

20th February 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 26th February 2024 at the conclusion of the Council meeting which commences 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/KuxdHN8E3s?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 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 (Leader & Chair)	Cllr Victoria Granville
Cllr Nigel Wightman (Deputy Leader & Vice-Chair)	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	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	-
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Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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



Town Clerk

2	<p><u>REQUESTS FOR DISPENSATIONS</u> To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).</p>	-
3	<p><u>DECLARATIONS OF INTEREST</u> 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 & GENERAL PURPOSES COMMITTEE – 15th January 2024</u> To receive, adopt and sign the Minutes of the Meeting of the Finance & General Purposes Committee held on 15th January 2024 as a true record.</p>	Attached
5	<p><u>FINANCE REPORTS</u> To receive and consider the Responsible Finance Officer’s reports.</p> <p>5.1 <u>Statement of Accounts – to 31st January 2024</u> To receive and consider the Statement of Accounts, together with the Finance Officer’s report for the month ended 31st January 2024. Including: Appendix 1 - Income and Expenditure by cost centre Appendix 2 – Variance Analysis to January 2024 Appendix 3 – Working Capital Appendix 4 - Statement of Funds Appendix 5 - Capital Expenditure & Funds</p> <p>5.2 <u>Statement of Accounts – to 31st December 2023</u> To receive and consider the Statement of Accounts, together with the Finance Officer’s report for the month ended 31st December 2023. Including: Appendix 1 - Income and Expenditure by cost centre Appendix 2 – Variance Analysis to December 2023 Appendix 3 – Working Capital Appendix 4 - Statement of Funds Appendix 5 - Capital Expenditure & Funds</p>	All reports attached

5.3	<p><u>Statement of Accounts – to 30th November 2023</u></p> <p>To receive and consider the Statement of Accounts, together with the Finance Officer’s report for the month ended 30th November 2023.</p> <p>Including:</p> <p>Appendix 1 - Income and Expenditure by cost centre</p> <p>Appendix 2 – Variance Analysis to November 2023</p> <p>Appendix 3 – Working Capital</p> <p>Appendix 4 - Statement of Funds</p> <p>Appendix 5 - Capital Expenditure & Funds</p>	
5.4	<p><u>Suppliers’ Accounts</u></p> <p>To authorise payment of the accounts listed in the schedules for the periods:</p> <ul style="list-style-type: none"> • 1st to 30th November 2023 • 1st to 31st December 2023 • 1st to 31st January 2024 	
5.5	<p><u>List of Payments</u></p> <p>To note list of payments for:</p> <ul style="list-style-type: none"> • Sevenoaks Town Council Nat West Account <ul style="list-style-type: none"> 1st to 30th November 2023 1st to 31st December 2023 1st to 31st January 2024 • Mayor’s Charity Account: <ul style="list-style-type: none"> 1st to 30th November 2023: None 1st to 31st December 2023: None 1st to 31st January 2024 	
5.6	<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"> • 1st to 30th November 2023 • 1st to 31st December 2023 • 1st to 31st January 2024 	
5.7	<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"> • 1st to 30th November 2023 	

5.8	<ul style="list-style-type: none"> • 1st to 31st December 2023 • 1st to 31st January 2024 <p><u>Hospitality and Gifts Register</u> To receive and note Hospitality or Gifts received by Councillors or staff for the period 1st to 30th November to 4th February 2024:</p> <table border="1" data-bbox="301 551 1203 846"> <thead> <tr> <th data-bbox="301 551 475 629">Date</th> <th data-bbox="475 551 684 629">Event</th> <th data-bbox="684 551 1007 629">Nature of Hospitality</th> <th data-bbox="1007 551 1203 629">Approximate value</th> </tr> </thead> <tbody> <tr> <td data-bbox="301 629 475 846">04.02.2024</td> <td data-bbox="475 629 684 846">Sevenoaks Chinese School – Lunar New Year event</td> <td data-bbox="684 629 1007 846">Gifts to the Mayor - a hand-written calendar scroll, a wooden fan, some Chinese New Year window stickers and a silk scarf</td> <td data-bbox="1007 629 1203 846">£50</td> </tr> </tbody> </table>	Date	Event	Nature of Hospitality	Approximate value	04.02.2024	Sevenoaks Chinese School – Lunar New Year event	Gifts to the Mayor - a hand-written calendar scroll, a wooden fan, some Chinese New Year window stickers and a silk scarf	£50	
Date	Event	Nature of Hospitality	Approximate value							
04.02.2024	Sevenoaks Chinese School – Lunar New Year event	Gifts to the Mayor - a hand-written calendar scroll, a wooden fan, some Chinese New Year window stickers and a silk scarf	£50							
6	<p><u>FIDELITY GUARANTEE</u> To consider whether to increase fidelity guarantee insurance cover.</p>	Attached								
7	<p><u>Internal Audit Report – Visit 2</u> To receive and note report and recommendations therein.</p>	Attached								
8	<p><u>REVIEW OF INTERNAL CONTROLS: FINANCIAL REGULATIONS</u> To review and adopt updated Financial Regulations 2024/25.</p>	Attached								
9	<p><u>SEVENOAKS TOWN COUNCIL RISK ASSESSMENT - ANNUAL REVIEW</u> To consider Town Council Risk Assessment.</p> <p>Note: full risk assessment circulated as separate document.</p>	Summary attached								
10	<p><u>ST JOHN’S HILL CAR PARK PUBLIC TOILETS: UPDATE ON REFURBISHMENT</u> To consider funding for improved specification.</p>	Attached								
11	<p><u>COMMUNITY INFRASTRUCTURE LEVY (CIL) REPORT</u> To receive and note the report.</p>	Attached								
12	<p><u>CHRISTMAS LIGHTS SWITCH ON 2024: TRIALLING EVENT ON SATURDAY AFTERNOON</u> To consider moving the event from evening to afternoon.</p>	Attached								

13	<u>GRANTS REPORTS & APPLICATIONS</u>	
13.1	<u>Reports from Grant Recipients</u> To receive and note grant reports received from recipients of grants awarded during 2023/24.	To Follow
13.2	<u>Grant Subsidies – Room Hire.</u> To note grant subsidies for room hire awarded up to February 2024.	Attached
13.3	<u>Grant Applications for Consideration</u> To consider grant applications received. Note: Applications attached, supporting papers circulated as separate document.	Attached
14	<u>UPGRADE OF IT MEETING EQUIPMENT</u> To note purchase of new IT system for meetings.	
15	<u>CURRENT MATTERS</u> To receive and note updates on Current Matters list.	Attached
16	<u>PRESS RELEASE:</u> To consider any agenda item, which would be considered appropriate for a press release.	–

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Sevenoaks Town Council

Minutes of the meeting of the Finance & General Purposes Committee Held on 15th January 2024 in the Council Chamber, Town Council Offices, TN13 3QG

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

<https://youtube.com/live/sYcTSDx-6EE?feature=share>

Meeting commenced: 7:04 pm

Meeting Concluded: 8:28 pm

Present:

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

In attendance: Cllr Lise Michaelides, Town Clerk, Responsible Finance Officer/Deputy Town Clerk, Senior Committee Clerk and Planning Committee Clerk.

Representations received from Member of the Public:

Michele McKeown addressed the meeting as part of a protest regarding the current events in Gaza. She asked the Town Council to call for an immediate and permanent ceasefire.

The Chair advised that the Town Council was not in a position to call for the ceasefire but that all Town Councillors were members of a political party which had asked for the ceasefire. He added that one councillor had been granted a leave of absence to work for the United Nations in Palestine.

597 Apologies for Absence: As noted above.

598 Dispensations

Noted that all Councillors who were also Stag Trustees had a pre-approved dispensation (reference Minute 606 below).

599 Declarations of Interest: There were no Declarations of Interest

600 Minutes of the Finance & General Purposes Committee on 27th November 2023

RESOLVED: to receive and sign the Minutes of the Finance and General Purposes Committee held on 27th November 2023 as a true record.

601 Finance Reports to 31st October 2023

601.1 The Committee received and noted, for the period ended 31st October 2023, the Responsible Finance Officer's (RFO) Report with Income and Expenditure, Variance Analysis, Statement of Fund Balances and Capital Expenditure and funds.

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It was noted that the year-to-date position at the end of October 2023 gave a revenue surplus of £60,746, allowing for: the phasing of the budget; and 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 £56,620 YTD.

The Chair commented that the overall expenditure at the end of the year was expected to be within budget.

The Committee noted the renewal of the photocopier contract with Konica Minolta on a 5-year lease plan.

RESOLVED that the report of the Responsible Finance Officer and Management Accounts to October 2023 be received and accepted.

601.2 The Committee received and noted the following:

Suppliers' Accounts

- 1st to 31st October 2023, total gross invoices £66,888,87

List of Payments - Sevenoaks Town Council Nat West Account:

- 1st to 31st October 2023, total £208,026.20

List of Payments – Mayor's Charity Account

- 1st to 31st October 2023: None

Payroll Account

- 1st to 31st October 2023, total £88,300.90

Petty Cash Account

- 1st to 31st August 2023, total payments £507.15

601.3 Hospitality and Gifts Register

Noted that no hospitality or gifts had been received by Councillors or staff for the period 1st to 31st October 2023.

601.4 Vehicle Insurance Renewal

Noted that the Town Council vehicle insurance had been renewed with First Underwriting Ltd for 2023/2024.

602 Review of Reserves Policy and General and Earmarked Reserves

The Committee considered the updated Reserves Policy and the current level of financial reserves.

It was noted that the Town Council aimed 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 up to 6 months of precept, dependent on working capital needs.

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RESOLVED that:

- 1) The Sevenoaks Town Council Reserves Policy for the financial year 2024/25 be approved and adopted: and
- 2) The General and Earmarked Reserves held be noted.

603 Investment Report and Policy

The Committee considered a report reviewing the Town Council's Investment Strategy and current investments.

It was noted that references to "A – "credit ratings for borrowers should be amended to "A3". Paragraph numbering from 6.1 onwards in the policy to be corrected.

It was agreed that all new borrowers would be submitted to this Committee for approval and inclusion on the approved list.

Consideration was given to opening an Insignis Cash Account to increase interest returns on surplus monies.

The Town Council currently invested money in the CCLA Public Sector Deposit Fund and it was agreed that research be undertaken into similar LVNAV funds (Low volatility net asset value money market funds) with a combination of low minimum investment and low fee.

It was agreed that an ethical review of the Town Council's banking be undertaken and reported to a subsequent meeting of this Committee (within 6 months).

Having considered current guidance and the Town Council's cash flow and investment requirements, the Committee approved the updated Investment Strategy, Policy and Risk Management 2024/25.

RESOLVED:

- i) That authority be delegated to the Town Clerk/ Responsible Finance Officer, in consultation with the Chair and Vice-Chair of the Finance & General Purposes Committee, to invest in regulated borrowers who meet the A3 credit rating as per the Investment Strategy (either directly or via the Insignis Platform).
- ii) That the Town Council opens an Insignis Cash Account for investing surplus monies for financial institutions not less than A3 credit rating and previously agreed by this Committee.
- iii) That the following list of borrowers meeting the A3 credit rating criteria, be approved:
 - Emirates NBD
 - Goldman Sachs International Bank
 - HSBC Bank Plc

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- NBKI
 - Santander
- iv) That the Town Council research and consider investing in an additional LVNAV fund (Low volatility net asset value money market fund), subject to a report back to this Committee.
- v) That an ethical review of the Town Council's banking be undertaken and reported to a subsequent meeting of this Committee (within 6 months).
- vi) That the Investment Strategy, Policy and Risk Management 2024/25 be approved and adopted.

604 Sevenoaks Town Council Internal Audit Report – Visit 1

The Committee considered the Town Council's Internal Audit Report Visit 1 and the issues raised therein, together with progress on previous issues raised.

The Responsible Finance Officer advised that:

- The annual review of the Risk Register would be submitted to the next meeting of this Committee
- Report to be prepared for a future Council meeting regarding the Fidelity Insurance cover
- Procedure note for Members Allowances to be prepared and submitted to next meeting of this Committee

It was also reported that Sevenoaks Town Council had challenged the finding of the External Auditor that the Council had not met the requirements to start the period of 30 working days for the public to inspect the 2022/23 accounts the day after the AGAR was published: this had been accepted by both External and Internal Auditors and removed from the report.

RESOLVED: That the Town Council's Internal Audit Report Visit 1 be received and noted, together with the issues raised and actions proposed.

605 Server Decommission

Consideration was given to the final stage of the server decommission project and the need to replace eight computers.

It was noted that the cost could be met from the Establishments budget and that savings would be made on renewing licenses.

RESOLVED: That the server decommission project be completed at a cost of £6,985.95, to be paid for out of Establishments (cost centre 31), noting saving of £2,898.13 on renewing licenses.

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606 Stag Theatre Request for CIL Funding for Stage Lighting Upgrade

The Committee considered a request from The Stag Theatre for Community Infrastructure Levy (CIL) funding of £14,267.66 for its LED stage lighting upgrade.

At the meeting of the Committee Infrastructure Committee held on 11th September 2023, the Town Council had agreed to match fund this amount as part of a bid being submitted to Sevenoaks District Council's CIL Board. Unfortunately, that bid had not been successful, and the Town Council was now asked to consider approving the funding.

RESOLVED: That £14,267.66 CIL funding be awarded to The Stag Theatre for its LED stage lighting upgrade.

607 Art in June Request for Discounted Hire Rate

Councillors noted the request received from Art in June for a discount on the hire of Bat & Ball Station for a period just over two weeks. Whilst sympathetic to the proposal, the Committee felt that the request should be dealt with through the grant application process and considered alongside other bids at the next meeting of this Committee.

RESOLVED: That Art in June be recommended to apply through the usual grant application process and be considered as per all other grant applications.

608 Review of Charges 2024/25

Further to initial review at the meeting of this Committee held on 27th November 2023 (*Minute 535 refers*), the Committee reviewed the Town Council's charges with the proposed increase reduced to 5% (rounded to nearest £) for 2024/2025.

RESOLVED: That the proposed Town Council charges 2024/2025 in relation to the following (attached as Appendices A to J) be adopted with effect from 1st April 2024:

- A. Council Chamber & House in the Basement
- B. Bat & Ball Centre
- C. Audio Visual, Public Address & Lighting Package at Bat & Ball Centre
- D. Bat & Ball Station
- E. Business Hub
- F. Market stalls
- G. Cemetery Charges
- H. Open Spaces – General
- I. Sports Facilities
- J. Multi use Games Area (MUGA) at Bat & Ball Centre

609 Revenue Estimates and Precept Proposal 2024/2025

The Committee received and considered the report of the Responsible Finance Officer setting out the draft revenue estimates and proposed precept for 2024 – 2025.

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The key assumptions in the preparation of the budget were noted.

The Town Council wanted to invest in supporting local voluntary organisations within the town and had increased the budget for this by 25% and the youth grants budget by 105%. Support was also to be provided to the Greensands Common project and West Kent’s Youth Outreach project.

At the same time the Town Council wanted to continue to deliver services and retain and increase its General Reserves which are vital when needed to support the local community.

RESOLVED: That the Town Council be RECOMMENDED to approve the precept of £1,437,614 for 2024-2025 which is a 4.9% increase to the 2023-24 precept resulting in a Band D equivalent household rate of £145.33 per year, which equates to £2.79 per week and an 11p increase per week.

610 Notes of Communication Working Party held on 14th December 2023 & Updated Community Engagement Strategy.

The Committee considered the notes of the Communications Working Party, together with the updated Community Engagement Strategy.

RESOLVED that:

- 1) the notes of the meeting of the Communication Working Party held on 29th September 2023 be received and noted; and
- 2) the Community Engagement Strategy be approved and adopted.

611 Minutes of Town Team Meeting held on 6th December 2023

RESOLVED: That the minutes of the meeting of the Town Team held on 6th December 2023 be received and noted.

612 Current Matters

The updates to the Current Matters schedule were considered.

RESOLVED that the updates on Current Matters be received and noted.

613 Press Release: None

There being no further business the Chair closed the Meeting.

Signed

Chair

Dated

Chamber Fees and Charges 01.04.2024 to 31.03.2025
COUNCIL CHAMBER & HOUSE IN THE BASEMENT

Appendix A

FEES & CHARGES FROM 1 APRIL 2024
(Prices inclusive of VAT)

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

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

RATES (HOUSE IN THE BASEMENT) (£)		
Hourly Charge	All Organisations	20.00

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

WEEKEND RATES (£)		
Harry Garrett (A)	Hourly Charge	58.00
	Hourly Charge 6hrs+	51.00
John London (B)	Hourly Charge	51.00
	Hourly Charge 6hrs+	46.00
Meeting Room	Hourly Charge	35.00
	Hourly Charge 6hrs+	29.00
A+B	Hourly Charge	109.00
	Hourly Charge 6hrs+	97.00

MID WEEK HOURLY RATES (£)		
Harry Garrett (A)	9:00am – 6:00pm	46.00
	6:00pm – 11:00pm	51.00
	6hrs + of hire	40.00
John London (B)	9:00am – 6:00pm	40.00
	6:00pm – 11:00pm	46.00
	6hrs + of hire	35.00
Meeting Room	9:00am – 6:00pm	24.00
	6:00pm – 11:00pm	29.00
	6hrs + of hire	18.00
A+B	9:00am – 6:00pm	86.00
	6:00pm – 11:00pm	97.00
	6hrs + of hire	75.00

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

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

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

WEEKEND RATES (£)		
Booking Hall	Hourly charge	47.00
	Hourly charge 6hrs +	41.00
Luggage Room Hall	Hourly charge	36.00
	Hourly charge 6hrs +	30.00
Hall Set up Costs	For the caretaker to set up the hall, as required	46.00

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

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

Phone: 01732 459953

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

MONTHLY RATES (£)		
Hotdesking – 8 Days	Access to hotdesk 8 days/month	139.00
Hotdesking – 20 Days	Access to hotdesk 20 days/month	231.00
Dedicated Desk	Unlimited Access Dedicated Desk 2 hours meeting room time/month	273.00
Private Pod Workspace	Unlimited Access Dedicated Desk in enclosed lockable pod 2 hours meeting room time/month	330.00

Membership	One off charge	24.00
Hotdesking – ½ day	Am or Pm	12.00
Hotdesking – full day	Full day	23.00
Meeting Room – Members	Room seating 8 people Refreshments facilities Hourly Charge	18.00
Meeting Room – Non-Members	Room seating 8 people Refreshments facilities Hourly Charge	24.00

Chamber of Commerce	Monthly charge for separate office	546.00 (455.00 ex VAT)
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FEES & CHARGES FROM 1 APRIL 2024
(Prices exclude VAT)

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

GREATNESS PARK CEMETERY

FEES & CHARGES FROM 1 APRIL 2024

(All prices are inclusive of VAT)

TARIFF CATEGORIES

	Resident (£)	Non-Resident (£)
EXCLUSIVE RIGHTS OF BURIAL		
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	1213.00	3638.00
Earth (Lawn section) Grave Site B	734.00	2202.00
Earth (Lawn section) Grave Site C	471.00	1414.00
Infants (non-viable foetuses, still born children, and under 5 years)	25.00	76.00
<i>Outside spaces are surcharged 25%</i>		
Pre-purchase of Gravemarker	84.00	84.00
INTERMENT FEES (Including grave digging)		
Infant's Grave (single depth grave in infant's section)	167.00	501.00
Single depth in an adult grave (all ages)	583.00	1748.00
Double depth in an adult grave (all ages)	783.00	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	100.00	299.00
OTHER FEES		
Transfer of Exclusive Rights of Burial Grant (per document)	82.00	82.00
To search Register of Burials per name (same family)	41.00	41.00
Annual Grave Maintenance-Grass Grave	118.00	118.00
Annual Grave Maintenance-Full Memorial	164.00	164.00
Turfing of old graves (at client's request)	86.00	86.00
Out-of-time burials (dependent upon availability & man-hours involved) Minimum fee	184.00	184.00
Weekend surcharge-cremated remains burial	184.00	184.00
Headstone removal prior to re-opening (standard sized memorials only, others sizes-price on request)	66.00	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 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 (£)
CHAPEL SERVICE		
Use of chapel (includes provision of music if required)	196.00	196.00
MEMORIAL PERMITS (EXCLUDING WALL OF REMEMBRANCE)		
Approval and placement of headstones, books, tablets, figures, crosses and stone vases up to the max height of 3 ft.	203.00	203.00
Double headstones	405.00	405.00
Additional inscriptions after first interment	139.00	139.00
Tablets, scrolls, bird baths and books up to 15 inches in height	153.00	153.00
To replace a memorial with similar or smaller memorial	55.00	55.00
Memorial removal and disposal fee	123.00	123.00
Notes to Memorial permits		
<p>1. Kerbstones and border stones are NOT permitted on grave sites: (a) for which exclusive burial rights were purchased on or after 1.11.80 (b) in Lawn Areas (whenever exclusive burial rights were purchased).</p> <p>2. 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.</p> <p>3. Memorial prices will rise above inflation to cover additional costs for inspection.</p> <p>4. All new memorials and those removed and re-fixed will be required to have an approved anchor system fitted.</p>		
WALL OF REMEMBRANCE		
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	151.00	151.00
Where there has been no interment of cremated remains but the fixing of a memorial plaque is required	293.00	879.00
Additional inscription to existing plaque	59.00	59.00
LAWN OF REMEMBRANCE		
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)	210.00	630.00
Interment of ashes (digging charge)	100.00	299.00
BOOK OF REMEMBRANCE		
Memorial Roses (details entered in a Book of Remembrance)	183.00	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.*

CHARGES GENERAL CATEGORIES

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

SPORTS FEESFEES & CHARGES FROM 01 April 2024

CRICKET (Summer Sport)	All Day (£)	Afternoon from 1.30 p.m. (£)	Evening from 5.30 p.m (£)
Pitch hire per game inclusive of use of pavilion facilities			
Weekday games - Adults	122.00	110.00	92.00
Weekday games - Juniors	72.00	67.00	53.00
Weekend games - Adults	155.00	127.00	110.00
Weekend games - Juniors	96.00	75.00	65.00
Pitch hire per game exclusive of use of pavilion facilities			
Weekday games - Adults	82.00	70.00	53.00
Weekday games - Juniors	54.00	48.00	34.00
Weekend games - Adults	116.00	87.00	70.00
Weekend games - Juniors	77.00	59.00	46.00

SOCCER (Winter Sport)	Per Session (£)
Pitch hire per game inclusive of use of pavilion facilities	
Weekday games - Adults	104.00
Weekday games - Juniors	56.00
Weekend games - Adults	127.00
Weekend games - Juniors	62.00
Pitch hire per game exclusive of use of pavilion facilities	
Weekday games - Adults	64.00
Weekday games - Juniors	37.00
Weekend games - Adults	87.00
Weekend games - Juniors	43.00
Rugby (Winter Sport)	Per Session (£)
Pitch hire per game inclusive of use of pavilion facilities	
Weekday games - Adults	127.00
Weekday games - Juniors	72.00
Weekend games - Adults	150.00
Weekend games - Juniors	96.00
Pitch hire per game exclusive of use of pavilion facilities	
Weekday games - Adults	87.00
Weekday games - Juniors	54.00
Weekend games - Adults	110.00
Weekend games - Juniors	77.00
Mini Tournaments	168.00
Junior Training Areas	47.00
Adult Training per hour	38.00
Outside Rugby clubs-normal fee plus	38.00

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 01.04.2024 to 31.03.2025

SPORTS FEES

FEES & CHARGES FROM 01 April 2024

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

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	£5.40	Per hour Including VAT
Non- Commercial Adult	£10.80	Per hour Including VAT
Commercial	£27.05	Per hour Including VAT
Team Sports Adults	£27.05	Per hour Including VAT
Team Sports Juniors	£21.65	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 Finance Officer's Report Financial report for the period ended 31 January 2024

1. Summary

The year-to-date position at the end of December gives a revenue surplus of £56,487. (Allowing for the Bat & Ball Station offset of £76,190 YTD. Please note that I have moved the monies allocated to the election reserve and stag winding up reserve. The computer upgrade has also been paid which was unbudgeted.

