	2,270.00	Business Awards catering
21/10/2023	684271	34597	PIN BINS	PINB001	265.00	53.00	318.00	6002	23	265.00	skip hire
23/10/2023	00002976949-066	34599	PLUSNET	PLUS01	-2.80	-0.56	-3.36	6101	28	-2.80	telephone chg credit sep
23/10/2023	00003028653-066	34598	PLUSNET	PLUS01	-4.06	-0.81	-4.87	6101	50	-4.06	telephone chg credit sep
03/10/2023	00003028673-066	34589	PLUSNET	PLUS01	21.19	4.24	25.43	6101	22	21.19	Oct telephone chgs
05/10/2023	SIN2525740	34486	PPL PRS	PPLPRS001	290.79	58.16	348.95	6635	28	290.79	music licence

## Purchase Ledger for Month No 7

## 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
27/10/2023	SIN2546261	34690	PPL PRS	PPLPRS001	162.60	32.52	195.12	6490	32	162.60	CLSO music lic
01/10/2023	211044	34509	PREMIER ALARMS	PREM001	474.47	94.89	569.36	6930	28	474.47	Security system An renewal
26/10/2023	211458	34601	PREMIER ALARMS	PREM001	454.00	90.80	544.80	6930	28	454.00	Intruder alarm repair
31/10/2023	211547	34625	PREMIER ALARMS	PREM001	105.00	21.00	126.00	6930	30	105.00	alarm maint chg
31/10/2023	211585	34624	PREMIER ALARMS	PREM001	674.12	134.83	808.95	6930	28	674.12	Intruder alarm upgrade
23/10/2023	23-071	34596	RUSSELL HARPER	RUS001	180.00	36.00	216.00	6322	40	180.00	Business Awards photography
18/10/2023	1425781187	34592	SCREWFIX	SCREW001	105.47	1.48	106.95	6952	21	97.98	boots x 2
								5110	21	7.49	hardware equip
02/10/2023	2085046	34479	SDC	SDC001	500.00	100.00	600.00	6200	31	450.00	print chgs
								6441	42	50.00	thank you cards
04/10/2023	2085073	34474	SDC	SDC001	1,574.92	0.00	1,574.92	5421	60	455.38	Oct market rent
								5420	60	1,119.54	Oct market rent
09/10/2023	2085185	34512	SDC	SDC001	80.60	0.00	80.60	6935	30	80.60	bin collection 11/9-18/10
09/10/2023	2085284	34511	SDC	SDC001	161.20	0.00	161.20	6935	21	161.20	bin collection 19/6-16/7
09/10/2023	2085285	34515	SDC	SDC001	80.60	0.00	80.60	6935	22	80.60	bin collection 11/9-18/10
09/10/2023	2085286	34516	SDC	SDC001	65.60	0.00	65.60	6935	33	65.60	bin collection 11/9-18/10
09/10/2023	2085293	34513	SDC	SDC001	80.60	0.00	80.60	6935	36	80.60	bin collection 11/9-18/10
09/10/2023	2085294	34514	SDC	SDC001	146.20	0.00	146.20	6935	28	146.20	bin collection 11/9-18/10
16/10/2023	2085518	34538	SDC	SDC001	651.50	5.50	657.00	6889	31	651.50	waste sacks
20/10/2023	2085537	34539	SDC	SDC001	-600.00	0.00	-600.00	6889	31	-600.00	waste sacks
08/10/2023	14266947	34517	SDC	SDC001	21.96	4.39	26.35	6200	31	21.96	pens
08/10/2023	14266947REV	34529	SDC	SDC001	-21.96	-4.39	-26.35	6200	31	-21.96	pens
13/10/2023	27474	34594	SEV GLAZING	SEV001	325.00	65.00	390.00	5410	28	325.00	glass window replacement
20/10/2023	27491	34595	SEV GLAZING	SEV001	165.00	33.00	198.00	5410	30	165.00	glass window replacement
04/10/2023	4/10/23	34481	SEV COUNSELLING	SEV047	2,000.00	0.00	2,000.00	7500	38	2,000.00	Sevenoaks Counselling grant
03/10/2023	INV0055	34473	SEVENOAKS DECORATORSSEV060		1,490.00	0.00	1,490.00	6900	40	1,490.00	bollard painting
31/10/2023	1311	34645	SGE	SGE001	75.65	15.13	90.78	5020	29	75.65	window fabrication
27/10/2023	27/10/23	34578	MAYOR OF SWALE	SWA003	90.00	0.00	90.00	6441	42	90.00	Swale's Old Forge Wartime 9/12
04/10/2023	0000568590	34602	TATE FENCING	TATE001	243.09	48.62	291.71	5310	21	243.09	posts

Purchase Ledger for Month No 7

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
04/10/2023	0000568592	34603	TATE FENCING	TATE001	906.80	181.36	1,088.16	5010	29	906.80	oak posts x 15
12/10/2023	INV-5301	34540	TREE ABILITY	TREE001	3,711.00	742.20	4,453.20	5070	21	3,711.00	tree work
31/10/2023	153827	34648	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5026	21	4.31	Oct hygiene unit clean
								5025	21	12.94	Oct hygiene unit clean
								5020	29	12.95	Oct hygiene unit clean
31/10/2023	153828	34649	WETTON CLEANING SERV	WET001	1,991.00	398.20	2,389.20	6013	30	248.87	Oct clean & lock up chg
								5026	21	248.88	Oct clean & lock up chg
								5025	21	746.60	Oct clean & lock up chg
								5020	29	746.65	Oct clean & lock up chg
17/10/2023	000823356	34611	WICKSTEED LEISURE	WICK001	802.50	160.50	963.00	5310	21	802.50	11 playground inspections
31/10/2023	279559033	34633	WORLDPAY	WOR001	30.34	0.05	30.39	6976	31	30.34	Oct card trans chg
31/10/2023	279636366	34632	WORLDPAY	WOR001	59.67	10.50	70.17	6976	31	59.67	Oct card trans chg
31/10/2023	279653047	34631	WORLDPAY	WOR001	119.42	16.74	136.16	6976	30	119.42	Oct card trans chg
31/10/2023	279806060	34630	WORLDPAY	WOR001	32.12	4.76	36.88	6976	28	32.12	Oct card trans chg
01/10/2023	WM12219172	34475	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Sep card trans chgs
02/10/2023	01320112	34568	YU ENERGY	YUE001	42.43	2.12	44.55	6862	26	42.43	Sept electric chg
02/10/2023	01320113	34588	YU ENERGY	YUE001	6.92	0.35	7.27	6862	26	6.92	Sep electric chg
02/10/2023	01320114	34476	YU ENERGY	YUE001	456.04	22.80	478.84	6862	26	456.04	sep electric chg
<b>TOTAL INVOICES</b>					<u>66,888.87</u>	<u>8,486.11</u>	<u>75,374.98</u>			<u>66,888.87</u>	

## List of Payments made between 01/10/2023 and 31/10/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/10/2023	Reach Publishing	DD01/OCT	11.05		Sev Chonicle subs
02/10/2023	Sevenoaks District Council	DD02/OCT	848.00		Oct business rates
02/10/2023	Sevenoaks District Council	DD03/OCT	2,662.00		Oct business rates
02/10/2023	Sevenoaks District Council	DD04/OCT	482.00		Oct business rates
02/10/2023	Sevenoaks District Council	DD05/OCT	72.00		Oct business rates
02/10/2023	Sevenoaks District Council	DD06/OCT	165.00		Oct business rates
02/10/2023	Sevenoaks District Council	DD07/OCT	373.00		Oct business rates
03/10/2023	BP Fuel	DD08	111.60		fuel
03/10/2023	Payroll A/c	DD3/10	4,073.90		September L&G Transfer
04/10/2023	BACS P/L Pymnt Page 6438	BACS Pymnt	14,397.87		BACS P/L Pymnt Page 6438
04/10/2023	BACS P/L Pymnt Page 6441	BACS Pymnt	474.00		BACS P/L Pymnt Page 6441
04/10/2023	EDF ENERGY - Cemetery	DD09	416.02		Aug electric chg
04/10/2023	British Gas - Community Centre	DD10	54.29		gas chg 12/8-11/9
05/10/2023	Nexodus S.L	DD11	119.38		Hub booking chg
05/10/2023	NATWEST ONE CARD	DD12	3,015.15		Ann Onecard Sept
06/10/2023	Petty Cash	001965	365.98		petty cash top up
09/10/2023	YU ENERGY	DD13	44.55		Sept electric chg
09/10/2023	YU ENERGY	DD15	478.84		sep electric chg
09/10/2023	BP Fuel	DD16	168.20		fuel
09/10/2023	EDF ENERGY - Offices	DD18	115.25		electricity chg 7/4/23-6/7/23
09/10/2023	EDF ENERGY - Offices	DD19	358.69		electricity chg 1/10/22-6/1/23
09/10/2023	EDF ENERGY - Offices	DD20	2,409.98		electricity chg 7/1-6/4
09/10/2023	British Gas - Offices	DD17	86.32		gas chg 15/8-14/9
09/10/2023	YU ENERGY	DD14	7.27		Sep electric chg
10/10/2023	Plusnet	DD21	25.43		Oct telephone chgs
11/10/2023	Payroll A/c	BACS11/10	200.00		Salary Advance October '23 Tfr
12/10/2023	BACS P/L Pymnt Page 6446	BACS Pymnt	20,795.20		BACS P/L Pymnt Page 6446
12/10/2023	B.S	BACS/12/10	30.00		Allot key refund
12/10/2023	BACS P/L Pymnt Page 6450	BACS Pymnt	32,705.40		BACS P/L Pymnt Page 6450
12/10/2023	BACS P/L Pymnt Page 6452	BACS Pymnt	2,076.00		BACS P/L Pymnt Page 6452
16/10/2023	NatWest Bankline	BLN	88.90		bank chgs
16/10/2023	EDF Energy - Business Hub	DD22	448.86		Sep electric chg
17/10/2023	BP Fuel	DD23	226.27		fuel
17/10/2023	HM Land Registry	DD24	6.00		title plan & reg
18/10/2023	Connectaphone	DD25	1,345.38		Sep telephone chg
18/10/2023	British Gas - Community Centre	DD26	291.27		gas chg 22/8-21/9
18/10/2023	Connectaphone	DD25A	9.00		Sep telephone chg
19/10/2023	BACS P/L Pymnt Page 6453	BACS Pymnt	14,571.16		BACS P/L Pymnt Page 6453
19/10/2023	BACS P/L Pymnt Page 6457	BACS Pymnt	90.00		BACS P/L Pymnt Page 6457
19/10/2023	Mr D.P	BACS19/10	50.00		Allot key refund
19/10/2023	Mrs V.O	BACS19-10	30.00		Allot key refund
19/10/2023	Mr B.R.M	BACS19.10	30.00		Allot key refund
19/10/2023	K.C	BACS19+10	400.00		Gloria.H raffle refund
19/10/2023	WorldPay	DD27	144.48		Sep card trans chgs
19/10/2023	WorldPay	DD28	84.71		Sep card trans chgs
19/10/2023	WorldPay	DD29	74.40		Sep card trans chgs
19/10/2023	WorldPay	DD30	51.26		Sep card trans chgs

## List of Payments made between 01/10/2023 and 31/10/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/10/2023	WorldPay	DD31	11.94		Sep card trans chgs
20/10/2023	Petty Cash	001966	359.72		petty cash top up
21/10/2023	Everflow Water	DD34	311.98		water chgs 19/11-18/12
23/10/2023	EDF Energy - Bat and Ball Cent	DD32	1,562.62		Sep electric chg
23/10/2023	EDF Energy - High Street Marke	DD33	46.53		Sep electric chg
25/10/2023	BACS P/L Pymnt Page 6459	BACS Pymnt	7,208.80		BACS P/L Pymnt Page 6459
25/10/2023	Payroll A/c	BACS25/11	52,972.22		November '23 Wages Payment
26/10/2023	Payroll A/c	BACS26/11	26,598.77		October '23 HMRC/KCC Tfr
27/10/2023	EDF ENERGY - B&B Station	DD35	1,165.15		Feb electric chg
27/10/2023	EDF ENERGY - B&B Station	DD36	1,208.82		Mar electric chg
27/10/2023	EDF ENERGY - B&B Station	DD37	1,306.70		Apr electric chg
27/10/2023	EDF ENERGY - B&B Station	DD38	1,361.08		Jun electric chg
27/10/2023	EDF ENERGY - B&B Station	DD39	1,376.45		Jul electric chg
27/10/2023	EDF ENERGY - B&B Station	DD40	1,414.54		May electric chg
27/10/2023	EDF ENERGY - B&B Station	DD41	1,440.05		Aug electric chg
27/10/2023	Plusnet	DD REFUND	-3.36		telephone chg credit sep
27/10/2023	Plusnet	DD- REFUND	-4.87		telephone chg credit sep
30/10/2023	Country Style Recycling	DD42	94.97		Sep glass collection chg
30/10/2023	Public Clock	DD43	30.48		electric chg 24/6-23/9
31/10/2023	BP Fuel	DD44	23.54		fuel
31/10/2023	Payroll A/c	DD31/11	4,456.01		October '23 L&G Tfr
Total Payments			208,026.20		

## Receipts for Month 7

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,000.00					1,000.00	
	Banked: 03/10/2023	4,073.90						
DD3/10	Nat West - Current Account	4,073.90			201		4,073.90	September L&G Transfer
	Banked: 11/10/2023	200.00						
BACS11/10	Nat West - Current Account	200.00			201		200.00	Salary Advance October '23 Tfr
	Banked: 25/10/2023	52,972.22						
BACS25/11	Nat West - Current Account	52,972.22			201		52,972.22	November '23 Wages Payment
	Banked: 26/10/2023	26,598.77						
BACS26/11	Nat West - Current Account	26,598.77			201		26,598.77	October '23 HMRC/KCC Tfr
	Banked: 31/10/2023	4,456.01						
DD31/11	Nat West - Current Account	4,456.01			201		4,456.01	October '23 L&G Tfr
Total Receipts for Month		88,300.90	0.00	0.00			88,300.90	
Cashbook Totals		<u>89,300.90</u>	<u>0.00</u>	<u>0.00</u>			<u>89,300.90</u>	



## Payments for Month 7

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/10/2023	Legal & General	DD3/11	4,073.90			516		4,073.90	September Legal & General paym
11/10/2023	Employees	BACS11/10	200.00			520		200.00	Employees Advance
25/10/2023	Employees	BACS25/10	52,277.54			520		52,277.54	October '23 Wages Payment
25/10/2023	Councillors	BACS25/10-	694.68			520		694.68	Councillors allowances October
26/10/2023	HMRC/KCC	BACS26/10	26,598.77			515		16,149.54	October '23 HMRC Payments
						516	0	10,449.23	October '23 KCC Payments
31/10/2023	Legal & General	DD31/10	4,456.01			516		4,456.01	October Legal & General Paymen
Total Payments for Month			88,300.90	0.00	0.00			88,300.90	
Balance Carried Fwd			1,000.00						
Cashbook Totals			89,300.90	0.00	0.00			89,300.90	

## Receipts for Month 7

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	594.02					594.02	
	Banked:06/10/2023	365.98						
001965	Nat West - Current Account	365.98			201		365.98	petty cash top up
	Banked:20/10/2023	359.72						
001966	Nat West - Current Account	359.72			201		359.72	petty cash top up
Total Receipts for Month		725.70	0.00	0.00			725.70	
Cashbook Totals		<u>1,319.72</u>	<u>0.00</u>	<u>0.00</u>			<u>1,319.72</u>	

## Payments for Month 7

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
06/10/2023	Bat and Ball Cafe	1039/A	89.59			6500	30	89.59	Goods for resale
06/10/2023	Bat and Ball Cafe	1039/B	3.50		0.58	5500	30	2.92	frying pan
06/10/2023	Bat and Ball Cafe	1039/C	2.60		0.43	6505	30	2.17	consumables
06/10/2023	Mayoral Events	1040	41.00			7208	42	41.00	Garden Party expenses
06/10/2023	Establishments	1041	12.10			6330	31	12.10	refreshments
09/10/2023	Establishments	1042/A	28.00			6330	31	28.00	Refreshments
09/10/2023	Establishments	1042/B	3.40		0.57	6330	31	2.83	refreshments
11/10/2023	Bat and Ball Station	1043/A	70.13		11.69	5410	30	58.44	maintenance equip
11/10/2023	Bat and Ball Centre	1043/B	41.96			5410	36	41.96	plants
11/10/2023	Open Spaces	1044	20.05			6330	21	20.05	refreshments
11/10/2023	Open Spaces	1045/A	7.50		1.25	5410	21	6.25	tape
11/10/2023	Cemetery	1045/B	4.00		0.67	6330	22	3.33	refreshments
11/10/2023	Cemetery	1045/C	19.69			6330	22	19.69	refreshments
17/10/2023	Establishments	1046	16.20			6330	31	16.20	refreshments
20/10/2023	Bat and Ball Cafe	1047	75.91			6500	30	75.91	Goods for resale
27/10/2023	Vine Cafe	1048/A	43.52			6500	28	43.52	Goods for resale
27/10/2023	Vine Cafe	1048/B	28.00		4.67	6900	28	23.33	Halloween decs
Total Payments for Month			507.15	0.00	19.86			487.29	
Balance Carried Fwd			812.57						
Cashbook Totals			<u>1,319.72</u>	<u>0.00</u>	<u>19.86</u>			<u>1,299.86</u>	

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## POLICY SCHEDULE

### Agricultural Motor

This policy schedule is intended as a summary of cover. For full details of the Policy terms, conditions, limitations and exceptions, you should read this in connection with your Certificate and Policy Document.

Policy Number	FPR417487
Effective Date	00:01 hrs 15 April 2023
Expiry Date	23:59 hrs 14 April 2024
Reason for Issue	New Business
Declaration Basis	As and When

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#### POLICYHOLDER DETAILS

Name(s)	Sevenoaks Town Council
Correspondence Address	Town Council Offices Bradbourne Vale Road Sevenoaks Kent United Kingdom TN13 3QG
Business	Town Council

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#### BROKER DETAILS

Name of Broker	Invicta Insurance Services
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#### PREMIUM INCLUDING LEGAL EXPENSES

Premium	£3,625.00
Tax	£435.00
Premium Including Tax	£4,060.00

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**Legal Expenses**

Premium	£0.00
Tax	£0.00
Premium Including Tax	£0.00

## VEHICLES

### VEHICLE SUMMARY

Vehicle Type	Registration Number	Make	Model	Value	GVW (tons)
LCV	FV70UFR	Nissan	Van	£19000	3.50
LCV	GK19BYV	Isuzu	Van	£21995	3.50
LCV	GK20DZO	Nissan	Van	£33656	3.50
LCV	GU14XKZ	Nissan	Van	£19800	3.50
Tractor	EX16VBA	New Holland	Tractor	£12729	N/A
Agricultural Vehicle	GN10EHH	Thwaites Dumper	Agricultural Vehicle	£12000	N/A
Tractor	GN64DYM	Kubota	Tractor	£24155	N/A

### COVER AND EXCESS SUMMARY

Vehicle Type	Registration Number	Cover	Damage, Fire & Theft Excess	Windscreen Excess
LCV	FV70UFR	Comprehensive	£250	£125
LCV	GK19BYV	Comprehensive	£250	£125
LCV	GK20DZO	Comprehensive	£250	£125
LCV	GU14XKZ	Comprehensive	£250	£125
Tractor	EX16VBA	Comprehensive	£250	£125
Agricultural Vehicle	GN10EHH	Comprehensive	£250	£125
Tractor	GN64DYM	Comprehensive	£250	£125

### DRIVERS AND USE SUMMARY

Vehicle Type	Number	Permitted Drivers	Use
LCV	FV70UFR	Any Driver - Excluding Drivers Under 25	Carriage of Own Goods
LCV	GK19BYV	Any Driver - Excluding Drivers Under 25	Carriage of Own Goods
LCV	GK20DZO	Any Driver - Excluding Drivers Under 25	Carriage of Own Goods
LCV	GU14XKZ	Any Driver - Excluding Drivers Under 25	Carriage of Own Goods
Tractor	EX16VBA	Any Authorised Driver	Agricultural Use
Agricultural Vehicle	GN10EHH	Any Authorised Driver	Agricultural Use
Tractor	GN64DYM	Any Authorised Driver	Agricultural Use

### Named Drivers

Vehicle Type	Vehicle Registration	Named Drivers
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## PREMIUM SUMMARY

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Vehicle Type	Number	Annual Rate Per Item	Annual Premium
LCV	FV70UFR	£550	£550
LCV	GK19BYV	£550	£550
LCV	GK20DZO	£550	£550
LCV	GU14XKZ	£550	£550
Tractor	EX16VBA	£371	£371
Agricultural Vehicle	GN10EHH	£350	£350
Tractor	GN64DYM	£704	£704

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 First Underwriting Limited is authorised and regulated by the Financial Conduct Authority under FRN 624585.



## Adopted at Finance & General Purposes Committee



# Reserves Policy 2024/25

## Introduction

The Town Council is required by statute to maintain financial reserves sufficient to meet the needs of the organisation and in addition has statutory limitations on how it spends certain receipts which it must ensure are accounted for separately to the council's general funds.

Whilst there is no statutory minimum (or maximum) level of reserves, the council should only hold revenue reserves for reasonable working capital needs or specific earmarked purposes.

The Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide, which sets out the 'proper practices' for how the council must maintain its accounts, recommends that the minimum level of general reserves should be between three and twelve months of net revenue expenditure. Net revenue expenditure is defined as precept, less amounts included in precept for loan repayment, capital projects & transfers to reserves. For an authority of the council's size, it states that the lower end (three months, or 25%) is appropriate.

The council's Internal and External Auditors review the council's reserves and their justification annually.

This policy sets out how the council will manage its reserves and is separate to the council's Investments Policy which sets out how the council will hold its reserves.

## General Reserve

The general reserve is not ringfenced (earmarked) for any specific expenditure, but is intended to cover the following working capital needs:

- to smooth the impact of uneven cashflow
- cover unexpected/emergency expenditure
- act in an agile manner

The general reserve will be replenished as part of the budget process in any year where it has been utilised for unexpected/emergency expenditure.

The Town Council aims to increase its general reserves by a minimum of £20k per year as part of a long-term plan working towards a general reserve fund of 6 months of precept. This will be dependent on working capital needs.

## Earmarked Reserves

The council may establish ringfenced (earmarked) reserves for any reason where it reasonably believes it may incur expenditure in the future. The council's current earmarked reserves are detailed at the end of this policy.



## Reserves Policy 2024/25

### Consideration of Short-term Financial Risks

To assess the adequacy of the general reserve, the Council has considered the strategic, operational, and financial risks faced. The short-term risks that the Town Council faces, with reference to its current plans include:

Lower than expected income

- Grant income - In previous years the net expenditure of the Town Council has been slightly lower than the precept, with the result that the Council has been able to boost the level of the general reserve fund. Since net expenditure is stated after deducting revenue grants received from third parties, the savings partly reflect successful grant applications. Conversely if grant income were not received for any reason, then a surplus of net expenditure over precept could result, with the balance being funded by the general reserves fund.
- Other income - the revenue estimates forming the basis of the precept includes predicted income from a range of sources, such as cemetery income, café income, and letting and hiring income, particularly from new facilities such as Bat & Ball centre, Business Hub and Bat & Ball Station. It is difficult to predict with accuracy (particularly, for new venues such as the Bat & Ball station). If income received were to fall below the budgeted level, then the balance could be funded from general reserves.
- Calculations for Band D and non-collection allowances giving a lower than expected precept base. Precept is usually set after the final Band D number is received.
- Other risks – e.g., Inflation and cost of living crisis may impact on availability of grants and other income sources, as well as customers and spending habits.

Higher than expected costs due to:

- Inflation increases, in particular the energy sector;
- unexpected professional fees;
- shortage of staff resources;
- Other risks – e.g., Coronavirus has resulted in higher expenditure in recent years

Consideration of Longer-term Financial Risks

Longer term financial risks faced by the Council include:

- Funding the repairs or replacement of assets;
- Changes to legislation e.g., uncertainties created by the income to be generated from CIL

## Adopted at Finance & General Purposes Committee



### Reserves Policy 2024/25

#### Current Level of Financial Reserves

As at October 2023, the General and Earmarked reserves held are as follows:

<u>General Funds</u>		
Revenue Reserves	455,691	
<u>Earmarked/Designated Funds</u>		
Youth Council Reserve	1,727	Youth council unspent budget rolled forward for future projects
Council Offices Reserve	1,548	To cover Council Offices maintenance works not covered in annual budget
Pension Reserve	2,814	For unexpected Pension related costs
Rolling Capital Prog Revenue Reserve	42,393	Major maintenance and other non-annual work on outside services & leisure facilities
Street Lighting Reserve	6,054	For major work on streetlighting - eg upgrades
Stag Winding Up Reserve	10,000	To cover potential costs should the Stag theatre be wound up, increased by £1K pa
Planning Fees Reserve	12,500	To cover future planning fees
Youth Activities Reserve	1,269	To cover future Youth activities
STP Activities Reserve	8,677	Town team unspent budget rolled forward for future projects
Non-annual commitments reserve	15,653	To cover known non-annual commitments, eg elections, Investors in People.
Staff training reserve	2,890	To cover additional training (spend has been lower due to COVID restrictions)
Capital Receipts Quaker Hall	87,693	Capital reserve - legally restricted to capital expenditure only
Capital Receipts Reserve	456,429	Capital reserve - legally restricted to capital expenditure only
Bat & Ball Station Management & Maintenance reserve	132,018	Part of HLF grant, to underwrite Bat & Ball station during initial years of opening
Vehicle/ Machinery replacement reserve	22,829	Replacent of OSL vehicles and machinery
Environmental reserve	4,000	To fund Environmental officer
Bat & Ball Center Maintenance reserve	10,578	To fund floor repairs in Bat & Ball center
Recruitment reserve	10,000	
CIL Earmarked Reserve	191,926	Subject to statutory restrictions. Infrastructure related expenditure
No 8 bus Reserve	78,808	Funding to be spent on Number 8 bus
Mayor's Charity Reserve	7,303	Charity funds raised by current and prior Mayors
Mayors Regalia Reserve	8,076	To cover mayoral robes etc replacement.
	1,115,185	
	<u>1,570,876</u>	

#### Recommendation:

That Members consider and adopt the Reserves Policy for financial year 2024/25 with the emphasis on continuing to increase the Town Council's general reserves by a minimum of £20k per year as part of a long-term plan working towards a general reserve fund of 3 months of precept. This will be dependent on working capital needs.

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## Sevenoaks Town Council

### Investment Report

#### 1. Background

It has previously been agreed at Council to review the Investment Strategy due to the increase in interest rates to try to obtain a better return on cash/reserves.

The Council's Investment Strategy makes up part of STC's internal controls on managing finances.

Councils have the power to invest under Section 12 of the Local Government Act 2003.

#### 2. Breakdown of Balances for 2023/2024 as at end of October 2023

	Description	Approx £	Approx %
1	<p><b>Revenue Budget / Precept</b></p> <p>Allocated to delivering public services as per annual budget.</p> <p>£1,370,074 (of which £570,865 is remaining and £799,211 has been spent).</p>	£570,865	27%
2	<p><b>General / Earmarked Reserves</b></p> <p>Earmarked Reserves have been placed against future project although could be changed by Council.</p> <p>General Reserves are normally kept to underwrite the Council for unforeseen circumstances.</p> <p>The Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide, which sets out the 'proper practices' for how the council must maintain its accounts, recommends that the minimum level of general reserves should be between three and twelve months of net revenue expenditure. Net revenue expenditure is defined as precept, less amounts included in precept for loan repayment, capital projects &amp; transfers to reserves. For an authority of Sevenoaks Town Council's size, it states that the lower end (three months, or 25%) is appropriate.</p>	<p>336,744</p> <p>455,691</p>	<p>16%</p> <p>21%</p>
3	<p><b>Capital Reserves</b></p> <p>Capital Reserves are normally generated from Capital Receipts which legally must be spent on Capital items.</p>	778,441	36%

#### 3. Statutory Guidance on Local Government Investments

The Local Government Investment Guidance<sup>1</sup> is issued by Secretary of State under Section 15(1)(a) of the Local Government Act 2003.

<sup>1</sup> Statutory Guidance on Local Government Investments (3<sup>rd</sup> Edition)

The Guidance states that a prudent investment policy will have two underlying objectives:

- Security – protecting the capital sum invested from loss; and
- Liquidity – ensuring the funds invested are available for expenditure where needed.

The requirement is to prioritise security, liquidity, and yield in that order of importance. This Guidance is mandatory where investments exceed or are expected to exceed £100k.

The Government also believes that local authorities need to be better at explaining “why” not just “what” they are doing with their investment activity.

Most authority reserves are held in instant or short notice bank accounts or other short-term investments. Occasionally, circumstances necessitate authorities to make other types of investment, for example when saving for a future capital project or while deciding how to apply the proceeds of an asset sale or donation.

Short term investments are invested mainly in deposit and savings accounts typically provided by banks, and are those that display the following characteristics<sup>2</sup>: -

- Are determined in pounds Sterling.
- Have a maturity of 12 months or less.
- The whole of the original sum invested can, from the time that the investment is made, be accessed for use by the authority without any reduction; and
- The authority has assessed the counterparty and is satisfied that the original sum invested is not subject to unreasonable risk.

Long term investments are where the authority invests money in anything other than a short-term investment.

**4. Investments as at end of October 2023**

Bank	Amount	Percentage of Funds	Interest Rate
HSBC	51,075	2.3	1.31%
Handelsbanken Deposit	65,720	3	1.9%
Handelsbanken – 35-day notice	265,912	12.1	2.2%
Nationwide Instant Saver	2,835		0%
Nationwide – Sevenoaks Fund Instant Saver	10,304	0.5	1.45%
CCLA Fund (See page 4)	500,000	22.8	5.6% (5.4% as at 05/01/24)
Virgin Money – 95-day notice	511,688	23.5	2.1%

<sup>2</sup> Joint Panel on Accountability and Governance Practitioners Guide – March 2023 (page 19)

Natwest – Current Account	782,773	35.8	1.05
<b>Total</b>	<b>2,190,307</b>	<b>100</b>	

Funds at Natwest mainly represent the unspent precept; funds elsewhere represent General/ Earmarked Reserves/ Capital Reserves.

In order to meet monthly cash needs (e.g. salaries, monthly payments) it is proposed that a minimum cash balance of £250,000 be held at Natwest at the start of each month, where possible. This amount will be topped up at the end of each month.

Other planned expenditure will be managed as necessary.

Since the end of October the amount in the CCLA Fund has increased to £700,000.

**Risk**

The Financial Services Compensation Scheme does not protect deposits made by a public authority (including a parish council), unless it is a small local authority with annual budget of up to EUR500,000. FSCS compensation of £85,000 does not apply to Sevenoaks Town Council.

**5. Insignis Cash Platform**

Insignis Cash is a platform for individuals, companies, pensions, charities, and local authorities to earn better interest rates on their cash savings. Insignis is authorised by the FCA for the provision of payment services.

To increase interest returns the Council can use the Insignis Cash Platform to access rates from their panel of 40+ banks and building societies. As of 4<sup>th</sup> January 2024 the following were available to local authorities.

Institutions	Fitch	Min/Max	Easy Access	31 Days (Notice)	1 Month Fixed (Term)	35 Days (Notice)	45 Days (Notice)	2 Month Fixed (Term)	3 Month Fixed (Term)	95 Days (Notice)	6 Month Fixed (Term)	9 Month Fixed (Term)	12 Month Fixed (Term)	1 Year Fixed (Term)	15 Month Fixed (Term)	18 Month Fixed (Term)	2 Year Fixed (Term)	3 Year Fixed (Term)	4 Year Fixed (Term)	5 Year Fixed (Term)
Aldermore Bank	bbb	£50K - £5M									4.70%		4.80%		4.40%	4.25%	3.75%	3.75%	3.75%	
Arbuthnot Latham Bank	bbb	£10K - £10M											4.60%							
Cambridge & Counties Bank	bbb	£10K - £5M	4.05%							4.70%			4.50%		4.00%	4.50%	4.20%			
Emirates NBD	A+	£50K - £4.99M		4.80%				5.15%		5.09%		4.72%				4.16%	3.85%	3.67%	3.57%	
Goldman Sachs International Bank	A+	£1M - £100M						5.22%		5.23%	5.10%		4.96%							
Hampshire Trust Bank	bbb	£5K - £750K	4.65%																	
HSBC Bank Plc - Base Rate Tracker	AA-	£250K - £100M	4.50%																	
National Bank of Egypt (UK) Limite	bbb-	£10K - £10M								5.05%	5.00%		5.00%			4.50%	4.35%			
NBKI	A+	£1M - £50M		5.20%			5.40%	5.39%		5.40%	5.30%		5.17%							
OakNorth Bank	bbb+	£20K - £2M	4.56%																	
Redwood Bank	bbb-	£10K - £1M											4.85%							
Sainsburys Bank	bbb-	£10K - £1M		4.51%			4.61%	5.06%		5.21%	4.91%		4.91%	4.53%	4.32%	4.04%	3.69%	3.49%	3.37%	
Santander Financial Services Plc	A+	£50K - £100M	4.35%			4.50%		5.00%	4.65%	5.00%	4.80%		4.75%		4.35%	4.20%				
SBI UK	bbb-	£10K - £250K			2.75%												5.00%	4.15%		4.25%
Teachers Building Society	bb+	£1K - £100K	2.65%																	

Deposits made via the Insignis Platform with underlying banks are typically held either directly in the Council’s name or via a trust deed; in both cases the council remains the beneficial owner. Similarly

funds in transit via Insignis sit in a “hub” client account at Barclays (so the credit risk is Barclays, not Insignis).

There is a charge which is the account service fee based on the total deposit. Once a client deposits funds into their Hub account, they place aside the account service fee and draw down monthly payments in arrears out of this fee reserve account.

From	To	Client Fee
£250,000	£299,999	0.25%
£300,000	£999,999	0.20%
£1,000,000	£1,999,999	0.15%

## Risk

The Financial Services Compensation Scheme does not protect deposits made by a public authority (including a parish council), unless it is a small local authority with annual budget of up to EUR500,000. FSCS compensation of £85,000 does not apply to Sevenoaks Town Council.

## 6. Money Market Funds

Money Market Funds are typically designated as short term low volatility net asset value money market funds (LVNAV Funds). They are authorised and regulated by the Financial Conduct Authority (FCA). Funds are primarily invested in money market instruments, deposits, and other short-term assets. Units in the fund are purchased or redeemed daily at a constant price so long as the value of the underlying assets does not deviate by more than 0.2% (20bps) from par (i.e., 1.00)<sup>3</sup>.

STC currently invest in the CCLA Public Sector Deposit Fund (CCLA Fund) which is a LVNAV Fund and it is asked that STC look for other similar investments with a combination of low minimum investment and low fee. The management charge on the CCLA Fund is 0.08% p.a.

## Risk

LVNAV Funds run a small risk of a fall in Net Asset Value (typically in the event of a large and unexpected rise in interest rates). FSCS compensation of £85,000 does not apply to LVNAV Funds.

<sup>3</sup> <https://www.immfa.org/about-mmfs/investor-help.html>



**Recommendation from the Town Clerk and RFO**

Due to the total investments amounting to more than £1m, it is mandatory for STC to consider security, liquidity, and yield in that order of importance.

Officers recommend any investments to be with approved banks and Low Volatility Money Market Funds similar to the CCLA.

**RECOMMENDED:**

- i) **For STC to consider delegating authority to the Town Clerk/ RFO, in conjunction with the Chair and Vice Chair of F&GP to invest in regulated borrowers who meet the A- credit rating as per the Investment Strategy (either directly or via the Insignis Platform).**
- ii) **For STC to consider opening an Insignis Cash Account for investing surplus monies for financial institutions not less than A- and previously agreed by the F&GP Committee.**
- iii) **For STC to consider investing in an additional LVNAV fund.**
- iv) **For STC to consider the revised Investment Strategy.**

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**Adopted at Finance & General Purposes Committee - 15 January 2024**

**INVESTMENT STRATEGY, POLICY AND RISK MANAGEMENT**  
**for the 2024/25 financial year**

**1. Introduction:**

- Sevenoaks Town Council (the “Council”) acknowledges the importance of prudently investing cash balances held on behalf of the community.
- Statutory Powers: The Council’s Investment Strategy complies with the revisions set out in:
  - the Statutory Guidance on Local Government Investments (3rd Edition) for financial years commencing 1 April 2018.
  - The Chartered Institute of Public Finance and Accountancy’s (CIPFA) Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes

**2. Reporting, Approval, Review and Amendment**

- 2.1. The Council is required to approve an annual Investment Strategy (the “Strategy”) so that borrowing and investments remain prudent, affordable, and sustainable..
- 2.2. The Annual Strategy for the coming financial year will be prepared by the Responsible Finance Officer (“RFO”) and presented initially for approval to the Finance and General Purposes Committee (“F&GP”) before the start of the financial year
- 2.3. The Council reserves the right to make variation to the Strategy at any time subject to the approval of the Council. Any variations will be made available to the public.
- 2.4. Fund balances and Investment activity is to be reported at every F&GP Meeting.

**3. Investment Objectives**

- 3.1 The Council’s investment priorities are as follows:
  - Security of reserves i.e., protecting the capital sums invested from loss,
  - Liquidity of its investments i.e., ensuring that funds invested are available for expenditure when needed. Sufficient cash available from the current account should be maintained to cover the Council’s commitments during the period of the investment(s).
  - Yield i.e., the return on investment is considered once the first two objectives are satisfied.
  - All investments will be made in sterling.

**4. Policy**

- 4.1. The Council’s Strategy requires investment in entities with high credit ratings; short term ratings should be at least A- or equivalent.
- 4.2. The Council will only invest in ‘Specified’ investments as per the criteria listed below, either directly or via the Insignis Cash platform .
- 4.3. The Council’s policy is to retain not less than £250,000 at the start of each month in its Natwest current account to meet immediate cash needs.
- 4.4. The maximum duration of any investment will be 12 months.

**5. Investment Risk**

## 5.1. Risk Management:

### Limits

Not more than 40% of the funds are to be placed with any one entity (including any one Low Volatility Net Asset Value Money Market Fund), however authorised officers may use their discretion to increase this to 50%.

### Categories

Funds only to be deposited or invested in the following categories of specified investments (as defined by the 2003 Local Government Act):

- a) UK clearing banks or their subsidiaries, together with those former major building societies now banks;
- b) The Treasury Departments of building societies which are members of BSA with assets over £2bn;
- c) Non-UK financial institutions approved by the F&GP;
- d) UK Government stocks;
- e) UK local authority bonds;
- f) The money-market management operations of a UK public body or authority<sup>1</sup>, where the council's funds are pooled and invested on the money markets under the name of such UK public body or authority.
- g) Low Volatility Net Asset Value Money Market Funds.

### Monitoring of Investment Counterparties

All investments must be in entities with a short-term credit rating of A-. Where no rating is available the F&GP must establish that the entity would have an equivalent rating, were it to be rated.

Ratings are to be monitored not less than quarterly and if the rating of any investment falls below the appropriate rating, the RFO will take the earliest opportunity to withdraw the investment and re-invest the proceeds.

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

## 5.2. Treasury Management Advice

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

## 5.3. Investment Training

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

## 5.4. Investment of money borrowed in advance of need

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<sup>1</sup> For example the Public Works Loans Board, or the treasury departments of a county or district local authority.

## Adopted at Finance & General Purposes Committee - 28.Jan 24

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

### 6. Investment strategy review

#### 6.1. Specified Investments

The Council currently has 7 approved institutions.

All of STC's investments currently fall within the 'specified investments' categories listed above.

Credit ratings are from all three rating agencies but Standard and Poor ratings are listed. Ratings are assessed at least on a quarterly basis. The last review listed was as at December 2022.

Name of Institution	Investment Period	Short Term Credit Rating	Agency	Yield
Natwest	1 month rolling	A1		1.05%
Bank of Scotland	1 month rolling	A1		0.10%
Handelsbanken	35 Day notice	A1+		1.9%
Nationwide	Instant access	A1		0.95%
HSBC	Instant access	A1		0.85%
Virginmoney	95 Day notice	A-3		1.60%
CCLA Public Sector Deposit Fund	Daily access	AAA (Fitch)		2. (5.38% as at 05/01/24)

#### CCLA Public Sector Deposit Fund (CCLA Fund)

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

#### 6.1. Consideration of alternative investments

The Council may wish to introduce additional investments as requirements change, including additional low volatility money market funds, so that funds can be spread more widely (but within reason) in order to minimise financial risk.

#### Investments through a broker

Investing through a broker would allow access to borrowers which may not be accessible directly. Brokers furnish an introduction to available funds, and provide information and facilitate the administration of opening accounts. It is proposed to open an account with Insignis Cash, a deposit platform authorised by the FCA for the provision of payment services. This will permit access to a wider range of authorised borrowers.

The credit risk created by using Insignis will lie with the underlying borrowers plus Barclays Bank which operates the transfer "hub" for payments and receipts.

## **Adopted at Finance & General Purposes Committee - 28.Jan 24**

In order to facilitate operating this account it is proposed that the RFO in conjunction with the Chair and Vice Chair of F&GP are authorised to approve regulated borrowers who meet the minimum of A- credit rating and are on the pre-approved list which will be agreed at F&GP.

### **6.2. 2024/25 Budget**

- 2023/24 Budget includes income from interest of £30,000.

The Bank of England Base Rate is 5.25 and this rate is expected to decline slowly.

### **Recommendations**

Having considered the current Guidance, the Council's cash flow and investment requirements, it is recommended that:

- Members adopt this Investment Strategy for 2024/25.

Adopted at Finance & General Purposes Committee - ~~16.01.23~~ 28.Nov 23



**INVESTMENT STRATEGY, POLICY AND RISK MANAGEMENT**  
**for the 2024~~3~~/245 financial year**

**1. Introduction:**

- Sevenoaks Town Council (the "Council") acknowledges the importance of prudently investing ~~surplus funds~~ cash balances held on behalf of the community.
- Statutory Powers: The Council's Investment Strategy complies with the revisions set out in:
  - the Statutory Guidance on Local Government Investments (3rd Edition) for financial years commencing 1 April 2018.
  - The Chartered Institute of Public Finance and Accountancy's (CIPFA) Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes

**2. Reporting, Approval, Review and Amendment**

- 2.1. The Council is required to approve an annual Investment Strategy (the "Strategy") so that borrowing and investments remain prudent, affordable, and sustainable. ~~The policy will be reviewed by the Responsible Finance Officer for consideration and approval annually.~~
- 2.2. The Annual Strategy for the coming financial year will be prepared by the ~~RFO~~ Responsible Finance Officer ("RFO") and presented ~~initially~~ for approval to the Finance and General Purposes Committee ("~~F&GP~~") before the start of the financial year
- 2.3. The Council reserves the right to make variation to the Strategy at any time subject to the approval of ~~Full~~ the Council. Any variations will be made available to the public.
- 2.4. Fund balances and Investment activity is to be reported at every ~~Finance and General Purposes Committee~~ F&GP Meeting.

**3. Investment Objectives**

- 3.1 The Council's investment priorities are as follows:
  - Security of reserves i.e., protecting the capital sums invested from loss,
  - Liquidity of its investments i.e., ensuring that funds invested are available for expenditure when needed. ~~Sufficient~~ cash available from the current account should be ~~judged as adequate~~ maintained to cover the Council's commitments during the period of the investment(s).
  - Yield i.e., the return on investment is considered once the first two objectives are satisfied.
  - All investments will be made in sterling.

**4. Policy**

- 4.1. The Council's ~~S~~strategy requires investment in ~~Bodies~~ entities with high credit ratings; ~~i.e., ratings of UK clearing banks and building societies~~ short term ratings should be at least A- or equivalent ~~short term~~.
- 4.2. The Council will only invest in 'Specified' investments as per the criteria ~~listed below, either directly or via the Insignis Cash platform, defined below.~~
- 4.3. The Council's policy is to retain not less than ~~3 months estimated working capital (defined as precept) and capital requirements in current and deposit accounts giving immediate access~~ £250,000 at the start of each month in its Natwest current account to meet immediate cash needs.

**Adopted at Finance & General Purposes Committee - ~~16.01.23~~28.Nov 23**

~~4.4. Amounts representing the balance on Revenue Reserves at the beginning of the financial year to be placed on deposit of up to one year's duration, depending on the prevailing interest rates and forecast cash flow requirements.~~

~~4.5.4.4. Other funds to be placed on deposit of up to one year's duration, depending on the prevailing interest rates and forecast cash flow requirements. The maximum duration of any investment will be 12 months.~~

~~4.6. The Council policy is to invest for the best income return having regard to the Statutory Guidance and the absolute requirement to avoid a capital loss.~~

## 5. Investment Risk

### 5.1. Risk Management:

#### Limits

Not more than 40% of the funds are to be placed with any one ~~institution~~entity (including any one Low Volatility Net Asset Value Money Market Fund), however authorised officers may use their discretion to increase this to 50%.

#### Categories

Funds only to be deposited or invested in the following categories of specified investments (as defined by the 2003 Local Government Act):

- a) UK clearing banks or their subsidiaries, together with those former major building societies now banks;
- b) The Treasury Departments of building societies which are members of BSA with assets over £2bn;
- c) Non-UK financial institutions approved by the ~~Finance and General Purposes Committee~~F&GP;
- d) UK Government stocks;
- e) UK local authority ~~stocks or~~ bonds;
- f) The money-market management operations of a UK public body or authority<sup>1</sup>, where the council's funds are pooled and invested on the money markets under the name of such UK public body or authority.
- f)g) Low Volatility Net Asset Value Money Market Funds.

#### Monitoring of Investment Counterparties

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

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

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

<sup>1</sup> For example the Public Works Loans Board, or the treasury departments of a county or district local authority.



**Adopted at Finance & General Purposes Committee - ~~16.01.2028~~.Nov 23**

investments must be in entities with a short-term credit rating of A-. Where no rating is available the F&GP must establish that the entity would have an equivalent rating, were it to be rated.

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

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

**5.2. Treasury Management Advice**

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

**5.3. Investment Training**

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

**5.4. Investment of money borrowed in advance of need**

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

**6. Investment strategy review**

**6.1. Specified Investments**

The Council currently has ~~76~~ approved institutions, ~~which are sufficient for it to keep within the 40-50% maximum investment limit for any one institution. Short term investments will be with any of the following, depending on the interest yield at the time of the investment.~~ Most All of STC's investments currently fall within the 'specified investments' ~~category~~categories listed above.

Credit ratings are from all three rating agencies but Standard and Poor ratings are listed. Ratings are assessed at least on a quarterly basis. The last review listed was as at December 2022.