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

- Open Spaces & Leisure - General: Year to date surplus of £8k, mainly down to staff vacancy.
- Cemetery: there has been a lower income from the cemetery (deficit £12k) which is the main issue for the adverse variance.
- Vine Café: lower income from the Vine Café (deficit of £30k) – YTD it is running at a £25k loss.
- Establishments: £11k deficit year to date but still within budget.
- Bat and Ball Centre: Year to date surplus of £21k.
- Business Hub: Year to date surplus of £4k.
- Markets: Year to date surplus of £24k

The following Appendices are attached in support of the summary information contained in this report

Appendix 1 - Income and Expenditure by cost centre

Appendix 2 – Variance Analysis

Appendix 3 – Working Capital

Appendix 4 – Fund Balances

Appendix 5 – Capital Expenditure

2. 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>	
11	Planning	£6,330 (A)	Please refer to the variance report.
22	Cemetery	£15,118 (A)	Please refer to the variance report.
26	Street Lighting	£5,598 (A)	Please refer to the variance report.
28	Vine Café	£10,218 (A)	Please refer to the variance report.
31	Establishments	£11,962 (A)	Please refer to the variance report.
21	Open Spaces	£8,570 (F)	Please refer to the variance report.
36	Bat and Ball Centre	£30,931 (F)	Please refer to the variance report.
41	Business Hub	£5,790 (F)	Please refer to the variance report.
60	Markets	£19,964(F)	Please refer to the variance report.

3. Working Capital

The net current assets have decreased by £12,457 to leave a year-to-date balance of £1,559,362. Revenue (general) reserves have decreased by £3,851 leaving a year-to-date balance of £455,691.

Earmarked Reserves have increased by £33,762 leaving a year-to-date balance of £1,148,658.

This includes:

1. £638 placed in street lighting reserve for Wildernesse lighting.
2. £20,000 moved to the vehicle replacement ear marked reserve.
3. £17,896 released from the CIL reserve to fund spend on Vine toilet door, Vine area improvements, 2 x bottle filler stations, skatepark refurbishment, seed spreader for tractor and St Johns Hill toilet refurbishment.
5. £15K grant to West Kent Housing towards a detached youth service for Sevenoaks.
6. £1,000 moved to the Stag winding up ear marked reserve.

The full movement in earmarked reserves is detailed in Appendix 3.

4. Fund balances (Appendix 3) and Cashflow

The statement of fund balances as at 31st January 2024 totals £1,859,446 (31st March 2023 £2,240,012).

£1,034,526 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 30th December 2023.

Detailed Income & Expenditure by Phased Budget Heading 19/02/2024

Month No: 10

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>11 Planning - General</u>											
4010 Gross Pay	2,288	2,102	(186)	24,972	21,020	(3,952)	25,219		247	99.0%	
4270 Employers Pension Contribution	83	84	1	891	840	(51)	1,009		118	88.3%	
6240 Computer/ Data Base/WP's	149	40	(109)	735	530	(205)	602		(133)	122.1%	
6630 Professional Fees	2,820	0	(2,820)	3,326	863	(2,463)	863		(2,463)	385.4%	
6730 Subscriptions	0	34	34	0	340	340	415		415	0.0%	
Planning - General :- Indirect Expenditure	5,341	2,260	(3,081)	29,923	23,593	(6,330)	28,108	0	(1,815)	106.5%	0
Net Expenditure	(5,341)	(2,260)	3,081	(29,923)	(23,593)	6,330	(28,108)				
<u>21 O/ Spaces & Leisure - General</u>											
1022 Letting & Hire of Facilities	6,767	2,648	(4,119)	21,488	22,950	1,462	28,250			76.1%	
1030 Electricity recharge	0	0	0	927	2,895	1,968	3,861			24.0%	
1316 Raleys Car Park Permits	0	0	0	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	200	200	527	550	23	754			69.8%	
1853 Adopt a Tree income	96	0	(96)	411	0	(411)	0			0.0%	
1990 Other Income	0	0	0	628	220	(408)	262			239.8%	
2002 Capital Grants	0	0	0	5,227	0	(5,227)	0			0.0%	
2003 Asset/equipment sales	0	0	0	2,470	0	(2,470)	0			0.0%	
O/ Spaces & Leisure - General :- Income	6,863	2,848	(4,015)	38,749	28,287	(10,462)	34,799			111.4%	0
4010 Gross Pay	11,104	15,496	4,392	129,392	154,960	25,568	185,959		56,567	69.6%	

Detailed Income & Expenditure by Phased Budget Heading 19/02/2024

Month No: 10

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4011 Mileage	7	0	(7)	695	0	(695)	0		(695)	0.0%	
4012 Expenses	13	0	(13)	105	0	(105)	0		(105)	0.0%	
4270 Employers Pension Contribution	832	1,183	351	9,024	11,830	2,806	14,196		5,172	63.6%	
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	16,481	1,328	(15,153)	29,720	13,280	(16,440)	15,935		(13,785)	186.5%	14,766
5026 Greatness Rec Convenience	0	258	258	2,295	2,580	285	3,100		805	74.0%	
5030 St Nicholas Burial Ground	0	0	0	3,773	0	(3,773)	0		(3,773)	0.0%	3,250
5050 Seats And Litter Bins	0	0	0	2,124	1,716	(408)	2,289		165	92.8%	
5060 Sevenoaks Common	0	0	0	550	4,694	4,144	4,694		4,144	11.7%	
5065 Tree Safety Survey	0	0	0	3,783	0	(3,783)	0		(3,783)	0.0%	
5070 Other Woodlands	851	978	127	12,685	3,912	(8,773)	3,912		(8,773)	324.3%	
5110 Knole Paddock & Pavilion	0	330	330	5,157	7,163	2,006	7,827		2,670	65.9%	
5120 Knole Paddock Pitch & Grnd Mt	105	190	85	3,769	1,900	(1,869)	2,280		(1,489)	165.3%	
5130 Knole Paddock Storage Compound	0	0	0	34	0	(34)	0		(34)	0.0%	
5131 Public Realm	0	0	0	5,227	0	(5,227)	0		(5,227)	0.0%	
5310 Miscellaneous Open Spaces	750	408	(342)	61,760	4,080	(57,680)	4,890		(56,870)	1263.0%	55,374
5311 Security Open Spaces	2,165	2,077	(88)	21,371	20,770	(601)	24,927		3,556	85.7%	
5316 Skatepark Maintenance	22	0	(22)	2,472	2,052	(420)	2,052		(420)	120.5%	
5317 Raleys Car Park	0	0	0	486	422	(64)	422		(64)	115.2%	
5320 Fertilizers	0	0	0	393	0	(393)	294		(99)	133.7%	
5330 Grass Seed	0	0	0	789	0	(789)	2,000		1,211	39.5%	
5340 Plants	155	0	(155)	2,476	2,070	(406)	2,758		282	89.8%	

Detailed Income & Expenditure by Phased Budget Heading 19/02/2024

Month No: 10

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5410 Repairs & General Maintenance	51	145	94	1,291	1,450	159	1,745		454	74.0%	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	0.0%	
5500 Equipment Hired and New	123	640	517	14,999	6,400	(8,599)	7,676		(7,323)	195.4%	11,323
5525 Equipment Maintenance	779	985	206	4,809	7,879	3,070	8,374		3,565	57.4%	
5550 Vehicle Expenses	842	352	(490)	2,118	3,520	1,402	21,371		19,253	9.9%	(20,000)
5700 Fuel	202	490	288	4,297	4,900	603	5,877		1,580	73.1%	
6010 Light Heat & Cleaning	1,956	671	(1,285)	5,385	6,710	1,325	8,053		2,668	66.9%	
6013 Cleaning	0	0	0	279	0	(279)	0		(279)	0.0%	
6014 Water	19	234	215	440	936	496	935		495	47.1%	
6101 Telephone	10	12	2	100	120	20	145		45	69.1%	
6104 Mobile Telephone	18	27	9	175	270	95	322		147	54.4%	
6105 Broadband wi-fi service	25	0	(25)	250	0	(250)	0		(250)	0.0%	
6200 Printing & Stationery	0	0	0	16	0	(16)	0		(16)	0.0%	
6320 Staff Training	22	0	(22)	162	2,250	2,088	3,000		2,838	5.4%	
6330 Welfare/Hospitality	0	33	33	431	330	(101)	392		(39)	110.1%	
6460 Publicity & Democratic notices	0	0	0	0	618	618	618		618	0.0%	
6635 Professional Fees Licensing	0	0	0	295	189	(106)	189		(106)	156.1%	
6730 Subscriptions	0	0	0	164	172	8	172		8	95.6%	
6812 Road Dues	155	0	(155)	197	0	(197)	1,076		879	18.3%	
6900 Sundry Expenses	0	7	7	0	70	70	88		88	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	939	0	(939)	1,685		746	55.7%	
6930 Alarm Maintenance	0	0	0	646	817	171	817		171	79.1%	
6931 CCTV Maintenance	0	0	0	0	0	0	562		562	0.0%	
6934 Waste Bin Collection-Dog Bins	0	0	0	1,966	1,965	(1)	2,620		654	75.0%	

Detailed Income & Expenditure by Phased Budget Heading 19/02/2024

Month No: 10

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6935 Waste Bin Disposal-Waste Bins	322	226	(96)	2,411	2,260	(151)	2,718		307	88.7%	
6952 Protective Clothing	0	124	124	652	1,240	588	1,484		832	44.0%	
O/ Spaces & Leisure - General :- Indirect Expenditure	37,009	26,194	(10,815)	341,487	274,882	(66,605)	350,011	0	8,525	97.6%	64,713
Net Income over Expenditure	(30,146)	(23,346)	6,800	(302,738)	(246,595)	56,143	(315,212)				
8001 plus Transfer from EMR	18,016			64,713							
Movement to/(from) Gen Reserve	(12,130)			(238,025)							
<u>22 O/ Spaces & Leisure - Cemetery</u>											
1700 Cemetery Income	5,095	6,268	1,173	51,017	62,680	11,663	75,214			67.8%	
O/ Spaces & Leisure - Cemetery :- Income	5,095	6,268	1,173	51,017	62,680	11,663	75,214			67.8%	0
4010 Gross Pay	7,752	7,760	8	72,060	77,600	5,540	93,114		21,054	77.4%	
4011 Mileage	0	0	0	62	0	(62)	0		(62)	0.0%	
4012 Expenses	13	0	(13)	26	0	(26)	0		(26)	0.0%	
4270 Employers Pension Contribution	730	646	(84)	6,419	6,460	41	7,747		1,328	82.9%	
5210 Cemetery Chapel & Office	35	65	30	518	65	(453)	65		(453)	796.4%	
5230 Cemetery Wshop/Messroom Mtce	0	0	0	497	525	28	701		204	70.9%	
5410 Repairs & General Maintenance	279	96	(183)	1,938	960	(978)	1,147		(791)	169.0%	540
5412 Capital Refurbishments	3,531	0	(3,531)	3,531	0	(3,531)	1,328		(2,203)	265.9%	3,531
5500 Equipment Hired and New	0	310	310	1,928	3,100	1,172	3,722		1,794	51.8%	
5525 Equipment Maintenance	485	317	(168)	1,364	3,170	1,806	9,489		8,125	14.4%	
5700 Fuel	45	97	52	779	970	191	1,166		387	66.8%	

Detailed Income & Expenditure by Phased Budget Heading 19/02/2024

Month No: 10

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6000 Rent & Rates	848	875	27	8,675	8,750	75	10,499		1,824	82.6%	
6010 Light Heat & Cleaning	494	357	(137)	3,494	3,570	76	4,287		793	81.5%	
6013 Cleaning	20	0	(20)	423	0	(423)	0		(423)	0.0%	
6014 Water	0	88	88	378	880	502	1,058		680	35.7%	
6101 Telephone	56	48	(8)	786	480	(306)	580		(206)	135.6%	
6104 Mobile Telephone	0	0	0	0	16	16	16		16	0.0%	
6105 Broadband wi-fi service	10	10	0	100	100	0	123		23	81.3%	
6210 Postage & Courier	0	0	0	3	0	(3)	0		(3)	0.0%	
6240 Computer/ Data Base/WP's	181	0	(181)	602	666	64	666		64	90.4%	
6320 Staff Training	150	0	(150)	630	1,125	495	1,500		870	42.0%	
6330 Welfare/Hospitality	0	18	18	310	180	(130)	222		(88)	139.7%	
6500 Goods for Resale	0	10	10	0	100	100	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	86	0	(86)	1,761	2,481	720	3,309		1,548	53.2%	
6822 Roads Path & Boundaries	0	204	204	522	816	294	814		292	64.1%	
6832 Lawn/Wall of Remembrance	0	0	0	33	87	54	116		83	28.7%	
6922 Health&Safety/Risk Assessments	0	0	0	202	1,116	914	1,489		1,287	13.5%	
6930 Alarm Maintenance	0	0	0	1,423	883	(540)	883		(540)	161.1%	
6932 Cemetery Security	531	490	(41)	5,155	4,900	(255)	5,882		727	87.6%	
6935 Waste Bin Disposal-Waste Bins	161	106	(55)	1,039	1,060	21	1,272		233	81.7%	
6952 Protective Clothing	0	54	54	299	540	241	644		345	46.5%	
7611 Contingency provision	0	(1,342)	(1,342)	0	(13,420)	(13,420)	(16,104)		(16,104)	0.0%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	15,409	10,209	(5,200)	114,957	107,431	(7,526)	136,111	0	21,154	84.5%	4,071
Net Income over Expenditure	(10,314)	(3,941)	6,373	(63,940)	(44,751)	19,189	(60,897)				
8001 plus Transfer from EMR	3,801			4,071							

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(6,513)			(59,869)							
<u>23 O/ Spaces & Leisure- Allotment</u>											
1010 Rental Income	0	0	0	1,256	1,417	161	1,417			88.7%	
1047 QH Allotments Income	(19)	0	19	7,845	7,907	63	7,907			99.2%	
O/ Spaces & Leisure- Allotment :- Income	(19)	0	19	9,101	9,324	223	9,324			97.6%	0
4010 Gross Pay	1,125	267	(858)	6,521	2,670	(3,851)	3,202	(3,319)		203.6%	
4270 Employers Pension Contribution	43	11	(32)	185	110	(75)	128	(57)		144.8%	
5410 Repairs & General Maintenance	0	339	339	661	1,356	695	1,355	694		48.8%	
6002 QH Allotments Costs	196	0	(196)	2,737	2,736	(1)	3,649	912		75.0%	
6014 Water	10	0	(10)	(160)	660	820	880	1,040		(18.2%)	
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%	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	1,374	617	(757)	9,958	7,613	(2,345)	9,353	0	(605)	106.5%	0
Net Income over Expenditure	(1,393)	(617)	776	(858)	1,711	2,569	(29)				
<u>26 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%	
Open Spaces-Street Lighting/Ge :- Income	0	0	0	1,000	0	(1,000)	11,455			8.7%	0

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6861 Public Clock Maintenance	570	0	(570)	1,760	142	(1,618)	142		(1,618)	1239.2%	
6862 Street Lighting	693	1,412	719	17,497	14,120	(3,377)	16,939		(558)	103.3%	(638)
6865 In Bloom Costs	0	0	0	14,966	14,001	(965)	14,000		(966)	106.9%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	1,263	1,412	149	34,223	28,263	(5,960)	31,081	0	(3,142)	110.1%	(638)
Net Income over Expenditure	(1,263)	(1,412)	(149)	(33,222)	(28,263)	4,959	(19,626)				
8001 plus Transfer from EMR	0			(638)							
Movement to/(from) Gen Reserve	(1,263)			(33,861)							
<u>28 O/ Spaces & Leisure-Vine Cafe</u>											
1211 Sale of Goods	1,305	3,201	1,896	33,365	64,735	31,370	71,138			46.9%	
1213 Event catering	0	0	0	2,802	2,832	30	2,829			99.0%	
O/ Spaces & Leisure-Vine Cafe :- Income	1,305	3,201	1,896	36,166	67,567	31,401	73,967			48.9%	0
4010 Gross Pay	1,883	3,100	1,217	30,425	43,662	13,237	49,864		19,439	61.0%	
4270 Employers Pension Contribution	105	162	57	1,566	2,282	716	2,606		1,040	60.1%	
5410 Repairs & General Maintenance	0	102	102	460	1,020	560	1,222		762	37.6%	
5500 Equipment Hired and New	5	0	(5)	588	2,075	1,487	2,489		1,901	23.6%	
5525 Equipment Maintenance	0	0	0	0	270	270	360		360	0.0%	
6000 Rent & Rates	72	87	15	720	825	105	825		105	87.3%	
6010 Light Heat & Cleaning	3,195	772	(2,423)	6,986	7,720	734	9,267		2,281	75.4%	
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%	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6014 Water	54	0	(54)	167	984	817	1,314		1,147	12.7%	
6101 Telephone	51	29	(22)	511	290	(221)	347		(164)	147.1%	
6200 Printing & Stationery	0	6	6	43	60	17	71		28	60.7%	
6210 Postage & Courier	0	0	0	28	0	(28)	0		(28)	0.0%	
6320 Staff Training	130	0	(130)	130	0	(130)	0		(130)	0.0%	
6330 Welfare/Hospitality	0	0	0	20	0	(20)	0		(20)	0.0%	
6500 Goods for Resale	445	1,028	583	12,067	20,783	8,716	22,839		10,772	52.8%	
6505 Cafe consumables	77	66	(11)	650	1,331	681	1,462		812	44.5%	
6635 Professional Fees Licensing	70	0	(70)	361	306	(55)	307		(54)	117.5%	
6900 Sundry Expenses	1	0	(1)	60	30	(30)	42		(18)	142.9%	
6922 Health&Safety/Risk Assessments	175	0	(175)	1,090	1,019	(71)	1,021		(69)	106.8%	
6930 Alarm Maintenance	0	0	0	1,793	480	(1,313)	568		(1,225)	315.6%	
6935 Waste Bin Disposal-Waste Bins	292	179	(113)	1,760	1,790	30	2,147		387	82.0%	
6976 Credit card charges	37	72	35	807	1,450	643	1,593		786	50.7%	
7611 Contingency provision	0	(365)	(365)	0	(3,650)	(3,650)	(4,377)		(4,377)	0.0%	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	6,591	5,238	(1,353)	61,545	82,727	21,182	93,967	0	32,422	65.5%	0
Net Income over Expenditure	(5,286)	(2,037)	3,249	(25,378)	(15,160)	10,218	(20,000)				
<u>29 O/Spaces & Leisure-Vine Ground</u>											
1208 Other Events Income	0	0	0	1,000	1,404	404	1,407			71.1%	
1550 Insurance Claims	800	0	(800)	800	0	(800)	0			0.0%	
1805 Tea Kiosk Rental & Pavilion	0	875	875	3,500	3,500	0	3,500			100.0%	
1870 Vine Club Insurance Contrib.	0	0	0	0	367	367	367			0.0%	
O/Spaces & Leisure-Vine Ground :- Income	800	875	75	5,300	5,271	(29)	5,274			100.5%	0

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4010 Gross Pay	1,625	1,744	119	18,010	17,440	(570)	20,932		2,922	86.0%	
4270 Employers Pension Contribution	60	105	45	649	1,050	401	1,256		607	51.7%	
5010 Vine Area General Maintenance	15	210	195	4,480	2,100	(2,380)	2,515		(1,965)	178.1%	865
5015 Vine Pavilion maintenance	1,150	0	(1,150)	2,122	1,283	(839)	1,283		(839)	165.4%	
5020 Vine Public Convenience	1	1,000	999	12,265	10,000	(2,265)	12,000		(265)	102.2%	4,500
5410 Repairs & General Maintenance	0	65	65	32	650	618	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	14	35	21	78	350	272	423		345	18.5%	
6330 Welfare/Hospitality	15	0	(15)	15	0	(15)	0		(15)	0.0%	
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%	
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	180	72	(108)	726	720	(6)	868		142	83.6%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	3,060	3,231	171	48,194	40,225	(7,969)	46,755	0	(1,439)	103.1%	7,188
Net Income over Expenditure	(2,260)	(2,356)	(96)	(42,894)	(34,954)	7,940	(41,481)				
8001 plus Transfer from EMR	0			7,188							
Movement to/(from) Gen Reserve	(2,260)			(35,706)							