Name of Institution	Investment Period	Short Term Credit Rating	<del>Long Term Credit Rating Agency</del>	Yield
<del>Natwest</del>	<del>1 month rolling</del>	<del>A1</del>		<del>1.05%</del>
Bank of Scotland	1 month rolling	A1	A+	0.10%
Handelsbanken	35 Day notice	A1+	AA-	1.9%
Nationwide	Instant access	A1	A+	0.95%
HSBC	Instant access	A1	A+	0.85%
Virginmoney	95 Day notice	A-3	BBB-	1.60%

**Adopted at Finance & General Purposes Committee - 16.01.2028.Nov 23**

CCLA -Public Sector Deposit Fund (PSDF)	Daily access	AAA (Fitch)	AAA (Fitch)	2. 3.31%(5.38% as at 05/01/24)
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~~As at 1<sup>st</sup> April 2023, the Council will continue to hold its money in a current account with the NatWest bank (A1, A) and receive interest at the current applicable rate.~~

**CCLA Fund—Public Sector Deposit Fund (CCLA Fund)**

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

~~It offered a dividend yield of 3.31% net of fees as at December 2022.~~

~~Owing to capital projects and related spending, funds will continue to be invested at maturities of no more than one year.~~

~~Overall, funds invested will be reviewed continually and aligned with both cashflow and projects. Maturities of a longer duration will only be considered after consideration of security and the absolute requirement to avoid capital loss.~~

**6.2.6.1. Consideration of alternative investments**

The Council may wish to introduce additional investments as requirements change, including additional low volatility money market funds, so that funds can be spread more widely (but within reason) in order to minimise financial risk.

~~Consideration may be given to unspecified investments, CCLA funds and investing through a broker.~~

**CCLA Funds—Local Authorities Property Fund**

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

~~It offered a dividend yield of 3.39% at the end of September 2022. Fund size is £1.451m at 30/9/22—only open to local authorities.~~

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

**Investments through a broker**

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

It is proposed to open an account with Insignis Cash, a deposit platform authorised by the FCA for the provision of payment services. This will permit access to a wider range of authorised borrowers.

**Adopted at Finance & General Purposes Committee - ~~16.01.23~~28.Nov 23**

The credit risk created by using Insignis will lie with the underlying borrowers plus Barclays Bank which operates the transfer "hub" for payments and receipts.

In order to facilitate operating this account it is proposed that the RFO in conjunction with the Chair and Vice Chair of F&GP are authorised to approve regulated borrowers who meet the minimum of A- credit rating and are on the pre-approved list which will be agreed at F&GP.

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

**6.3.6.2. 20243/254 Budget**

- 2023/24 Budget includes income from interest of £~~3018~~,000.
  - ~~This budget was set in the anticipation that the bank base rate would rise. Based on the current Bank of England interest rate of 3.5%, this would require over £515K to be invested for the full year. STC's bank balance (as at 31 December 2022) is £2.037M.~~
- The Bank of England Base Rate is 5.25 and this rate is expected to decline slowly.

**Recommendations**

Having ~~carefully~~ considered the current ~~G~~guidance, the ~~e~~Council's cash flow and investment requirements, ~~and considering the ongoing covid situation & the requirement for flexibility,~~ it is recommended that:

- Members adopt ~~the existing strategy document~~this Investment Strategy for 2024/25.

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# Sevenoaks Town Council

## INTERNAL AUDIT REPORT Visit 1 (2023/24)

Date: 21<sup>st</sup> December 2023

**Report Author: Louise Taylor**

**Reviewed by: Ed Ashworth**

The information contained within this report is strictly private and confidential. It may contain details of weaknesses in internal control including financial controls. If this information were to be available to unauthorised persons, this would create a greater exposure to the risk of fraud or irregularity. Therefore, this report is not for reproduction, publication, or disclosure by any means to unauthorised persons without the permission of the Head of Internal Audit.

# 1 SUMMARY

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

The role of the Internal Auditor is to provide an independent review and appraisal of the Council's system of internal control. The Internal Auditor must be independent of the activities they audit in order to remain impartial and effect professional judgements and recommendations.

In accordance with the agreed audit plan (Appendix A) and following Internal Audit's remote testing and visit to you on 8<sup>th</sup> December 2023, we tested the Internal Control Objectives shown in the table below.

Details of new issues raised on progress made on existing issues can be found in section 2.

Internal Control Objective title	Visit 1 23/24
<b>C. Risk Management</b> including insurance	<p style="text-align: center;">✓</p> <ul style="list-style-type: none"> <li>• <b>Issue 1 – Risk Register</b></li> <li>• <b>Issue 2 – Agreement of Agricultural Motor Insurance Policy</b></li> <li>• <b>Issue 3 – Fidelity Insurance</b></li> </ul>
<b>D. Budget Management / Monitoring</b>	<p style="text-align: center;">✓</p>
<b>F. Petty Cash and Café till reconciliations</b>	<p style="text-align: center;">✓</p> <ul style="list-style-type: none"> <li>• Noted that the Cafes will shortly be put out to tender and will then be run by a third party going forward.</li> </ul>
<b>G. Salaries and Members Allowance</b>	<p style="text-align: center;">✓</p> <ul style="list-style-type: none"> <li>• <b>Issue 4 – Members Allowance</b></li> </ul>
<b>M. Public Rights</b>	<p style="text-align: center;">✗</p> <p>The External Auditor's review of the 2022/23 AGAR found that the Council has not met the requirements of the 2015 Accounts and Audit Regulations, to start the period of 30 working days for the public to inspect the accounts the day after the AGAR was published and to do so as soon as possible after it was approved. This</p>

Internal Control Objective title	Visit 1 23/24
	means that Internal Audit will need to tick 'No' on the AGAR Annual Internal Audit Report 2023/24 for Control Objective M.
<b>N. Publication Requirements</b>	✓

The outstanding Internal Control Objectives will be testing at subsequent 2023/24 audits/visits and our findings will inform the completion of the Internal Audit Report section of the 2023/24 AGAR form.

## 2 ISSUES IDENTIFIED

### New Issue Raised

Issues Raised	Date raised
<p><b>Issue 1 – Risk Register</b> The annual review of the Risk Register did not take place in July 2023 because the Council was between RFOs. The risk register should be regularly reviewed to ensure that risks are identified, assessed, and mitigated to minimise the impact of potential problems. The new RFO will ensure that the Risk Register is reviewed by the Town Council before the end of the 2023/24 financial year.</p>	December 2023 – Visit 1 2023/24
<p><b>Issue 2 – Agreement of Agricultural Motor Insurance Policy</b> The Council has Agricultural Motor Insurance in place, but this was not reported to the Town Council. The policy will be taken to the January 2024 Finance and General Purposes Committee meeting for agreement.</p>	December 2023 – Visit 1 2023/24
<p><b>Issue 3 – Fidelity Insurance</b> The Council's fidelity cover is insufficient to cover monies in the bank which could put funds at risk. A recommendation for action will be taken to the January 2024 Finance and General Purposes Committee.</p>	December 2023 – Visit 1 2023/24
<p><b>Issue 4 – Members Allowance</b> Sevenoaks Town Council pays Members Allowances as identified by the Sevenoaks District Council's Independent Remuneration Panel, but this policy has not been published on the Town Council's website. The RFO has drafted a procedure note in line with the Members Allowance Act 2003, which will be published on the Town Council's website once it has been approved by Members.</p>	December 2023 – Visit 1 2023/24



## Progress on Previous Issues Raised

Original Issue raised	Date raised	Progress
<p><b>Purchase Cards</b> Ensure all purchase card transactions are authorised and supported by a signed purchase order prior to payment.</p>	<p><b>Visit 2 2022/2023</b></p>	<p><b>Resolved</b></p>
<p><b>Expenditure</b> All expenditure should be certified by two signatories and include a dated purchase order as specified in the Financial Regulations.</p>	<p><b>Visit 2 2022/2023</b></p>	<p><b>Resolved</b></p>
<p><b>Discounts and grant subsidies</b> Ensure that discounts and grant subsidies updated and agreed at the Finance &amp; General Purposes Committee Annually.</p>	<p><b>Visit 4 2022/2023</b></p>	<p><b>Resolved</b></p>
<p><b>Central booking for sports pitches</b> Consider putting sports pitch bookings on the central booking system to ensure that income due / received is recorded in full and accounted for.</p>	<p><b>Visit 4 2022/2023</b></p>	<p><b>Not Started</b> – the new RFO will progress.</p>

## Appendix A – Audit Programme 2023/24

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

The Internal Audit work programme is aligned with the National Association of Local Councils Joint Panel on Accountability and Governance Practitioner's Guide (March 2021) and will be amended upon the publication of revised guidance.

The internal audits review the authority's financial and governance records and controls facilitating the completion of the Internal Audit Report in the authority's Annual Governance and Accountability Return (AGAR) for 2023. The controls will be evaluated across the financial year and not at every visit.

Internal Audit will review whether the controls in place adequately mitigate risks. Implementation of controls will be verified by evaluating evidence to confirm that expected outcomes have been achieved. Sample testing of a sufficient number of transactions is carried out to gain assurance that the systems of control work effectively and provide accurate information to support the Council's activities.

A review of the following AGAR Internal Audit Control objectives is carried out to ensure they are being achieved to a standard adequate to meet the needs of the Council:

- Appropriate accounting records have been properly kept throughout the year.
- This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.
- This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
- The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.
- Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.
- Where applicable, Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.
- Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.
- Asset and investment registers were complete and accurate and properly maintained. This section/assurance should be extended to include loans to or by the authority.



- Periodic bank account reconciliations were properly carried out during the year.
- Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.
- If the authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt.
- The authority publishes information on a free to access website / web page, up to date at the time of the internal audit in accordance with the relevant legislation.
- The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.
- The authority complied with the publication requirements for the prior year AGAR.
- Trust funds (including charitable) - the Council met its responsibilities as a trustee.

If there are any matters that the Council would like to be included in the audit programme, or greater emphasis given to an item, then notify your Auditor and our testing schedule can be re-prioritised accordingly.

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**Sevenoaks Town Council  
Finance & General Purposes Committee – 15<sup>th</sup> January 2024**

## **Server Decommission Report**

### **Background**

The Town Council has been undertaking a programme of moving its software to a cloud-based system to reduce reliance on the old servers which have failed on more than one occasion and eventually will not be compatible with modern systems.

Several of the Town Council's computers have been upgraded recently as part of the server decommission process. There are currently eight computers remaining on the list that are recommended for replacement prior to removing the servers.

Once these are either re-configured, or replaced, the servers can be shut down and removed and the project will then be complete.

### **Recommendation from Heliocentrix**

As mentioned above there are eight machines that need to be upgraded/ replaced:

- STCPC-01 (Finance Officer)
- STCPC-06 (Senior Committee Clerk, Central office)
- STCPC-11 (Purchase Ledger Finance Assistant)
- SVNPC-13 (Sales Ledger Finance Assistant)
- STCPC-16 (Town Team Facilitator)
- STCPC-17 (Administration Officer Central office)
- STCPC-CEMETARY (Cemetery Supervisor)
- SVN-LAP11 (Bat & Ball Café Laptop – can be repurposed at a later date)

The recommendation is to:-

- Replace seven with the same laptop and docking monitor installed elsewhere for other colleagues, for consistency and to aid hotdesking and desk moves in future.
- Replace the Bat & Ball Café laptop but this would not need a monitor/keyboard/mouse.
- Replace the access control PC with a new tiny PC that can fit in the cabinet for security.

### **Financial Cost**

The cost to complete the project is £6,985.95 which could be spent from the establishments cost centre (31) which is favourable year to date due to the increase in interest payments received. As of 14<sup>th</sup> December 2023, there is a year-to-date underspend of £58,000.

Heliocentrix can upgrade week beginning 22<sup>nd</sup> January which means that STC will **not** have to renew their Open Volume Licensing Subscription which covers the Microsoft licenses required to run the remaining desktops above. The cost of renewing the licenses is £2,898.13 plus VAT which is due on 31<sup>st</sup> January 2024.

### **RECOMMENDATION**

**To consider completing the server decommission project at a cost of £6,985.95, to be paid for out of cost centre 31, noting saving of £2,898.13 on renewing licenses.**

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Sevenoaks Town Council  
Finance & General Purposes Committee – 15<sup>th</sup> January 2024

### Stag Theatre Request for CIL Funding

At the meeting of the Community Infrastructure Committee held on 11<sup>th</sup> September 2023 consideration was given to a number of bids being submitted to Sevenoaks District Council CIL Board for Community Infrastructure Levy (CIL) funding.

One of the applications was from the Stag for funding to upgrade the theatre lighting to LED. See letter attached.

The Community Infrastructure Committee resolved that:

“Sevenoaks Town Council supports the Stag in its application to the SDC CIL Board for funding for new lighting with a match funding of £14,268 from current and future CIL receipts.”

As match funding, the CIL funding from the Town Council was dependant on the success of the bid to SDC CIL Board.

Unfortunately, the bid to SDC CIL Board was not successful.

The Chief Executive of The Stag has clarified the LED lighting project:

*“There are two relevant projects here:*

- Upgrade theatre (stage) lighting*
- Upgrade auditorium (“house”) lighting*

*The first (that for stage lighting) was split into two match-funded grant applications – jointly from Sevenoaks Town Council’s CIL funding and from the Government’s Levelling Up scheme.*

*Each of these grant applications were for £14,267.66.*

*The second (separate) application was solely to Sevenoaks District Council applying for £18,224 from its CIL fund to upgrade the house lighting in the auditorium.*

*Unfortunately, we did not receive the grant from Sevenoaks District Council’s CIL Board and this means that this part of the project is not currently moving forward.*

*Having been awarded the grants for the stage lighting part of the bid we have moved ahead and ordered those units part of which have been delivered and installed and part of which remains on order with some manufacturing delay.”*

Sevenoaks Town Council  
Finance & General Purposes Committee – 15<sup>th</sup> January 2024

There has been some misunderstanding with the Town Council viewing the project as a whole, and The Stag believing that the Town Council had agreed to match fund the successful Levelling Up Scheme bid for the stage lighting project. On this basis the project has gone ahead.

The Town Council is therefore asked to consider approving the application for £14,267.66 CIL funding for the stage lighting upgrade.

**Recommendation:** That the Finance & General Purposes Committee consider awarding £14,267.66 CIL funding to The Stag Theatre for its LED stage lighting upgrade.





**The Stag Theatre**  
London Road, Sevenoaks  
KENT, TN13 1ZZ

Tel: 01732 450175

[enquiries@stagsevenoaks.co.uk](mailto:enquiries@stagsevenoaks.co.uk)  
[stagsevenoaks.co.uk](http://stagsevenoaks.co.uk)

Linda Larter MBE  
Sevenoaks Town Council  
Bradbourne Vale Road  
Sevenoaks  
TN13 3QG

1<sup>st</sup> September 2023

Dear Linda

Following our recent successful application to the Town Council for top up funding for the solar panel project at The Stag Theatre we are aiming to continue our work to reduce the carbon footprint of The Stag in support of the community in Sevenoaks.

Over the last ten years we have greatly reduced The Stag's lighting power consumption and replaced halogen and fluorescent bulbs with LED throughout the building's rooms and corridors. After carefully considering alternatives, we have upgraded the heating systems here improving efficiency by 8-10%. And most recently we have greatly reduced our electricity consumption by the installation of 55kW of solar panels and 92kWh of storage batteries. This carbon-free source of electricity has successfully reduced our consumption of carbon-based electricity by around 15% and along the way reduced our CO<sub>2</sub> production by around 20 tonnes.

We want to continue the success of our partnership with Sevenoaks Town Council by once again asking for your assistance in reducing the last major component of our carbon-based electricity consumption – the tungsten-bulb based lighting units in our main theatre lighting grid.

The Stag has a comprehensive but now quite old lighting system with many of our units now more than 25 years old. European legislation is putting pressure on light bulb manufacturers to stop producing tungsten light bulbs for theatres (something the EU banned for domestic users some years ago). The aim is to reduce the consumption of electricity for lighting at The Stag by around 85% by converting the individual lighting units to LED. A successful side-product of this conversion will be an increased flexibility in the service we can provide to our hiring customers which will increase The Stag's visibility to new and varied shows to come and perform for the people of Sevenoaks.

Replacing units for the whole comprehensive rig is an expensive project overall but investment The Stag made in 2017 when we replaced our dimmer controllers means we can work through the overall lighting replacement gradually. With this in mind we have already approached Sevenoaks District Council through its Levelling Up Rural Grants Fund for £14,267.66 and will shortly be approaching their Community Infrastructure Fund for an additional £18,224.

I would like to ask Sevenoaks Town Council to consider releasing a grant of £14,267.66. I can of course provide additional information detailing the capital equipment this would buy as part of the overall project but initially you asked for a background document. I am happy to attend a meeting to explain in more detail if you wish.

Yours sincerely

A handwritten signature in black ink that reads 'M. Barcroft'.

Melissa Barcroft  
Grants Manager

**Charity Patrons: Cheryl Baker, Graham Cole OBE, Gloria Hunniford OBE**

The Stag Community Arts Centre Limited operates as The Stag Theatre

It is a registered charity no. 1137420 and a company by guarantee

VAT Registration Number: 108276811 Company Number: 07090305, Registered in England and Wales

Registered Address: The Stag Theatre, London Road, Sevenoaks KENT TN13 1ZZ

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**Sevenoaks Town Council**  
**Finance & General Purposes Committee - 15<sup>th</sup> January 2024**

**Art in June**

Sevenoaks Town Council has received a written request from Sally Layne (in her non councillor role), Cathy Bird and Georgina Roberts representing The Committee for Art in June for approximately a 50% discount on the hire of Bat & Ball Station with exclusive use for just over two weeks. A formal grant application has not been received.

Sevenoaks Town Council has previously grant funded Art in June, see below:

<b>Date</b>	<b>Amount of grant award</b>	<b>Purpose</b>
29.04.2019	£250	Fifty custom car magnets to promote the project
02.03.2020	£500 (rolled forward to 2021 due to pandemic)	Towards printing costs of 10,000 Guidebooks
28.02.2022	£250	Publication of guides
27.02.2023	£250	Towards publishing cost of guide booklets

*Sevenoaks Town Council have also supported (with similar amounts):*

- *South East Open Studios (SEOS) from 2007 to 2023 (except 2017 & 2018)*
- *Sevenoaks Art Club from 2009 to 2019*
- *Kent Painters Group from 2016 to 2019*

The request states: *This year, Art in June will run from the 1st to the 16th of June. There will be more than 70 artists participating from twenty or more studios and other venues. All of these studios are situated around Sevenoaks and the local area.*

*The Open Studio events are part of what must be the largest grassroots art event in the UK: possibly across the world. There does not seem to be any part of this country that does not have an art trail of some sort and the same is true in many other countries. In this area, we have the very local Art in June and Southeast Open Studios, which spreads across West Kent and Sussex.*

*Art in June is far more than just an exhibition. Visitors expect to meet the artists, who are present at certain times, and often have a cup of tea and a chat. Venues frequently run pop up cafés and the workshops on offer, educate and inspire.*

*Although the basic idea was for artists to open their own studios to visitors, several artists do not have suitable spaces in their homes: some live well off the beaten track and this severely limits visitor numbers. The public also seem to enjoy visiting a venue where they can see more than one artist, and this can result in a higher turnout of visitors.*

*Visitor footfall for the larger studios and spaces is very high:*

*Dibgate Farm, Jessops Farm, The Red House, Watstock Farm, Falconhurst and Riverhill House all report visitor numbers of over 700 up to over 1,000: depending on location and how many days they are open to the public for Art in June. Therefore, we can predict that the Bat & Ball would produce similar results; perhaps better results, as it is within walking distance for many*

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people. This would certainly raise awareness of the venue with those who might otherwise not have visited.

*I would further like to highlight the fact that this is very much a community event, enriching communal life. Workshops encourage the public to engage with the artists and with new creative opportunities. They inspire conversation and encourage more neighbourhood involvement. Above all, people feel uplifted and enriched.*

*There is also an environmental initiative involved. Last year, Art in June created a cycle route around 5 or so Studios in one area. This was more popular than we expected and this year we are planning to expand cycle routes so that there is one for each of the Map, thus involving other sectors of the community in an artistic event.*

*We would also invite local schools to visit and offer art students the opportunity to take part in the workshops. With so many Secondary Schools in close proximity to The Bat & Ball this would seem a convenient and practical opportunity for students to enhance their art education with hands-on help and support from local artists.*

***Our Vision for The Bat & Ball***

*With reference to The Neighbourhood Plan Theme Five: Community & Culture (pages 64 -65)*

*Objective 12: To deliver enhanced community assets for the town*

*Art in June would like to be at the forefront of expanding the Bat & Ball Centre to provide an enriching cultural programme for the local Community. The aspiration is a forward-thinking vision to help regenerate the sometimes-neglected Northern part of town.*

*We are painters, sculptors, jewellery makers, potters, musicians, educators to name but a few. We are keen to bring our wealth of skill and knowledge to The Sevenoaks Community with a vision that will hopefully evolve and become an asset that local residents and businesses will benefit from.*

***What Art In June Can Offer***

- *A well established and successful brand*
- *A dedicated and passionate team*
- *Catalogue/Guide distribution all around the Sevenoaks District*
- *Advertising & Marketing all around the Sevenoaks District*
- *Educational & Therapeutic Creative Community Workshops for children, young people, seniors, students, people with mental & physical health issues*
- *A substantial footfall*
- *Affordable Local Art & Art Gifts*
- *Local Artists' Art Exhibition*
- *Arts & Crafts Market*
- *Live Performers*

***Our Vision is to:***

- *Enhance community assets to the northern part of Sevenoaks*
- *Bring more footfall to The Bat & Ball area.*
- *Enrich people's lives through access to affordable workshops and socialisation*

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- *The creation of a regular main art event in Sevenoaks*
- *Support local artists & creators*

***How Can We Start To Realise Our Vision with the help of STC***

- *The Art in June exhibition of local artists in The Bat & Ball Station booking hall*
- *Community workshops in the luggage room (including workshops for schools)*
- *Potential to extend over the bridge to the Community Centre car park and possibly the garden for an Arts Market, further workshops.*
- *There is also potential for local musicians to perform at the event.*

*In essence, we have a dedicated team willing to create a yearly event that would be such an asset to Sevenoaks and the surrounding community. It would enhance and help regenerate the Northern part of town as outlined in The Neighbourhood plan.*

*To implement this, we need your help to provide us with an affordable space for 16 days once a year.*

Proposed Contribution

Artists' Contribution of £100 X 6	Stall Holders (2 Weekends) X 10 @ a fee of £200 for 4 days	<b>Stall Holders Weekdays X 10 @ a fee of £125 for 5 days</b>	<b>Total Contribution Towards Venue Hire</b>
£600	£2000	<b>£1250</b>	<b>£3850</b>

**Sevenoaks Town Council Hire Rates & Impact**

With some juggling around of regular hirers and moving to other accommodation it could be possible to accommodate Art in June within the Bat & Ball Station 1<sup>st</sup> – 16<sup>th</sup> June 2024. It should be noted that with these dates pencilled in bookings have already been turned away including the Chamber of Commerce pre-Business Show Networking Breakfast.

Calculating on a daily hire of 8 hours from 10am to 6pm for use of both rooms, STC would expect the following income for this provision.

	Hourly and Daily Rate for 8 hours	Number of days	
Booking Hall	Weekdays @ £31/hour £248	10	£2480.00
Booking Hall	Weekends @ £42/hour £336	6	£2016.00
Luggage Room	Weekdays @ £18/hour £144	10	£1440.00
Luggage Room	Weekends @ £31/hour £248	6	£1488.00
		<b>TOTAL</b>	<b>£7424.00</b>

**Sevenoaks Town Council  
Finance & General Purposes Committee - 15<sup>th</sup> January 2024**

**RECOMMENDED:** That the Arts in June group follow the normal Sevenoaks Town Council grants application process and be considered as per all other grants.