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>30 F&G P - Bat & Ball Station</u>											
1022 Letting & Hire of Facilities	2,451	782	(1,669)	13,473	7,820	(5,653)	9,385			143.6%	
1208 Other Events Income	0	0	0	83	0	(83)	0			0.0%	
1211 Sale of Goods	2,922	3,310	388	34,559	33,100	(1,459)	39,720			87.0%	
1213 Event catering	2,174	613	(1,561)	9,571	6,130	(3,441)	7,355			130.1%	
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%	
F&G P - Bat & Ball Station :- Income	7,547	4,705	(2,842)	59,126	47,050	(12,076)	56,460			104.7%	0
4010 Gross Pay	6,904	6,534	(370)	72,887	65,340	(7,547)	78,410		5,523	93.0%	
4011 Mileage	0	0	0	10	0	(10)	0		(10)	0.0%	
4270 Employers Pension Contribution	236	204	(32)	2,107	2,040	(67)	2,445		338	86.2%	
5410 Repairs & General Maintenance	2,274	631	(1,643)	3,763	6,310	2,547	7,577		3,814	49.7%	
5500 Equipment Hired and New	0	176	176	4,277	1,760	(2,517)	2,107		(2,170)	203.0%	
6000 Rent & Rates	373	325	(48)	3,730	3,250	(480)	3,899		169	95.7%	
6011 Electricity	1,210	1,017	(193)	12,458	10,170	(2,288)	12,203		(255)	102.1%	
6012 Gas	254	147	(107)	1,253	1,470	217	1,766		513	70.9%	
6013 Cleaning	0	354	354	2,826	3,540	714	4,245		1,419	66.6%	
6014 Water	21	342	321	164	3,420	3,256	4,101		3,937	4.0%	
6020 Insurance Cost	0	0	0	0	0	0	921		921	0.0%	
6101 Telephone	76	19	(57)	799	190	(609)	233		(566)	343.0%	
6105 Broadband wi-fi service	0	0	0	28	0	(28)	0		(28)	0.0%	
6200 Printing & Stationery	0	0	0	136	10	(126)	10		(126)	1361.5%	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6210 Postage & Courier	0	0	0	28	0	(28)	0		(28)	0.0%	
6240 Computer/ Data Base/WP's	599	0	(599)	599	0	(599)	0		(599)	0.0%	
6241 Website Costs	0	0	0	90	343	253	343		253	26.2%	
6330 Welfare/Hospitality	254	38	(216)	1,152	380	(772)	453		(699)	254.4%	
6460 Publicity & Democratic notices	0	92	92	118	920	802	1,103		985	10.7%	
6500 Goods for Resale	1,866	1,617	(249)	18,585	16,170	(2,415)	19,403		818	95.8%	
6505 Cafe consumables	192	121	(71)	1,255	1,210	(45)	1,454		199	86.3%	
6635 Professional Fees Licensing	0	0	0	295	599	304	599		304	49.2%	
6869 Special Events	43	375	332	1,261	3,750	2,489	4,500		3,239	28.0%	
6900 Sundry Expenses	78	24	(54)	2,182	240	(1,942)	284		(1,898)	768.5%	
6922 Health&Safety/Risk Assessments	175	303	128	1,373	1,212	(161)	1,213		(160)	113.2%	
6930 Alarm Maintenance	707	614	(93)	1,234	614	(620)	614		(620)	201.0%	
6931 CCTV Maintenance	184	170	(14)	184	170	(14)	170		(14)	108.3%	
6935 Waste Bin Disposal-Waste Bins	161	130	(31)	1,359	1,300	(59)	1,564		205	86.9%	
6952 Protective Clothing	0	0	0	14	0	(14)	0		(14)	0.0%	
6976 Credit card charges	0	90	90	1,146	900	(246)	1,085		(61)	105.6%	
F& G P - Bat & Ball Station :- Indirect Expenditure	15,607	13,323	(2,284)	135,316	125,308	(10,008)	150,702	0	15,386	89.8%	0
Net Income over Expenditure	(8,060)	(8,618)	(558)	(76,190)	(78,258)	(2,068)	(94,242)				
<u>31 F & G P - Establishments</u>											
1115 Interest on Deposits	3,009	1,500	(1,509)	46,231	15,000	(31,231)	18,000			256.8%	
1230 Roadside Advertising-Charities	60	0	(60)	630	0	(630)	0			0.0%	
1231 Banner Income	0	0	0	878	0	(878)	0			0.0%	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1232 Town Crier Advertising	0	0	0	550	350	(200)	350			157.1%	
1432 Mayors Charity Receipts	0	0	0	64	0	(64)	0			0.0%	
1889 Waste Sacks Income	286	359	73	6,226	3,590	(2,636)	4,308			144.5%	
1990 Other Income	0	0	0	132	0	(132)	0			0.0%	
F & G P - Establishments :- Income	3,355	1,859	(1,496)	54,710	18,940	(35,770)	22,658			241.5%	0
4010 Gross Pay	25,939	26,852	913	271,908	268,520	(3,388)	322,224	50,316		84.4%	2,000
4011 Mileage	0	44	44	276	440	164	522	246		52.8%	
4012 Expenses	74	26	(48)	1,234	260	(974)	312	(922)		395.4%	
4270 Employers Pension Contribution	3,630	3,661	31	32,541	36,610	4,069	43,937	11,396		74.1%	
4271 Pension Deficiency	6,413	6,417	4	64,130	64,170	40	77,000	12,870		83.3%	
5500 Equipment Hired and New	0	99	99	345	990	645	1,193	848		28.9%	
6020 Insurance Cost	2,069	1,148	(921)	15,404	16,074	670	18,376	2,972		83.8%	
6101 Telephone	464	428	(36)	4,506	4,280	(226)	5,130	624		87.8%	
6200 Printing & Stationery	2,424	1,373	(1,051)	14,776	13,730	(1,046)	16,477	1,701		89.7%	
6210 Postage & Courier	1,058	254	(804)	4,331	2,540	(1,791)	3,042	(1,289)		142.4%	
6240 Computer/ Data Base/WP's	7,551	1,426	(6,125)	30,548	14,260	(16,288)	17,117	(13,431)		178.5%	
6241 Website Costs	0	0	0	466	416	(50)	416	(50)		112.1%	
6242 I.T. Infrastructure	877	2,025	1,148	8,648	8,775	127	10,126	1,478		85.4%	
6300 Computer Software	2,043	629	(1,414)	5,578	5,341	(237)	5,344	(234)		104.4%	
6315 Recruitment Costs	0	174	174	4,510	1,740	(2,770)	2,084	(2,426)		216.4%	
6320 Staff Training	132	274	142	1,031	2,740	1,709	3,287	2,256		31.4%	
6321 Investors in People	0	0	0	0	0	0	1,335	1,335		0.0%	
6330 Welfare/Hospitality	340	314	(26)	4,024	3,140	(884)	3,765	(259)		106.9%	

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6410 Civic Exps/Annual Reception	0	0	0	1,550	2,105	555	2,105		555	73.6%	
6415 Gifts/hospitality	0	93	93	395	930	535	1,117		722	35.4%	
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	0	0	0	2,473	3,401	928	3,401		928	72.7%	
6460 Publicity & Democratic notices	75	0	(75)	1,765	306	(1,459)	410		(1,355)	430.5%	
6461 Banner Costs	366	105	(261)	1,374	1,050	(324)	1,264		(110)	108.7%	
6610 Audit Fees	552	0	(552)	1,079	5,284	4,206	5,285		4,207	20.4%	
6611 Quality Parish	0	0	0	0	0	0	315		315	0.0%	
6620 Legal Expenses	0	0	0	0	2,617	2,617	2,617		2,617	0.0%	
6630 Professional Fees	0	0	0	42	0	(42)	0		(42)	0.0%	
6635 Professional Fees Licensing	0	0	0	2,083	1,188	(895)	1,583		(500)	131.6%	
6710 Conference Fees & Expenses	10	198	188	2,991	1,980	(1,011)	2,374		(617)	126.0%	
6720 Books and Periodicals	0	0	0	572	0	(572)	0		(572)	0.0%	
6730 Subscriptions	302	250	(52)	6,451	6,128	(323)	6,505		54	99.2%	
6889 Waste Sacks	163	180	18	4,255	1,800	(2,455)	2,164		(2,091)	196.6%	
6900 Sundry Expenses	23	46	23	207	460	253	552		345	37.5%	
6922 Health&Safety/Risk Assessments	0	0	0	5,051	5,126	75	5,126		75	98.5%	
6975 Bank Charges	76	131	55	1,260	1,310	50	1,573		313	80.1%	
6976 Credit card charges	109	58	(51)	1,147	580	(567)	702		(445)	163.4%	
7010 Election Expenses	5,100	0	(5,100)	5,200	0	(5,200)	5,252		52	99.0%	
7611 Contingency provision	0	(4,275)	(4,275)	0	(9,700)	(9,700)	36,492		36,492	0.0%	(15,000)
7614 Stag reserve	0	0	0	0	0	0	1,000		1,000	0.0%	(1,000)
7617 PWLB Loan Repayment	35,801	35,801	0	71,602	71,602	0	71,602		0	100.0%	
F & G P - Establishments :- Indirect Expenditure	95,591	77,731	(17,860)	574,064	540,332	(33,732)	683,385	0	109,321	84.0%	(14,000)
Net Income over Expenditure	(92,236)	(75,872)	16,364	(519,354)	(521,392)	(2,038)	(660,727)				
8001 plus Transfer from EMR	(1,000)			(14,000)							

Detailed Income & Expenditure by Phased Budget Heading 19/02/2024

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(93,236)			(533,354)							
32 F & G P - General											
1208 Other Events Income	0	0	0	250	0	(250)	0			0.0%	
1490 Christmas Lights Switch On	1,520	0	(1,520)	6,765	6,180	(585)	6,180			109.5%	
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%	
F & G P - General :- Income	1,520	0	(1,520)	11,144	6,180	(4,964)	6,180			180.3%	0
6490 Christmas Lights Switch On	1,443	0	(1,443)	29,652	28,682	(970)	28,681		(971)	103.4%	1,181
6491 Remembrance Day/Civic Serv.	0	0	0	5,193	3,940	(1,253)	3,940		(1,253)	131.8%	
6869 Special Events	0	0	0	20,763	17,487	(3,276)	17,487		(3,276)	118.7%	
F & G P - General :- Indirect Expenditure	1,443	0	(1,443)	55,608	50,109	(5,499)	50,108	0	(5,500)	111.0%	1,181
Net Income over Expenditure	77	0	(77)	(44,463)	(43,929)	534	(43,928)				
8001 plus Transfer from EMR	1,181			1,181							
Movement to/(from) Gen Reserve	1,258			(43,283)							
33 F & G P - Council Offices											
1022 Letting & Hire of Facilities	639	986	347	8,007	9,860	1,853	11,838			67.6%	
1030 Electricity recharge	0	0	0	0	0	(0)	0			0.0%	
1213 Event catering	56	0	(56)	56	0	(56)	0			0.0%	
F & G P - Council Offices :- Income	695	986	291	8,064	9,860	1,796	11,838			68.1%	0

Detailed Income & Expenditure by Phased Budget Heading 19/02/2024

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4010 Gross Pay	348	340	(8)	3,502	3,400	(102)	4,083		581	85.8%	
4270 Employers Pension Contribution	19	26	7	184	265	81	317		133	57.9%	
5410 Repairs & General Maintenance	0	58	58	1,549	580	(969)	691		(858)	224.1%	
5500 Equipment Hired and New	0	293	293	24	443	419	443		419	5.4%	
6000 Rent & Rates	2,662	2,789	127	26,624	27,890	1,266	27,891		1,267	95.5%	
6010 Light Heat & Cleaning	3,427	915	(2,512)	7,773	9,150	1,377	10,985		3,212	70.8%	
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	125	183	58	696	1,830	1,134	2,195		1,499	31.7%	
6104 Mobile Telephone	8	5	(3)	108	50	(58)	57		(51)	190.2%	
6330 Welfare/Hospitality	15	0	(15)	35	0	(35)	0		(35)	0.0%	
6635 Professional Fees Licensing	295	0	(295)	295	0	(295)	0		(295)	0.0%	
6900 Sundry Expenses	0	0	0	71	0	(71)	0		(71)	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	255	840	585	840		585	30.4%	
6930 Alarm Maintenance	0	4,275	4,275	6,628	9,386	2,758	9,386		2,758	70.6%	
6935 Waste Bin Disposal-Waste Bins	131	108	(23)	972	1,080	108	1,302		330	74.6%	
6952 Protective Clothing	0	0	0	67	35	(32)	35		(32)	191.2%	
F & G P - Council Offices :- Indirect Expenditure	7,031	8,992	1,961	51,527	54,949	3,422	58,225	0	6,698	88.5%	0
Net Income over Expenditure	(6,336)	(8,006)	(1,670)	(43,463)	(45,089)	(1,626)	(46,387)				
36 F & G P - Bat & Ball Centre											
1022 Letting & Hire of Facilities	9,157	8,342	(815)	100,010	83,420	(16,590)	100,106			99.9%	
1030 Electricity recharge	0	0	0	0	120	120	161			0.2%	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1213 Event catering	196	0	(196)	1,044	0	(1,044)	0			0.0%	
1445 Outdoor Activities	0	0	0	221	0	(221)	22			1003.2%	
1457 Indoor Activities	848	412	(436)	5,991	4,120	(1,871)	4,946			121.1%	
1550 Insurance Claims	0	0	0	14,943	0	(14,943)	0			0.0%	
1990 Other Income	38	0	(38)	77	0	(77)	0			0.0%	
F & G P - Bat & Ball Centre :- Income	10,239	8,754	(1,485)	122,285	87,660	(34,625)	105,235			116.2%	0
4010 Gross Pay	6,542	5,852	(690)	66,704	58,520	(8,184)	70,221		3,517	95.0%	
4270 Employers Pension Contribution	204	214	10	2,324	2,140	(184)	2,570		246	90.4%	
5318 SCC Car Park	0	0	0	0	509	509	509		509	0.0%	
5340 Plants	0	0	0	172	190	18	190		18	90.5%	
5410 Repairs & General Maintenance	437	0	(437)	(1,571)	1,146	2,717	1,529		3,100	(102.7%)	
5500 Equipment Hired and New	0	256	256	975	1,024	49	1,025		50	95.1%	
6000 Rent & Rates	482	550	68	4,820	5,518	698	5,518		698	87.4%	
6011 Electricity	2,362	1,252	(1,110)	14,271	12,520	(1,751)	15,021		750	95.0%	
6012 Gas	236	412	176	1,154	1,648	494	1,648		494	70.0%	
6013 Cleaning	250	215	(35)	1,460	2,150	690	2,579		1,119	56.6%	
6014 Water	45	249	204	334	2,490	2,156	2,987		2,653	11.2%	
6101 Telephone	53	50	(3)	567	500	(67)	598		31	94.7%	
6104 Mobile Telephone	8	20	12	125	200	75	240		115	52.1%	
6200 Printing & Stationery	0	0	0	0	2	2	2		2	0.0%	
6240 Computer/ Data Base/WP's	0	114	114	73	1,140	1,067	1,370		1,297	5.3%	
6330 Welfare/Hospitality	51	38	(13)	577	380	(197)	459		(118)	125.8%	
6520 Refreshments for Resale	293	211	(82)	2,496	2,110	(386)	2,535		39	98.5%	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6635 Professional Fees Licensing	0	333	333	180	533	353	533		353	33.8%	
6842 Grounds Maintenance	0	45	45	0	450	450	545		545	0.0%	
6900 Sundry Expenses	39	0	(39)	147	14	(133)	14		(133)	1049.8%	
6922 Health&Safety/Risk Assessments	0	0	0	3,821	776	(3,045)	776		(3,045)	492.4%	
6930 Alarm Maintenance	0	406	406	440	836	396	836		396	52.6%	
6931 CCTV Maintenance	0	0	0	0	346	346	346		346	0.0%	
6935 Waste Bin Disposal-Waste Bins	224	164	(60)	1,466	1,640	174	1,966		500	74.6%	
6952 Protective Clothing	0	0	0	121	180	59	360		239	33.7%	
F & G P - Bat & Ball Centre :- Indirect Expenditure	11,226	10,381	(845)	100,656	96,962	(3,694)	114,377	0	13,721	88.0%	0
Net Income over Expenditure	(987)	(1,627)	(640)	21,629	(9,302)	(30,931)	(9,142)				
38 F & G P - Grants											
6933 Annual Subsidy - Bat & Ball St	0	0	0	228	0	(228)	0		(228)	0.0%	
6937 Annual Subsidy-Comm Centre	667	458	(209)	4,581	4,580	(1)	5,493		912	83.4%	
6938 Annual Subsidy-Council Chamber	0	57	57	244	285	41	340		96	71.7%	
7500 Local Organisations Grants	(850)	0	850	5,600	8,000	2,400	12,000		6,400	46.7%	
7520 Twinning Support	0	0	0	0	0	0	1,000		1,000	0.0%	
7552 Youth Outreach	2,880	0	(2,880)	3,255	0	(3,255)	3,887		632	83.7%	
7556 Stag Community Arts Centre	14,268	0	(14,268)	71,354	27,000	(44,354)	27,000		(44,354)	264.3%	44,354
7557 Community Rail Partnership	0	0	0	3,000	3,000	0	3,000		0	100.0%	
F & G P - Grants :- Indirect Expenditure	16,964	515	(16,449)	88,262	42,865	(45,397)	52,720	0	(35,542)	167.4%	44,354
Net Expenditure	(16,964)	(515)	16,449	(88,262)	(42,865)	45,397	(52,720)				
8001 plus Transfer from EMR	14,268			44,354							
Movement to/(from) Gen Reserve	(2,697)			(43,908)							

Detailed Income & Expenditure by Phased Budget Heading 19/02/2024

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>39 F & G P - Property</u>											
1469 O/S Ground Rents & Wayleaves	0	0	0	6,068	5,933	(135)	5,933			102.3%	
1870 Vine Club Insurance Contrib.	0	0	0	440	0	(440)	0			0.0%	
F & G P - Property :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>6,509</u>	<u>5,933</u>	<u>(576)</u>	<u>5,933</u>			<u>109.7%</u>	<u>0</u>
Net Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>6,509</u>	<u>5,933</u>	<u>(576)</u>	<u>5,933</u>				
<u>40 Town Team</u>											
1204 Holly Party	0	0	0	982	0	(982)	0			0.0%	
1206 Business Awards	0	0	0	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	<u>0</u>	<u>0</u>	<u>0</u>	<u>11,203</u>	<u>11,803</u>	<u>600</u>	<u>11,803</u>			<u>94.9%</u>	<u>0</u>
6101 Telephone	0	0	0	0	0	0	108	108		0.0%	
6200 Printing & Stationery	0	9	9	0	90	90	110	110		0.0%	
6240 Computer/ Data Base/WP's	47	69	22	727	690	(37)	827	100		87.9%	
6241 Website Costs	0	70	70	310	280	(30)	282	(28)		109.9%	
6244 Information Screens	0	0	0	360	1,008	648	1,345	985		26.8%	
6322 Business Awards	0	0	0	5,302	8,116	2,814	8,116	2,814		65.3%	
6323 Business Show	0	0	0	2,356	2,992	636	2,992	636		78.7%	
6325 Holly Party Expense	0	0	0	3,065	0	(3,065)	0	(3,065)		0.0%	
6460 Publicity & Democratic notices	500	0	(500)	500	0	(500)	0	(500)		0.0%	
6461 Banner Costs	0	0	0	0	606	606	807	807		0.0%	
6730 Subscriptions	0	0	0	0	589	589	589	589		0.0%	

Detailed Income & Expenditure by Phased Budget Heading 19/02/2024

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6900 Sundry Expenses	0	66	66	27	660	633	786		759	3.5%	
7000 Reinvestment	0	0	0	0	0	0	841		841	0.0%	
7607 Christmas events	3	0	(3)	619	0	(619)	0		(619)	0.0%	
Town Team :- Indirect Expenditure	551	214	(337)	13,266	15,031	1,765	16,803	0	3,537	79.0%	0
Net Income over Expenditure	(551)	(214)	337	(2,064)	(3,228)	(1,164)	(5,000)				
<u>41 Business Hub</u>											
1022 Letting & Hire of Facilities	125	88	(37)	1,442	880	(562)	1,052			137.1%	
1026 Hot Desking Facility	657	334	(323)	6,893	3,340	(3,553)	4,008			172.0%	
1029 Office Pods	1,308	1,307	(1)	11,680	13,070	1,390	15,687			74.5%	
1031 Chamber of Commerce	500	432	(68)	4,387	4,320	(67)	5,191			84.5%	
Business Hub :- Income	2,591	2,161	(430)	24,402	21,610	(2,792)	25,938			94.1%	0
4010 Gross Pay	643	472	(171)	5,791	4,720	(1,071)	5,668		(123)	102.2%	
4270 Employers Pension Contribution	0	19	19	0	190	190	227		227	0.0%	
5410 Repairs & General Maintenance	220	14	(206)	418	140	(278)	166		(252)	251.8%	
5500 Equipment Hired and New	10	39	29	10	390	380	464		454	2.1%	
6000 Rent & Rates	165	249	84	1,647	2,490	843	2,489		842	66.2%	
6010 Light Heat & Cleaning	1,667	1,262	(405)	7,792	12,620	4,828	15,150		7,358	51.4%	
6105 Broadband wi-fi service	142	145	4	1,415	1,450	35	1,739		324	81.4%	
6460 Publicity & Democratic notices	0	0	0	7	0	(7)	0		(7)	0.0%	
6511 Sales commission	0	173	173	0	1,730	1,730	2,075		2,075	0.0%	
6900 Sundry Expenses	275	100	(175)	1,170	1,000	(170)	1,206		36	97.0%	

Detailed Income & Expenditure by Phased Budget Heading 19/02/2024

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6922 Health&Safety/Risk Assessments	0	0	0	888	164	(724)	164		(724)	541.5%	
6930 Alarm Maintenance	89	0	(89)	346	243	(103)	243		(103)	142.2%	
6931 CCTV Maintenance	0	0	0	153	153	(0)	153		(0)	100.2%	
6976 Credit card charges	25	27	2	342	270	(72)	320		(22)	106.9%	
Business Hub :- Indirect Expenditure	3,235	2,500	(735)	19,977	25,560	5,583	30,064	0	10,087	66.4%	0
Net Income over Expenditure	(644)	(339)	305	4,425	(3,950)	(8,375)	(4,126)				
<u>42 Sevenoaks Town Mayor</u>											
1500 Fundraising	10	0	(10)	3,748	0	(3,748)	0			0.0%	
1752 Quiz Night Income	170	0	(170)	186	0	(186)	0			0.0%	
1756 Int'l Women's Day Event Income	646	0	(646)	646	0	(646)	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	981	0	(981)	0			0.0%	
2011 Capital Receipts	0	0	0	8,076	0	(8,076)	0			0.0%	8,076
Sevenoaks Town Mayor :- Income	826	0	(826)	18,776	0	(18,776)	0				8,076
6200 Printing & Stationery	0	0	0	369	0	(369)	0		(369)	0.0%	
6437 Mayors Allowance 2022/23	200	0	(200)	452	0	(452)	0		(452)	0.0%	
6441 Mayors Allowance 2023/24	323	484	161	4,490	4,840	350	5,805		1,315	77.3%	
6442 Mayors Car Allowance 2023/24	0	216	216	0	2,160	2,160	2,586		2,586	0.0%	
7100 Mayoral Charity Donations	0	0	0	13,370	0	(13,370)	0		(13,370)	0.0%	
7206 Int'l Women's Day Event Exp.	235	0	(235)	235	0	(235)	0		(235)	0.0%	
7207 Mayor's Stag Event Exp.	0	0	0	306	0	(306)	0		(306)	0.0%	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
7208 Garden Party Exp.	0	0	0	960	0	(960)	0		(960)	0.0%	
Sevenoaks Town Mayor :- Indirect Expenditure	758	700	(58)	20,182	7,000	(13,182)	8,391	0	(11,791)	240.5%	0
Net Income over Expenditure	68	(700)	(768)	(1,406)	(7,000)	(5,594)	(8,391)				
8002 less Transfer to EMR	0			8,076							
Movement to/(from) Gen Reserve	68			(9,482)							
<u>43 Youth Council</u>											
7555 Youth Council Support	0	0	0	500	500	0	500		0	100.0%	
Youth Council :- Indirect Expenditure	0	0	0	500	500	0	500	0	0	100.0%	0
Net Expenditure	0	0	0	(500)	(500)	0	(500)				
<u>44 Public Realm</u>											
5001 Public Realm signs & panels	0	0	0	300	0	(300)	0		(300)	0.0%	
Public Realm :- Indirect Expenditure	0	0	0	300	0	(300)	0	0	(300)		0
Net Expenditure	0	0	0	(300)	0	300	0				
<u>50 Youth Cafe</u>											
1022 Letting & Hire of Facilities	1,696	209	(1,487)	5,112	2,090	(3,022)	2,512			203.5%	
1211 Sale of Goods	304	158	(146)	2,551	1,580	(971)	1,894			134.7%	
1350 Revenue Grant income	0	0	0	4,460	0	(4,460)	0			0.0%	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1990 Other Income	0	0	0	150	0	(150)	0			0.0%	
Youth Cafe :- Income	2,000	367	(1,633)	12,273	3,670	(8,603)	4,406			278.5%	0
4010 Gross Pay	5,221	3,856	(1,365)	45,160	38,560	(6,600)	46,273	1,113		97.6%	
4012 Expenses	3	0	(3)	16	0	(16)	0	(16)		0.0%	
4270 Employers Pension Contribution	130	125	(5)	1,215	1,250	35	1,505	290		80.7%	
5410 Repairs & General Maintenance	60	80	20	1,266	800	(466)	955	(311)		132.6%	
5500 Equipment Hired and New	25	0	(25)	593	0	(593)	0	(593)		0.0%	
6010 Light Heat & Cleaning	14	14	(0)	242	140	(102)	163	(79)		148.5%	
6101 Telephone	51	51	0	637	510	(127)	612	(25)		104.1%	
6105 Broadband wi-fi service	28	0	(28)	207	0	(207)	0	(207)		0.0%	
6200 Printing & Stationery	0	23	23	14	230	216	273	259		5.1%	
6210 Postage & Courier	0	0	0	28	31	3	31	3		90.2%	
6240 Computer/ Data Base/WP's	17	31	14	184	310	126	369	185		50.0%	
6241 Website Costs	12	0	(12)	84	0	(84)	0	(84)		0.0%	
6281 Furnishings,Furniture/Eqpt	0	0	0	0	354	354	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	427	0	(427)	81	(346)		527.0%	
6460 Publicity & Democratic notices	0	0	0	30	0	(30)	7	(23)		428.6%	
6500 Goods for Resale	249	152	(97)	2,707	1,520	(1,187)	1,821	(886)		148.6%	
6505 Cafe consumables	28	0	(28)	35	54	19	73	38		47.9%	
6635 Professional Fees Licensing	0	0	0	432	444	12	444	12		97.4%	
6900 Sundry Expenses	13	31	18	255	310	55	372	117		68.6%	

Detailed Income & Expenditure by Phased Budget Heading 19/02/2024

Month No: 10

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6922 Health&Safety/Risk Assessments	182	0	(182)	1,002	946	(56)	948		(54)	105.7%	
Youth Cafe :- Indirect Expenditure	6,033	4,363	(1,670)	54,555	45,460	(9,095)	54,402	0	(153)	100.3%	0
Net Income over Expenditure	(4,034)	(3,996)	38	(42,282)	(41,790)	492	(49,996)				
<u>60 Markets</u>											
1017 Rental Income Sat Market	1,553	1,632	79	20,053	16,320	(3,733)	19,588			102.4%	
1018 Rental Income Wed Market	973	992	20	12,075	9,920	(2,155)	11,910			101.4%	
1019 Rental Income Blighs Market	450	1,469	1,019	16,010	14,690	(1,320)	17,630			90.8%	
1033 Rental income Christmas Market	0	0	0	3,165	823	(2,342)	823			384.6%	
Markets :- Income	2,976	4,093	1,118	51,303	41,753	(9,550)	49,951			102.7%	0
4010 Gross Pay	154	158	4	1,537	1,580	43	1,898		361	81.0%	
5410 Repairs & General Maintenance	0	0	0	152	87	(65)	116		(36)	131.2%	
5420 Saturday market charges	1,399	1,648	249	11,195	14,506	3,311	17,144		5,949	65.3%	
5421 Wednesday Market charges	569	1,145	576	6,129	10,076	3,947	11,910		5,781	51.5%	
5426 Christmas Market	0	0	0	1,080	0	(1,080)	0		(1,080)	0.0%	
5500 Equipment Hired and New	0	0	0	77	0	(77)	0		(77)	0.0%	
6001 Blighs Market Charges	0	1,059	1,059	6,161	10,590	4,429	12,713		6,552	48.5%	
6010 Light Heat & Cleaning	121	39	(82)	463	156	(307)	156		(307)	296.6%	
6635 Professional Fees Licensing	0	0	0	0	195	195	195		195	0.0%	
6730 Subscriptions	0	0	0	60	78	18	78		18	76.9%	
Markets :- Indirect Expenditure	2,243	4,049	1,806	26,854	37,268	10,414	44,210	0	17,356	60.7%	0
Net Income over Expenditure	732	44	(688)	24,449	4,485	(19,964)	5,741				

Detailed Income & Expenditure by Phased Budget Heading 19/02/2024

Month No: 10

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>70 Precept</u>											
1995 Precept	114,173	114,173	0	1,141,730	1,141,730	0	1,370,074			83.3%	
Precept :- Income	114,173	114,173	0	1,141,730	1,141,730	0	1,370,074			83.3%	0
Net Income	114,173	114,173	0	1,141,730	1,141,730	0	1,370,074				
<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	0	0	0	70,666	0	(70,666)	0			0.0%	70,666
Capital Infrastructure Budget :- Income	0	0	0	100,164	0	(100,164)	0				100,164
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	0	0	0	3,248	0	(3,248)	0	0	(3,248)		0
Net Income over Expenditure	0	0	0	96,916	0	(96,916)	0				
8002 less Transfer to EMR	0			100,164							
Movement to/(from) Gen Reserve	0			(3,248)							

Detailed Income & Expenditure by Phased Budget Heading 19/02/2024

Month No: 10

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	159,965	150,290	(9,675)	1,763,021	1,569,318	(193,703)	1,880,509			93.8%	
Expenditure	230,730	171,929	(58,801)	1,784,600	1,606,078	(178,522)	1,959,273	0	174,673	91.1%	
Net Income over Expenditure	<u>(70,764)</u>	<u>(21,639)</u>	<u>49,125</u>	<u>(21,579)</u>	<u>(36,760)</u>	<u>(15,181)</u>	<u>(78,764)</u>				
plus Transfer from EMR	36,266			106,867							
less Transfer to EMR	0			108,240							
Movement to/(from) Gen Reserve	<u>(34,499)</u>			<u>(22,952)</u>							

January 2024 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
	£	£	£	£	
Planning Committee					
General	(29,923)	(23,593)	6,330	(28,108)	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. Professional fees are over due to unbudgeted 20mph analysis at £2,4k.
Open Spaces & Leisure Committee					
General	(238,025)	(246,595)	(8,570)	(315,212)	Sports income looks better as the Ocelot payments have now been moved to the correct nominal, now there is only a £1.5k deficit. Almost £25K favourable pay related, mainly due to ongoing staff vacancy. Unbudgeted tree safety survey and tree works (£9k). Knole Paddock pitch and ground maintenance has overspend, the pitch work alone went over budget for painting, vertidrainng etc. The £20k movement to vehicle EMR has now been made.
Cemetery	(59,869)	(44,751)	15,118	(60,897)	£12K lower cemetery income than budget. This is the main driving force behind the adverse variance. 5210 has overspent due to handrails and new chair. Repairs and general maintenance over budget as there were unforeseen works at the beginning of the year - unblocking the sewer - £608. Telephone is slightly over budget due to the purchase of a new mobile. There is a slight overspend on Welfare and Hospitality. Alarm maintenance provision was slightly under budgeted for plus an unbudgeted upgrade to GPRS.
Allotments	(858)	1,711	2,569	(29)	Negative variance in Pay due to having the Allotment Administrator's successor train under them for several months prior to leaving in September. The Gross Pay (4010) is now £3k over its annual budget. Repairs & Gen Maintenance (5410) includes £464 spent on 100 padlocks.
Street lighting/ general	(33,861)	(28,263)	5,598	(19,626)	£7K streetlighting costs includes maintenance contract billed 6 monthly, as well as higher electricity tariff. £1,5k costs for public clock repairs that were unbudgeted.
Vine Grounds	(35,706)	(34,954)	752	(41,481)	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. There has also been repairs to the gas boiler flue at the Vine Pavilion. £1.8k on CCTV cameras.

January 2024 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
	£	£	£	£	
Finance & General Purposes Committee					
Vine Café	(25,378)	(15,160)	10,218	(20,000)	Sale of Goods/ income is under Budget (£30K) year to date. Staff costs are £12 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 (£8k) There is an overspend on the telephone budget line this is due to the changing over of the phones to Connectaphone. Alarm maintenance is over budget due to an alarm upgrade. Prior year total spend was £75K - YTD is £61k.
Bat & Ball Station	(76,190)	(78,258)	(2,068)	(94,242)	The station has performed favourably to budget on all income lines. Overbudget on pay by £7k year to date. 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 £2k YTD. The telephone budget line is overspent. The printing and stationery is slightly over budget. The Welfare budget line is overspent due to hot water tap maintenance which was unexpected.
Establishments	(533,354)	(521,392)	11,962	(679,070)	Interest rates are higher than when budget was set, resulting in a large favourable variance. £15k of the contingency provision has been moved to an EMR for a grant for youth provision to be paid in the next financial year. Gross pay is higher in part due to ongoing environmental project, covered by reserves. Expenses is over budget due to higher subsistence claims. Postage and courier £1k over annual budget. Computer spend includes £1.2K new laptop, 10 new ipads and IT computer upgrade and meeting PC equipment, much of which was unbudgeted. Recruitment Costs overspend relates to the recruitment of a new RFO. 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. Conference fees has an adverse variance due to councillor training and having a new council. Waste sacks overspend of £2k Credit card charges have gone over budget by almost half year to date. £20k has not yet been moved into the revenue reserves.
General	(43,283)	(43,929)	(646)	(43,928)	Income favourable due to Coronation sponsorship. Special events expenditure over spend due to Coronation and skatepark workshop

January 2024 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
	£	£	£	£	
Council Offices	(43,463)	(45,089)	(1,626)	(37,837)	Income slightly down £1.5k. General Maintenance overspend due to boiler repair £400 and chamber roof repair £430. Mobile telephone has been under budgeted.
Bat & Ball Centre	21,629	(9,302)	(30,931)	(9,142)	Hire of the Centre has improved and is now £17k over where it was expected to be YTD. Gross pay is over budget by £8k. Welfare and Hospitality has gone over budget due to water machine service. Sundries has an overspend due to the purchase of a Christmas trees and cups/ filter for the water dispenser. Health & Safety/Risk Assessments overspend due to a Metal Bait Safe (£1.6k).
Grants	(43,908)	(42,865)	1,043	(52,720)	All expenditure is where you would expect it to be.
Property	6,509	5,933	(576)	5,933	Approximately where it should be.

January 2024 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	(2,064)	(3,228)	(1,164)	(5,000)	Income is £1.5k down on the business awards. Business Awards expenditure is down £3k.
Business Hub	4,425	(3,950)	(5,790)	(4,126)	Hub use continues to improve. All 5 pods are let. Current overall favourable variance due to lower YTD expenditure and increased Hot Desk income. There has been £200 spent on guttering clearance and £700 spent on non domestic EPC both of which were unbudgeted.
Sevenoaks Town Mayor	(9,482)	(7,000)	2,482	(4,126)	
Youth Council	(500)	(500)	-	(500)	Contribution towards the skating event.
Public Realm	(300)	-	300	-	
Youth Cafe	(42,282)	(41,790)	492	(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. Staff uniform expenditure of £427 was unbudgeted. Goods for resale is over budget by £1.2k and the sale of goods is £1k in surplus.
Markets	24,449	4,485	(19,964)	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. Expenditure of £152 for door fabricatiton was unbudgeted. Electricity expenditure has exceeded agreed budget.
Precept	1,141,730	1,141,730	-	1,370,074	
Revenue Surplus/ (Deficit) Total	(19,703)	(36,760)	(17,057)	(84,292)	
To be transferred from Bat & Ball Management & Maintenance Reserve	76,190	78,258	2,068	94,242	
Adjusted Revenue Surplus/ (Deficit) Total	56,487	41,498	(14,989)	9,950	
Capital Infrastructure	3,248	-	(3,248)	-	

January 2024 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
	£	£	£	£	
Total inc Capital	59,735	41,498	(18,237)	9,950	

Summary by Committee:

Planning	(29,923)	(23,593)	6,330	(28,108)
Open spaces & Leisure	(368,319)	(352,852)	15,467	(437,245)
Vine Café	(25,378)	(15,160)	10,218	(20,000)
Bat Ball Station	(76,190)	(78,258)	(2,068)	(94,242)
Finance & General Purpose	(661,624)	(708,627)	(47,003)	(874,771)
Precept	1,141,730	1,141,730	-	1,370,074
Capital Infrastructure	3,248	-	(3,248)	-

Sevenoaks Town Council
Working Capital Summary as at 31st January 2024

	B/fwd		C/fwd	
	01-Apr-23	Movement*	31-Jan-24	31-Jan-23
	£	£	£	£
Current Assets				
Stock	2,220	-	2,220	2,061
Trade debtors	29,893	958	30,851	21,391
VAT	22,741	317	23,058	20,020
Prepayments and other debtors	40,248	(30,992)	9,256	9,635
Total Cash at Bank	1,665,479	193,968	1,859,446	1,888,518
	<u>1,760,581</u>	<u>164,251</u>	<u>1,924,831</u>	<u>1,941,625</u>
Current Liabilities				
Trade creditors	43,787	17,600	61,387	13,315
Accruals and other creditors	103,926	(38,689)	65,237	107,268
Precept received in advance of budget	-	228,346	228,346	215,946
Receipts in advance (rent, hall hire, cemetery)	41,049	(30,549)	10,500	26,391
	<u>188,762</u>	<u>176,707</u>	<u>365,469</u>	<u>362,920</u>
Net Current Assets	<u>1,571,819</u>	<u>(12,457)</u>	<u>1,559,362</u>	<u>1,578,705</u>
Represented by:				
General Funds				
Revenue Reserves	459,542	(3,851)	455,691	Note 1 386,733
Earmarked/Designated Funds				
Youth Council Reserve	1,727	-	1,727	1,727
Council Offices Reserve	1,548	-	1,548	1,548
Pension Reserve	2,814	-	2,814	2,814
Rolling Capital Prog Revenue Reserve	42,393	-	42,393	33,433
Street Lighting Reserve	5,416	638	6,054	Note 2 3,755
Stag Winding Up Reserve	10,000	1,000	11,000	Note 3 9,000
Planning Fees Reserve	12,500	-	12,500	12,500
Youth Activities Reserve	1,269	-	1,269	1,269
Special Events reserves	-	-	-	-
STP Activities Reserve	8,677	-	8,677	538
Non-annual commitments reserve	15,653	5,100	20,753	10,100
Staff training reserve	2,890	-	2,890	2,890
Capital Receipts Quaker Hall	87,693	-	87,693	58,462
Capital Receipts Reserve	442,339	12,833	455,172	Note 4 365,863
Bat & Ball Station Management & Maintenance reserve	132,018	-	132,018	230,800
Vehicle/ Machinery replacement reserve	22,829	20,000	42,829	Note 5 18,054
Environmental reserve	6,000	(2,000)	4,000	Note 6 8,500
Bat & Ball Center Maintenance reserve	10,578	-	10,578	10,578
Recruitment reserve	10,000	-	10,000	-
CIL Earmarked Reserve	209,822	(26,886)	182,936	Note 7 336,564
No 8 bus Reserve	78,808	-	78,808	78,808
QH Allotments Key Reserves	-	-	0	4,115
Mayor's Charity Reserve	7,303	-	7,303	655
Mayor's Regalia	-	8,076	8,076	-
WKH Reserve - Youth Service	-	15,000	15,000	-
	<u>1,112,276</u>	<u>33,762</u>	<u>1,146,038</u>	<u>1,191,973</u>
	<u>1,571,819</u>	<u>29,911</u>	<u>1,601,729</u>	<u>1,578,706</u>

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

Note 1 YTD movement is a deficit of £3851

Note 2 Wilderness Lighting

Note 3 Year end movement to build up ear marked reserve

Note 4 To cover cycle rack foundations

Note 5 Year end movement to build up ear marked reserve

Note 6 £2K YTD release re environmental project extension

Note 7 Monies spent on St Johns Hill Toilet refurbishment

Sevenoaks Town Council

Statement of Fund Balances as at 31st December 2023

£ (2022/23)		S&P Rating 30/12/2023		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			52,900			
811,840	Current Account			159,362			1.45%
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			19,352	243,562	13.10%	
	<u>HSBC</u>	A+	A1				
50,525	Business money manager			51,350	51,350	2.76%	1.95%
	<u>Handelsbanken</u>	AA-	A1+				
64,844	Deposit account			66,079			2.60%
260,005	35 day notice account			267,861	333,940	17.96%	2.60%
	<u>Nationwide</u>	A+	A1				
2,820	Instant Saver			2,835			0.00%
10,178	Sevenoaks Fund Instant Saver			10,362	13,196	0.71%	2.20%
	<u>CCLA</u>						
500,000	Public Sector Deposit	AAA (Fitch only)		700,000	700,000	37.65%	5.26%
	<u>Clydesdale</u>						
0	Current account	A-	A2	0	0		
	<u>Virginmoney</u>						
1	Current account	BBB-	A3	1			
500,570	95 Day Notice			516,864	516,865	27.80%	4.00%
794	<u>Petty Cash</u>				812	0.04%	
-280	<u>Cashbook suspense</u>				-280	-0.02%	
<u>2,240,012</u>					<u>1,859,446</u>	<u>100.00%</u>	

Instant access funds 1,034,526
 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 & Expenditure by Phased Budget Heading 19/02/2024

Month No: 10

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>70 Precept</u>											
1995 Precept	114,173	114,173	0	1,141,730	1,141,730	0	1,370,074			83.3%	
Precept :- Income	114,173	114,173	0	1,141,730	1,141,730	0	1,370,074			83.3%	0
Net Income	114,173	114,173	0	1,141,730	1,141,730	0	1,370,074				
<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	0	0	0	70,666	0	(70,666)	0			0.0%	70,666
Capital Infrastructure Budget :- Income	0	0	0	100,164	0	(100,164)	0				100,164
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	0	0	0	3,248	0	(3,248)	0	0	(3,248)		0
Net Income over Expenditure	0	0	0	96,916	0	(96,916)	0				
8002 less Transfer to EMR	0			100,164							
Movement to/(from) Gen Reserve	0			(3,248)							

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

1. Summary

The year-to-date position at the end of December gives a revenue surplus of £82,922. (Allowing for the Bat & Ball Station offset of £68,130 YTD. Please note that I have moved £20k to the vehicle replacement ear marked reserve and £15k to an ear marked reserve for the Youth Service by West Kent Housing which will be granted at the beginning of the next financial year.

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

- 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 £30k) – YTD it is running at a £20k loss, the Vine Café will now be making more of a loss than budgeted for.
- Establishments: Favourable interest received.
- Bat and Ball Centre: Year to date surplus of £22k.
- Business Hub: Year to date surplus of £5k.