Chamber Fees and Charges FINAL 01.04.2024 to 31.03.2025

COUNCIL CHAMBER & HOUSE IN THE BASEMENT

FEES & CHARGES FROM 1 APRIL 2024

(Prices inclusive of VAT)

<b>RATES (COUNCIL CHAMBER) (£)</b>		
Hourly Charge	Local Organisations only	41.00 39.00
Hourly Charge (6+ hours)	Local Organisations only	35.00 33.00
Hourly Charge	Non-local Organisations	47.00 45.00
Set up costs (	Services of Caretaker	46.00 44.00
Unlimited Tea/Coffee	Per person/per session	2.80 2.70

<b>OTHER CHARGES (£)</b>		
Photocopying - Information retrieved from Council Files	First copy	1.26 1.20
	Subsequent copies	0.22 0.21
Photocopying - Copying from caller's original	Per copy (black and white)	0.22 0.21
	Per copy (colour)	0.41 0.39
Signing Document		18.00 17.00

<b>RATES (HOUSE IN THE BASEMENT) (£)</b>		
Hourly Charge	All Organisations	20.00 19.00

**BAT & BALL CENTRE CHARGES FROM 1 April 2024**  
(Prices inclusive of VAT)

<b>WEEKEND RATES (£)</b>		
<b>Harry Garrett (A)</b>	Hourly Charge	<b>58.00</b> 55.00
	Hourly Charge 6hrs+	<b>51.00</b> 49.00
<b>John London (B)</b>	Hourly Charge	<b>51.00</b> 49.00
	Hourly Charge 6hrs+	<b>46.00</b> 44.00
<b>Meeting Room</b>	Hourly Charge	<b>35.00</b> 33.00
	Hourly Charge 6hrs+	<b>29.00</b> 28.00
<b>A+B</b>	Hourly Charge	<b>109.00</b> 104.00
	Hourly Charge 6hrs+	<b>97.00</b> 93.00

<b>MID WEEK HOURLY RATES (£)</b>		
<b>Harry Garrett (A)</b>	9:00am – 6:00pm	<b>46.00</b> 44.00
	6:00pm – 11:00pm	<b>51.00</b> 49.00
	6hrs + of hire	<b>40.00</b> 38.00
<b>John London (B)</b>	9:00am – 6:00pm	<b>40.00</b> 38.00
	6:00pm – 11:00pm	<b>46.00</b> 44.00
	6hrs + of hire	<b>35.00</b> 33.00
<b>Meeting Room</b>	9:00am – 6:00pm	<b>24.00</b> 23.00
	6:00pm – 11:00pm	<b>29.00</b> 28.00
	6hrs + of hire	<b>18.00</b> 17.00
<b>A+B</b>	9:00am – 6:00pm	<b>86.00</b> 82.00
	6:00pm – 11:00pm	<b>97.00</b> 93.00
	6hrs + of hire	<b>75.00</b> 71.00

<b>ADHOC PRICES (£)</b>		
<b>Caretaker Set-up Costs</b>	Per Session	<b>46.00</b> 44.00
<b>Kitchen</b>	Per Session	<b>29.00</b> 28.00
<b>A1 Poster Bays</b>	Per Month, Per Bay	<b>69.00</b> 66.00
<b>6ft Round Tables</b>	Each	<b>2.80</b> 2.65
<b>Round Tablecloths</b>	Each	<b>11.35</b> 10.80
<b>Tea Dance</b>	Per Person	<b>4.00</b> 4.00
<b>MUGA (Multi-use Games Arena)</b>	Per Hour, available for sports parties	<b>24.00</b> 23.00

**Notes:**

Above rates are strictly non-commercial. Commercial rates are available – POA

Refundable Deposit per booking – 25%

Refreshments/Technical AV Support are available - POA



# Audio Visual, Public Address and Lighting Packages

There are various audio visual, public address and lighting packages that you can hire for the Harry Garrett Hall (Large Hall) and John London Hall (Small Hall). The cost for the silver and gold packages includes 1 qualified technician, required to be booked at least 1 month in advance. Additional technical staff by negotiation. Prices are inclusive of VAT. See also section 15 of the Terms and Conditions.

	Equipment	Cost
<b>Bronze</b>  Available in both the Harry Garrett and John London Halls	<b>Basic AV Comprising:</b> <ul style="list-style-type: none"> <li>• Access to Touchscreen AV controller, providing control and access to the following core equipment:               <ul style="list-style-type: none"> <li>○ Control over Microphones 1 + 2 and Audio Source Level (laptop)</li> <li>○ Projector on/off and projector source selection</li> </ul> </li> <li>• Access to front HDMI input, Bluetooth input and Audio Inputs</li> <li>• Loudspeaker System – 6 x Speakers (no Sub Bass)</li> <li>• Projection System 10,000.00 ANSI Lumen</li> </ul>	<b>Included in room hire</b>
<b>Silver</b>  Available in the Harry Garrett Hall	<b>Basic AV and Basic Presentation Lighting Comprising:</b> <ul style="list-style-type: none"> <li>• Access to Touchscreen AV controller, providing control and access to the following core equipment:               <ul style="list-style-type: none"> <li>○ Control over Microphones 1 - 4 and Audio Source Level (laptop)</li> <li>○ Projector on/off and source select</li> <li>○ Up to 8 of the LED lights including colour and intensity control</li> </ul> </li> <li>• Access to front HDMI input, Bluetooth input and Audio Inputs</li> <li>• Use of Full Loudspeaker System – 6 x speakers and Sub Bass</li> <li>• Use of Projection System 10,000.00 ANSI Lumen</li> </ul>	<b>£55 £43 per hour</b>
<b>Gold</b>  Available in the Harry Garrett Hall	<b>Complete PA, AV and Stage Lighting Facilities Comprising:</b> <ul style="list-style-type: none"> <li>• Access to Touchscreen AV controller, providing control and access to the following core equipment:               <ul style="list-style-type: none"> <li>○ Control over Microphones 1 - 4 and Audio Source Level (laptop)</li> <li>○ Projector on/off and source select</li> <li>○ All of the LED lights including colour and intensity control</li> </ul> </li> <li>• Access to front HDMI input, Bluetooth input and Audio Inputs</li> <li>• Use of Full Loudspeaker System – 6 x Speakers and Sub Bass)</li> <li>• Use of Projection System 10,000.00 ANSI Lumen</li> <li>• Use of Zero-88 FLX S48 Lighting console for full production control</li> <li>• Use of Yamaha TF1 Digital sound console and RIO 1608 stage boxes for full production audio control</li> <li>• Access to all user functions of touchscreen control for AV and lighting states</li> <li>• Access to 8 Fresnel LED luminaires</li> <li>• Access to 6 Wash-light LED luminaires</li> </ul>	<b>£68 £56 per hour</b>

**BAT and BALL STATION CHARGES FROM 1 APRIL 2024**  
**(Prices inclusive of VAT)**

<b>WEEKEND RATES (£)</b>		
<b>Booking Hall</b>	Hourly charge	47.00 45.00
	Hourly charge 6hrs +	41.00 39.00
<b>Luggage Room Hall</b>	Hourly charge	36.00 34.00
	Hourly charge 6hrs +	30.00 29.00
<b>Hall Set up Costs</b>	For the caretaker to set up the hall, as required	46.00 44.00

<b>MID WEEK HOURLY RATES (£)</b>		
<b>Booking Hall</b>	Mon-Fri 9:00am – 6:00pm	36.00 34.00
	Mon-Fri 6:00pm – 10:30pm	41.00 39.00
	Mon-Fri 6hrs+ hire	30.00 29.00
<b>Luggage Room Hall</b>	Mon-Fri 9:00am – 6:00pm	25.00 24.00
	Mon-Fri 6:00pm – 10:30pm	30.00 29.00
	Mon-Fri 6hrs+ hire	18.00 17.00
<b>Hall Set up Costs</b>	For the caretaker to set up the hall, as required	46.00 44.00

**Notes:**

Above rates are strictly non-commercial. Commercial rates are available – POA  
 Refundable Deposit per booking - £150  
 Refreshments/Technical AV Support are available - POA  
 Access to parking at the Community Centre included in all rates

**Email: [hallhire@sevenoakstown.gov.uk](mailto:hallhire@sevenoakstown.gov.uk)**

**Phone: 01732 459953**

**The Booking Hall rate after 6 pm should have been £37 per hour last year and increased to £39 per hour for 2023/2024. There was an error and it was logged at £34 per hour – I have rectified this for the next financial year.**

**Business Hub CHARGES FROM 1 APRIL 2024  
(Prices inclusive of VAT)**

<b>MONTHLY RATES (£)</b>		
<b>Postal/Business Address</b>	Postal/Business Address. Storage for post until collected.	<del>33.00</del> 31.00
<b>Hotdesking – 8 Days</b>	Access to hotdesk 8 days/month	<del>139.00</del> 132.00
<b>Hotdesking – 20 Days</b>	Access to hotdesk 20 days/month	<del>231.00</del> 220.00
<b>Dedicated Desk</b>	Unlimited Access Dedicated Desk 2 hours meeting room time/month	<del>273.00</del> 260.00
<b>Private Pod Workspace</b>	Unlimited Access Dedicated Desk in enclosed lockable pod 2 hours meeting room time/month	<del>330.00</del> 314.00

<b>Membership</b>	One off charge	<del>24.00</del> 23.00
<b>Hotdesking – ½ day</b>	Am or Pm	<del>12.00</del> 11.00
<b>Hotdesking – full day</b>	Full day	<del>23.00</del> 22.00
<b>Meeting Room – Members</b>	Room seating 8 people Refreshments facilities Hourly Charge	<del>18.00</del> 17.00
<b>Meeting Room – Non-Members</b>	Room seating 8 people Refreshments facilities Hourly Charge	<del>24.00</del> 23.00

<b>Chamber of Commerce</b>	Monthly charge for separate office	<del>546.00</del> 519.60 ( <del>455.00</del> 433.00 ex VAT)
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Markets Fees and Charges FINAL 01.04.2024 to 31.03.2025

FEES & CHARGES FROM 1 APRIL 2024

(Prices exclude VAT)

RATES (£)		
Blighs Market	per stall	47.00 45.00
Wednesday Market		Available on Application
Saturday Market		Available on Application

Cemetery Charges DRAFT 01.04.2024 to 31.03.2025

GREATNESS PARK CEMETERY

FEES & CHARGES FROM 1 APRIL 2024

(All prices are inclusive of VAT)

TARIFF CATEGORIES

	Resident (£)	Non-Resident (£)
<b>EXCLUSIVE RIGHTS OF BURIAL</b>		
In a grave previously used for a limited period burial:		
The fees will be determined by deducting the fees paid at the time of such limited period burial from the full fees for the purchase of exclusive rights of burial currently in force.		
In a New Grave (For 75 years):		
Includes Certificate of Grant, entry in Register (all sites)		
Earth (Lawn section) Grave Site A	1155.00 1213.00	3465.00 3638.00
Earth (Lawn section) Grave Site B	699.00 734.00	2097.00 2202.00
Earth (Lawn section) Grave Site C	449.00 471.00	1347.00 1414.00
Infants (non-viable foetuses, still born children, and under 5 years)	24.00 25.00	72.00 76.00
<i>Outside spaces are surcharged 25%</i>		
Pre-purchase of Gravemarker	80.00 84.00	80.00 84.00
<b>INTERMENT FEES (Including grave digging)</b>		
Infant's Grave (single depth grave in infant's section)	159.00 167.00	477.00 501.00
Single depth in an adult grave (all ages)	555.00 583.00	1665.00 1748.00
Double depth in an adult grave (all ages)	746.00 783.00	2238.00 2350.00
<i>Surcharge for casket burials is double the above fees</i>		
Burials with coffins & caskets outside of normal dimensions	POA	POA
Interment of cremated remains within a Grave	95.00 100.00	285.00 299.00
<b>OTHER FEES</b>		
Transfer of Exclusive Rights of Burial Grant (per document)	78.00 82.00	78.00 82.00
To search Register of Burials per name (same family)	39.00 41.00	39.00 41.00
Annual Grave Maintenance-Grass Grave	112.00 118.00	112.00 118.00
Annual Grave Maintenance-Full Memorial	156.00 164.00	156.00 164.00
Turfing of old graves (at client's request)	82.00 86.00	82.00 86.00
Out-of-time burials (dependent upon availability & man-hours involved) Minimum fee	175.00 184.00	175.00 184.00
Weekend surcharge-cremated remains burial	175.00 184.00	175.00 184.00
Headstone removal prior to re-opening (standard sized memorials only, others sizes-price on request)	63.00 66.00	63.00 66.00
Headstone replacement after re-opening (standard sized memorials only, others sizes-price on request)	POA	POA

**NOTE:** Sevenoaks town residents will be entitled to pay the reduced fee upon production of proof of residency presented to the Town Clerk prior to any reduced fee being approved.

**RESIDENT**

A parishioner (or ex-parishioner) of Sevenoaks Town who originally resided within the Town area for 15 years or more and who at the time of his/her death had not been resident outside that area for more than 10 years.

**NON-RESIDENT**

Any non-parishioner

*The Council reserves the right to levy a surcharge on any of the tariff items under special circumstances. Invoicing must be settled in full prior to permission being given by the Council for work to be carried out in the Cemetery.*

Cemetery Charges DRAFT 01.04.2024 to 31.03.2025

GREATNESS PARK CEMETERY

FEES & CHARGES FROM 1 APRIL 2024

(All prices are inclusive of VAT)

	Resident (£)	Non-Resident (£)
<b>CHAPEL SERVICE</b>		
Use of chapel (includes provision of music if required)	187.00 196.00	187.00 196.00
<b>MEMORIAL PERMITS (EXCLUDING WALL OF REMEMBRANCE)</b>		
Approval and placement of headstones, books, tablets, figures, crosses and stone vases up to the max height of 3 ft.	193.00 203.00	193.00 203.00
Double headstones	386.00 405.00	386.00 405.00
Additional inscriptions after first interment	132.00 139.00	132.00 139.00
Tablets, scrolls, bird baths and books up to 15 inches in height	146.00 153.00	146.00 153.00
To replace a memorial with similar or smaller memorial	52.00 55.00	52.00 55.00
Memorial removal and disposal fee	117.00 123.00	117.00 123.00
<b>Notes to Memorial permits</b>		
<ol style="list-style-type: none"> <li>Kerbstones and border stones are <b>NOT</b> permitted on grave sites:                     <ol style="list-style-type: none"> <li>for which exclusive burial rights were purchased on or after 1.11.80</li> <li>in Lawn Areas (whenever exclusive burial rights were purchased).</li> </ol> </li> <li>Where Memorials comprise more than one item, e.g. headstone, body and footstone, the fees for each will be charged under the respective headings above.</li> <li>Memorial prices will rise above inflation to cover additional costs for inspection.</li> <li>All new memorials and those removed and re-fixed will be required to have an approved anchor system fitted.</li> </ol>		
<b>WALL OF REMEMBRANCE</b>		
For the right to fix a tablet to the Wall of Remembrance. Dimension of tablets to be 25.4 cm x 15.2 x 3 cm	144.00 151.00	144.00 151.00
Where there has been no interment of cremated remains but the fixing of a memorial plaque is required	279.00 293.00	837.00 879.00
Additional inscription to existing plaque	56.00 59.00	56.00 59.00
<b>LAWN OF REMEMBRANCE</b>		
Exclusive Rights for 75 years of one interment of cremated human remains in a plot 30.5 cm x 30.5 cm (with a depth of 90.0 cm x 35.6 cm) within the Lawn of Remembrance. (to include Certificate of Grant; entry in register)	200.00 210.00	600.00 630.00
Interment of ashes (digging charge)	95.00 100.00	285.00 299.00
<b>BOOK OF REMEMBRANCE</b>		
Memorial Roses (details entered in a Book of Remembrance)	174.00 183.00	174.00 183.00

**NOTE:** Sevenoaks town residents will be entitled to pay the reduced fee upon production of proof of residency presented to the Town Clerk prior to any reduced fee being approved.

**RESIDENT** A parishioner (or ex-parishioner) of Sevenoaks Town who originally resided within the Town area for 15 years or more and who at the time of his/her death had not been resident outside that area for more than 10 years).

**NON-RESIDENT** Any non-parishioner

*The Council reserves the right to levy a surcharge on any of the tariff items under special circumstances. Invoicing must be settled in full prior to permission being given by the Council for work to be carried out in the Cemetery.*

GENERAL OPEN SPACES CHARGES DRAFT FROM 1 APRIL 2024

CHARGES GENERAL CATEGORIES

<b>ALLOTMENTS AND LOGS (prices are inclusive of VAT)</b>	
<b>Bradbourne Vale Road Allotments:</b>	
<ul style="list-style-type: none"> <li>Normal size – 253m2 (10 rods equivalent)</li> </ul>	<b>£0.22 per m2 wef 29.09.2024</b> <b>(£55.66 per 253m2 plot)</b>
<b>Quakers Hall Allotments:</b>	
<ul style="list-style-type: none"> <li>Normal size – 253m2 (10 rods equivalent)</li> </ul>	<b>£0.23 per m2 wef 29.09.2024</b> <b>(£58.19 per 253m2 plot)</b>
<b>Logs:</b>	
<ul style="list-style-type: none"> <li>Full Load</li> <li>Half Load</li> </ul>	<b>£135.00    £142.00</b> <b>£85.00     £89.00</b>
<b>RALEY'S CAR PARK</b>	
Annual car park pass (limited number available to applicants who meet specified requirements)	£63.00
<b>GROUND RENTS/LEASES</b>	
Sevenoaks Rugby Football Club (Commenced 2020 for 5 years. Lease expires December 2025)	<b>£3,750.00</b> Review Sept 2025
Sevenoaks Clarendon LTC (reviewed February 2022. Next review due March 2028. Main lease expires March 2042)	<b>£473 per annum</b> Review March 2028
<b>The Sevenoaks Vine Club</b>	
<ul style="list-style-type: none"> <li>Vine Cricket Pavilion &amp; Tea Kiosk (RPI, not compounded. 5-year reviews. Lease expires 23 September 2028)</li> </ul>	<b>£3,500 per annum</b> Review Sept 2025
<ul style="list-style-type: none"> <li>Vine Cricket Ground (Licence commenced September 2003)</li> </ul>	One peppercorn per annum
<b>Sevenoaks Town FC Ltd:</b>	
<ul style="list-style-type: none"> <li>Pitch 1(Lease expires 17 May 2043)</li> </ul>	One peppercorn per annum
<b>Sevenoaks Town Junior Football Club:</b>	
<ul style="list-style-type: none"> <li>Pitch 2 Tenancy at Will commenced July 2013</li> </ul>	£520 per annum
<ul style="list-style-type: none"> <li>Pavilion Tenancy at Will commenced July 2013</li> </ul>	£1 per annum

Sports Facilities Charges Draft 01.04.2024 to 31.03.2025

SPORTS FEES

**FEES & CHARGES FROM 01 April 2024**

<b>CRICKET (Summer Sport)</b>	<b>All Day (£)</b>	<b>Afternoon from 1.30 p.m. (£)</b>	<b>Evening from 5.30 p.m (£)</b>
<b>Pitch hire per game inclusive of use of pavilion facilities</b>			
Weekday games - Adults	116.00 <b>122.00</b>	105.00 <b>110.00</b>	88.00 <b>92.00</b>
Weekday games - Juniors	69.00 <b>72.00</b>	64.00 <b>67.00</b>	50.00 <b>53.00</b>
Weekend games - Adults	148.00 <b>155.00</b>	121.00 <b>127.00</b>	105.00 <b>110.00</b>
Weekend games - Juniors	91.00 <b>96.00</b>	71.00 <b>75.00</b>	62.00 <b>65.00</b>
<b>Pitch hire per game exclusive of use of pavilion facilities</b>			
Weekday games - Adults	78.00 <b>82.00</b>	67.00 <b>70.00</b>	50.00 <b>53.00</b>
Weekday games - Juniors	51.00 <b>54.00</b>	46.00 <b>48.00</b>	32.00 <b>34.00</b>
Weekend games - Adults	110.00 <b>116.00</b>	83.00 <b>87.00</b>	67.00 <b>70.00</b>
Weekend games - Juniors	73.00 <b>77.00</b>	56.00 <b>59.00</b>	44.00 <b>46.00</b>

<b>SOCCER (Winter Sport)</b>	<b>Per Session (£)</b>
<b>Pitch hire per game inclusive of use of pavilion facilities</b>	
Weekday games - Adults	99.00 <b>104.00</b>
Weekday games - Juniors	53.00 <b>56.00</b>
Weekend games - Adults	121.00 <b>127.00</b>
Weekend games - Juniors	59.00 <b>62.00</b>
<b>Pitch hire per game exclusive of use of pavilion facilities</b>	
Weekday games - Adults	61.00 <b>64.00</b>
Weekday games - Juniors	35.00 <b>37.00</b>
Weekend games - Adults	83.00 <b>87.00</b>
Weekend games - Juniors	41.00 <b>43.00</b>
<b>Rugby (Winter Sport)</b>	<b>Per Session (£)</b>
<b>Pitch hire per game inclusive of use of pavilion facilities</b>	
Weekday games - Adults	121.00 <b>127.00</b>
Weekday games - Juniors	69.00 <b>72.00</b>
Weekend games - Adults	143.00 <b>150.00</b>
Weekend games - Juniors	91.00 <b>96.00</b>
<b>Pitch hire per game exclusive of use of pavilion facilities</b>	
Weekday games - Adults	83.00 <b>87.00</b>
Weekday games - Juniors	51.00 <b>54.00</b>
Weekend games - Adults	105.00 <b>110.00</b>
Weekend games - Juniors	73.00 <b>77.00</b>
Mini Tournaments	160.00 <b>168.00</b>
Junior Training Areas	45.00 <b>47.00</b>
Adult Training per hour	36.00 <b>38.00</b>
Outside Rugby clubs-normal fee plus	36.00 <b>38.00</b>

*All fees subject to VAT other than block bookings of 10 or more games which are paid in advance & meeting additional requirements, please enquire*



Sports Facilities Charges Draft 01.04.2024 to 31.03.2025

SPORTS FEES

FEES & CHARGES FROM 01 April 2024

	Per Session (£)
<b>Other Uses: Use of Pavilion for Social Purposes</b>	
<b>including showers (minimum charge 2 hours)</b>	
Per hour - Adults	38.00 <del>40.00</del>
Per hour - Juniors	18.00 <del>19.00</del>
<b>excluding showers (minimum charge 2 hours)</b>	
Per hour - Adults	25.00 <del>26.00</del>
Per hour - Juniors	13.00 <del>14.00</del>
<b>Daily rates (Up to 7 hours)</b>	
For Sevenoaks organisations	131.00 <del>138.00</del>
For non-Sevenoaks organisations	159.00 <del>167.00</del>
Fetes, Sports Meetings etc (one field plus pavilion) whole day	447.00 <del>469.00</del>
Fetes, Sports Meetings etc (one field plus pavilion) afternoon and evening only	237.00 <del>249.00</del>
<b>Junior Sports Meetings (Up to 7 hours)</b>	
Restricted Area	121.00 <del>128.00</del>
One field and Pavilion	203.00 <del>213.00</del>
One field	187.00 <del>196.00</del>
Athletics Track by arrangement	

Sevenoaks Town Council

Charges and Non-Charging Schedule for MUGA at Bat & Ball Centre 2024/2025

	Monday (Tennis Nets)	Tuesday	Wednesday (Tennis Nets)	Thursday	Friday	Saturday	Sunday (Tennis Nets)
6.00 a.m. – 9.00 a.m.	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
9.00 a.m. – 12.00 p.m.	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	No Charge
12.00 p.m. – 3.00 p.m.	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	No Charge	No Charge
3.00 p.m. – 6.00 p.m.	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	Bookable for sports parties at B&B Ctr	No Charge
6.00 p.m. – 9.00 p.m.	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	Charging for Pre-Booked	No Charge	No Charge

Charging for Pre-Booked:

Non-Commercial Junior	£5.15 <del>£5.40</del>	Per hour Including VAT
Non- Commercial Adult	£10.30 <del>£10.80</del>	Per hour Including VAT
Commercial	£25.75 <del>£27.05</del>	Per hour Including VAT
Team Sports Adults	£25.75 <del>£27.05</del>	Per hour Including VAT
Team Sports Juniors	£20.60 <del>£21.65</del>	Per hour Including VAT

## Sevenoaks Town Council

### Charges and Non-Charging Schedule for MUGA at Bat & Ball Centre 2024/2025

- i) Sevenoaks Town Council's Multi Use Games Area at Bat & Ball Centre is designed to enable the following sports to be played: Tennis, Netball, 5 A Side Football, Basketball practice. Days indicating Tennis Nets will mean that only tennis can be played. Days without Tennis Nets mean that the facility is available for other sports.
- ii) During times when there are no charges if someone is waiting is time is limited to 40 minutes to enable others to use the MUGA.
- iii) Hall hire facilities are also available to facilitate sports-based parties on Saturday afternoons
- iv) VAT exempt price is available to block bookings of 10 or more sessions to recognised sports bodies meeting relevant conditions – please enquire for form
- v) Use of the floodlights will need to be part of a pre-booked and paid for session.

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**Sevenoaks Town Council****PRECEPT FOR 2024-2025**

The summary by cost centre and detailed breakdown by cost centre and account code are attached to this paper.

**Key Inclusions in Revenue Estimate**

Inflation	Inflation is at 3.9% (ONS for November 2023) <b>CPI 4.2%</b> .
Income	5% in general, with 10% for BV allotments and 5.5% for QH allotments.
Staff cost of living pay rise	This was inputted at 7% - the National Agreement has since come out at £1,925 FTE permanent salary increase and 3.88% above SCP 44 (as per National Agreement).  A further £16k has been allocated for the uplift of the position of Social Media Assistant to a Marketing Manager.
Real Living Wage staff	The real living wage has increased to £12 per hour from £10.90 per hour (10% increase) (casual staff employed before 1 <sup>st</sup> April 2022).
Minimum wage staff	£11.44 per hour (casual staff employed on or after 1 <sup>st</sup> April 2022). (9.7% increase).
Pension Secondary Contributions	£80k
PWLB repayments	£71,603

**Key Points- 2024/25 Draft Revenue Estimate**

The proposed precept is **£1,437,614m** which is a **4.9%** increase on the previous precept. SDC have confirmed that the tax base has increased slightly from 9845 to 9892.

An increase assumption of 5% has been applied to fees and charges (reduced from previous assumption of 7%).

There has been a small increase to the contingency (development costs) budget line, £20k of which will be moved to the reserves at the end of the year, the remaining £50k will be used for development costs.

£10k has been placed for capital refurbishments under open spaces, cost centre 21.

Both the cafes have been moved to a concession and this is the final year that the Bat and Ball Station will be underwritten by the reserves.

A new grant of £4k for Greensands Common has been applied to the grants budget line along with an additional £3k for Local Organisation Grants (an increase of 25%) and an additional £4,113k for Youth Grants (an increase of 105%).

Bank interest has been increased to £30k from £18k due to the favourable interest rates.

The budget maintains all Sevenoaks Town Council services to the community.

### Cost centre specific assumptions:

Planning team continues to operate with current actual staff levels & no change to operations.

OS&L General. Still looking to recruit a Grounds Supervisor, hopefully this position will be filled this year.

Cemetery income has been low this year and a 5% increase may be unachievable.

Allotments are planned to make a surplus due to using reserves for maintenance.

Council Offices are expected to remain the same as this financial year.

The Business Hub is budgeted to decrease its deficit by a small amount, reducing the deficit from £4,126 to £2,312.

HITB budget is based on current staffing levels, as agreed with HITB manager. This equates to a subsidy of £57K for the Youth café.

Market budget is based on recent usage and is expected to carry on making a profit.

	<b>2023 / 24</b>	<b>2024 / 25</b>
Precept	1,370,074	1,437,614
Band D	£139.17	£145.33
Band D Per Week	£2.68	£2.79
% increase	4.9 %	4.9%

### RECOMMENDATION

**Sevenoaks Town Council is asked to agree the precept of £1,437,614m** which is a 4.9% increase to the 2023/24 precept for a Band D resident.

This represents a cost of £145.33 per Band D per year, equating to £2.79 per week, and 11p increase per week.

**Sevenoaks Town Council  
Annual Budget - By Centre (Actual YTD Month 9)**

	<u>2022/23</u>		<u>2023/24</u>			<u>2024/25</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>11</b>	<b><u>Planning - General</u></b>								
4010	25,914	23,768	25,219	20,088	12,000	0	29,000	0	0
4270	1,105	877	1,009	715	450	0	1,200	0	0
5500	0	3,974	0	0	0	0	0	0	0
6240	948	591	602	574	250	0	650	0	0
6630	111	428	863	486	320	0	900	0	0
6720	0	28	0	0	0	0	0	0	0
6730	395	198	415	0	415	0	600	0	0
	<b>28,473</b>	<b>29,863</b>	<b>28,108</b>	<b>21,864</b>	<b>13,435</b>	<b>0</b>	<b>32,350</b>	<b>0</b>	<b>0</b>
8001	0	3,974	0	0	0	0	0	0	0
	<b>(28,473)</b>	<b>(25,889)</b>	<b>(28,108)</b>	<b>(21,864)</b>	<b>(13,435)</b>		<b>(32,350)</b>		
	<b>Movement to/(from) Gen Reserve</b>								
<b>21</b>	<b><u>Of Spaces &amp; Leisure - General</u></b>								
1022	33,179	25,255	28,250	14,721	14,000	0	29,663	0	0
1030	0	2,551	3,861	927	2,900	0	4,054	0	0
1316	1,750	1,638	1,672	1,745	0	0	1,672	0	0
1350	0	0	0	5,000	0	0	0	0	0
1550	0	9,422	0	326	0	0	0	0	0
1850	1,305	541	754	527	754	0	754	0	0
1853	0	917	0	316	0	0	100	0	0
1990	1,099	19,166	262	563	0	0	270	0	0
2002	0	0	0	5,227	0	0	0	0	0
2003	0	0	0	2,470	0	0	0	0	0

**Annual Budget - By Centre (Actual YTD Month 9)**

	<u>2022/23</u>		<u>2023/24</u>			<u>2024/25</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Income</b>	37,333	59,489	34,799	31,820	17,654	0	36,513	0	0
4010 Gross Pay	189,608	148,561	185,959	101,319	64,514	0	198,977	0	0
4011 Mileage	0	724	0	632	0	0	0	0	0
4012 Expenses	0	74	0	62	0	0	0	0	0
4270 Employers Pension Contribution	12,498	9,415	14,196	6,486	4,285	0	15,190	0	0
5010 Vine Area General Maintenance	0	0	0	23	0	0	0	0	0
5013 Graffiti Removal	893	1,250	1,357	602	700	0	1,357	0	0
5020 Vine Public Convenience	0	0	0	760	0	0	0	0	0
5025 Lower St Johns Toilets	11,031	12,689	15,935	12,151	5,000	0	14,000	0	0
5026 Greatness Rec Convenience	3,152	2,819	3,100	2,041	1,014	0	3,100	0	0
5030 St Nicholas Burial Ground	0	0	0	3,773	0	0	100	0	0
5050 Seats And Litter Bins	2,921	4,308	2,289	2,124	0	0	2,300	0	0
5060 Sevenoaks Common	4,470	7,200	4,694	550	4,000	0	5,000	0	0
5065 Tree Safety Survey	3,992	0	0	3,783	0	0	4,000	0	0
5070 Other Woodlands	3,726	5,922	3,912	10,035	0	0	4,000	0	0
5110 Knole Paddock & Pavilion	4,151	239	7,827	5,157	2,000	0	3,500	0	0
5120 Knole Paddock Pitch & Grnd Mt	3,677	1,952	2,280	3,619	0	0	2,500	0	0
5130 Knole Paddock Storage Compound	0	0	0	34	0	0	0	0	0
5131 Public Realm	0	0	0	5,227	0	0	0	0	0
5310 Miscellaneous Open Spaces	2,277	15,400	4,890	59,795	1,000	0	5,200	0	0
5311 Security Open Spaces	21,202	22,579	24,927	19,206	7,000	0	25,000	0	0
5316 Skatepark Maintenance	2,706	927	2,052	2,450	0	0	2,000	0	0
5317 Raleys Car Park	525	991	422	486	0	0	422	0	0
5320 Fertilizers	1,009	738	294	393	0	0	1,500	0	0

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**Sevenoaks Town Council  
Annual Budget - By Centre (Actual YTD Month 9)**

	2022/23		2023/24				2024/25		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5330 Grass Seed	2,206	4,621	2,000	789	1,500	0	2,500	0	0
5340 Plants	2,627	3,464	2,758	2,262	1,000	0	3,000	0	0
5410 Repairs & General Maintenance	1,576	15,954	1,745	1,240	500	0	1,800	0	0
5412 Capital Refurbishments	1,200	0	1,200	0	1,200	0	10,000	0	0
5500 Equipment Hired and New	6,934	4,889	7,676	14,876	800	0	7,000	0	0
5525 Equipment Maintenance	7,564	4,582	8,374	2,516	6,000	0	8,000	0	0
5550 Vehicle Expenses	19,500	22,544	21,371	1,276	20,000	0	21,500	0	0
5700 Fuel	5,211	5,233	5,877	3,818	2,000	0	5,900	0	0
6010 Light Heat & Cleaning	2,621	3,948	8,053	3,429	4,000	0	8,500	0	0
6013 Cleaning	0	0	0	279	200	0	600	0	0
6014 Water	1,030	406	935	421	400	0	1,000	0	0
6101 Telephone	210	231	145	80	100	0	145	0	0
6104 Mobile Telephone	210	505	322	138	100	0	340	0	0
6105 Broadband wi-fi service	0	153	0	200	0	0	300	0	0
6200 Printing & Stationery	0	0	0	16	0	0	0	0	0
6210 Postage & Courier	0	3	0	0	0	0	0	0	0
6320 Staff Training	3,152	580	3,000	140	2,800	0	3,000	0	0
6330 Welfare/Hospitality	210	273	392	428	100	0	625	0	0
6460 Publicity & Democratic notices	0	0	618	0	0	0	0	0	0
6635 Professional Fees Licensing	0	0	189	295	0	0	300	0	0
6730 Subscriptions	145	164	172	164	0	0	180	0	0
6812 Road Dues	1,077	1,510	1,076	42	1,000	0	1,100	0	0
6851 Bus Shelter Maintenance	184	0	0	0	0	0	200	0	0
6900 Sundry Expenses	105	45	88	0	100	0	80	0	0

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## Annual Budget - By Centre (Actual YTD Month 9)

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6922 Health&Safety/Risk Assessments	1,628	412	1,685	939	600	0	1,700	0	0
6930 Alarm Maintenance	778	899	817	646	0	0	880	0	0
6931 CCTV Maintenance	536	520	562	0	600	0	600	0	0
6934 Waste Bin Collection-Dog Bins	2,699	2,621	2,620	1,310	1,310	0	3,000	0	0
6935 Waste Bin Disposal-Waste Bins	4,023	2,345	2,718	2,088	1,000	0	2,700	0	0
6952 Protective Clothing	1,523	1,132	1,484	652	650	0	1,575	0	0
<b>Overhead Expenditure</b>	<b>334,787</b>	<b>312,825</b>	<b>350,011</b>	<b>278,755</b>	<b>135,473</b>	<b>0</b>	<b>374,671</b>	<b>0</b>	<b>0</b>
<b>21 Net Income over Expenditure</b>	<b>-297,454</b>	<b>-253,335</b>	<b>-315,212</b>	<b>-246,935</b>	<b>-117,819</b>	<b>0</b>	<b>-338,158</b>	<b>0</b>	<b>0</b>
8001 plus Transfer from EMR	0	1,731	0	66,697	0	0	0	0	0
8002 less Transfer to EMR	0	1,875	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>(297,454)</b>	<b>(253,479)</b>	<b>(315,212)</b>	<b>(180,238)</b>	<b>(117,819)</b>		<b>(338,158)</b>		
<b>22 O/Spaces &amp; Leisure - Cemetery</b>									
1550 Insurance Claims	0	1,641	0	0	0	0	0	0	0
1700 Cemetery Income	87,577	73,225	75,214	42,662	20,300	0	78,975	0	0
<b>Total Income</b>	<b>87,577</b>	<b>74,865</b>	<b>75,214</b>	<b>42,662</b>	<b>20,300</b>	<b>0</b>	<b>78,975</b>	<b>0</b>	<b>0</b>
4010 Gross Pay	91,885	80,694	93,114	60,417	42,000	0	99,632	0	0
4011 Mileage	0	8	0	26	0	0	0	0	0
4012 Expenses	0	26	0	13	0	0	0	0	0
4270 Employers Pension Contribution	7,412	5,836	7,747	5,751	3,000	0	8,290	0	0
5210 Cemetery Chapel & Office	216	430	65	483	0	0	150	0	0
5230 Cemetery Wshop/Messroom Mtce	356	1,133	701	497	300	0	700	0	0
5410 Repairs & General Maintenance	1,051	940	1,147	1,659	800	0	1,200	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5412 Capital Refurbishments	1,200	0	1,328	0	1,300	0	0	0	0
5500 Equipment Hired and New	3,362	1,407	3,722	1,928	1,700	0	4,000	0	0
5525 Equipment Maintenance	9,152	1,633	9,489	880	9,000	0	9,000	0	0
5700 Fuel	1,302	1,205	1,166	674	700	0	1,200	0	0
6000 Rent & Rates	8,733	8,733	10,499	7,827	4,000	0	10,500	0	0
6010 Light Heat & Cleaning	1,303	3,668	4,287	3,000	2,000	0	2,100	0	0
6013 Cleaning	0	0	0	280	0	0	1,000	0	0
6014 Water	489	1,049	1,058	378	700	0	1,100	0	0
6101 Telephone	788	568	580	725	200	0	800	0	0
6104 Mobile Telephone	126	8	16	0	30	0	25	0	0
6105 Broadband wi-fi service	412	120	123	80	40	0	150	0	0
6200 Printing & Stationery	52	116	0	0	0	0	0	0	0
6210 Postage & Courier	0	0	0	3	0	0	0	0	0
6240 Computer/ Data Base/WP's	420	566	666	421	200	0	670	0	0
6320 Staff Training	2,101	799	1,500	480	1,000	0	1,500	0	0
6330 Welfare/Hospitality	178	172	222	290	200	0	300	0	0
6460 Publicity & Democratic notices	0	217	0	0	0	0	0	0	0
6500 Goods for Resale	210	325	125	0	125	0	125	0	0
6630 Professional Fees	105	0	0	0	0	0	0	0	0
6720 Books and Periodicals	0	49	51	0	51	0	50	0	0
6730 Subscriptions	98	190	200	0	200	0	200	0	0
6802 Trees Plants Turf & Fertilizer	3,152	2,101	3,309	1,454	1,600	0	3,000	0	0
6822 Roads Path & Boundaries	735	93	814	442	400	0	850	0	0
6832 Lawn/Wall of Remembrance	105	58	116	33	100	0	120	0	0

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**Sevenoaks Town Council  
Annual Budget - By Centre (Actual YTD Month 9)**

	<u>2022/23</u>		<u>2023/24</u>			<u>2024/25</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6900 Sundry Expenses	53	0	0	0	0	0	0	0	0
6922 Health&Safety/Risk Assessments	2,338	39	1,489	139	1,200	0	1,500	0	0
6930 Alarm Maintenance	840	682	883	1,423	200	0	1,700	0	0
6932 Cemetery Security	5,002	5,444	5,882	4,523	1,550	0	6,000	0	0
6935 Waste Bin Disposal-Waste Bins	1,310	1,200	1,272	877	700	0	1,300	0	0
6952 Protective Clothing	788	398	644	299	0	0	700	0	0
7611 Contingency provision	0	0	-16,104	0	0	0	0	0	0
<b>Overhead Expenditure</b>	<b>145,274</b>	<b>119,907</b>	<b>136,111</b>	<b>95,001</b>	<b>73,296</b>	<b>0</b>	<b>157,862</b>	<b>0</b>	<b>0</b>
<b>22 Net Income over Expenditure</b>	<b>-57,697</b>	<b>-45,042</b>	<b>-60,897</b>	<b>-52,339</b>	<b>-52,996</b>	<b>0</b>	<b>-78,887</b>	<b>0</b>	<b>0</b>
8001 plus Transfer from EMR	0	-9,499	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>(57,697)</b>	<b>(54,541)</b>	<b>(60,897)</b>	<b>(52,339)</b>	<b>(52,996)</b>	<b>0</b>	<b>(78,887)</b>	<b>0</b>	<b>0</b>
<b>23 O/ Spaces &amp; Leisure- Allotment</b>									
1010 Rental Income	1,381	1,282	1,417	1,256	0	0	1,559	0	0
1047 QH Allotments Income	7,512	6,989	7,907	7,871	0	0	8,342	0	0
<b>Total Income</b>	<b>8,893</b>	<b>8,271</b>	<b>9,324</b>	<b>9,127</b>	<b>0</b>	<b>0</b>	<b>9,901</b>	<b>0</b>	<b>0</b>
4010 Gross Pay	5,313	3,484	3,202	4,087	2,000	0	3,800	0	0
4270 Employers Pension Contribution	213	158	128	92	50	0	180	0	0
5410 Repairs & General Maintenance	1,261	2,978	1,355	518	300	0	0	0	0
6002 QH Allotments Costs	1,735	10,496	3,649	2,541	400	0	0	0	0
6014 Water	989	2,252	880	-170	800	0	950	0	0
6300 Computer Software	128	13	13	14	0	0	20	0	0
6730 Subscriptions	57	0	58	0	58	0	60	0	0

Annual Budget - By Centre (Actual YTD Month 9)

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6922 Health&Safety/Risk Assessments	283	0	68	0	68	0	70	0	0
<b>Overhead Expenditure</b>	9,979	19,381	9,353	7,083	3,676	0	5,080	0	0
<b>23 Net Income over Expenditure</b>	-1,086	-11,109	-29	2,045	-3,676	0	4,821	0	0
8001 plus Transfer from EMR	0	4,115	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(1,086)</u>	<u>(6,994)</u>	<u>(29)</u>	<u>2,045</u>	<u>(3,676)</u>		<u>4,821</u>		
<b>26 Open Spaces-Street Lighting/Ge</b>									
1480 Streetlighting income	9,364	14,827	11,255	0	11,500	0	12,043	0	0
1990 Other Income	412	0	200	0	200	0	1,000	0	0
1997 In Bloom Income	0	200	0	1,000	0	0	0	0	0
<b>Total Income</b>	<u>9,776</u>	<u>15,027</u>	<u>11,455</u>	<u>1,000</u>	<u>11,700</u>	<u>0</u>	<u>13,043</u>	<u>0</u>	<u>0</u>
6861 Public Clock Maintenance	3,055	573	142	1,161	1,000	0	200	0	0
6862 Street Lighting	14,092	23,361	16,939	16,647	2,000	0	17,000	0	0
6865 In Bloom Costs	13,710	16,434	14,000	14,966	0	0	14,000	0	0
<b>Overhead Expenditure</b>	<u>30,857</u>	<u>40,369</u>	<u>31,081</u>	<u>32,773</u>	<u>3,000</u>	<u>0</u>	<u>31,200</u>	<u>0</u>	<u>0</u>
<b>26 Net Income over Expenditure</b>	<u>-21,081</u>	<u>-25,342</u>	<u>-19,626</u>	<u>-31,773</u>	<u>8,700</u>	<u>0</u>	<u>-18,157</u>	<u>0</u>	<u>0</u>
8001 plus Transfer from EMR	0	-2,482	0	-638	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(21,081)</u>	<u>(27,824)</u>	<u>(19,626)</u>	<u>(32,411)</u>	<u>8,700</u>		<u>(18,157)</u>		
<b>28 O/ Spaces &amp; Leisure-Vine Cafe</b>									
1211 Sale of Goods	81,317	52,300	71,138	31,795	20,000	0	0	0	0
1213 Event catering	0	2,471	2,829	2,802	0	0	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 9)

	<u>2022/23</u>		<u>2023/24</u>			<u>2024/25</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1451 Kickstart funding	3,765	0	0	0	0	0	0	0	0
<b>Total Income</b>	<b>85,082</b>	<b>54,771</b>	<b>73,967</b>	<b>34,597</b>	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4010 Gross Pay	58,071	36,619	49,864	26,626	20,000	0	0	0	0
4270 Employers Pension Contribution	2,294	1,690	2,606	1,355	1,400	0	0	0	0
5410 Repairs & General Maintenance	1,301	1,242	1,222	460	1,000	0	0	0	0
5500 Equipment Hired and New	1,396	2,821	2,489	583	750	0	0	0	0
5525 Equipment Maintenance	1,207	638	360	0	360	0	0	0	0
6000 Rent & Rates	686	686	825	648	300	0	0	0	0
6010 Light Heat & Cleaning	4,271	4,865	9,267	3,752	4,000	0	0	0	0
6011 Electricity	0	0	0	1,299	0	0	0	0	0
6013 Cleaning	0	0	0	13	0	0	0	0	0
6014 Water	480	1,296	1,314	113	1,100	0	0	0	0
6101 Telephone	284	339	347	460	200	0	0	0	0
6200 Printing & Stationery	124	79	71	43	0	0	0	0	0
6210 Postage & Courier	38	28	0	28	0	0	0	0	0
6240 Computer/ Data Base/WP's	118	0	0	0	0	0	0	0	0
6320 Staff Training	315	60	0	0	0	0	0	0	0
6330 Welfare/Hospitality	22	0	0	20	0	0	0	0	0
6340 Staff Uniforms	56	0	0	0	0	0	0	0	0
6460 Publicity & Democratic notices	131	0	0	0	0	0	0	0	0
6500 Goods for Resale	27,437	17,817	22,839	11,267	5,000	0	0	0	0
6505 Cafe consumables	3,859	1,114	1,462	565	900	0	0	0	0
6635 Professional Fees Licensing	403	740	307	291	0	0	0	0	0
6900 Sundry Expenses	316	20	42	59	0	0	0	0	0

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**Annual Budget - By Centre (Actual YTD Month 9)**