The following Appendices are attached in support of the summary information contained in this report

Appendix 1 - Income and Expenditure by cost centre

Appendix 2 – Variance Analysis

Appendix 3 – Working Capital

Appendix 4 – Fund Balances

Appendix 5 – Capital Expenditure

2. 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	£12,546 (A)	Please refer to the variance report.
26	Street Lighting	£5,747 (A)	Please refer to the variance report.
28	Vine Café	£6,969 (A)	Please refer to the variance report.
31	Establishments	£5,000 (F)	Please refer to the variance report.
36	Bat and Ball Centre	£30,291 (F)	Please refer to the variance report.
41	Business Hub	£5,790 (F)	Please refer to the variance report.
60	Markets	£19,276 (F)	Please refer to the variance report.

3. Working Capital

The net current assets have increased by £49,183 to leave a year-to-date balance of £1,621,001. Revenue (general) reserves have decreased by £3,851 leaving a year-to-date balance of £455,691. Earmarked Reserves have increased by £36,382 leaving a year-to-date balance of £1,148,658.

This includes:

1. £638 placed in street lighting reserve for Wildernesse lighting.
2. £12,833 placed in capital receipts reserve to cover the cycle rack foundations.
3. £2K release from environmental reserve to cover environmental project extension.
4. £17,896 released from the CIL reserve to fund spend on Vine toilet door, Vine area improvements, 2 x bottle filler stations, skatepark refurbishment and seed spreader for tractor.
5. £15K grant to West Kent Housing towards a detached youth service for Sevenoaks.

The full movement in earmarked reserves is detailed in Appendix 3.

4. Fund balances (Appendix 3) and Cashflow

The statement of fund balances as at 31st December 2023 totals £2,025,612 (31st March 2022 £2,240,012).

£1,201,454 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 31st May 2023.

5. Cemetery Income

As the cemetery income is down please see an income monthly comparison by year.

Year	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Ave monthly	
2023/24	2,044	6,451	2,736	3,263	6,669	9,918	2,708	6,730	5,403				45,922	5,102	
2022/23	1,207	10,695	8,877	5,220	5,799	4,019	5,298	5,904	4,301	4,306	7,711	9,890	73,227	8,136	
2021/22	16,785	1,566	4,926	3,611	6,057	9,813	820	3,867	10,507	5,786	4,054	6,386	74,178	6,182	
2020/21	11,195	7,653	1,600	6,328	6,971	5,365	21,751	2,320	2,629	-	1,596	6,013	6,347	76,576	6,381
2019/20	10,172	3,422	6,845	8,932	3,379	3,555	6,230	8,944	7,165	13,811	2,294	3,035	77,784	6,482	
2018/19	5,583	8,505	5,710	5,740	3,418	11,239	13,953	5,894	2,534	241	16,756	-	1,302	78,271	6,523
2017/18	7,772	16,581	1,557	5,470	1,358	7,239	11,512	9,439	3,218	14,605	3,149	9,055	90,955	7,580	
2016/17	3,080	415	10,990	3,072	7,891	2,899	6,590	3,581	8,950	2,423	4,366	15,043	69,300	5,775	
2015/16	2,874	12,190	1,024	4,601	580	2,398	10,429	6,353	4,882	2,235	4,141	2,275	53,982	4,499	

6. Disposals

Due to the server decommissioning project there are several disposals which are recorded below.

Asset	Asset Code
2 x Monitors	E1130, E1330
Apple Monitor	E1424
Committee Clerk Laptop	E21124
7 x Base Units	E0716, E1541, E1207, E1510, E1541, E1833 and E1878
Cemetery Monitor and Base Unit	E1411, E1412
HP small form factor PC	E1510
Acer Projector	E18173
Printer and photocopier for Finance Office	E1413
Husquarna Mower	E1202
Chain Saw (Knole Paddock)	E1549

Stihl handle strimmer (Knole Paddock)	E1554
Husquarna brush cutters	E1564
Kubota Cabbed Tractor GN64 DYM	E1582
KU weight kit for tractor	E1653

RECOMMENDATION

For Sevenoaks Town Council to note the asset disposals.

7. Bank Reconciliations

The bank reconciliation for October 2023

Natwest Current Account – liquidity	£780,369.45
Natwest Current Account – current	£2,500.00
Payroll Account	£1,000.00
Petty Cash	£812.57
Mayor’s Charity Account	£17,505.24
Natwest Direct Reserve	£48,375.75

The bank reconciliation for November 2023

Natwest Current Account – liquidity	£649,679.21
Natwest Current Account – current	£2,500.00
Payroll Account	£1,000.00
Petty Cash	£739.69
Mayor’s Charity Account	£18,097.24
Natwest Direct Reserve	£49,420.89

The bank reconciliation for December 2023

Natwest Current Account – liquidity	£325,848.36
Natwest Current Account – current	£2,500.00
Payroll Account	£1,000.00

Petty Cash	£782.46
Mayor's Charity Account	£18,620.07
Natwest Direct Reserve	£50,964.92

8. Insurance Claims

Bat and Ball/ Height Barrier	Car damaged the height barrier at Bat & Ball Community Centre.	£465.12
Vandalized defib at Vine Café	Vandalised defib at the Vine.	£800
Bat and Ball/ Height Barrier – Dec 2023	Milkman damaged the height barrier at Bat & Ball Community Centre – still outstanding – claim value £465.	O/S
Greatness Cemetery – Jan 24	Part of wall blown out – quotation awaited.	O/S

Detailed Income & Expenditure by Phased Budget Heading 24/01/2024

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>11 Planning - General</u>											
4010 Gross Pay	2,595	2,102	(493)	22,684	18,918	(3,766)	25,219		2,535	89.9%	
4270 Employers Pension Contribution	93	84	(9)	808	756	(52)	1,009		201	80.0%	
6240 Computer/ Data Base/WP's	22	40	18	585	490	(95)	602		17	97.2%	
6630 Professional Fees	20	0	(20)	506	863	357	863		357	58.6%	
6730 Subscriptions	0	34	34	0	306	306	415		415	0.0%	
Planning - General :- Indirect Expenditure	2,730	2,260	(470)	24,583	21,333	(3,250)	28,108	0	3,525	87.5%	0
Net Expenditure	(2,730)	(2,260)	470	(24,583)	(21,333)	3,250	(28,108)				
<u>21 O/ Spaces & Leisure - General</u>											
1022 Letting & Hire of Facilities	0	2,648	2,648	14,721	20,302	5,581	28,250			52.1%	
1030 Electricity recharge	0	965	965	927	2,895	1,968	3,861			24.0%	
1316 Raleys Car Park Permits	0	0	0	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	527	200	(327)	527	350	(177)	754			69.8%	
1853 Adopt a Tree income	0	0	0	316	0	(316)	0			0.0%	
1990 Other Income	66	44	(22)	628	220	(408)	262			239.8%	
2002 Capital Grants	0	0	0	5,227	0	(5,227)	0			0.0%	
2003 Asset/equipment sales	0	0	0	2,470	0	(2,470)	0			0.0%	
O/ Spaces & Leisure - General :- Income	592	3,857	3,265	31,886	25,439	(6,447)	34,799			91.6%	0
4010 Gross Pay	12,958	15,496	2,538	118,287	139,464	21,177	185,959		67,672	63.6%	

Detailed Income & Expenditure by Phased Budget Heading 24/01/2024

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4011 Mileage	0	0	0	689	0	(689)	0		(689)	0.0%	
4012 Expenses	30	0	(30)	92	0	(92)	0		(92)	0.0%	
4270 Employers Pension Contribution	898	1,183	285	8,191	10,647	2,456	14,196		6,005	57.7%	
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	3,299	1,328	(1,971)	13,239	11,952	(1,287)	15,935		2,696	83.1%	
5026 Greatness Rec Convenience	260	258	(2)	2,295	2,322	27	3,100		805	74.0%	
5030 St Nicholas Burial Ground	0	0	0	3,773	0	(3,773)	0		(3,773)	0.0%	
5050 Seats And Litter Bins	0	572	572	2,124	1,716	(408)	2,289		165	92.8%	
5060 Sevenoaks Common	0	0	0	550	4,694	4,144	4,694		4,144	11.7%	
5065 Tree Safety Survey	0	0	0	3,783	0	(3,783)	0		(3,783)	0.0%	
5070 Other Woodlands	1,799	0	(1,799)	11,834	2,934	(8,900)	3,912		(7,922)	302.5%	
5110 Knole Paddock & Pavilion	0	330	330	5,157	6,833	1,676	7,827		2,670	65.9%	
5120 Knole Paddock Pitch & Grnd Mt	44	190	146	3,664	1,710	(1,954)	2,280		(1,384)	160.7%	
5130 Knole Paddock Storage Compound	0	0	0	34	0	(34)	0		(34)	0.0%	
5131 Public Realm	0	0	0	5,227	0	(5,227)	0		(5,227)	0.0%	
5310 Miscellaneous Open Spaces	2,134	408	(1,726)	61,011	3,672	(57,339)	4,890		(56,121)	1247.7%	55,374
5311 Security Open Spaces	2,165	2,077	(88)	19,206	18,693	(513)	24,927		5,721	77.0%	
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	393	0	(393)	294		(99)	133.7%	
5330 Grass Seed	0	0	0	789	0	(789)	2,000		1,211	39.5%	
5340 Plants	509	690	181	2,321	2,070	(251)	2,758		437	84.1%	

Detailed Income & Expenditure by Phased Budget Heading 24/01/2024

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5410 Repairs & General Maintenance	115	145	30	1,240	1,305	65	1,745		505	71.1%	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	0.0%	
5500 Equipment Hired and New	0	640	640	14,876	5,760	(9,116)	7,676		(7,200)	193.8%	11,323
5525 Equipment Maintenance	1,514	985	(529)	4,030	6,894	2,864	8,374		4,344	48.1%	
5550 Vehicle Expenses	0	352	352	1,276	3,168	1,892	21,371		20,095	6.0%	(20,000)
5700 Fuel	345	490	145	4,095	4,410	315	5,877		1,782	69.7%	
6010 Light Heat & Cleaning	0	671	671	3,429	6,039	2,610	8,053		4,624	42.6%	
6013 Cleaning	0	0	0	279	0	(279)	0		(279)	0.0%	
6014 Water	19	0	(19)	421	702	281	935		514	45.0%	
6101 Telephone	10	12	2	90	108	18	145		55	62.2%	
6104 Mobile Telephone	18	27	9	157	243	86	322		165	48.7%	
6105 Broadband wi-fi service	25	0	(25)	225	0	(225)	0		(225)	0.0%	
6200 Printing & Stationery	0	0	0	16	0	(16)	0		(16)	0.0%	
6320 Staff Training	0	750	750	140	2,250	2,110	3,000		2,860	4.7%	
6330 Welfare/Hospitality	13	33	20	431	297	(134)	392		(39)	110.1%	
6460 Publicity & Democratic notices	0	0	0	0	618	618	618		618	0.0%	
6635 Professional Fees Licensing	0	0	0	295	189	(106)	189		(106)	156.1%	
6730 Subscriptions	0	0	0	164	172	8	172		8	95.6%	
6812 Road Dues	0	0	0	42	0	(42)	1,076		1,034	3.9%	
6900 Sundry Expenses	0	7	7	0	63	63	88		88	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	939	0	(939)	1,685		746	55.7%	
6930 Alarm Maintenance	0	0	0	646	817	171	817		171	79.1%	
6931 CCTV Maintenance	0	0	0	0	0	0	562		562	0.0%	
6934 Waste Bin Collection-Dog Bins	655	655	(0)	1,966	1,965	(1)	2,620		654	75.0%	

Detailed Income & Expenditure by Phased Budget Heading 24/01/2024

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6935 Waste Bin Disposal-Waste Bins	161	226	65	2,088	2,034	(54)	2,718		630	76.8%	
6952 Protective Clothing	25	124	99	652	1,116	464	1,484		832	44.0%	
O/ Spaces & Leisure - General :- Indirect Expenditure	26,998	27,649	651	304,477	248,688	(55,789)	350,011	0	45,534	87.0%	46,697
Net Income over Expenditure	(26,406)	(23,792)	2,614	(272,591)	(223,249)	49,342	(315,212)				
8001 plus Transfer from EMR	(20,000)			46,697							
Movement to/(from) Gen Reserve	(46,406)			(225,895)							
<u>22 O/ Spaces & Leisure - Cemetery</u>											
1700 Cemetery Income	5,403	6,268	865	45,922	56,412	10,490	75,214			61.1%	
O/ Spaces & Leisure - Cemetery :- Income	5,403	6,268	865	45,922	56,412	10,490	75,214			61.1%	0
4010 Gross Pay	7,458	7,760	302	64,307	69,840	5,533	93,114	28,807		69.1%	
4011 Mileage	0	0	0	62	0	(62)	0	(62)		0.0%	
4012 Expenses	0	0	0	13	0	(13)	0	(13)		0.0%	
4270 Employers Pension Contribution	714	646	(68)	5,689	5,814	125	7,747	2,058		73.4%	
5210 Cemetery Chapel & Office	0	0	0	483	0	(483)	65	(418)		742.7%	
5230 Cemetery Wshop/Messroom Mtce	0	175	175	497	525	28	701	204		70.9%	
5410 Repairs & General Maintenance	23	96	73	1,659	864	(795)	1,147	(512)		144.6%	270
5412 Capital Refurbishments	0	0	0	0	0	0	1,328	1,328		0.0%	
5500 Equipment Hired and New	0	310	310	1,928	2,790	862	3,722	1,794		51.8%	
5525 Equipment Maintenance	708	317	(391)	880	2,853	1,973	9,489	8,609		9.3%	
5700 Fuel	60	97	37	734	873	139	1,166	432		63.0%	

Detailed Income & Expenditure by Phased Budget Heading 24/01/2024

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6000 Rent & Rates	848	875	27	7,827	7,875	48	10,499		2,672	74.5%	
6010 Light Heat & Cleaning	489	357	(132)	3,000	3,213	213	4,287		1,287	70.0%	
6013 Cleaning	123	0	(123)	403	0	(403)	0		(403)	0.0%	
6014 Water	0	88	88	378	792	414	1,058		680	35.7%	
6101 Telephone	56	48	(8)	730	432	(298)	580		(150)	125.9%	
6104 Mobile Telephone	0	8	8	0	16	16	16		16	0.0%	
6105 Broadband wi-fi service	10	10	0	90	90	0	123		33	73.2%	
6210 Postage & Courier	0	0	0	3	0	(3)	0		(3)	0.0%	
6240 Computer/ Data Base/WP's	0	0	0	421	666	245	666		245	63.2%	
6320 Staff Training	0	375	375	480	1,125	645	1,500		1,020	32.0%	
6330 Welfare/Hospitality	20	18	(2)	310	162	(148)	222		(88)	139.7%	
6500 Goods for Resale	0	10	10	0	90	90	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	220	827	607	1,674	2,481	807	3,309		1,635	50.6%	
6822 Roads Path & Boundaries	80	0	(80)	522	612	90	814		292	64.1%	
6832 Lawn/Wall of Remembrance	0	29	29	33	87	54	116		83	28.7%	
6922 Health&Safety/Risk Assessments	63	0	(63)	202	1,116	914	1,489		1,287	13.5%	
6930 Alarm Maintenance	0	0	0	1,423	883	(540)	883		(540)	161.1%	
6932 Cemetery Security	604	490	(114)	4,624	4,410	(214)	5,882		1,258	78.6%	
6935 Waste Bin Disposal-Waste Bins	81	106	25	877	954	77	1,272		395	69.0%	
6952 Protective Clothing	0	54	54	299	486	187	644		345	46.5%	
7611 Contingency provision	0	(1,342)	(1,342)	0	(12,078)	(12,078)	(16,104)		(16,104)	0.0%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	11,555	11,354	(201)	99,548	97,222	(2,326)	136,111	0	36,563	73.1%	270
Net Income over Expenditure	(6,153)	(5,086)	1,067	(53,626)	(40,810)	12,816	(60,897)				
8001 plus Transfer from EMR	270			270							

Detailed Income & Expenditure by Phased Budget Heading 24/01/2024

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(5,883)			(53,356)							
<u>23 O/ Spaces & Leisure- Allotment</u>											
1010 Rental Income	0	0	0	1,256	1,417	161	1,417			88.7%	
1047 QH Allotments Income	7	0	(7)	7,863	7,907	44	7,907			99.4%	
O/ Spaces & Leisure- Allotment :- Income	<u>7</u>	<u>0</u>	<u>(7)</u>	<u>9,119</u>	<u>9,324</u>	<u>205</u>	<u>9,324</u>			<u>97.8%</u>	<u>0</u>
4010 Gross Pay	1,309	267	(1,042)	5,396	2,403	(2,993)	3,202	(2,194)		168.5%	
4270 Employers Pension Contribution	50	11	(39)	142	99	(43)	128	(14)		111.0%	
5410 Repairs & General Maintenance	151	0	(151)	661	1,017	356	1,355	694		48.8%	
6002 QH Allotments Costs	211	912	701	2,541	2,736	195	3,649	1,108		69.6%	
6014 Water	13	220	207	(170)	660	830	880	1,050		(19.3%)	
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%	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	<u>1,734</u>	<u>1,410</u>	<u>(324)</u>	<u>8,585</u>	<u>6,996</u>	<u>(1,589)</u>	<u>9,353</u>	<u>0</u>	<u>768</u>	<u>91.8%</u>	<u>0</u>
Net Income over Expenditure	(1,727)	(1,410)	317	535	2,328	1,793	(29)				
<u>26 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%	
Open Spaces-Street Lighting/Ge :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>(1,000)</u>	<u>11,455</u>			<u>8.7%</u>	<u>0</u>

Detailed Income & Expenditure by Phased Budget Heading 24/01/2024

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6861 Public Clock Maintenance	29	142	113	1,189	142	(1,047)	142		(1,047)	837.5%	
6862 Street Lighting	826	1,412	586	16,805	12,708	(4,097)	16,939		134	99.2%	(638)
6865 In Bloom Costs	0	0	0	14,966	14,001	(965)	14,000		(966)	106.9%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	855	1,554	699	32,959	26,851	(6,108)	31,081	0	(1,878)	106.0%	(638)
Net Income over Expenditure	(855)	(1,554)	(699)	(31,959)	(26,851)	5,108	(19,626)				
8001 plus Transfer from EMR	0			(638)							
Movement to/(from) Gen Reserve	(855)			(32,598)							
<u>28 O/ Spaces & Leisure-Vine Cafe</u>											
1211 Sale of Goods	717	3,201	2,484	32,060	61,534	29,474	71,138			45.1%	
1213 Event catering	0	0	0	2,802	2,832	30	2,829			99.0%	
O/ Spaces & Leisure-Vine Cafe :- Income	717	3,201	2,484	34,862	64,366	29,504	73,967			47.1%	0
4010 Gross Pay	1,916	3,100	1,184	28,542	40,562	12,020	49,864	21,322		57.2%	
4270 Employers Pension Contribution	107	162	55	1,461	2,120	659	2,606	1,145		56.1%	
5410 Repairs & General Maintenance	120	102	(18)	460	918	458	1,222	762		37.6%	
5500 Equipment Hired and New	0	0	0	583	2,075	1,492	2,489	1,906		23.4%	
5525 Equipment Maintenance	0	90	90	0	270	270	360	360		0.0%	
6000 Rent & Rates	72	82	10	648	738	90	825	177		78.6%	
6010 Light Heat & Cleaning	39	772	733	3,791	6,948	3,157	9,267	5,476		40.9%	
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%	

Detailed Income & Expenditure by Phased Budget Heading 24/01/2024

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6014 Water	58	328	270	113	984	871	1,314		1,201	8.6%	
6101 Telephone	51	29	(22)	460	261	(199)	347		(113)	132.4%	
6200 Printing & Stationery	0	6	6	43	54	11	71		28	60.7%	
6210 Postage & Courier	0	0	0	28	0	(28)	0		(28)	0.0%	
6330 Welfare/Hospitality	0	0	0	20	0	(20)	0		(20)	0.0%	
6500 Goods for Resale	354	1,028	674	11,622	19,755	8,133	22,839		11,217	50.9%	
6505 Cafe consumables	9	66	57	574	1,265	691	1,462		888	39.2%	
6635 Professional Fees Licensing	0	0	0	291	306	15	307		16	94.7%	
6900 Sundry Expenses	0	10	10	59	30	(29)	42		(17)	140.9%	
6922 Health&Safety/Risk Assessments	0	0	0	916	1,019	103	1,021		105	89.7%	
6930 Alarm Maintenance	0	0	0	1,793	480	(1,313)	568		(1,225)	315.6%	
6935 Waste Bin Disposal-Waste Bins	146	179	33	1,468	1,611	143	2,147		679	68.4%	
6976 Credit card charges	31	72	41	771	1,378	607	1,593		822	48.4%	
7611 Contingency provision	0	(365)	(365)	0	(3,285)	(3,285)	(4,377)		(4,377)	0.0%	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	2,903	5,661	2,758	54,954	77,489	22,535	93,967	0	39,013	58.5%	0
Net Income over Expenditure	(2,186)	(2,460)	(274)	(20,092)	(13,123)	6,969	(20,000)				
<u>29 O/Spaces & Leisure-Vine Ground</u>											
1208 Other Events Income	0	0	0	1,000	1,404	404	1,407			71.1%	
1805 Tea Kiosk Rental & Pavilion	875	0	(875)	3,500	2,625	(875)	3,500			100.0%	
1870 Vine Club Insurance Contrib.	0	0	0	0	367	367	367			0.0%	
O/Spaces & Leisure-Vine Ground :- Income	875	0	(875)	4,500	4,396	(104)	5,274			85.3%	0

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4010 Gross Pay	1,744	1,744	(0)	16,385	15,696	(689)	20,932		4,547	78.3%	
4270 Employers Pension Contribution	64	105	41	589	945	356	1,256		667	46.9%	
5010 Vine Area General Maintenance	0	210	210	4,465	1,890	(2,575)	2,515		(1,950)	177.5%	865
5015 Vine Pavilion maintenance	0	1,150	1,150	972	1,283	311	1,283		311	75.7%	
5020 Vine Public Convenience	760	1,000	240	12,264	9,000	(3,264)	12,000		(264)	102.2%	4,500
5410 Repairs & General Maintenance	0	65	65	32	585	553	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	12	35	23	64	315	251	423		359	15.1%	
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%	
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	64	72	8	546	648	102	868		322	62.9%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	2,643	4,381	1,738	45,134	36,994	(8,140)	46,755	0	1,622	96.5%	7,188
Net Income over Expenditure	(1,768)	(4,381)	(2,613)	(40,634)	(32,598)	8,036	(41,481)				
8001 plus Transfer from EMR	0			7,188							
Movement to/(from) Gen Reserve	(1,768)			(33,446)							