	<u>2022/23</u>		<u>2023/24</u>			<u>2024/25</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6922 Health&Safety/Risk Assessments	2,129	986	1,021	916	300	0	0	0	0
6930 Alarm Maintenance	541	569	568	1,793	1,000	0	0	0	0
6935 Waste Bin Disposal-Waste Bins	1,730	2,442	2,147	1,468	1,000	0	0	0	0
6976 Credit card charges	1,195	1,310	1,593	740	600	0	0	0	0
7611 Contingency provision	0	0	-4,377	0	0	0	0	0	0
<b>Overhead Expenditure</b>	108,404	75,359	93,967	52,498	37,910	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>(23,322)</b>	<b>(20,588)</b>	<b>(20,000)</b>	<b>(17,901)</b>	<b>(17,910)</b>		<b>0</b>		
<b><u>29 O/Spaces &amp; Leisure-Vine Ground</u></b>									
1208 Other Events Income	824	1,340	1,407	1,000	0	0	1,500	0	0
1451 Kickstart funding	2,823	1,985	0	0	0	0	0	0	0
1805 Tea Kiosk Rental & Pavilion	3,500	3,500	3,500	2,625	900	0	3,500	0	0
1870 Vine Club Insurance Contrib.	365	367	367	0	0	0	367	0	0
1990 Other Income	0	1,000	0	0	0	0	0	0	0
<b>Total Income</b>	<b>7,512</b>	<b>8,192</b>	<b>5,274</b>	<b>3,625</b>	<b>900</b>	<b>0</b>	<b>5,367</b>	<b>0</b>	<b>0</b>
4010 Gross Pay	12,703	19,532	20,932	15,483	6,700	0	22,398	0	0
4270 Employers Pension Contribution	613	708	1,256	556	700	0	1,344	0	0
5010 Vine Area General Maintenance	4,670	10,925	2,515	4,465	1,500	0	2,500	0	0
5015 Vine Pavilion maintenance	0	205	133	972	600	0	200	0	0
5020 Vine Public Convenience	8,930	9,768	12,000	11,504	3,700	0	12,000	0	0
5410 Repairs & General Maintenance	0	890	782	32	600	0	800	0	0
5500 Equipment Hired and New	0	3,412	2,006	1,823	500	0	2,006	0	0
29014 Water	541	337	423	64	400	0	500	0	0

Continued on next page

**Sevenoaks Town Council  
Annual Budget - By Centre (Actual YTD Month 9)**

	<u>2022/23</u>		<u>2023/24</u>			<u>2024/25</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6460	263	428	62	0	0	0	0	0	0
6635	105	200	210	70	200	0	210	0	0
6868	3,362	3,770	3,549	2,985	0	0	3,600	0	0
6869	0	332	139	1,310	0	0	140	0	0
6922	37	170	0	1,050	0	0	1,100	0	0
6931	693	695	730	2,580	0	0	730	0	0
6935	0	915	868	482	400	0	960	0	0
	<b>31,917</b>	<b>52,287</b>	<b>45,605</b>	<b>43,375</b>	<b>15,300</b>	<b>0</b>	<b>48,488</b>	<b>0</b>	<b>0</b>
	<b>-24,405</b>	<b>-44,095</b>	<b>-40,331</b>	<b>-39,750</b>	<b>-14,400</b>	<b>0</b>	<b>-43,121</b>	<b>0</b>	<b>0</b>
8001	0	1,610	0	7,188	0	0	0	0	0
	<b>(24,405)</b>	<b>(42,485)</b>	<b>(40,331)</b>	<b>(32,562)</b>	<b>(14,400)</b>		<b>(43,121)</b>		
<b>30</b>	<b><u>F &amp; G P - Bat &amp; Ball Station</u></b>								
1022	10,052	8,636	9,385	10,955	3,000	0	12,000	0	0
1208	0	200	0	17	0	0	0	0	0
1211	38,578	39,319	39,720	31,637	10,000	0	0	0	0
1213	7,190	6,864	7,355	5,532	0	0	0	0	0
1350	0	1,000	0	840	0	0	0	0	0
1550	0	1,310	0	500	0	0	0	0	0
1990	0	50	0	100	0	0	0	0	0
	<b>55,820</b>	<b>57,379</b>	<b>56,460</b>	<b>49,581</b>	<b>13,000</b>	<b>0</b>	<b>12,000</b>	<b>0</b>	<b>0</b>
1204010	62,227	87,019	78,410	59,370	25,650	0	19,000	0	0
4011	0	30	0	10	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

	<u>2022/23</u>		<u>2023/24</u>			<u>2024/25</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4270 Employers Pension Contribution	2,686	2,322	2,445	1,569	1,000	0	1,000	0	0
5340 Plants	0	113	0	0	0	0	0	0	0
5410 Repairs & General Maintenance	1,667	8,636	7,577	1,358	5,000	0	7,000	0	0
5500 Equipment Hired and New	1,576	5,431	2,107	4,277	2,000	0	1,000	0	0
5525 Equipment Maintenance	0	228	0	0	0	0	0	0	0
6000 Rent & Rates	3,244	3,244	3,899	3,357	1,500	0	4,000	0	0
6011 Electricity	5,595	6,279	12,203	11,249	4,800	0	7,500	0	0
6012 Gas	2,164	1,147	1,766	749	1,000	0	1,420	0	0
6013 Cleaning	3,360	4,079	4,245	2,577	2,000	0	3,500	0	0
6014 Water	97	625	4,101	143	2,000	0	3,000	0	0
6020 Insurance Cost	1,004	2,313	921	0	921	0	1,000	0	0
6101 Telephone	903	946	233	723	400	0	500	0	0
6105 Broadband wi-fi service	0	0	0	28	30	0	0	0	0
6200 Printing & Stationery	142	195	10	136	0	0	0	0	0
6210 Postage & Courier	0	37	0	28	0	0	0	0	0
6240 Computer/ Data Base/WP's	0	7	0	0	0	0	0	0	0
6241 Website Costs	422	335	343	90	250	0	400	0	0
6320 Staff Training	137	0	0	0	0	0	0	0	0
6330 Welfare/Hospitality	390	694	453	898	200	0	0	0	0
6340 Staff Uniforms	0	32	0	0	0	0	0	0	0
6460 Publicity & Democratic notices	1,051	568	1,103	118	900	0	0	0	0
6500 Goods for Resale	20,690	20,997	19,403	16,410	6,000	0	0	0	0
6505 Cafe consumables	2,017	1,364	1,454	1,064	500	0	0	0	0
6533 Copyright Fees/Royalties	0	0	0	0	200	0	0	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 9)

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6630 Professional Fees	0	1,280	0	0	0	0	0	0	0
6635 Professional Fees Licensing	410	570	599	295	0	0	600	0	0
6869 Special Events	0	1,056	4,500	1,107	3,000	0	0	0	0
6900 Sundry Expenses	1,055	2,126	284	2,104	300	0	0	0	0
6922 Health&Safety/Risk Assessments	1,104	1,172	1,213	1,198	320	0	1,300	0	0
6930 Alarm Maintenance	1,331	575	614	527	150	0	700	0	0
6931 CCTV Maintenance	0	279	170	0	170	0	170	0	0
6935 Waste Bin Disposal-Waste Bins	1,312	1,425	1,564	1,198	320	0	800	0	0
6952 Protective Clothing	0	0	0	14	0	0	0	0	0
6976 Credit card charges	1,126	1,038	1,085	1,050	400	0	0	0	0
<b>Overhead Expenditure</b>	<b>115,710</b>	<b>156,161</b>	<b>150,702</b>	<b>111,646</b>	<b>59,011</b>	<b>0</b>	<b>52,890</b>	<b>0</b>	<b>0</b>
<b>30 Net Income over Expenditure</b>	<b>-59,890</b>	<b>-98,782</b>	<b>-94,242</b>	<b>-62,065</b>	<b>-46,011</b>	<b>0</b>	<b>-40,890</b>	<b>0</b>	<b>0</b>
8001 plus Transfer from EMR	0	98,782	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>(59,890)</b>	<b>0</b>	<b>(94,242)</b>	<b>(62,065)</b>	<b>(46,011)</b>		<b>(40,890)</b>		
<b>31 F &amp; G P - Establishments</b>									
1115 Interest on Deposits	10,369	20,194	18,000	32,582	12,000	0	30,000	0	0
1230 Roadside Advertising-Charities	0	90	0	570	0	0	400	0	0
1231 Banner Income	2,039	138	0	878	0	0	1,000	0	0
1232 Town Crier Advertising	361	350	350	400	0	0	600	0	0
1451 Kickstart funding	2,823	0	0	0	0	0	0	0	0
1889 Waste Sacks Income	3,889	3,429	4,308	5,873	0	0	5,500	0	0
1990 Other Income	13	682	0	119	0	0	0	0	0

Annual Budget - By Centre (Actual YTD Month 9)

	<u>2022/23</u>		<u>2023/24</u>			<u>2024/25</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Income</b>	19,494	24,883	22,658	40,421	12,000	0	37,500	0	0
4010 Gross Pay	314,524	325,402	322,224	217,332	100,000	0	350,410	0	0
4011 Mileage	0	420	522	75	200	0	559	0	0
4012 Expenses	0	236	312	823	200	0	1,000	0	0
4270 Employers Pension Contribution	37,122	33,056	43,937	25,253	22,000	0	41,700	0	0
4271 Pension Deficiency	83,000	83,000	77,000	38,478	42,000	0	80,000	0	0
5500 Equipment Hired and New	1,708	1,754	1,193	345	600	0	1,000	0	0
6020 Insurance Cost	19,051	15,238	18,376	13,335	8,000	0	19,295	0	0
6101 Telephone	5,333	5,209	5,130	3,884	2,000	0	5,490	0	0
6104 Mobile Telephone	0	8	0	0	0	0	0	0	0
6200 Printing & Stationery	13,116	13,586	16,477	11,776	5,000	0	17,000	0	0
6210 Postage & Courier	6,452	2,633	3,042	3,271	600	0	4,000	0	0
6240 Computer/ Data Base/WP's	15,359	17,171	17,117	21,837	4,400	0	18,000	0	0
6241 Website Costs	283	556	416	466	0	0	600	0	0
6242 I.T. Infrastructure	11,327	12,914	10,126	6,894	3,500	0	11,000	0	0
6300 Computer Software	4,384	5,268	5,344	3,535	1,000	0	5,500	0	0
6315 Recruitment Costs	2,000	525	2,084	4,510	1,000	0	2,000	0	0
6320 Staff Training	3,152	2,735	3,287	899	2,500	0	3,300	0	0
6321 Investors in People	865	3,813	1,335	0	1,335	0	1,000	0	0
6330 Welfare/Hospitality	2,812	3,990	3,765	3,614	400	0	4,000	0	0
6410 Civic Exps/Annual Reception	1,839	1,099	2,105	1,678	800	0	2,100	0	0
6415 Gifts/hospitality	1,273	598	1,117	306	700	0	1,200	0	0
6420 Annual Parish Meeting	105	79	120	0	120	0	0	0	0
6421 Honour Bd. Badges & Insignia	767	132	139	313	0	0	200	0	0

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## Annual Budget - By Centre (Actual YTD Month 9)

	<u>2022/23</u>		<u>2023/24</u>			<u>2024/25</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6435 Members Expenses	4,328	2,473	3,401	2,582	800	0	3,500	0	0
6460 Publicity & Democratic notices	2,627	462	410	1,673	0	0	500	0	0
6461 Banner Costs	1,057	822	1,264	1,008	200	0	1,300	0	0
6610 Audit Fees	4,947	4,506	5,285	527	4,700	0	5,500	0	0
6611 Quality Parish	300	0	315	0	315	0	0	0	0
6620 Legal Expenses	2,493	494	2,617	0	1,500	0	2,000	0	0
6630 Professional Fees	3,553	5,753	0	42	0	0	0	0	0
6635 Professional Fees Licensing	1,406	1,178	1,583	2,083	0	0	1,500	0	0
6710 Conference Fees & Expenses	2,164	2,336	2,374	2,621	0	0	2,500	0	0
6720 Books and Periodicals	267	51	0	572	0	0	400	0	0
6730 Subscriptions	5,259	5,134	6,505	6,149	0	0	6,600	0	0
6889 Waste Sacks	3,922	2,993	2,164	4,092	750	0	3,300	0	0
6900 Sundry Expenses	525	220	552	187	300	0	500	0	0
6922 Health&Safety/Risk Assessments	4,743	5,659	5,126	5,051	0	0	5,200	0	0
6952 Protective Clothing	0	244	0	0	0	0	0	0	0
6975 Bank Charges	1,308	1,625	1,573	1,017	500	0	1,600	0	0
6976 Credit card charges	1,547	837	702	948	300	0	800	0	0
7010 Election Expenses	12,070	6,818	5,252	100	5,000	0	5,000	0	0
7611 Contingency provision	33,230	0	41,917	0	0	0	70,000	0	0
7614 Stag reserve	1,000	0	1,000	0	0	0	1,000	0	0
7617 PWLB Loan Repayment	71,603	71,602	71,602	35,801	36,000	0	71,602	0	0
<b>Overhead Expenditure</b>	682,821	642,627	688,810	423,072	246,720	0	752,156	0	0
<b>31 Net Income over Expenditure</b>	-663,327	-617,744	-666,152	-382,651	-234,720	0	-714,656	0	0
8001 plus Transfer from EMR	0	-12,389	0	2,000	0	0	0	0	0

**Sevenoaks Town Council  
Annual Budget - By Centre (Actual YTD Month 9)**

	<u>2022/23</u>		<u>2023/24</u>			<u>2024/25</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>32</b>									
	<u>(663,327)</u>	<u>(630,133)</u>	<u>(666,152)</u>	<u>(380,651)</u>	<u>(234,720)</u>		<u>(714,656)</u>		
<b>Movement to/(from) Gen Reserve</b>									
<b>F &amp; G P - General</b>									
1208 Other Events Income	0	500	0	250	0	0	0	0	0
1490 Christmas Lights Switch On	6,180	6,253	6,180	5,245	0	0	6,000	0	0
1491 Coronation Sponsorship	0	0	0	2,700	0	0	0	0	0
1492 Coronation Donations	0	150	0	196	0	0	0	0	0
1496 Special events income	0	0	0	1,233	0	0	0	0	0
<b>Total Income</b>	<u>6,180</u>	<u>6,903</u>	<u>6,180</u>	<u>9,624</u>	<u>0</u>	<u>0</u>	<u>6,000</u>	<u>0</u>	<u>0</u>
6490 Christmas Lights Switch On	27,316	30,316	28,681	10,531	19,000	0	28,000	0	0
6491 Remembrance Day/Civic Serv.	3,752	5,039	3,940	5,023	1,500	0	5,000	0	0
6869 Special Events	6,630	20,985	17,487	20,763	3,000	0	20,000	0	0
<b>Overhead Expenditure</b>	<u>37,698</u>	<u>56,340</u>	<u>50,108</u>	<u>36,317</u>	<u>23,500</u>	<u>0</u>	<u>53,000</u>	<u>0</u>	<u>0</u>
<b>32 Net Income over Expenditure</b>	<u>-31,518</u>	<u>-49,436</u>	<u>-43,928</u>	<u>-26,693</u>	<u>-23,500</u>	<u>0</u>	<u>-47,000</u>	<u>0</u>	<u>0</u>
8001 plus Transfer from EMR	0	15,330	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(31,518)</u>	<u>(34,107)</u>	<u>(43,928)</u>	<u>(26,693)</u>	<u>(23,500)</u>		<u>(47,000)</u>		
<b>33</b>									
<b>F &amp; G P - Council Offices</b>									
1022 Letting & Hire of Facilities	9,579	9,445	11,838	7,369	5,000	0	12,429	0	0
1030 Electricity recharge	0	1,105	0	0	0	0	0	0	0
<b>Total Income</b>	<u>9,579</u>	<u>10,550</u>	<u>11,838</u>	<u>7,369</u>	<u>5,000</u>	<u>0</u>	<u>12,429</u>	<u>0</u>	<u>0</u>
1300 Gross Pay	28,123	16,780	4,083	1,862	1,800	0	4,369	0	0

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## Annual Budget - By Centre (Actual YTD Month 9)

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4011 Mileage	0	141	0	0	0	0	0	0	0
4270 Employers Pension Contribution	781	699	317	105	150	0	340	0	0
5410 Repairs & General Maintenance	2,542	627	691	1,549	700	0	700	0	0
5500 Equipment Hired and New	0	414	443	24	400	0	0	0	0
6000 Rent & Rates	23,204	23,204	27,891	23,962	10,648	0	28,000	0	0
6010 Light Heat & Cleaning	6,492	10,986	10,985	4,042	6,000	0	4,754	0	0
6011 Electricity	0	0	0	1,345	0	0	3,000	0	0
6012 Gas	0	-303	0	1,401	0	0	3,000	0	0
6014 Water	3,552	1,483	2,195	571	1,800	0	2,349	0	0
6104 Mobile Telephone	0	75	57	92	40	0	75	0	0
6330 Welfare/Hospitality	0	0	0	20	0	0	0	0	0
6340 Staff Uniforms	0	48	0	0	0	0	0	0	0
6510 Catering Expenses	102	0	0	0	0	0	0	0	0
6635 Professional Fees Licensing	0	295	0	0	0	0	0	0	0
6900 Sundry Expenses	102	0	0	64	0	0	0	0	0
6922 Health&Safety/Risk Assessments	306	1,180	840	255	600	0	900	0	0
6930 Alarm Maintenance	873	861	5,111	6,628	0	0	1,000	0	0
6935 Waste Bin Disposal-Waste Bins	808	1,134	1,302	840	500	0	1,400	0	0
6952 Protective Clothing	0	16	35	67	0	0	100	0	0
<b>Overhead Expenditure</b>	66,885	57,639	53,950	42,825	22,638	0	49,987	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>(57,306)</b>	<b>(47,089)</b>	<b>(42,112)</b>	<b>(35,456)</b>	<b>(17,638)</b>		<b>(37,558)</b>		
<b>F &amp; G P - Bat &amp; Ball Centre</b>									
1022 Letting & Hire of Facilities	89,968	93,249	100,106	90,416	30,000	0	108,000	0	0

Annual Budget - By Centre (Actual YTD Month 9)

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1030 Electricity recharge	0	1,091	161	0	161	0	169	0	0
1032 Linen and table hire	284	0	0	0	0	0	0	0	0
1213 Event catering	0	77	0	848	0	0	0	0	0
1445 Outdoor Activities	662	73	22	221	0	0	200	0	0
1451 Kickstart funding	1,433	747	0	0	0	0	0	0	0
1457 Indoor Activities	4,760	5,151	4,946	5,143	0	0	5,293	0	0
1550 Insurance Claims	0	0	0	14,943	0	0	0	0	0
1990 Other Income	0	24,357	0	38	0	0	0	0	0
<b>Total Income</b>	<b>97,107</b>	<b>124,744</b>	<b>105,235</b>	<b>111,609</b>	<b>30,161</b>	<b>0</b>	<b>113,662</b>	<b>0</b>	<b>0</b>
4010 Gross Pay	42,899	56,474	70,221	53,978	23,000	0	82,100	0	0
4012 Expenses	0	10	0	0	0	0	0	0	0
4270 Employers Pension Contribution	2,260	2,464	2,570	1,930	800	0	3,300	0	0
5318 SCC Car Park	485	624	509	0	509	0	0	0	0
5340 Plants	181	418	190	172	0	0	200	0	0
5410 Repairs & General Maintenance	347	14,290	1,529	-2,035	0	0	2,000	0	0
5500 Equipment Hired and New	1,298	13,779	1,025	975	0	0	1,000	0	0
6000 Rent & Rates	4,591	4,591	5,518	4,338	1,930	0	6,000	0	0
6011 Electricity	7,545	12,178	15,021	11,909	5,500	0	14,000	0	0
6012 Gas	1,894	1,854	1,648	1,212	400	0	1,764	0	0
6013 Cleaning	795	2,088	2,579	1,210	1,000	0	2,000	0	0
6014 Water	2,395	2,035	2,987	289	1,500	0	3,197	0	0
6101 Telephone	581	653	598	513	150	0	600	0	0
6200 Printing & Stationery	371	234	240	100	100	0	240	0	0
	255	167	2	0	0	0	0	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 9)

	<u>2022/23</u>		<u>2023/24</u>			<u>2024/25</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6240 Computer/ Data Base/WP's	0	1,384	1,370	73	200	0	400	0	0
6330 Welfare/Hospitality	396	406	459	526	0	0	500	0	0
6460 Publicity & Democratic notices	515	0	0	0	0	0	0	0	0
6520 Refreshments for Resale	2,472	2,433	2,535	477	600	0	1,000	0	0
6620 Legal Expenses	0	2,070	0	0	0	0	0	0	0
6630 Professional Fees	0	999	0	0	0	0	0	0	0
6635 Professional Fees Licensing	505	508	533	180	0	0	500	0	0
6842 Grounds Maintenance	492	0	545	0	0	0	0	0	0
6900 Sundry Expenses	406	1,715	14	108	0	0	50	0	0
6922 Health&Safety/Risk Assessments	520	1,089	776	3,821	400	0	2,000	0	0
6930 Alarm Maintenance	896	758	836	440	300	0	902	0	0
6931 CCTV Maintenance	330	0	346	0	300	0	400	0	0
6935 Waste Bin Disposal-Waste Bins	1,003	1,697	1,966	1,227	900	0	2,100	0	0
6952 Protective Clothing	332	387	360	121	100	0	250	0	0
	<b>73,764</b>	<b>125,305</b>	<b>114,377</b>	<b>81,564</b>	<b>37,689</b>	<b>0</b>	<b>124,503</b>	<b>0</b>	<b>0</b>
	<b>23,343</b>	<b>-561</b>	<b>-9,142</b>	<b>30,045</b>	<b>-7,528</b>	<b>0</b>	<b>-10,841</b>	<b>0</b>	<b>0</b>
	<b>0</b>	<b>10,578</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>23,343</b>	<b>(11,139)</b>	<b>(9,142)</b>	<b>30,045</b>	<b>(7,528)</b>	<b>0</b>	<b>(10,841)</b>	<b>0</b>	<b>0</b>
<b>38 F &amp; G P - Grants</b>									
6933 Annual Subsidy - Bat & Ball St	0	0	0	161	0	0	0	0	0
6937 Annual Subsidy-Comm Centre	4,833	7,042	5,493	3,478	1,500	0	0	0	0
6938 Annual Subsidy-Council Chamber	1,000	394	340	244	0	0	0	0	0
7500 Local Organisations Grants	12,000	17,400	12,000	6,450	5,500	0	15,000	0	0

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**Sevenoaks Town Council  
Annual Budget - By Centre (Actual YTD Month 9)**

	2022/23		2023/24				2024/25		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
7502	5,000	0	0	0	0	0	5,000	0	0
7520	1,000	350	1,000	0	1,000	0	1,000	0	0
7552	3,887	1,360	3,887	375	3,550	0	8,000	0	0
7556	27,000	27,000	27,000	57,086	0	0	27,000	0	0
7557	3,000	3,000	3,000	3,000	0	0	3,000	0	0
7558	0	0	0	0	0	0	4,000	0	0
	<b>57,720</b>	<b>56,546</b>	<b>52,720</b>	<b>70,794</b>	<b>11,550</b>	<b>0</b>	<b>63,000</b>	<b>0</b>	<b>0</b>
8001	0	0	0	30,086	0	0	0	0	0
	<b>(57,720)</b>	<b>(56,546)</b>	<b>(52,720)</b>	<b>(40,708)</b>	<b>(11,550)</b>		<b>(63,000)</b>		
<b>39</b>									
1469	5,933	6,068	5,933	5,131	0	0	6,500	0	0
1870	0	0	0	440	0	0	0	0	0
	<b>5,933</b>	<b>6,068</b>	<b>5,933</b>	<b>5,571</b>	<b>0</b>	<b>0</b>	<b>6,500</b>	<b>0</b>	<b>0</b>
	<b>5,933</b>	<b>6,068</b>	<b>5,933</b>	<b>5,571</b>	<b>0</b>		<b>6,500</b>		
<b>40</b>									
1204	0	252	0	982	0	0	0	0	0
1206	7,426	5,352	7,426	5,776	0	0	7,426	0	0
1207	4,377	4,930	4,377	4,445	0	0	4,377	0	0
1209	3,183	0	0	0	0	0	0	0	0
	<b>14,986</b>	<b>10,534</b>	<b>11,803</b>	<b>11,203</b>	<b>0</b>	<b>0</b>	<b>11,803</b>	<b>0</b>	<b>0</b>
	<b>105</b>	<b>186</b>	<b>108</b>	<b>0</b>	<b>108</b>	<b>0</b>	<b>108</b>	<b>0</b>	<b>0</b>