Detailed Income & Expenditure by Phased Budget Heading 24/01/2024

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>30 F&G P - Bat & Ball Station</u>											
1022 Letting & Hire of Facilities	554	782	228	11,022	7,038	(3,984)	9,385			117.4%	
1208 Other Events Income	83	0	(83)	83	0	(83)	0			0.0%	
1211 Sale of Goods	2,176	3,310	1,134	31,637	29,790	(1,847)	39,720			79.7%	
1213 Event catering	1,864	613	(1,251)	7,396	5,517	(1,879)	7,355			100.6%	
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%	
F&G P - Bat & Ball Station :- Income	4,678	4,705	27	51,579	42,345	(9,234)	56,460			91.4%	0
4010 Gross Pay	5,917	6,534	617	65,983	58,806	(7,177)	78,410	12,427		84.2%	
4011 Mileage	0	0	0	10	0	(10)	0	(10)		0.0%	
4270 Employers Pension Contribution	264	204	(60)	1,871	1,836	(35)	2,445	574		76.5%	
5410 Repairs & General Maintenance	131	631	500	1,489	5,679	4,190	7,577	6,088		19.6%	
5500 Equipment Hired and New	0	176	176	4,277	1,584	(2,693)	2,107	(2,170)		203.0%	
6000 Rent & Rates	373	325	(48)	3,357	2,925	(432)	3,899	542		86.1%	
6011 Electricity	1,210	1,017	(193)	11,249	9,153	(2,096)	12,203	954		92.2%	
6012 Gas	250	147	(103)	999	1,323	324	1,766	767		56.6%	
6013 Cleaning	249	354	105	2,826	3,186	360	4,245	1,419		66.6%	
6014 Water	21	342	321	143	3,078	2,935	4,101	3,958		3.5%	
6020 Insurance Cost	0	0	0	0	0	0	921	921		0.0%	
6101 Telephone	72	19	(53)	723	171	(552)	233	(490)		310.2%	
6105 Broadband wi-fi service	0	0	0	28	0	(28)	0	(28)		0.0%	
6200 Printing & Stationery	0	0	0	136	10	(126)	10	(126)		1361.5%	

Detailed Income & Expenditure by Phased Budget Heading 24/01/2024

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6210 Postage & Courier	0	0	0	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	898	342	(556)	453		(445)	198.3%	
6460 Publicity & Democratic notices	0	92	92	118	828	710	1,103		985	10.7%	
6500 Goods for Resale	899	1,617	718	16,719	14,553	(2,166)	19,403		2,684	86.2%	
6505 Cafe consumables	0	121	121	1,064	1,089	25	1,454		390	73.2%	
6635 Professional Fees Licensing	0	0	0	295	599	304	599		304	49.2%	
6869 Special Events	213	375	162	1,218	3,375	2,157	4,500		3,282	27.1%	
6900 Sundry Expenses	49	24	(25)	2,104	216	(1,888)	284		(1,820)	740.8%	
6922 Health&Safety/Risk Assessments	0	0	0	1,198	909	(289)	1,213		15	98.8%	
6930 Alarm Maintenance	9	0	(9)	527	0	(527)	614		87	85.8%	
6931 CCTV Maintenance	0	0	0	0	0	0	170		170	0.0%	
6935 Waste Bin Disposal-Waste Bins	164	130	(34)	1,198	1,170	(28)	1,564		366	76.6%	
6952 Protective Clothing	0	0	0	14	0	(14)	0		(14)	0.0%	
6976 Credit card charges	96	90	(6)	1,146	810	(336)	1,085		(61)	105.6%	
F & G P - Bat & Ball Station :- Indirect Expenditure	9,917	12,236	2,319	119,709	111,985	(7,724)	150,702	0	30,993	79.4%	0
Net Income over Expenditure	(5,239)	(7,531)	(2,292)	(68,130)	(69,640)	(1,510)	(94,242)				
<u>31 F & G P - Establishments</u>											
1115 Interest on Deposits	10,641	1,500	(9,141)	43,223	13,500	(29,723)	18,000			240.1%	
1230 Roadside Advertising-Charities	0	0	0	570	0	(570)	0			0.0%	
1231 Banner Income	0	0	0	878	0	(878)	0			0.0%	
1232 Town Crier Advertising	150	0	(150)	550	350	(200)	350			157.1%	

Detailed Income & Expenditure by Phased Budget Heading 24/01/2024

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1432 Mayors Charity Receipts	64	0	(64)	64	0	(64)	0			0.0%	
1889 Waste Sacks Income	196	359	164	5,940	3,231	(2,709)	4,308			137.9%	
1990 Other Income	39	0	(39)	132	0	(132)	0			0.0%	
F & G P - Establishments :- Income	11,089	1,859	(9,230)	51,356	17,081	(34,275)	22,658			226.7%	0
4010 Gross Pay	29,034	26,852	(2,182)	245,969	241,668	(4,301)	322,224		76,255	76.3%	2,000
4011 Mileage	12	44	32	276	396	120	522		246	52.8%	
4012 Expenses	143	26	(117)	1,160	234	(926)	312		(848)	371.8%	
4270 Employers Pension Contribution	3,659	3,661	2	28,911	32,949	4,038	43,937		15,026	65.8%	
4271 Pension Deficiency	6,413	6,417	4	57,717	57,753	36	77,000		19,283	75.0%	
5500 Equipment Hired and New	0	99	99	345	891	546	1,193		848	28.9%	
6020 Insurance Cost	0	1,148	1,148	13,335	14,926	1,591	18,376		5,041	72.6%	
6101 Telephone	471	428	(43)	4,042	3,852	(190)	5,130		1,088	78.8%	
6200 Printing & Stationery	690	1,373	683	12,352	12,357	5	16,477		4,125	75.0%	
6210 Postage & Courier	3	254	251	3,274	2,286	(988)	3,042		(232)	107.6%	
6240 Computer/ Data Base/WP's	1,160	1,426	266	22,997	12,834	(10,163)	17,117		(5,880)	134.4%	
6241 Website Costs	0	0	0	466	416	(50)	416		(50)	112.1%	
6242 I.T. Infrastructure	877	675	(202)	7,771	6,750	(1,021)	10,126		2,355	76.7%	
6300 Computer Software	0	314	314	3,535	4,712	1,177	5,344		1,809	66.1%	
6315 Recruitment Costs	0	174	174	4,510	1,566	(2,944)	2,084		(2,426)	216.4%	
6320 Staff Training	50	274	224	899	2,466	1,567	3,287		2,388	27.3%	
6321 Investors in People	0	0	0	0	0	0	1,335		1,335	0.0%	
6330 Welfare/Hospitality	316	314	(2)	3,683	2,826	(857)	3,765		82	97.8%	
6410 Civic Exps/Annual Reception	262	1,000	738	1,550	2,105	555	2,105		555	73.6%	

Detailed Income & Expenditure by Phased Budget Heading 24/01/2024

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6415 Gifts/hospitality	90	93	3	395	837	442	1,117		722	35.4%	
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	309	0	(309)	2,473	3,401	928	3,401		928	72.7%	
6460 Publicity & Democratic notices	17	102	85	1,690	306	(1,384)	410		(1,280)	412.2%	
6461 Banner Costs	0	105	105	1,008	945	(63)	1,264		256	79.7%	
6610 Audit Fees	0	587	587	527	5,284	4,758	5,285		4,759	10.0%	
6611 Quality Parish	0	0	0	0	0	0	315		315	0.0%	
6620 Legal Expenses	0	0	0	0	2,617	2,617	2,617		2,617	0.0%	
6630 Professional Fees	42	0	(42)	42	0	(42)	0		(42)	0.0%	
6635 Professional Fees Licensing	0	396	396	2,083	1,188	(895)	1,583		(500)	131.6%	
6710 Conference Fees & Expenses	547	198	(349)	2,981	1,782	(1,199)	2,374		(607)	125.5%	
6720 Books and Periodicals	0	0	0	572	0	(572)	0		(572)	0.0%	
6730 Subscriptions	11	125	114	6,149	5,878	(271)	6,505		356	94.5%	
6889 Waste Sacks	652	180	(472)	4,092	1,620	(2,472)	2,164		(1,928)	189.1%	
6900 Sundry Expenses	0	46	46	187	414	228	552		366	33.8%	
6922 Health&Safety/Risk Assessments	0	426	426	5,051	5,126	75	5,126		75	98.5%	
6975 Bank Charges	167	131	(36)	1,184	1,179	(5)	1,573		389	75.3%	
6976 Credit card charges	100	58	(42)	1,038	522	(516)	702		(336)	147.9%	
7010 Election Expenses	0	0	0	100	0	(100)	5,252		5,152	1.9%	
7611 Contingency provision	0	(1,150)	(1,150)	0	(5,425)	(5,425)	40,767		40,767	0.0%	(15,000)
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%	
F & G P - Establishments :- Indirect Expenditure	45,024	45,776	752	478,475	462,601	(15,874)	687,660	0	209,185	69.6%	(13,000)
Net Income over Expenditure	(33,935)	(43,917)	(9,982)	(427,120)	(445,520)	(18,400)	(665,002)				
8001 plus Transfer from EMR	(15,000)			(13,000)							

Detailed Income & Expenditure by Phased Budget Heading 24/01/2024

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(48,935)			(440,120)							
<u>32 F & G P - General</u>											
1208 Other Events Income	0	0	0	250	0	(250)	0			0.0%	
1490 Christmas Lights Switch On	450	0	(450)	5,245	6,180	935	6,180			84.9%	
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%	
F & G P - General :- Income	450	0	(450)	9,624	6,180	(3,444)	6,180			155.7%	0
6490 Christmas Lights Switch On	18,438	0	(18,438)	28,209	28,682	473	28,681	472		98.4%	
6491 Remembrance Day/Civic Serv.	170	0	(170)	5,193	3,940	(1,253)	3,940	(1,253)		131.8%	
6869 Special Events	0	0	0	20,763	17,487	(3,276)	17,487	(3,276)		118.7%	
F & G P - General :- Indirect Expenditure	18,608	0	(18,608)	54,165	50,109	(4,056)	50,108	0	(4,057)	108.1%	0
Net Income over Expenditure	(18,158)	0	18,158	(44,540)	(43,929)	611	(43,928)				
<u>33 F & G P - Council Offices</u>											
1022 Letting & Hire of Facilities	574	986	412	7,369	8,874	1,505	11,838			62.2%	
1030 Electricity recharge	0	0	0	0	0	(0)	0			0.0%	
F & G P - Council Offices :- Income	574	986	412	7,369	8,874	1,505	11,838			62.2%	0
4010 Gross Pay	531	340	(191)	3,155	3,060	(95)	4,083	928		77.3%	
4270 Employers Pension Contribution	20	26	6	164	239	75	317	153		51.8%	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5410 Repairs & General Maintenance	0	58	58	1,549	522	(1,027)	691		(858)	224.1%	
5500 Equipment Hired and New	0	0	0	24	150	126	443		419	5.4%	
6000 Rent & Rates	2,662	2,789	127	23,962	25,101	1,139	27,891		3,929	85.9%	
6010 Light Heat & Cleaning	354	915	561	4,345	8,235	3,890	10,985		6,640	39.6%	
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	135	183	48	571	1,647	1,076	2,195		1,624	26.0%	
6104 Mobile Telephone	8	5	(3)	100	45	(55)	57		(43)	175.6%	
6330 Welfare/Hospitality	20	0	(20)	20	0	(20)	0		(20)	0.0%	
6900 Sundry Expenses	71	0	(71)	71	0	(71)	0		(71)	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	255	840	585	840		585	30.4%	
6930 Alarm Maintenance	0	0	0	6,628	5,111	(1,517)	5,111		(1,517)	129.7%	
6935 Waste Bin Disposal-Waste Bins	91	108	17	840	972	132	1,302		462	64.5%	
6952 Protective Clothing	0	0	0	67	35	(32)	35		(32)	191.2%	
F & G P - Council Offices :- Indirect Expenditure	3,893	4,424	532	44,497	45,957	1,460	53,950	0	9,453	82.5%	0
Net Income over Expenditure	(3,319)	(3,438)	(119)	(37,128)	(37,083)	45	(42,112)				
36 F & G P - Bat & Ball Centre											
1022 Letting & Hire of Facilities	7,997	8,342	345	90,852	75,078	(15,774)	100,106			90.8%	
1030 Electricity recharge	0	40	40	0	120	120	161			0.2%	
1213 Event catering	149	0	(149)	848	0	(848)	0			0.0%	
1445 Outdoor Activities	0	0	0	221	0	(221)	22			1003.2%	
1457 Indoor Activities	490	412	(78)	5,143	3,708	(1,435)	4,946			104.0%	

Detailed Income & Expenditure by Phased Budget Heading 24/01/2024

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1550 Insurance Claims	0	0	0	14,943	0	(14,943)	0			0.0%	
1990 Other Income	0	0	0	38	0	(38)	0			0.0%	
F & G P - Bat & Ball Centre :- Income	8,636	8,794	158	112,046	78,906	(33,140)	105,235			106.5%	0
4010 Gross Pay	7,577	5,852	(1,725)	60,162	52,668	(7,494)	70,221	10,059		85.7%	
4270 Employers Pension Contribution	267	214	(53)	2,120	1,926	(194)	2,570	450		82.5%	
5318 SCC Car Park	0	0	0	0	509	509	509	509		0.0%	
5340 Plants	0	0	0	172	190	18	190	18		90.5%	
5410 Repairs & General Maintenance	802	382	(420)	(2,008)	1,146	3,154	1,529	3,537		(131.4%)	
5500 Equipment Hired and New	0	0	0	975	768	(207)	1,025	50		95.1%	
6000 Rent & Rates	482	552	70	4,338	4,968	630	5,518	1,180		78.6%	
6011 Electricity	1,635	1,252	(383)	11,909	11,268	(641)	15,021	3,112		79.3%	
6012 Gas	(293)	0	293	919	1,236	317	1,648	729		55.7%	
6013 Cleaning	1	215	214	1,210	1,935	725	2,579	1,369		46.9%	
6014 Water	50	249	199	289	2,241	1,952	2,987	2,698		9.7%	
6101 Telephone	53	50	(3)	513	450	(63)	598	85		85.9%	
6104 Mobile Telephone	17	20	3	117	180	63	240	123		48.6%	
6200 Printing & Stationery	0	0	0	0	2	2	2	2		0.0%	
6240 Computer/ Data Base/WP's	0	114	114	73	1,026	953	1,370	1,297		5.3%	
6330 Welfare/Hospitality	2	38	36	526	342	(184)	459	(67)		114.6%	
6520 Refreshments for Resale	1,727	211	(1,516)	2,204	1,899	(305)	2,535	331		86.9%	
6635 Professional Fees Licensing	0	0	0	180	200	20	533	353		33.8%	
6842 Grounds Maintenance	0	45	45	0	405	405	545	545		0.0%	
6900 Sundry Expenses	52	0	(52)	108	14	(94)	14	(94)		770.4%	

Detailed Income & Expenditure by Phased Budget Heading 24/01/2024

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6922 Health&Safety/Risk Assessments	0	0	0	3,821	776	(3,045)	776		(3,045)	492.4%	
6930 Alarm Maintenance	0	0	0	440	430	(10)	836		396	52.6%	
6931 CCTV Maintenance	0	0	0	0	346	346	346		346	0.0%	
6935 Waste Bin Disposal-Waste Bins	189	164	(25)	1,242	1,476	234	1,966		724	63.2%	
6952 Protective Clothing	0	0	0	121	180	59	360		239	33.7%	
F & G P - Bat & Ball Centre :- Indirect Expenditure	12,560	9,358	(3,202)	89,429	86,581	(2,848)	114,377	0	24,948	78.2%	0
Net Income over Expenditure	(3,925)	(564)	3,361	22,616	(7,675)	(30,291)	(9,142)				
<u>38 F & G P - Grants</u>											
6933 Annual Subsidy - Bat & Ball St	67	0	(67)	228	0	(228)	0		(228)	0.0%	
6937 Annual Subsidy-Comm Centre	437	458	21	3,914	4,122	208	5,493		1,579	71.3%	
6938 Annual Subsidy-Council Chamber	0	0	0	244	228	(16)	340		96	71.7%	
7500 Local Organisations Grants	0	0	0	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%	
F & G P - Grants :- Indirect Expenditure	504	458	(46)	71,297	42,350	(28,947)	52,720	0	(18,577)	135.2%	30,086
Net Expenditure	(504)	(458)	46	(71,297)	(42,350)	28,947	(52,720)				
8001 plus Transfer from EMR	0			30,086							
Movement to/(from) Gen Reserve	(504)			(41,211)							

Detailed Income & Expenditure by Phased Budget Heading 24/01/2024

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>39 F & G P - Property</u>											
1469 O/S Ground Rents & Wayleaves	998	938	(60)	6,068	5,933	(135)	5,933			102.3%	
1870 Vine Club Insurance Contrib.	0	0	0	440	0	(440)	0			0.0%	
F & G P - Property :- Income	998	938	(60)	6,509	5,933	(576)	5,933			109.7%	0
Net Income	998	938	(60)	6,509	5,933	(576)	5,933				
<u>40 Town Team</u>											
1204 Holly Party	626	0	(626)	982	0	(982)	0			0.0%	
1206 Business Awards	0	0	0	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	626	0	(626)	11,203	11,803	600	11,803			94.9%	0
6101 Telephone	0	0	0	0	0	0	108	108		0.0%	
6200 Printing & Stationery	0	9	9	0	81	81	110	110		0.0%	
6240 Computer/ Data Base/WP's	47	69	22	679	621	(58)	827	148		82.1%	
6241 Website Costs	0	0	0	310	210	(100)	282	(28)		109.9%	
6244 Information Screens	120	336	216	360	1,008	648	1,345	985		26.8%	
6322 Business Awards	0	0	0	5,302	8,116	2,814	8,116	2,814		65.3%	
6323 Business Show	0	0	0	2,356	2,992	636	2,992	636		78.7%	
6325 Holly Party Expense	1,375	0	(1,375)	3,065	0	(3,065)	0	(3,065)		0.0%	
6461 Banner Costs	0	202	202	0	606	606	807	807		0.0%	
6730 Subscriptions	0	0	0	0	589	589	589	589		0.0%	
6900 Sundry Expenses	0	66	66	27	594	567	786	759		3.5%	

Detailed Income & Expenditure by Phased Budget Heading 24/01/2024

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
7000 Reinvestment	0	0	0	0	0	0	841		841	0.0%	
7607 Christmas events	17	0	(17)	616	0	(616)	0		(616)	0.0%	
Town Team :- Indirect Expenditure	1,559	682	(877)	12,716	14,817	2,101	16,803	0	4,087	75.7%	0
Net Income over Expenditure	(932)	(682)	250	(1,513)	(3,014)	(1,501)	(5,000)				
<u>41 Business Hub</u>											
1022 Letting & Hire of Facilities	0	88	88	1,317	792	(525)	1,052			125.2%	
1026 Hot Desking Facility	577	334	(243)	6,235	3,006	(3,229)	4,008			155.6%	
1029 Office Pods	1,190	1,307	117	10,372	11,763	1,391	15,687			66.1%	
1031 Chamber of Commerce	500	432	(68)	3,887	3,888	1	5,191			74.9%	
Business Hub :- Income	2,268	2,161	(107)	21,811	19,449	(2,362)	25,938			84.1%	0
4010 Gross Pay	534	472	(62)	5,147	4,248	(899)	5,668	521		90.8%	
4270 Employers Pension Contribution	0	19	19	0	171	171	227	227		0.0%	
5410 Repairs & General Maintenance	0	14	14	198	126	(72)	166	(32)		119.3%	
5500 Equipment Hired and New	0	39	39	0	351	351	464	464		0.0%	
6000 Rent & Rates	165	249	84	1,482	2,241	759	2,489	1,007		59.5%	
6010 Light Heat & Cleaning	1,712	1,262	(450)	6,125	11,358	5,233	15,150	9,025		40.4%	
6105 Broadband wi-fi service	142	145	4	1,274	1,305	32	1,739	466		73.2%	
6460 Publicity & Democratic notices	0	0	0	7	0	(7)	0	(7)		0.0%	
6511 Sales commission	0	173	173	0	1,557	1,557	2,075	2,075		0.0%	
6900 Sundry Expenses	99	100	1	895	900	5	1,206	311		74.2%	
6922 Health&Safety/Risk Assessments	700	0	(700)	888	164	(724)	164	(724)		541.5%	

Detailed Income & Expenditure by Phased Budget Heading 24/01/2024

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% 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	27	27	(0)	317	243	(74)	320		3	99.1%	
Business Hub :- Indirect Expenditure	3,380	2,500	(880)	16,742	23,060	6,318	30,064	0	13,322	55.7%	0
Net Income over Expenditure	(1,112)	(339)	773	5,068	(3,611)	(8,679)	(4,126)				
<u>42 Sevenoaks Town Mayor</u>											
1500 Fundraising	514	0	(514)	3,738	0	(3,738)	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	30	0	(30)	981	0	(981)	0			0.0%	
2011 Capital Receipts	0	0	0	8,076	0	(8,076)	0			0.0%	8,076
Sevenoaks Town Mayor :- Income	544	0	(544)	17,950	0	(17,950)	0				8,076
6200 Printing & Stationery	134	0	(134)	369	0	(369)	0		(369)	0.0%	
6437 Mayors Allowance 2022/23	(1,500)	0	1,500	252	0	(252)	0		(252)	0.0%	
6441 Mayors Allowance 2023/24	2,561	484	(2,077)	4,167	4,356	189	5,805		1,638	71.8%	
6442 Mayors Car Allowance 2023/24	0	216	216	0	1,944	1,944	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.	26	0	(26)	960	0	(960)	0		(960)	0.0%	
Sevenoaks Town Mayor :- Indirect Expenditure	1,221	700	(521)	19,424	6,300	(13,124)	8,391	0	(11,033)	231.5%	0
Net Income over Expenditure	(676)	(700)	(24)	(1,474)	(6,300)	(4,826)	(8,391)				
8002 less Transfer to EMR	16,152			8,076							
Movement to/(from) Gen Reserve	(16,828)			(9,550)							

Detailed Income & Expenditure by Phased Budget Heading 24/01/2024

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>43 Youth Council</u>											
7555 Youth Council Support	0	0	0	500	500	0	500		0	100.0%	
Youth Council :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>(500)</u>	<u>(500)</u>	<u>0</u>	<u>(500)</u>				
<u>44 Public Realm</u>											
5001 Public Realm signs & panels	0	0	0	300	0	(300)	0		(300)	0.0%	
Public Realm :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>300</u>	<u>0</u>	<u>(300)</u>	<u>0</u>	<u>0</u>	<u>(300)</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>(300)</u>	<u>0</u>	<u>300</u>	<u>0</u>				
<u>50 Youth Cafe</u>											
1022 Letting & Hire of Facilities	314	209	(105)	3,417	1,881	(1,536)	2,512			136.0%	
1211 Sale of Goods	155	158	3	2,246	1,422	(824)	1,894			118.6%	
1350 Revenue Grant income	0	0	0	4,460	0	(4,460)	0			0.0%	
1990 Other Income	0	0	0	150	0	(150)	0			0.0%	
Youth Cafe :- Income	<u>469</u>	<u>367</u>	<u>(102)</u>	<u>10,273</u>	<u>3,303</u>	<u>(6,970)</u>	<u>4,406</u>			<u>233.2%</u>	<u>0</u>
4010 Gross Pay	4,751	3,856	(895)	39,938	34,704	(5,234)	46,273		6,335	86.3%	
4012 Expenses	0	0	0	13	0	(13)	0		(13)	0.0%	
4270 Employers Pension Contribution	128	125	(3)	1,086	1,125	39	1,505		419	72.1%	
5410 Repairs & General Maintenance	0	80	80	1,206	720	(486)	955		(251)	126.3%	
5500 Equipment Hired and New	161	0	(161)	568	0	(568)	0		(568)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 24/01/2024

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6010 Light Heat & Cleaning	80	14	(66)	228	126	(102)	163		(65)	139.9%	
6101 Telephone	51	51	0	586	459	(127)	612		26	95.8%	
6105 Broadband wi-fi service	28	0	(28)	179	0	(179)	0		(179)	0.0%	
6200 Printing & Stationery	0	23	23	14	207	193	273		259	5.1%	
6210 Postage & Courier	0	0	0	28	31	3	31		3	90.2%	
6240 Computer/ Data Base/WP's	17	31	14	168	279	111	369		201	45.5%	
6241 Website Costs	12	0	(12)	72	0	(72)	0		(72)	0.0%	
6281 Furnishings,Furniture/Eqpt	0	118	118	0	354	354	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	427	0	(427)	81		(346)	527.0%	
6460 Publicity & Democratic notices	0	0	0	30	0	(30)	7		(23)	428.6%	
6500 Goods for Resale	182	152	(30)	2,458	1,368	(1,090)	1,821		(637)	135.0%	
6505 Cafe consumables	0	18	18	7	54	47	73		66	9.1%	
6635 Professional Fees Licensing	0	0	0	432	444	12	444		12	97.4%	
6900 Sundry Expenses	0	31	31	242	279	37	372		130	65.1%	
6922 Health&Safety/Risk Assessments	0	0	0	821	946	125	948		127	86.6%	
Youth Cafe :- Indirect Expenditure	5,409	4,499	(910)	48,522	41,097	(7,425)	54,402	0	5,880	89.2%	0
Net Income over Expenditure	(4,941)	(4,132)	809	(38,249)	(37,794)	455	(49,996)				
<u>60 Markets</u>											
1017 Rental Income Sat Market	2,198	1,632	(566)	18,500	14,688	(3,812)	19,588			94.4%	
1018 Rental Income Wed Market	790	992	202	11,103	8,928	(2,175)	11,910			93.2%	

Detailed Income & Expenditure by Phased Budget Heading 24/01/2024

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1019 Rental Income Blighs Market	1,800	1,469	(331)	15,560	13,221	(2,339)	17,630			88.3%	
1033 Rental income Christmas Market	2,378	823	(1,555)	3,165	823	(2,342)	823			384.6%	
Markets :- Income	7,166	4,916	(2,250)	48,328	37,660	(10,668)	49,951			96.7%	0
4010 Gross Pay	154	158	4	1,383	1,422	39	1,898	515		72.9%	
5410 Repairs & General Maintenance	0	29	29	152	87	(65)	116	(36)		131.2%	
5420 Saturday market charges	1,120	1,319	199	9,796	12,858	3,062	17,144	7,348		57.1%	
5421 Wednesday Market charges	455	916	461	5,560	8,931	3,371	11,910	6,350		46.7%	
5426 Christmas Market	1,080	0	(1,080)	1,080	0	(1,080)	0	(1,080)		0.0%	
5500 Equipment Hired and New	0	0	0	77	0	(77)	0	(77)		0.0%	
6001 Blighs Market Charges	880	1,059	179	6,161	9,531	3,370	12,713	6,552		48.5%	
6010 Light Heat & Cleaning	0	0	0	342	117	(225)	156	(186)		219.0%	
6635 Professional Fees Licensing	0	0	0	0	195	195	195	195		0.0%	
6730 Subscriptions	0	0	0	60	78	18	78	18		76.9%	
Markets :- Indirect Expenditure	3,689	3,481	(208)	24,611	33,219	8,608	44,210	0	19,599	55.7%	0
Net Income over Expenditure	3,477	1,435	(2,042)	23,717	4,441	(19,276)	5,741				
<u>70 Precept</u>											
1995 Precept	114,173	114,173	0	1,027,557	1,027,557	0	1,370,074			75.0%	
Precept :- Income	114,173	114,173	0	1,027,557	1,027,557	0	1,370,074			75.0%	0
Net Income	114,173	114,173	0	1,027,557	1,027,557	0	1,370,074				

Detailed Income & Expenditure by Phased Budget Heading 24/01/2024

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
91 Capital Infrastructure Budget											
2011 Capital Receipts	0	0	0	29,498	0	(29,498)	0			0.0%	29,498
2012 CIL income allocation	0	0	0	70,666	0	(70,666)	0			0.0%	70,666
Capital Infrastructure Budget :- Income	0	0	0	100,164	0	(100,164)	0				100,164
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	0	0	0	3,248	0	(3,248)	0	0	(3,248)		0
Net Income over Expenditure	0	0	0	96,916	0	(96,916)	0				
8002 less Transfer to EMR	0			100,164							
Movement to/(from) Gen Reserve	0			(3,248)							
Grand Totals:- Income	159,262	152,225	(7,037)	1,603,056	1,419,028	(184,028)	1,880,509			85.2%	
Expenditure	155,180	138,383	(16,797)	1,553,873	1,434,149	(119,724)	1,959,273	0	405,400	79.3%	
Net Income over Expenditure	4,082	13,842	9,760	49,183	(15,121)	(64,304)	(78,764)				
plus Transfer from EMR	(34,730)			70,602							
less Transfer to EMR	16,152			108,240							
Movement to/(from) Gen Reserve	(46,800)			11,545							

December 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
	£	£	£	£	
Planning Committee					
General	(24,583)	(21,333)	3,250	(28,108)	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
Open Spaces & Leisure Committee					
General	(225,895)	(223,249)	2,646	(310,689)	Lower sports income due to lower numbers playing rugby (£5k deficit). Almost £21K 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). The £20k movement to vehicle EMR has now been made.
Cemetery	(53,356)	(40,810)	12,546	(60,897)	£10K lower cemetery income than budget. This is the main driving force behind the adverse variance. 5210 has overspent due to handrails and new chair. Repairs and general maintenance over budget as there were unforeseen works at the beginning of the year - unblocking the sewer - £608. Telephone is slightly over budget due to the purchase of a new mobile. There is a slight overspend on Welfare and Hospitality. Alarm maintenance provision was slightly under budgeted for plus an unbudgeted upgrade to GPRS.
Allotments	535	2,328	1,793	(29)	Negative variance in Pay due to having the Allotment Administrator's successor train under them for several months prior to leaving in September. The Gross Pay (4010) is now £2k over its annual budget. Repairs & Gen Maintenance (5410) includes £464 spent on 100 padlocks.
Street lighting/ general	(32,598)	(26,851)	5,747	(19,626)	£7K streetlighting costs includes maintenance contract billed 6 monthly, as well as higher electricity tariff.
Vine Grounds	(33,446)	(32,598)	848	(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. There has also been repairs to the gas boiler flue at the Vine Pavilion. £1.8k on CCTV cameras.

December 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
	£	£	£	£	
Finance & General Purposes Committee					
Vine Café	(20,092)	(13,123)	6,969	(20,000)	Sale of Goods/ income is under Budget (£30K) year to date. Staff costs are £12 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 (£8k) There is an overspend on the telephone budget line this is due to the changing over of the phones to Connectaphone. Alarm maintenance is over budget due to an alarm upgrade. Prior year total spend was £75K - YTD is £55k.
Bat & Ball Station	(68,130)	(69,640)	(1,510)	(94,242)	The station has performed favourably to budget on all income lines. 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 £2k YTD. The telephone budget line is overspent. The printing and stationery is slightly over budget. The Welfare budget line is overspent due to hot water tap maintenance which was unexpected.
Establishments	(440,120)	(445,120)	(5,000)	(679,070)	Interest rates are higher than when budget was set, resulting in a large favourable variance. £15k of the contingency provision has been moved to an EMR for a grant for youth provision to be paid in the next financial year. Gross pay is higher in part due to ongoing environmental project, covered by reserves. Expenses is over budget due to higher subsistence claims. Computer spend includes £1.2K new laptop and 10 new ipads. Recruitment Costs overspend relates to the recruitment of a new RFO. 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. Conference fees has an adverse variance due to councillor training and having a new council. Waste sacks overspend of £1k Credit card charges have gone over budget by almost half year to date. £20k has not yet been moved into the revenue reserves.
General	(44,540)	(43,928)	612	(43,928)	Income favourable due to Coronation sponsorship. Not all expenditure on Xmas lights has been collated yet. Special events expenditure over spend due to Coronation and skatepark workshop

December 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
	£	£	£	£	
Council Offices	(37,128)	(37,073)	55	(37,837)	Income slightly down £2k. General Maintenance overspend due to boiler repair £400 and chamber roof repair £430. Mobile telephone has been under budgeted. Alarm maintenance has an overspend of £5.5k due to alarm and fire alarm upgrade - unbudgeted.
Bat & Ball Centre	22,616	(7,675)	(30,291)	(9,142)	Hire of the Centre has improved and is now £15k over where it was expected to be YTD. Welfare and Hospitality has gone over budget due to water machine service. Sundries has an overspend due to the purchase of a Christmas trees and cups/ filter for the water dispenser. Health & Safety/Risk Assessments overspend due to a Metal Bait Safe (£1.6k).
Grants	(41,211)	(42,350)	(1,139)	(52,720)	All expenditure is where you would expect it to be.
Property	6,509	5,933	(576)	5,933	Approximately where it should be.

December 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	(1,513)	(3,014)	(1,501)	(5,000)	Income is £1.5k down on the business awards. Business Awards expenditure is down £3k.
Business Hub	5,068	(3,611)	(5,790)	(4,126)	Hub use continues to improve. All 5 pods are let. Current overall favourable variance due to lower YTD expenditure and increased Hot Desk income. There has been £200 spent on guttering clearance and £700 spent on non domestic EPC both of which were unbudgeted.
Sevenoaks Town Mayor	(9,550)	(6,300)	3,250	(8,391)	
Youth Council	(500)	(500)	-	(500)	Contribution towards the skating event.
Public Realm	(300)	-	300	-	
Youth Cafe	(38,249)	(37,794)	455	(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. Staff uniform expenditure of £427 was unbudgeted. Goods for resale is over budget and the sale of goods is £200 less than amount spent, this is due to the freezer defrosting twice, this has been flagged with the HitB Manager.
Markets	23,717	4,441	(19,276)	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. Expenditure of £152 for door fabricatiton was unbudgeted. Electricity expenditure has exceeded agreed budget.
Precept	1,027,557	1,027,557	-	1,370,074	
Revenue Surplus/ (Deficit) Total	14,792	(14,710)	(29,502)	(82,884)	
To be transferred from Bat & Ball Management & Maintenance Reserve	68,130	69,640	1,510	94,242	
Adjusted Revenue Surplus/ (Deficit) Total	82,922	54,930	(27,992)	11,358	
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.

December 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
	£	£	£	£	
Total inc Capital	86,170	54,930	(31,240)	11,358	

Summary by Committee:

Planning	(24,583)	(21,333)	3,250	(28,108)
Open spaces & Leisure	(344,760)	(321,180)	23,580	(431,572)
Vine Café	(20,092)	(13,123)	6,969	(20,000)
Bat Ball Station	(68,130)	(69,640)	(1,510)	(94,242)
Finance & General Purpose	(555,201)	(616,991)	(61,790)	(879,036)
Precept	1,027,557	1,027,557	-	1,370,074
Capital Infrastructure	3,248	-	(3,248)	-

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Sevenoaks Town Council
Working Capital Summary as at 31st December 2023

	B/fwd		C/fwd	
	01-Apr-23	Movement*	31-Dec-23	31-Dec-22
	£	£	£	£
<u>Current Assets</u>				
Stock	2,220	-	2,220	2,061
Trade debtors	29,893	2,215	32,108	40,346
VAT	22,741	(7,874)	14,867	13,580
Prepayments and other debtors	40,248	(28,591)	11,657	7,488
Total Cash at Bank	1,665,479	360,133	2,025,612	2,037,009
	<u>1,760,581</u>	<u>325,883</u>	<u>2,086,464</u>	<u>2,100,484</u>
<u>Current Liabilities</u>				
Trade creditors	43,787	2,383	46,169	26,644
Accruals and other creditors	103,926	(38,654)	65,272	123,892
Precept received in advance of budget	-	342,519	342,519	323,919
Receipts in advance (rent, hall hire, cemetery)	41,049	(29,547)	11,502	18,316
	<u>188,762</u>	<u>276,700</u>	<u>465,462</u>	<u>492,771</u>
Net Current Assets	<u>1,571,819</u>	<u>49,183</u>	<u>1,621,001</u>	<u>1,607,713</u>
Represented by:				
<u>General Funds</u>				
Revenue Reserves	459,542	(3,851)	455,691	Note 1 410,126
<u>Earmarked/Designated Funds</u>				
Youth Council Reserve	1,727	-	1,727	1,727
Council Offices Reserve	1,548	-	1,548	1,548
Pension Reserve	2,814	-	2,814	2,814
Rolling Capital Prog Revenue Reserve	42,393	-	42,393	33,433
Street Lighting Reserve	5,416	638	6,054	Note 2 3,755
Stag Winding Up Reserve	10,000	-	10,000	9,000
Planning Fees Reserve	12,500	-	12,500	12,500
Youth Activities Reserve	1,269	-	1,269	1,269
Special Events reserves	-	-	-	-
STP Activities Reserve	8,677	-	8,677	538
Non-annual commitments reserve	15,653	-	15,653	10,100
Staff training reserve	2,890	-	2,890	2,890
Capital Receipts Quaker Hall	87,693	-	87,693	58,462
Capital Receipts Reserve	442,339	12,833	455,172	Note 3 365,863
Bat & Ball Station Management & Maintenance reserve	132,018	-	132,018	230,800
Vehicle/ Machinery replacement reserve	22,829	20,000	42,829	18,054
Environmental reserve	6,000	(2,000)	4,000	Note 4 8,500
Bat & Ball Center Maintenance reserve	10,578	-	10,578	10,578
Recruitment reserve	10,000	-	10,000	-
CIL Earmarked Reserve	209,822	(18,166)	191,656	Note 5 342,179
No 8 bus Reserve	78,808	-	78,808	78,808
QH Allotments Key Reserves	-	-	0	4,115
Mayor's Charity Reserve	7,303	-	7,303	655
Mayor's Regalia	-	-	8,076	-
WKH Reserve - Youth Service	-	-	15,000	-
	<u>1,112,276</u>	<u>13,305</u>	<u>1,148,658</u>	<u>1,197,588</u>
	<u>1,571,819</u>	<u>9,454</u>	<u>1,604,349</u>	<u>1,607,714</u>

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

Note 1 YTD movement is a deficit of £3851

Note 2 Wilderness Lighting

Note 3 To cover cycle rack foundations

Note 4 £2K YTD release re environmental project extension

Note 5 £4.5K spend on Vine Toilet door, funded from CIL -Vine area improvements: £3.6K spent on 2 bottle filler stations, £54k for skatepark,

Sevenoaks Town Council

Statement of Fund Balances as at 31st December 2023

£ (2022/23)		S&P Rating 30/12/2023		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			52,900			
811,840	Current Account			159,362			1.45%
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			19,352	243,562	13.10%	
	<u>HSBC</u>	A+	A1				
50,525	Business money manager			51,350	51,350	2.76%	1.95%
	<u>Handelsbanken</u>	AA-	A1+				
64,844	Deposit account			66,079			2.60%
260,005	35 day notice account			267,861	333,940	17.96%	2.60%
	<u>Nationwide</u>	A+	A1				
2,820	Instant Saver			2,835			0.00%
10,178	Sevenoaks Fund Instant Saver			10,362	13,196	0.71%	2.20%
	<u>CCLA</u>						
500,000	Public Sector Deposit	AAA (Fitch only)		700,000	700,000	37.65%	5.26%
	<u>Clydesdale</u>						
0	Current account	A-	A2	0	0		
	<u>Virginmoney</u>						
1	Current account	BBB-	A3	1			
500,570	95 Day Notice			516,864	516,865	27.80%	4.00%
794	<u>Petty Cash</u>				812	0.04%	
-280	<u>Cashbook suspense</u>				-280	-0.02%	
<u>2,240,012</u>					<u>1,859,446</u>	<u>100.00%</u>	

Instant access funds 1,034,526
 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 & Expenditure by Phased Budget Heading 24/01/2024

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
91 Capital Infrastructure Budget											
2011 Capital Receipts	0	0	0	29,498	0	(29,498)	0			0.0%	29,498
2012 CIL income allocation	0	0	0	70,666	0	(70,666)	0			0.0%	70,666
Capital Infrastructure Budget :- Income	0	0	0	100,164	0	(100,164)	0				100,164
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	0	0	0	3,248	0	(3,248)	0	0	(3,248)		0
Net Income over Expenditure	0	0	0	96,916	0	(96,916)	0				
8002 less Transfer to EMR	0			100,164							
Movement to/(from) Gen Reserve	0			(3,248)							
Grand Totals:- Income	159,262	152,225	(7,037)	1,603,056	1,419,028	(184,028)	1,880,509			85.2%	
Expenditure	155,180	138,383	(16,797)	1,553,873	1,434,149	(119,724)	1,959,273	0	405,400	79.3%	
Net Income over Expenditure	4,082	13,842	9,760	49,183	(15,121)	(64,304)	(78,764)				
plus Transfer from EMR	(34,730)			70,602							
less Transfer to EMR	16,152			108,240							
Movement to/(from) Gen Reserve	(46,800)			11,545							

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Sevenoaks Town Council Finance Officer's Report Financial report for the period ended 30 November 2023

1. Summary

The year-to-date position at the end of November gives a revenue surplus of £119,655. (Allowing for the Bat & Ball Station offset of £62,891 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 £27k) – YTD it is running at a £17k 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: Favourable interest received.
- Bat and Ball Centre: Year to date surplus of £26k.
- Business Hub: Year to date surplus of £6k.

The following Appendices are attached in support of the summary information contained in this report
Appendix 1 - Income and Expenditure by cost centre

Appendix 2 – Variance Analysis

Appendix 3 – Working Capital

Appendix 4 – Fund Balances

Appendix 5 – Capital Expenditure

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>	
21	Open Spaces	£19,968 (F)	Please refer to the variance report.
22	Cemetery	£11,749 (A)	Please refer to the variance report.
28	Vine Café	7,243 (A)	Please refer to the variance report.
31	Establishments	10,419 (F)	Please refer to the variance report.
32	General	17,546 (F)	Please refer to the variance report.
41	Business Hub	9,452 (F)	Please refer to the variance report.
60	Markets	17,234 (F)	Please refer to the variance report.

3.0 Working Capital

The net current assets have increased by £45,101 to leave a year-to-date balance of £1,616,919. Revenue (general) reserves have decreased by £3,851 leaving a year-to-date balance of £455,691. Earmarked Reserves have decreased by £6,425 leaving a year-to-date balance of £1,105,852.

This includes:

2. £638 placed in street lighting reserve for Wildernesse lighting.
3. £12,833 placed in capital receipts reserve to cover the cycle rack foundations.
4. £2K release from environmental reserve to cover environmental project extension.
5. £17,896 released from the CIL reserve to fund spend on Vine toilet door, Vine area improvements, 2 x bottle filler stations, skatepark refurbishment and seed spreader for tractor.
8. £15K grant to West Kent Housing towards a detached youth service for Sevenoaks.
11. CIL Income of £70,666K offset by £118,060K project spend.

The full movement in earmarked reserves is detailed in Appendix 3.

4.0 Fund balances (Appendix 3) and Cashflow

The statement of fund balances as at 30th November 2023 totals £2,139,546 (31st March 2022 £2,240,012).

£1,323,135 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 31st May 2023.