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## Annual Budget - By Centre (Actual YTD Month 9)

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6200 Printing & Stationery	105	0	110	0	110	0	110	0	0
6240 Computer/ Data Base/WP's	808	1,030	827	632	0	0	827	0	0
6241 Website Costs	275	85	282	310	0	0	282	0	0
6244 Information Screens	1,313	480	1,345	360	1,000	0	1,345	0	0
6322 Business Awards	8,116	3,652	8,116	5,302	1,000	0	8,116	0	0
6323 Business Show	2,992	3,533	2,992	2,356	0	0	2,992	0	0
6325 Holly Party Expense	0	1,051	0	3,049	1,000	0	0	0	0
6330 Welfare/Hospitality	0	10	0	0	0	0	0	0	0
6460 Publicity & Democratic notices	0	508	0	0	0	0	0	0	0
6461 Banner Costs	0	260	807	0	800	0	807	0	0
6710 Conference Fees & Expenses	735	0	0	0	0	0	0	0	0
6730 Subscriptions	561	720	589	0	500	0	589	0	0
6900 Sundry Expenses	749	148	786	27	500	0	786	0	0
7000 Reinvestment	549	-6,648	841	0	800	0	841	0	0
7607 Christmas events	0	720	0	599	0	0	0	0	0
7608 Friends of Bat & Ball	1,051	0	0	0	0	0	0	0	0
7616 Wellbeing show	2,627	0	0	0	0	0	0	0	0
	19,986	5,734	16,803	12,635	5,818	0	16,803	0	0
<b>Overhead Expenditure</b>									
<b>40 Net Income over Expenditure</b>	-5,000	4,800	-5,000	-1,432	-5,818	0	-5,000	0	0
8001 plus Transfer from EMR	0	-9,800	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(5,000)</u>	<u>(5,000)</u>	<u>(5,000)</u>	<u>(1,432)</u>	<u>(5,818)</u>		<u>(5,000)</u>		
<b>5041 Business Hub</b>									
1022 Letting & Hire of Facilities	1,738	1,264	1,052	1,317	700	0	1,300	0	0

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**Annual Budget - By Centre (Actual YTD Month 9)**

	<u>2022/23</u>		<u>2023/24</u>			<u>2024/25</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1026	7,357	4,806	4,008	5,658	2,500	0	5,200	0	0
1027	4,944	0	0	0	0	0	0	0	0
1029	11,948	14,979	15,687	9,705	4,500	0	16,471	0	0
1031	4,944	4,920	5,191	3,387	2,000	0	5,451	0	0
	<b>30,931</b>	<b>25,968</b>	<b>25,938</b>	<b>20,066</b>	<b>9,700</b>	<b>0</b>	<b>28,422</b>	<b>0</b>	<b>0</b>
			<b>Total Income</b>						
4010	5,152	5,267	5,668	4,646	1,600	0	6,700	0	0
4270	206	0	227	0	227	0	243	0	0
5410	822	201	166	198	0	0	300	0	0
5500	264	239	464	0	400	0	500	0	0
6000	2,071	2,071	2,489	1,482	700	0	3,000	0	0
6010	1,657	14,006	15,150	6,125	3,000	0	16,211	0	0
6014	490	0	0	0	0	0	0	0	0
6105	1,749	1,698	1,739	1,132	400	0	1,800	0	0
6200	500	0	0	0	0	0	0	0	0
6240	0	192	0	0	0	0	0	0	0
6241	133	0	0	0	0	0	0	0	0
6460	0	63	0	7	0	0	0	0	0
6511	2,599	866	2,075	0	2,000	0	0	0	0
6730	0	19	0	0	0	0	0	0	0
6900	1,236	1,077	1,206	795	300	0	1,000	0	0
6922	0	158	164	188	0	0	170	0	0
6930	286	326	243	257	0	0	300	0	0
6931	0	146	153	153	0	0	160	0	0
6976	401	358	320	290	0	0	350	0	0

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**Sevenoaks Town Council  
Annual Budget - By Centre (Actual YTD Month 9)**

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Overhead Expenditure</b>	17,566	26,687	30,064	15,273	8,627	0	30,734	0	0
<b>Movement to/(from) Gen Reserve</b>	13,365	(715)	(4,126)	4,794	1,073		(2,312)		
<b>42 Sevenoaks Town Mayor</b>									
1500 Fundraising	0	3,394	0	3,279	0	0	0	0	0
1752 Quiz Night Income	0	3,487	0	16	0	0	0	0	0
1754 Knole Tour Income	0	2,038	0	0	0	0	0	0	0
1755 Chevening Visit Income	0	4,682	0	0	0	0	0	0	0
1756 Int'l Women's Day Event Income	0	2,580	0	0	0	0	0	0	0
1757 Mayor's Stag event	0	0	0	5,138	0	0	0	0	0
1758 Garden Party Income	0	0	0	951	0	0	0	0	0
2011 Capital Receipts	0	0	0	8,076	0	0	0	0	0
<b>Total Income</b>	0	16,181	0	17,460	0	0	0	0	0
6200 Printing & Stationery	0	0	0	235	0	0	0	0	0
6433 Mayors Allowance 2021/22	0	1,003	0	0	0	0	0	0	0
6437 Mayors Allowance 2022/23	5,805	5,805	0	1,352	0	0	0	0	0
6438 Mayors Car Allowance 2022/23	2,586	2,586	0	0	0	0	0	0	0
6441 Mayors Allowance 2023/24	0	0	5,805	2,196	3,000	0	0	0	0
6442 Mayors Car Allowance 2023/24	0	0	2,586	0	2,500	0	0	0	0
6443 Mayors Allowance 2024/2025	0	0	0	0	0	0	6,095	0	0
6444 Mayors Car Allowance 2024/2025	0	0	0	0	0	0	2,715	0	0
7100 Mayoral Charity Donations	0	4,530	0	13,370	0	0	0	0	0
7202 Quiz Night Expenditure	0	1,867	0	0	0	0	0	0	0

Annual Budget - By Centre (Actual YTD Month 9)

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
7204	0	908	0	0	0	0	0	0	0
7205	0	3,565	0	0	0	0	0	0	0
7206	0	2,506	0	0	0	0	0	0	0
7207	0	0	0	306	0	0	0	0	0
7208	0	0	0	934	0	0	0	0	0
	<b>8,391</b>	<b>22,770</b>	<b>8,391</b>	<b>18,393</b>	<b>5,500</b>	<b>0</b>	<b>8,810</b>	<b>0</b>	<b>0</b>
	<b>-8,391</b>	<b>-6,590</b>	<b>-8,391</b>	<b>-933</b>	<b>-5,500</b>	<b>0</b>	<b>-8,810</b>	<b>0</b>	<b>0</b>
	<b>(8,391)</b>	<b>(8,272)</b>	<b>(8,391)</b>	<b>(933)</b>	<b>(5,500)</b>		<b>(8,810)</b>		
<b>43</b>	<b>Youth Council</b>								
5500	0	608	0	0	0	0	0	0	0
7555	500	0	500	500	0	0	500	0	0
	<b>500</b>	<b>608</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>0</b>
8001	0	108	0	0	0	0	0	0	0
	<b>(500)</b>	<b>(500)</b>	<b>(500)</b>	<b>(500)</b>	<b>0</b>		<b>(500)</b>		
<b>44</b>	<b>Public Realm</b>								
1990	0	760	0	0	0	0	0	0	0
	<b>0</b>	<b>760</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>1010</b>	<b>0</b>	<b>1,267</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
5001	0	11,439	0	300	0	0	0	0	0
			<b>0</b>	<b>300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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**Sevenoaks Town Council  
Annual Budget - By Centre (Actual YTD Month 9)**

	<u>2022/23</u>		<u>2023/24</u>			<u>2024/25</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5410 Repairs & General Maintenance	0	12,404	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	0	25,110	0	300	0	0	0	0	0
<b>44 Net Income over Expenditure</b>	0	-24,350	0	-300	0	0	0	0	0
8001 plus Transfer from EMR	0	24,331	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	0	(19)	0	(300)	0	0	0	0	0
<b>50 Youth Cafe</b>									
1022 Letting & Hire of Facilities	2,200	2,369	2,512	3,417	1,000	0	3,100	0	0
1211 Sale of Goods	358	2,554	1,894	2,246	800	0	2,000	0	0
1350 Revenue Grant income	0	2,925	0	4,460	0	0	0	0	0
1990 Other Income	0	0	0	150	0	0	0	0	0
<b>Total Income</b>	<b>2,558</b>	<b>7,848</b>	<b>4,406</b>	<b>10,273</b>	<b>1,800</b>	<b>0</b>	<b>5,100</b>	<b>0</b>	<b>0</b>
4010 Gross Pay	31,572	40,076	46,273	34,587	15,000	0	52,100	0	0
4011 Mileage	0	55	0	0	0	0	0	0	0
4012 Expenses	0	0	0	13	0	0	0	0	0
4270 Employers Pension Contribution	1,263	1,002	1,505	958	700	0	1,900	0	0
5410 Repairs & General Maintenance	863	6,687	955	1,206	400	0	1,000	0	0
5500 Equipment Hired and New	0	2,958	0	408	0	0	500	0	0
6010 Light Heat & Cleaning	31	178	163	224	300	0	200	0	0
6101 Telephone	470	598	612	586	200	0	700	0	0
6105 Broadband wi-fi service	0	0	0	150	0	0	200	0	0
6200 Printing & Stationery	309	346	273	14	200	0	200	0	0
6210 Postage & Courier	0	28	31	28	0	0	0	0	0

**Sevenoaks Town Council  
Annual Budget - By Centre (Actual YTD Month 9)**

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6240 Computer/ Data Base/WP's	404	302	369	151	150	0	300	0	0
6241 Website Costs	0	0	0	60	0	0	200	0	0
6281 Furnishings,Furniture/Eqpt	493	214	474	0	400	0	500	0	0
6320 Staff Training	206	100	0	20	0	0	100	0	0
6330 Welfare/Hospitality	31	11	1	0	0	0	0	0	0
6340 Staff Uniforms	103	213	81	427	0	0	200	0	0
6460 Publicity & Democratic notices	124	141	7	30	0	0	0	0	0
6500 Goods for Resale	358	2,612	1,821	2,276	1,200	0	2,000	0	0
6505 Cafe consumables	0	86	73	7	500	0	0	0	0
6635 Professional Fees Licensing	286	423	444	432	0	0	450	0	0
6869 Special Events	0	2,467	0	0	0	0	0	0	0
6900 Sundry Expenses	252	236	372	242	0	0	400	0	0
6922 Health&Safety/Risk Assessments	870	979	948	821	200	0	1,000	0	0
<b>Overhead Expenditure</b>	<b>37,635</b>	<b>59,714</b>	<b>54,402</b>	<b>42,639</b>	<b>19,250</b>	<b>0</b>	<b>61,950</b>	<b>0</b>	<b>0</b>
<b>50 Net Income over Expenditure</b>	<b>-35,077</b>	<b>-51,866</b>	<b>-49,996</b>	<b>-32,366</b>	<b>-17,450</b>	<b>0</b>	<b>-56,850</b>	<b>0</b>	<b>0</b>
8001 plus Transfer from EMR	0	2,275	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>(35,077)</b>	<b>(49,591)</b>	<b>(49,996)</b>	<b>(32,366)</b>	<b>(17,450)</b>		<b>(56,850)</b>		
<b>60 Markets</b>									
1017 Rental Income Sat Market	17,724	20,441	19,588	16,302	5,000	0	20,567	0	0
1018 Rental Income Wed Market	14,536	11,668	11,910	10,313	3,000	0	12,506	0	0
1019 Rental Income Blighs Market	15,200	16,984	17,630	13,760	4,000	0	18,512	0	0
1033 Rental income Christmas Market	2,700	1,930	823	1,253	0	0	0	0	0

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**Sevenoaks Town Council  
Annual Budget - By Centre (Actual YTD Month 9)**

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Income</b>	<b>50,160</b>	<b>51,023</b>	<b>49,951</b>	<b>41,627</b>	<b>12,000</b>	<b>0</b>	<b>51,585</b>	<b>0</b>	<b>0</b>
4010 Gross Pay	1,731	1,658	1,898	922	900	0	2,031	0	0
5410 Repairs & General Maintenance	105	859	116	152	0	0	200	0	0
5420 Saturday market charges	15,011	15,372	17,144	9,796	3,500	0	17,345	0	0
5421 Wednesday Market charges	27,341	27,999	11,910	5,560	3,000	0	11,244	0	0
5426 Christmas Market	0	1,168	0	0	0	0	0	0	0
5500 Equipment Hired and New	0	0	0	77	0	0	0	0	0
6001 Blighs Market Charges	11,547	8,842	12,713	6,161	4,000	0	12,000	0	0
6010 Light Heat & Cleaning	130	492	156	342	300	0	200	0	0
6210 Postage & Courier	0	8	0	0	0	0	0	0	0
6460 Publicity & Democratic notices	0	595	0	0	0	0	0	0	0
6635 Professional Fees Licensing	185	180	195	0	0	0	200	0	0
6730 Subscriptions	74	0	78	60	0	0	100	0	0
<b>Overhead Expenditure</b>	<b>56,124</b>	<b>57,173</b>	<b>44,210</b>	<b>23,069</b>	<b>11,700</b>	<b>0</b>	<b>43,320</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(5,964)</b>	<b>(6,150)</b>	<b>5,741</b>	<b>18,558</b>	<b>300</b>		<b>8,265</b>		
<b>Z0 Precept</b>									
1995 Precept	1,295,675	1,295,675	1,370,074	913,384	456,690	0	1,437,614	0	0
<b>Total Income</b>	<b>1,295,675</b>	<b>1,295,675</b>	<b>1,370,074</b>	<b>913,384</b>	<b>456,690</b>	<b>0</b>	<b>1,437,614</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>1,295,675</b>	<b>1,295,675</b>	<b>1,370,074</b>	<b>913,384</b>	<b>456,690</b>		<b>1,437,614</b>		
<b>Capital Infrastructure Budget</b>									
2002 Capital Grants	0	90,000	0	0	0	0	0	0	0



## Annual Budget - By Centre (Actual YTD Month 9)

	2022/23		2023/24				2024/25		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
2011 Capital Receipts	0	29,231	0	29,498	0	0	0	0	0
2012 CIL income allocation	0	134,579	0	70,666	0	0	0	0	0
<b>Total Income</b>	0	253,810	0	100,164	0	0	0	0	0
9004 Cemetery Equipment	0	2,460	0	0	0	0	0	0	0
9014 Play Areas	0	87,856	0	417	0	0	0	0	0
9046 Knole Paddock/ Raleys Pitch	0	52,425	0	0	0	0	0	0	0
9053 Vine Area	0	69,368	0	1,214	0	0	0	0	0
9063 New Community Centre	0	4,963	0	1,796	0	0	0	0	0
9064 Stag Capital upgrades	0	19,400	0	0	0	0	0	0	0
9066 NDP	0	32,941	0	290	0	0	0	0	0
9071 Business Hub	0	6,948	0	-468	0	0	0	0	0
<b>Overhead Expenditure</b>	0	276,361	0	3,248	0	0	0	0	0
<b>91 Net Income over Expenditure</b>	0	-22,551	0	96,916	0	0	0	0	0
8001 plus Transfer from EMR	0	186,361	0	0	0	0	0	0	0
8002 less Transfer to EMR	0	163,810	0	100,164	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	0	0	0	(3,248)	0	0	0	0	0
<b>Total Budget Income</b>	1,824,596	2,112,944	1,880,509	1,461,185	610,905	0	1,866,414	0	0
<b>Expenditure</b>	1,864,491	2,218,765	1,959,273	1,413,625	734,093	0	1,907,304	0	0
<b>Net Income over Expenditure</b>	-39,895	-105,821	-78,764	47,560	-123,188	0	-40,890	0	0
plus Transfer from EMR	0	309,412	0	105,332	0	0	0	0	0
less Transfer to EMR	0	182,911	0	100,164	0	0	0	0	0

**Annual Budget - By Centre (Actual YTD Month 9)**

	<u>2022/23</u>		<u>2023/24</u>			<u>2024/25</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>	<u>(39,895)</u>	<u>20,681</u>	<u>(78,764)</u>	<u>52,728</u>	<u>(123,188)</u>		<u>(40,890)</u>		

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Sevenoaks Town Council  
Finance & General Purposes Committee – 15<sup>th</sup> January 2024

Sevenoaks Town Council  
Minutes of the Communications Working Group

Held at 2.30 p.m. on Thursday 14<sup>th</sup> December 2023.

**Present:** Cllr Dr Canet, Cllr Granville, Cllr Varley (Chair), Cllr Layne and Town Clerk

**Absent:** Cllr Layne

**1. Notes of Previous Meeting – 29<sup>th</sup> September 2023**

These were agreed as a true record.

**2. 20 mph Consultation**

As of closing date, 14<sup>th</sup> December 2023, STC has received approximately 2,500 responses to the consultation, taking this on the distribution of the Town Crier it is an approximate 21% return rate which is good for any consultation and compared to other local authorities who have done similar.

The Town Council is expecting more replies, especially from those tied up in the post and using the Freepost address which can be slower. We have also had some individual communications which are being collated separately.

Currently the overall response is approximately 52% in favour of the proposal.

The Town Council will be reviewing and analysing responses during January. This will be done internally and informal discussions with STC Cllrs prior to discussing this in a public forum. We are reviewing methodology for the review, bearing in mind it is likely to be subject to an FOI.

The Town Council has said information will be supplied to KCC towards the end of January for them to consider at a JTB meeting in March 2024.

**3. Town Crier – Design for future editions?**

The Town Clerk had provided examples of other local councils newsletters to review.

It was agreed to enquire of Swanley Town Council the following – How did it produce its newsletter? What software was used? How was it distributed?

It was agreed that any new design would commence in May 2024.

It was noted that the agreed actions from the previous meeting were outstanding:

- A brief would be provided to prepare a new pro forma design which could be used in the future.
- Move Mayor's column to Pg 3
- Latest STC News on Pg 1

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- Not to include photographs of all councillors
- Promote STC more
- Consider changing to 'Our Town' with strap line – 'News from Sevenoaks Town Council.'
- Digital distribution – consider methods to enhance.

Additional ideas were also discussed:

- Producing text in three columns
- Font size to be as recommended by KCC for 20 mph version
- Should cover be different each issue or the same to create 'brand identity'
- STC logo should be bigger
- Consider appropriate software
- Volunteer Page with relevant information
- Activities Page – for ongoing activities (noting timelines for production and distribution).
- 8 – 12 pages
- Should not be distributed with In Shape (SDC Magazine) need separate identity

**4. STC Communication Engagement Strategy**

This was reviewed and amended as per attached.

**5. STC Branding**

It was noted that more work was required on this. It was thought a good idea to consider a new logo for Sevenoaks Town Council.

**6. STC Photo ID**

To investigate how to produce in house Councillors ID with photographs.

**7. STC Website (BID?)**

It was agreed that the new website would wait until the BID (Business Improvement District) progressed.

**8. Volunteering Process**

This would be discussed at a future meeting.

**9. Next Meeting**

2.30 p.m. Thursday 22<sup>nd</sup> February 2024.

Sevenoaks Town Council  
Finance & General Purposes Committee – 15<sup>th</sup> January 2024

Sevenoaks Town Council's Community Engagement Strategy *Draft 2023 (v.2)*



# Sevenoaks TOWN council

## Community Engagement Strategy

Sevenoaks Town Council  
Council Offices  
Bradbourne Vale Road  
Sevenoaks, Kent TN15 8RS  
Tel: 01732 459953  
Email:  
[council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)  
Website:  
[www.sevenoakstown.gov.uk](http://www.sevenoakstown.gov.uk)



Approved by Sevenoaks Town Council on .....

**Sevenoaks Town Council**  
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**1. Introduction**

Welcome to Sevenoaks Town Council's Community Engagement Strategy.

Sevenoaks is situated in the County of Kent in the South of England with a population of 18,500.

It is an ancient market town that grew up where historic roads from North Kent and London crossed the greensand ridge, overlooking the Kentish Weald surrounded by Green Belt

Due to its proximity to London, a significant number of people commute to London to work. However, Sevenoaks has a very active community ethos and was voted the 'happiest' town in Britain in 2007.

A large part of Sevenoaks Town Centre is pedestrianised, with lots of individual specialist shops. There is a vibrant café culture and the Stag Community Arts Centre with its busy schedule of events in both the theatre and cinema boosts the night-time economy.

It is believed that the original seven oaks from which the town derived its name stood near the church of the southern side of the town. Indeed, the motto for Sevenoaks is 'Floreant Septem Quercus' [may the Seven Oaks Flourish].

This also forms part of the Sevenoaks Town Council crest.

Sevenoaks made the world headlines in 1987 when six of the seven oaks which had been planted in 1902 to celebrate the coronation of King Edward VII were blown over in the 'hurricane' in October of that year.

Sevenoaks Town Council has 16 voluntary Town Councillors representing the following electoral wards:-

<b>Ward</b>	<b>Councillor</b>	<b>Political Party</b>
Eastern Ward	Councillor Libby Ancrum	Liberal Democrat
	Councillor Tony Clayton	Liberal Democrat
	Councillor Sally Layne	Liberal Democrat
Kippington Ward	Councillor Catherine Daniell	Liberal Democrat
	Councillor Chloe Gustard	Liberal Democrat
	Councillor Nicholas Varley	Liberal Democrat
Northern Ward	Councillor Claire Shea	Liberal Democrat
	Councillor Dr Marilyn Canet	Liberal Democrat
	Councillor Lionell O'Hara	Liberal Democrat
St Johns Ward	Councillor Sue Camp	Liberal Democrat
	Councillor Peter Dixon	Liberal Democrat
	Councillor David Skinner OBE	Liberal Democrat
Town Ward	Councillor Victoria Granville	Liberal Democrat
	Councillor Lise Michaelides	Liberal Democrat

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	Councillor Gareth Willis	Liberal Democrat
Wilderness Ward	Councillor Nigel Wightman	Liberal Democrat

This strategy sets out what community engagement is, why we do it and the aims and actions which support it.

This strategy is about building on the good practice which already exists in the Town and making it better. It also acknowledges the genuine desire of all partners within our community to work more closely together for the benefit of local residents. Crucially, it seeks to ensure that the many ‘communities’ in Sevenoaks have a voice in the debate around improving the delivery of local services and thus having a positive impact on life and work in the Town.

**2. What is Community Engagement?**

Community Engagement is a term covering many different activities carried out with people who make up our communities. It is about making sure that people can participate and engage in lots of different ways to make Sevenoaks a better place. Community engagement can happen in many ways from Town Meetings, survey polls, questionnaires, Mayor’s and Councillors surgeries, big events, through to the arts, festivals and much more.

Community engagement can also take place at a number of different levels from low involvement activity to high involvement activity. For example, this can range from providing information to people, to consultation by asking for feedback on a particular service or policy, to participation when decision making is shared and through to empowerment which gives people ownership of the decisions and support to carry out their own activities.

**3. The aim of the Community Engagement Strategy**

The strategy is about trying to change the way Sevenoaks Town Council and its partners work. It is about developing an approach to our work which puts communities and people truly at the centre of our work. It is about doing everything we can to tailor our services as closely as possible to the needs and wants of people, to recognise that different people have different needs and wants, and to help those people make their own choices and exercise their own control over events.

The aim of the Community Engagement Strategy is therefore to continuously review engagement methods with the public:-

- So that we have a better understanding of their needs and views; and
- Help us better meet people’s needs.
- Improve Sevenoaks Town Council’s efficiency and effectiveness; and



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- Empower people and communities to influence the things that affect their daily lives.
- Explaining tiers of local government and relevant responsibilities

#### **4. What is a Community?**

Communities can be:

Communities of Place – people within a defined geographical area e.g., the parish of Sevenoaks or the town wards of Bradbourne Lakes, Greatness, or Kippington.

Communities of Interest – People who share a particular experience or characteristic, such as young people, allotment holders, sports organisations, businesses, faith groups, older people, disabled people, ethnic groups or as an example.

Communities may define themselves and definitions do change, and people often belong to more than one community and communities themselves are often very diverse. The key point is that we always endeavour to engage with all residents.

#### **5. Why Do We Engage?**

Community Engagement gives individuals, communities and partners a range of very important benefits:

- Developing a better understanding of and relationship with communities through genuine dialogue.
- Involving residents in public services and making sure their knowledge, experience and priorities shape those services, so they are more responsive to need.
- Encouraging more voluntary and community groups to become involved in planning and delivering local services.
- Helping people to establish an improved sense of neighbourhood and more cohesive communities.
- Engaging more people in local democracy.

#### **6. Our Partners:**

There are different partners involved in working together on community engagement:

- All residents of Sevenoaks
- Councillors as elected representatives of their communities
- Voluntary and community groups both individually and through local organisations
- Private sector organisations, local businesses and social enterprises
- Public service providers

The approach to community engagement in Sevenoaks is founded upon the principle that each agency, public, private, or voluntary is responsible for its own community engagement activity.

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**7. Our Principles which support Engagement:**

Through this strategy and the engagement work we are all involved in across the town, we aim to:

- Have clear objectives for engagement and to communicate clearly and openly about decisions and actions and the reasons for them.
- Seek to reach those communities and individuals not yet engaged.
- Share information and expertise.
- Engage in innovative and creative ways using social media.
- Recognise and value existing channels and work to make these more responsive and effective.
- Engage using a range of flexible methods to avoid relying on one source or route.
- Communicating in clear and inclusive language.

**8. Our Commitments:**

Through this strategy we are committed to:

- Using the most appropriate level of involvement and participation for each activity.
- Building on the existing skills of local people and communities so they are empowered to engage in decision making.
- Developing the voluntary and community sector to play a key role in helping in delivering services.
- Developing a culture where other peoples' views are valued and listened to and are part of the decision-making process and help build cohesion in Sevenoaks.

**9. How we will do it:**

To help us achieve effective community engagement we will make use of:

- Noticeboards, the Town Crier newsletter, the website, public meetings, the Town Forum, press releases, distribution of information via resident associations and recognised community groups, digital information screens, infopods, social media and public events.

The Council's approach must be one that seeks to communicate with everyone with an interest in a particular issue and will use a variety of different communication techniques to try to be as effective as possible. It will choose the techniques on the basis of the particular community or people being targeted and will try to make the communications as focused and specific as possible. It will try to work as closely as possible with partner organisations in engaging with the community.

Holding topic-based meetings e.g., Sports Strategy, Neighbourhood Development Plan, Town Team and Youth Council. Also working with other statutory bodies.

**10. How will we measure success?**

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- Through attendance at meetings of the Council, Committees, Annual Town Meeting, public meetings, and events.
- Responses received to questionnaires, surveys, and polls.
- Statistics from the website and other forms of social media.
- The Town Council's annual report will include a section on community engagement and a 'dashboard' to compare progress each year.

### **11. Consideration of Hard and Soft Information**

Some communication approaches produce 'hard' factual information, which can then be subject to mathematical analysis. Others tend only to produce 'soft' information – impressions, views, opinions, anecdotes, etc. – words rather than numbers.

Soft data is often regarded as less reliable than hard data, and it can often be hard to produce simple results from it. However, soft data still has important uses – particularly in describing qualitative things, or in explaining a situation. The Council needs to make use of both types of information in communicating with its communities.

Care has to be taken, however, about how representative any particular piece of information is – an individual may hold impassioned views on a particular service, but they may simply be the views of that one individual; the rest of the community may have a diametrically opposed view. This is not to say that the person's views are invalid merely that they have to be used with care and in recognition of the context in which they are given.

### **12. Financial Constraints**

Communication inevitable has a cost attached to it, and the strategy should seek to increase community engagement only where a cost versus benefit calculation has been made. Within this constraint, there are other methods which can be used to at a minimal cost by changing the way we communicate with our residents and influencing the attitudes of staff to this with more emphasis on 'serving' and less on 'governing'. The differences between a dissatisfied resident and a satisfied one can be as simple as the words used in a letter, an email, or on the telephone. If people receive an excessively arbitrary or bureaucratic letter from an officer of member, they are much more likely to become upset. The same message conveyed in simple and reasonable terms is more likely to help achieve our goal.

### **Would you like further information on how to become involved?**

For more information on this strategy, or to find out more about becoming involved in putting it into action, contact:

The Town Clerk, email [townclerk@sevenoakstown.gov.uk](mailto:townclerk@sevenoakstown.gov.uk)

Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG. Tel: 01732 459953. Website: [www.sevenoakstown.gov.uk](http://www.sevenoakstown.gov.uk).

Twitter: <https://twitter.com/SevenoaksTC>.

## Sevenoaks Town Team Minutes of the Executive Board Meeting

**6:30pm: Wednesday 6<sup>th</sup> December 2023**

**Held at**

**The Council Chamber, Sevenoaks Town Council, Bradbourne Vale Road TN13 3QG**

**Meeting started 6.30 p.m.**

**Meeting concluded: 7.55pm**

### Executive Board

Cllr Chloe Gustard	Sevenoaks Town Council	Present
Cllr Victoria Granville	Sevenoaks Town Council	Apologies
Linda Larter MBE	Sevenoaks Town Council	Apologies
Mike Reid	Town Team Facilitator	Present
Cllr Graham Clack	Sevenoaks District Council	Present
Cllr Richard Streatfeild MBE	Kent County Council	Absent
Cllr Tony Clayton <b>Chair</b>	Sevenoaks Rail Travellers Association	Present
Austin Blackburn	Go Coach	Present
South Eastern	Gemma Louro	Absent
Andrew Eyre	Stag	Present
Hannah Kay	Knole	Absent
Dawn Blee	Chamber of Commerce	Present
Steve Butler	Workman (Blighs)	Absent
Sevenoaks Chronicle	Vacant	Absent
Geraldine Tucker	Sevenoaks Society	Present
Maxine Morgan, <b>V Chair</b>	Specsavers	Present
Elizabeth Dolding	Warners Solicitors	Apologies
Roberta Ware	Francis Jones Jewellers	Present
Glenn Ball	Local Architect	Absent
Avril Hunter	Redlands RA	Present
Helen O'Sullivan	Eardley Road RA	Apologies
Elizabeth Purves	Hollybush RA	Present
Byron Brown	Bradbourne RA	Apologies
Mike Williams	Round Table	Absent
Police	PC Nick Hubbard	Apologies
Cllr Dr Merylyn Canet	Sevenoaks District Seniors Action Forum	Present

**In attendance:** Dennis Glasspool, PC Tom Costin, Cllr Peter Dixon, John Levett, Cllr Gareth Willis.

**Apologies for Absence:** Byron Brown, Cllr Victoria Granville, PC Nick Hubbard, Helen O'Sullivan, Linda Larter, Jim Hughes.

**1. Declarations of Interest**

None

**2. Minutes**

To receive and approve the minutes of the Sevenoaks Town Team AGM and Executive Board meeting held on 11<sup>th</sup> October 2023. There were no amendments or matters arising which would not be covered in this meeting.

**3. 20 MPH Consultation**

Linda Larter was to have given an update on the public consultation being run by STC. In her absence it was noted that the consultation ends on 14<sup>th</sup> December and that there has been a very good public response which will be analysed over coming weeks.

**4. Business Improvement District (BID).**

Work is to commence in the New Year on creating the Business Plan and the Chair requested members to give consideration to those people who might be invited to become the BID Board members.

**5. Wayfinding.**

The application for funding made to the District Council CIL board has been rejected for the following reason and its explanation:

*“This project is not considered to be for “infrastructure” and cannot be considered as an appropriate use of CIL monies.*

*If however you consider that your project is for infrastructure or would wish to discuss this further, we would ask the you write to officers using the following email address [cil@sevenoaks.gov.uk](mailto:cil@sevenoaks.gov.uk).*

*Any challenge to the Council’s decision, will only be accepted in writing and if further evidence is provided to support your case. Please see the attached sheet for further guidance (Request to Review). Your bid will not be accepted to the current Spending Board, but after consideration officers will either confirm their decision or invite you to make an application to the next Board.*

*I am therefore informing you that your application has been **unsuccessful** and will not go before the CIL Spending Board.*

*As the project is not considered to be an appropriate use of the CIL money, we would not invite you to make a bid again, without amendment, to the CIL Spending Board.”*

Clearly this is a major disappointment, and other funding avenues will be explored. It was suggested that one avenue would be through the Sevenoaks Urban Area Local Cycling and Walking Infrastructure Plan.

## 6. Sevenoaks Business Awards 2023

The event took place on 20<sup>th</sup> October and the allocated 120 tickets were sold out. There was a similar picture with the number of nominations, and though not all nominees entered, 28 did. And for the “Customer Choice” public vote there were 21 competing and over 3000 votes cast.

The winner of the Judges’ Choice category for “the business or person that has provided a significant contribution to economic development and the local community” was won by a bemused Barry Dennis of The Anchor Inn while PC Nick Hubbard was delighted to receive the runners up award.

The speaker for the evening was Michael Gietzen CEO of Identity Global and in addition to illustrating some of company’s projects such as the London New Year Fireworks, the Coronation and COP Conferences, gave some motivational insights on how to grow a business from scratch to becoming worldwide – and all by the age of 38.



Those Board Members who attended the evening were unanimous that it was a superb event and a great showcase for the town. They were especially appreciative of the quality of the speaker and the catering.

The sponsors were highlighted for their contribution for making such an event possible and the thanks of the Board was expressed to:

Manak Solicitors  
Sevenoaks Town Council  
Sevenoaks District Chamber of Commerce  
Hoath House  
Knocker & Foskett  
Specsavers  
Warners Solicitors

## 7. Public Realm

Painting of the railings at the junction of Pembroke Road/London Road by KCC has been moved forward to next April. This should conclude the painting of all the blue street furniture in the town.

The replacement lamp post in St Johns Hill has been ordered but not been installed just yet.

Warners Solicitors were recognised and thanked for providing The Coronation memorial bench which is about to be installed at the Post Office. A presentation will be organised.

#### **8. Christmas Lights Switch On**

This took place on Friday 24<sup>th</sup> November on a calm but very cold evening. The location of the stage had been a problem with the Purelake development expected to have started in October. However, this had not happened and so the traditional site was used. The scheme will almost certainly be under construction in 2024.

The evening went extremely well and the town centre was absolutely packed. There were also many more stalls than in the last couple of years, and all appeared to be extremely busy.



Marring the evening was trouble at The Vine where the police advised that some 3-400 young people had congregated to party. Many were drunk or on drugs. One arrest was made. A total of sixteen officers plus the security company were involved in controlling and dispersing the crowd.

The police noted that most of the trouble emanated from people coming up from Sevenoaks station and that most were “not locals”.

It was noted that Laura Trott MP had written as she was concerned about this issue.

A general conversation took place with those who attended saying that the event itself was great success and not having noted any disturbances. Some members felt to mitigate rowdiness the event should perhaps be held on a Saturday afternoon.

#### **9. Childrens Christmas High Street Safari**

This is live. Pedro of Budare, one of the towns newest and smallest businesses based in The Shambles selling Venezuelan food is the main sponsor and he was warmly appreciated for

this. Thanks also went to Giggling Squid which has provided a £100 voucher for the winners of the lucky draw.

#### 10. Sevenoaks Best Dressed Christmas Window competition

This was judged on Tuesday 5<sup>th</sup> December and though publicly announced beforehand, the winners will be reported at the February board meeting..

#### 11. Holly Party

This took place on Friday 8<sup>th</sup> December and a report will be given at the February meeting.

#### 12. New Town Team website

At the Exec Meeting of 2<sup>nd</sup> August this topic was discussed, and this is the final paragraph from the minutes:

**It was agreed that investigation into the value of such sites to a town would be researched, but overall it was considered a high priority to upgrade.**

Investigations have been made with these being some relevant responses:

From InColchester BID

Hi Mike,

Thanks for your email.

I've worked with the destination core team across two destination websites and can recommend them.

In terms of ROI for this, we base the website's success not on monetary income but on the brand identity and awareness as these are our key goals.

The website has definitely helped us show the InColchester brand to its full potential and there are great add ons and additional we can utilise throughout the website where needed. The Destination Core team will help make sure that the website has a professional finish and looks its best. The dashboard behind the website is also nice and user friendly which is great if team members aren't coding or website wizards. This being said the website can be quite a big investment to begin with and it's important to utilise other communication (social media, emails, OOH Advertising etc) tools to make sure the website is getting the traction and visitors it should.

I hope this helps.

Let me know if you have any questions at all.



Kind regards,

From London Bridge Bid

Hi Mike

We gave up trying to measure return on investment for destination marketing a long time ago as there seemed to be no meaningful or accurate way of doing it. For our website we just gave it a 5 year lifespan in the business plan and spread the outlay to develop across those 5 years (although the current one is now 8 years old, so the value for money is greater), so the annual cost seems reasonable. (there are also the maintenance, hosting costs etc to take into account).

The simplest way to measure investment might be the cost of the site per year divided by the number of users in that year, which would hopefully give you a very small cost per engagement.

Hope that helps.

Don - Team London Bridge

From DestinationCore (one of the possible providers):

Hi Mike,

Thanks for your email, and good to hear from you.

In terms of return on capital, that's very difficult for us to provide you with any data on that. Our clients business models vary greatly – some are membership organisations and generate income via selling membership and offering a listing on the website in return, others sell advertising banners on the site (in addition to free listings) and generate income that way.

Some clients (mainly BIDs) look to quantify the website via increased expenditure and footfall in the town/city centre.

However, we do understand that return on investment is important for any destination website – for our clients, but also for our clients' clients (the business listed on the website). I have attached our Income and Commercial Opportunities Info Sheet which will provide you with a few ideas of how you could use a DestinationCore website to generate income.

Jess Walker  
**Marketing Executive**  
Phone: 07882057847  
[Our Colchester BID](#)

And  
don't  
forget  
we  
have  
the

Individual Business ROI calculator in the DC Insights Dashboard to help you report back to businesses on the value they have received via their listing on the website. More details regarding this are available in the DC Insights Info Sheet (also attached).

I hope this provides you with at least some information to help you formulate a response to the return on capital question you have been asked.

Regards

Will

From these responses and other conversations, it is clear that there is no means by which to create accurate analytical information about return on investment.

While there is a clear need for the Town Team to massively up its website presence and functionality, a BID would be the more appropriate vehicle to take on this project. Given that a BID vote might not necessarily be successful but if it is then it will be important that it has an immediate means by which to communicate from Day 1.

So it is proposed that in the interim Town Team works on reaching that stage. It is further proposed that a small Town Team sub-group is created to take on this project. The work would involve further investigations into possible suppliers, the look and feel of the site and its functionality. Those suppliers so far identified have menus of marketing and reporting packages and those would need to be considered against a provisional budget.

Total agreement remains that the Town Team website needs to be renewed and as an outcome of the discussion it was suggested that the Board might be able to work co-operatively with SDC to build content, and maybe functionality into [More Sevenoaks](#). This to be investigated.

The STC Communications Group will brief the Town Team Facilitator on its plans for the future.

### **13. Clubs and Societies**

Further to the October meeting Jim Hughes has been undertaking some work to identify those Sevenoaks clubs and societies which due to retirement and changing trends might have difficulty recruiting members or officers, to see if Town Team can help.

As a means to attracting interest a section of the Town Council's quarterly magazine, Town Crier, which is hand delivered to about 13,000 households will carry a section on volunteering in which it is also intended to profile one or two of these clubs etc in each issue to encourage interest in them.

Members agreed that this topic is timely. For instance on 1<sup>st</sup> December The Historical Society was wound up and its assets passed to the Sevenoaks Society for exactly this reason.

### **14. Sevenoaks Summer Festival 2024**

This event is going to take place over the period Saturday 22<sup>nd</sup> June to Sunday 7<sup>th</sup> July, organised by Ray Russell & John Levett. Businesses and organisations that would like to be involved, whether as participants or sponsors, were invited to contact: [townteam@sevenoakstown.gov.uk](mailto:townteam@sevenoakstown.gov.uk).

## 15. Business Show 2024



West Kent Business which is a body operating with funding from SDC, Tonbridge & Malling DC and Tunbridge Wells BC is holding a region-wide Business Show in Tonbridge on 14<sup>th</sup> March 2024. The Sevenoaks Business Show took place at a similar time of year in 2023.

A discussion took place. The West Kent Expo will have 40 stands of which 7 have been booked so far. As the event covers such a wide geography it is expected that it will attract exhibitors whose business or branches cover a similar wide area.

Would this show compete with the Sevenoaks Business Show? Members thought not, as for the greater part most of the Sevenoaks exhibitors operate locally and are smaller organisations. Provide the two shows are not too close on the calendar, TT should continue with its own show.

## 16. Members Organisations

*Specsavers* – Maxine reported that their Pink Raffle raised £825 and expressed her thanks to her neighbouring businesses for their generosity in providing prizes. Her business remains very busy.

*Go Coach* – Staffing remains difficult but the greatest problem at the moment is the volume of road closures which means that nearly all services are running late. Passenger numbers on the new Route 3 are growing, but only slowly. It will take 6-9 months to reach maturity and to find out if the route really works. Various services are subject to re-tendering with one good bit of news, the No 5 and No 208 are now likely to have extended routes to take in Pembury Hospital.

Austin announced some serious personal news. He has sold Go-Coach! The buyer is Derbyshire based Hulleys of Baslow. He will though be staying with the company, relinquishing his operational roles and concentrating on engineering.

*Hollybush RA and Sevenoaks Society* - Both Elizabeth and Geraldine explained that they are encouraging their members to complete the 20mph consultation.

*Sevenoaks District Chamber of Commerce* – Dawn was pleased to announce that in its greater operating area (which now includes Tonbridge and Tunbridge Wells) the Chamber now has its greatest numbers yet, at 250.

*Police* – PC Tom Costin said that there will be a police “surgery” in M&S on 7<sup>th</sup> December.

*Safer Sevenoaks and District BCRP* – Dennis, backed by Tom, suggested that more CCTV at The Vine would help in maintaining control of the area.

*Sevenoaks District Seniors Action Forum* – Marilyn reported that seniors are delighted that the railway station ticket offices are no longer faced with closure and that travel cards are being retained.

*The Stag* – Andrew is delighted with ticket sales for the pantomime and especially with the graphics which are exceptional. Cinema ticket sales are though not up to speed.

*Sevenoaks Rail Travellers Association* – Tony reported that there have been some recent and un-consulted changes to off peak travel times with five trains running after 9.00 now costing full fare. There are changes to Travel Card arrangements too. He will be producing an article for the local paper and for STC to publish.

#### **17. Dates of Next Meetings**

The next meetings will be held on Wednesday 21st February 2024, followed by Wednesday 10<sup>th</sup> April 2024.

Meeting Closed at 7.55pm.

**Sevenoaks Town Council**  
**Finance & General Purposes Committee – 15<sup>th</sup> January 2024**

**Current Matters****NB: Updates shown in red**

Item	Minute No		Status	Latest update
1	44 F&GP 24.04.23  <i>Update from Town Clerk</i> 24.07.23  244 Town Council 24.07.23	<b>Market Tenders</b>      <b>Wednesday Market</b>	Ongoing	<p>Wednesday &amp; Saturday Markets, Sevenoaks It was noted that the Town Council had been successful in its tenders to Sevenoaks District Council to operate the Wednesday and Saturday Markets in Sevenoaks Town.</p> <p>Sevenoaks Town Council has previously requested that the Wednesday Market be relocated to the High Street. Decision to be reviewed at STC Council meeting 24.07.23</p> <p>The Town Council had been considering the location of the Wednesday market but had been advised by Sevenoaks District Council today that there was no possibility of relocating to the High Street. It was agreed therefore that opportunities to expand the market in its current location at Buckhurst Lane be pursued.</p> <p>At its Blue-Sky meeting in September the Town Council would be reviewing the town centre, including detailed consideration of the future of the markets, within a Town Centre Masterplan.</p>
2	260.3 - F&GP 13.09.21	<b>Pension Deficit</b>	Ongoing	<p>Responsible Financial Officer, Chairman, and Vice-Chairman of Finance and General Purposes Committee to meet Kent County Council to discuss deficit.</p> <p><b>Queries of KCC to be confirmed prior to arranging meeting.</b></p>
3	45 F&GP 24.04.23	<b>Sencio Funding Agreement</b>	Ongoing	<p>The Committee noted the terms of the Sencio Funding Agreement under which the Town Council was entitled to a partial refund of grant funds (on a sliding scale) due to the breach of conditions following the closure of Sencio due to insolvency. The Town Council had followed its fiduciary duty to residents and registered its financial interest with the insolvency agents, Evelyn Partners.</p> <p><b>RESOLVED:</b> That the report be received and noted</p>
4	46 F&GP 24.04.23	<b>Provision of Electric vehicle</b>	Ongoing	<p><b>RESOLVED:</b> That the proposal to work with Ubitricity to install 12 EV charging bollards at Raleys Car Park be approved, on the basis set out above.</p>

**Sevenoaks Town Council**  
**Finance & General Purposes Committee – 15<sup>th</sup> January 2024**

Item	Minute No		Status	Latest update
		<b>Charging Bollards at Raleys Car Park</b>		Project progressing slowly due to electric connection complications.
5	127 F&GP 12.06.23	<b>Participatory Budgeting</b>	<i>Ongoing</i>	<b>RESOLVED:</b> That a working group comprising Cllr Clayton, Cllr Ancrum, Cllr Dr Canet and the Town Clerk be established to look at ideas and the process for a <i>[Participatory Budgeting]</i> project, and report back to a future committee meeting.
6	253.1	<b>Investment of Funds</b>	<i>Ongoing</i>	Cllr Wightman and Cllr Dixon to meet with the new Responsible Finance Officer, once in post, to review the current investment of funds to seek an increase in returns.
7	390 F&GP 02.10.23	<b>Land at Woodside Road – Soil Remediation</b>	<i>Ongoing</i>	<b>RESOLVED:</b> That local residents be consulted on the proposals for the Woodside Road Open Space, with the results being reported back to this Committee.
8	392.2 F&GP 02.10.2	<b>Grant Subsidies for Room Hire &amp; Activities</b>	<i>Ongoing</i>	That the allowances be reviewed within the budget setting process. <b>Deferred to February meeting, alongside grants reports.</b>
9	544 27.11.23	<b>Operation of Cafes</b>	<i>Ongoing</i>	<b>RESOLVED:</b> 1) To move the Café on the Vine to a concession from 1 <sup>st</sup> April 2024 or sooner. 2) To move the Bat & Ball Station Café to a concession from 1 <sup>st</sup> April 2024 or sooner.