Detailed Income & Expenditure by Phased Budget Heading 11/01/2024

Month No: 8

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>11 Planning - General</u>											
4010 Gross Pay	2,419	2,102	(317)	20,088	16,816	(3,272)	25,219		5,131	79.7%	
4270 Employers Pension Contribution	87	84	(3)	715	672	(43)	1,009		294	70.9%	
6240 Computer/ Data Base/WP's	146	170	24	564	450	(114)	602		38	93.6%	
6630 Professional Fees	42	0	(42)	486	863	377	863		377	56.3%	
6730 Subscriptions	0	34	34	0	272	272	415		415	0.0%	
Planning - General :- Indirect Expenditure	2,695	2,390	(305)	21,853	19,073	(2,780)	28,108	0	6,255	77.7%	0
Net Expenditure	(2,695)	(2,390)	305	(21,853)	(19,073)	2,780	(28,108)				
<u>21 O/ Spaces & Leisure - General</u>											
1022 Letting & Hire of Facilities	2,551	2,648	97	14,721	17,654	2,933	28,250			52.1%	
1030 Electricity recharge	0	0	0	927	1,930	1,003	3,861			24.0%	
1316 Raleys Car Park Permits	0	0	0	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	150	150	0	150	150	754			0.0%	
1853 Adopt a Tree income	0	0	0	316	0	(316)	0			0.0%	
1990 Other Income	120	0	(120)	563	176	(387)	262			214.8%	
2002 Capital Grants	(259)	0	259	5,227	0	(5,227)	0			0.0%	
2003 Asset/equipment sales	2,470	0	(2,470)	2,470	0	(2,470)	0			0.0%	
O/ Spaces & Leisure - General :- Income	4,882	2,798	(2,084)	31,294	21,582	(9,712)	34,799			89.9%	0
4010 Gross Pay	15,010	15,496	486	105,329	123,968	18,639	185,959		80,630	56.6%	

Detailed Income & Expenditure by Phased Budget Heading 11/01/2024

Month No: 8

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
4011 Mileage	57	0	(57)	689	0	(689)	0	(689)	0.0%		
4012 Expenses	2	0	(2)	62	0	(62)	0	(62)	0.0%		
4270 Employers Pension Contribution	1,295	1,183	(112)	7,293	9,464	2,171	14,196	6,903	51.4%		
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	(660)	1,328	1,988	9,939	10,624	685	15,935	5,996	62.4%		
5026 Greatness Rec Convenience	253	258	5	2,035	2,064	29	3,100	1,065	65.6%		
5030 St Nicholas Burial Ground	300	0	(300)	3,773	0	(3,773)	0	(3,773)	0.0%		
5050 Seats And Litter Bins	0	0	0	2,124	1,144	(980)	2,289	165	92.8%		
5060 Sevenoaks Common	550	0	(550)	550	4,694	4,144	4,694	4,144	11.7%		
5065 Tree Safety Survey	0	0	0	3,783	0	(3,783)	0	(3,783)	0.0%		
5070 Other Woodlands	935	0	(935)	10,035	2,934	(7,101)	3,912	(6,123)	256.5%		
5110 Knole Paddock & Pavilion	8	4,853	4,845	5,157	6,503	1,346	7,827	2,670	65.9%		
5120 Knole Paddock Pitch & Grnd Mt	1,055	190	(865)	3,619	1,520	(2,099)	2,280	(1,339)	158.7%		
5130 Knole Paddock Storage Compound	0	0	0	34	0	(34)	0	(34)	0.0%		
5131 Public Realm	5,227	0	(5,227)	5,227	0	(5,227)	0	(5,227)	0.0%		
5310 Miscellaneous Open Spaces	837	408	(429)	58,877	3,264	(55,613)	4,890	(53,987)	1204.0%	55,374	
5311 Security Open Spaces	2,095	2,077	(18)	17,041	16,616	(425)	24,927	7,886	68.4%		
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	54	0	(54)	393	0	(393)	294	(99)	133.7%		
5330 Grass Seed	0	0	0	789	0	(789)	2,000	1,211	39.5%		
5340 Plants	679	0	(679)	1,812	1,380	(432)	2,758	946	65.7%		

Detailed Income & Expenditure by Phased Budget Heading 11/01/2024

Month No: 8

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
5410 Repairs & General Maintenance	135	145	10	1,125	1,160	35	1,745		620	64.5%	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	0.0%	
5500 Equipment Hired and New	306	640	334	14,876	5,120	(9,756)	7,676		(7,200)	193.8%	11,323
5525 Equipment Maintenance	216	985	769	2,516	5,909	3,393	8,374		5,858	30.0%	
5550 Vehicle Expenses	18	352	335	1,276	2,816	1,540	21,371		20,095	6.0%	
5700 Fuel	470	490	20	3,751	3,920	169	5,877		2,126	63.8%	
6010 Light Heat & Cleaning	3,429	671	(2,758)	3,429	5,368	1,939	8,053		4,624	42.6%	
6013 Cleaning	16	0	(16)	279	0	(279)	0		(279)	0.0%	
6014 Water	(17)	0	17	402	702	300	935		533	43.0%	
6101 Telephone	10	12	2	80	96	16	145		65	55.3%	
6104 Mobile Telephone	18	27	9	138	216	78	322		184	43.0%	
6105 Broadband wi-fi service	25	0	(25)	200	0	(200)	0		(200)	0.0%	
6200 Printing & Stationery	0	0	0	16	0	(16)	0		(16)	0.0%	
6320 Staff Training	0	0	0	140	1,500	1,360	3,000		2,860	4.7%	
6330 Welfare/Hospitality	0	33	33	418	264	(154)	392		(26)	106.7%	
6460 Publicity & Democratic notices	0	0	0	0	618	618	618		618	0.0%	
6635 Professional Fees Licensing	0	0	0	295	189	(106)	189		(106)	156.1%	
6730 Subscriptions	0	0	0	164	172	8	172		8	95.6%	
6812 Road Dues	42	0	(42)	42	0	(42)	1,076		1,034	3.9%	
6900 Sundry Expenses	0	7	7	0	56	56	88		88	0.0%	
6922 Health&Safety/Risk Assessments	490	0	(490)	939	0	(939)	1,685		746	55.7%	
6930 Alarm Maintenance	646	617	(29)	646	817	171	817		171	79.1%	
6931 CCTV Maintenance	0	0	0	0	0	0	562		562	0.0%	
6934 Waste Bin Collection-Dog Bins	0	0	0	1,310	1,310	(0)	2,620		1,310	50.0%	

Detailed Income & Expenditure by Phased Budget Heading 11/01/2024

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6935 Waste Bin Disposal-Waste Bins	161	226	65	1,927	1,808	(119)	2,718		791	70.9%	
6952 Protective Clothing	0	124	124	628	992	364	1,484		856	42.3%	
<i>O/ Spaces & Leisure - General :- Indirect Expenditure</i>	33,661	30,122	(3,539)	277,479	221,039	(56,440)	350,011	0	72,532	79.3%	66,697
Net Income over Expenditure	(28,779)	(27,324)	1,455	(246,186)	(199,457)	46,729	(315,212)				
8001 plus Transfer from EMR	10,365			66,697							
Movement to/(from) Gen Reserve	(18,414)			(179,489)							
<u>22 O/ Spaces & Leisure - Cemetery</u>											
1700 Cemetery Income	6,730	6,268	(462)	40,519	50,144	9,625	75,214			53.9%	
<i>O/ Spaces & Leisure - Cemetery :- Income</i>	6,730	6,268	(462)	40,519	50,144	9,625	75,214			53.9%	0
4010 Gross Pay	5,333	7,760	2,427	56,849	62,080	5,231	93,114	36,265		61.1%	
4011 Mileage	36	0	(36)	62	0	(62)	0	(62)		0.0%	
4012 Expenses	0	0	0	13	0	(13)	0	(13)		0.0%	
4270 Employers Pension Contribution	313	646	333	4,975	5,168	193	7,747	2,772		64.2%	
5210 Cemetery Chapel & Office	0	0	0	483	0	(483)	65	(418)		742.7%	
5230 Cemetery Wshop/Messroom Mtce	0	0	0	497	350	(147)	701	204		70.9%	
5410 Repairs & General Maintenance	335	96	(239)	1,636	768	(868)	1,147	(489)		142.6%	
5412 Capital Refurbishments	0	0	0	0	0	0	1,328	1,328		0.0%	
5500 Equipment Hired and New	1,428	310	(1,118)	1,928	2,480	552	3,722	1,794		51.8%	
5525 Equipment Maintenance	0	317	317	172	2,536	2,364	9,489	9,317		1.8%	
5700 Fuel	102	97	(5)	674	776	102	1,166	492		57.8%	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6000 Rent & Rates	848	875	27	6,979	7,000	21	10,499		3,520	66.5%	
6010 Light Heat & Cleaning	(1,819)	357	2,176	2,512	2,856	344	4,287		1,775	58.6%	
6013 Cleaning	0	0	0	280	0	(280)	0		(280)	0.0%	
6014 Water	147	88	(59)	378	704	326	1,058		680	35.7%	
6101 Telephone	40	48	8	674	384	(290)	580		(94)	116.3%	
6104 Mobile Telephone	0	0	0	0	8	8	16		16	0.0%	
6105 Broadband wi-fi service	10	10	0	80	80	0	123		43	65.0%	
6210 Postage & Courier	0	0	0	3	0	(3)	0		(3)	0.0%	
6240 Computer/ Data Base/WP's	177	0	(177)	421	666	245	666		245	63.2%	
6320 Staff Training	0	0	0	480	750	270	1,500		1,020	32.0%	
6330 Welfare/Hospitality	19	18	(1)	290	144	(146)	222		(68)	130.7%	
6500 Goods for Resale	0	10	10	0	80	80	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	884	0	(884)	1,454	1,654	200	3,309		1,855	44.0%	
6822 Roads Path & Boundaries	0	0	0	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	372	372	139	1,116	978	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)	4,020	3,920	(100)	5,882		1,862	68.3%	
6935 Waste Bin Disposal-Waste Bins	81	106	25	797	848	51	1,272		475	62.6%	
6952 Protective Clothing	0	54	54	299	432	133	644		345	46.5%	
7611 Contingency provision	0	(1,342)	(1,342)	0	(10,736)	(10,736)	(16,104)		(16,104)	0.0%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	8,437	10,312	1,875	87,992	85,868	(2,124)	136,111	0	48,119	64.6%	0
Net Income over Expenditure	(1,707)	(4,044)	(2,337)	(47,473)	(35,724)	11,749	(60,897)				

Detailed Income & Expenditure by Phased Budget Heading 11/01/2024

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>23 O/ Spaces & Leisure- Allotment</u>											
1010 Rental Income	0	0	0	1,256	1,417	161	1,417			88.7%	
1047 QH Allotments Income	42	0	(42)	7,857	7,907	50	7,907			99.4%	
O/ Spaces & Leisure- Allotment :- Income	42	0	(42)	9,113	9,324	211	9,324			97.7%	0
4010 Gross Pay	631	267	(364)	4,087	2,136	(1,951)	3,202	(885)		127.6%	
4270 Employers Pension Contribution	0	11	11	92	88	(4)	128	36		72.2%	
5410 Repairs & General Maintenance	0	0	0	510	1,017	507	1,355	845		37.7%	
6002 QH Allotments Costs	211	0	(211)	2,330	1,824	(506)	3,649	1,319		63.9%	
6014 Water	11	0	(11)	(183)	440	623	880	1,063		(20.8%)	
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%	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	853	278	(575)	6,851	5,586	(1,265)	9,353	0	2,502	73.2%	0
Net Income over Expenditure	(811)	(278)	533	2,262	3,738	1,476	(29)				
<u>26 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%	
Open Spaces-Street Lighting/Ge :- Income	0	0	0	1,000	0	(1,000)	11,455			8.7%	0
6861 Public Clock Maintenance	1,105	0	(1,105)	1,161	0	(1,161)	142	(1,019)		817.3%	

Detailed Income & Expenditure by Phased Budget Heading 11/01/2024

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6862 Street Lighting	582	1,412	830	15,978	11,296	(4,682)	16,939		961	94.3%	(638)
6865 In Bloom Costs	0	0	0	14,966	14,001	(965)	14,000		(966)	106.9%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	1,687	1,412	(275)	32,105	25,297	(6,808)	31,081	0	(1,024)	103.3%	(638)
Net Income over Expenditure	(1,687)	(1,412)	275	(31,105)	(25,297)	5,808	(19,626)				
8001 plus Transfer from EMR	0			(638)							
Movement to/(from) Gen Reserve	(1,687)			(31,743)							
<u>28 O/ Spaces & Leisure-Vine Cafe</u>											
1211 Sale of Goods	1,513	4,268	2,755	31,343	58,333	26,990	71,138			44.1%	
1213 Event catering	42	0	(42)	2,802	2,832	30	2,829			99.0%	
O/ Spaces & Leisure-Vine Cafe :- Income	1,555	4,268	2,713	34,145	61,165	27,020	73,967			46.2%	0
4010 Gross Pay	1,921	3,100	1,179	26,626	37,462	10,836	49,864	23,238		53.4%	
4270 Employers Pension Contribution	106	162	56	1,355	1,958	603	2,606	1,251		52.0%	
5410 Repairs & General Maintenance	0	102	102	340	816	476	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	576	656	80	825	249		69.9%	
6010 Light Heat & Cleaning	3	772	770	3,752	6,176	2,424	9,267	5,515		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	58	0	(58)	56	656	600	1,314	1,258		4.2%	

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Detailed Income & Expenditure by Phased Budget Heading 11/01/2024

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6101 Telephone	51	29	(22)	409	232	(177)	347		(62)	117.7%	
6200 Printing & Stationery	0	6	6	43	48	5	71		28	60.7%	
6210 Postage & Courier	0	0	0	28	0	(28)	0		(28)	0.0%	
6330 Welfare/Hospitality	0	0	0	20	0	(20)	0		(20)	0.0%	
6500 Goods for Resale	710	1,370	660	11,267	18,727	7,460	22,839		11,572	49.3%	
6505 Cafe consumables	21	88	67	565	1,199	634	1,462		897	38.6%	
6635 Professional Fees Licensing	0	0	0	291	306	15	307		16	94.7%	
6900 Sundry Expenses	0	0	0	59	20	(39)	42		(17)	140.9%	
6922 Health&Safety/Risk Assessments	0	0	0	916	1,019	103	1,021		105	89.7%	
6930 Alarm Maintenance	0	0	0	1,793	480	(1,313)	568		(1,225)	315.6%	
6935 Waste Bin Disposal-Waste Bins	146	179	33	1,322	1,432	110	2,147		825	61.6%	
6976 Credit card charges	43	96	53	740	1,306	566	1,593		853	46.5%	
7611 Contingency provision	0	(365)	(365)	0	(2,920)	(2,920)	(4,377)		(4,377)	0.0%	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	3,129	5,621	2,492	52,051	71,828	19,777	93,967	0	41,916	55.4%	0
Net Income over Expenditure	(1,574)	(1,353)	221	(17,906)	(10,663)	7,243	(20,000)				
<u>29 O/Spaces & Leisure-Vine Ground</u>											
1208 Other Events Income	0	0	0	1,000	1,404	404	1,407			71.1%	
1805 Tea Kiosk Rental & Pavilion	0	0	0	2,625	2,625	0	3,500			75.0%	
1870 Vine Club Insurance Contrib.	0	0	0	0	367	367	367			0.0%	
O/Spaces & Leisure-Vine Ground :- Income	0	0	0	3,625	4,396	771	5,274			68.7%	0
4010 Gross Pay	1,338	1,744	406	14,641	13,952	(689)	20,932		6,291	69.9%	

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Detailed Income & Expenditure by Phased Budget Heading 11/01/2024

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4270 Employers Pension Contribution	49	105	56	525	840	315	1,256		731	41.8%	
5010 Vine Area General Maintenance	0	210	210	4,465	1,680	(2,785)	2,515		(1,950)	177.5%	865
5015 Vine Pavilion maintenance	0	0	0	972	133	(839)	133		(839)	730.5%	
5020 Vine Public Convenience	760	1,000	240	11,504	8,000	(3,504)	12,000		496	95.9%	4,500
5410 Repairs & General Maintenance	0	65	65	32	520	488	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	12	35	23	52	280	228	423		371	12.4%	
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%	
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	64	72	8	482	576	94	868		386	55.5%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	2,222	3,231	1,009	42,490	32,613	(9,877)	45,605	0	3,115	93.2%	7,188
Net Income over Expenditure	(2,222)	(3,231)	(1,009)	(38,865)	(28,217)	10,648	(40,331)				
8001 plus Transfer from EMR	865			7,188							
Movement to/(from) Gen Reserve	(1,357)			(31,678)							
<u>30 F&G P - Bat & Ball Station</u>											
1022 Letting & Hire of Facilities	1,726	782	(944)	10,468	6,256	(4,212)	9,385			111.5%	
1211 Sale of Goods	3,736	3,310	(426)	29,461	26,480	(2,981)	39,720			74.2%	

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Detailed Income & Expenditure by Phased Budget Heading 11/01/2024

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1213 Event catering	1,268	613	(655)	5,532	4,904	(628)	7,355			75.2%	
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%	
F& G P - Bat & Ball Station :- Income	6,730	4,705	(2,025)	46,901	37,640	(9,261)	56,460			83.1%	0
4010 Gross Pay	8,818	6,534	(2,284)	60,066	52,272	(7,794)	78,410	18,344		76.6%	
4011 Mileage	0	0	0	10	0	(10)	0	(10)		0.0%	
4270 Employers Pension Contribution	306	204	(102)	1,608	1,632	24	2,445	837		65.8%	
5410 Repairs & General Maintenance	59	631	572	1,358	5,048	3,690	7,577	6,219		17.9%	
5500 Equipment Hired and New	0	176	176	4,277	1,408	(2,869)	2,107	(2,170)		203.0%	
6000 Rent & Rates	373	325	(48)	2,984	2,600	(384)	3,899	915		76.5%	
6011 Electricity	(675)	1,017	1,692	10,039	8,136	(1,903)	12,203	2,164		82.3%	
6012 Gas	406	147	(259)	749	1,176	427	1,766	1,017		42.4%	
6013 Cleaning	285	354	69	2,577	2,832	255	4,245	1,668		60.7%	
6014 Water	(44)	342	386	122	2,736	2,614	4,101	3,979		3.0%	
6020 Insurance Cost	0	0	0	0	0	0	921	921		0.0%	
6101 Telephone	73	19	(54)	650	152	(498)	233	(417)		279.1%	
6105 Broadband wi-fi service	0	0	0	28	0	(28)	0	(28)		0.0%	
6200 Printing & Stationery	0	0	0	136	10	(126)	10	(126)		1361.5%	
6210 Postage & Courier	0	0	0	28	0	(28)	0	(28)		0.0%	
6241 Website Costs	0	0	0	90	343	253	343	253		26.2%	
6330 Welfare/Hospitality	298	38	(260)	898	304	(594)	453	(445)		198.3%	
6460 Publicity & Democratic notices	0	92	92	118	736	618	1,103	985		10.7%	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6500 Goods for Resale	2,294	1,617	(677)	15,820	12,936	(2,884)	19,403		3,583	81.5%	
6505 Cafe consumables	138	121	(17)	1,064	968	(96)	1,454		390	73.2%	
6635 Professional Fees Licensing	0	0	0	295	599	304	599		304	49.2%	
6869 Special Events	124	375	251	1,005	3,000	1,995	4,500		3,495	22.3%	
6900 Sundry Expenses	0	24	24	2,055	192	(1,863)	284		(1,771)	723.6%	
6922 Health&Safety/Risk Assessments	0	0	0	1,198	909	(289)	1,213		15	98.8%	
6930 Alarm Maintenance	328	0	(328)	518	0	(518)	614		96	84.4%	
6931 CCTV Maintenance	0	0	0	0	0	0	170		170	0.0%	
6935 Waste Bin Disposal-Waste Bins	81	130	49	1,034	1,040	6	1,564		530	66.1%	
6952 Protective Clothing	14	0	(14)	14	0	(14)	0		(14)	0.0%	
6976 Credit card charges	124	90	(34)	1,050	720	(330)	1,085		35	96.8%	
F & G P - Bat & Ball Station :- Indirect Expenditure	13,001	12,236	(765)	109,792	99,749	(10,043)	150,702	0	40,910	72.9%	0
Net Income over Expenditure	(6,271)	(7,531)	(1,260)	(62,891)	(62,109)	782	(94,242)				
<u>31 F & G P - Establishments</u>											
1115 Interest on Deposits	3,233	1,500	(1,733)	32,582	12,000	(20,582)	18,000			181.0%	
1230 Roadside Advertising-Charities	60	0	(60)	570	0	(570)	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	552	359	(193)	5,744	2,872	(2,872)	4,308			133.3%	
1990 Other Income	0	0	0	93	0	(93)	0			0.0%	
F & G P - Establishments :- Income	3,845	1,859	(1,986)	40,267	15,222	(25,045)	22,658			177.7%	0

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4010 Gross Pay	26,611	26,852	241	216,934	214,816	(2,118)	322,224		105,290	67.3%	2,000
4011 Mileage	188	44	(144)	264	352	88	522		258	50.5%	
4012 Expenses	195	26	(169)	1,017	208	(809)	312		(705)	326.0%	
4270 Employers Pension Contribution	3,391	3,661	270	25,253	29,288	4,035	43,937		18,684	57.5%	
4271 Pension Deficiency	12,826	6,417	(6,409)	51,304	51,336	32	77,000		25,696	66.6%	
5500 Equipment Hired and New	70	99	29	345	792	447	1,193		848	28.9%	
6020 Insurance Cost	4,138	1,148	(2,990)	13,335	13,778	443	18,376		5,041	72.6%	
6101 Telephone	464	428	(36)	3,571	3,424	(147)	5,130		1,559	69.6%	
6200 Printing & Stationery	239	1,373	1,134	11,662	10,984	(678)	16,477		4,815	70.8%	
6210 Postage & Courier	934	254	(680)	3,271	2,032	(1,239)	3,042		(229)	107.5%	
6240 Computer/ Data Base/WP's	2,033	1,426	(607)	21,837	11,408	(10,429)	17,117		(4,720)	127.6%	
6241 Website Costs	0	0	0	466	416	(50)	416		(50)	112.1%	
6242 I.T. Infrastructure	261	675	414	6,894	6,075	(819)	10,126		3,232	68.1%	
6300 Computer Software	0	314	314	3,535	4,398	863	5,344		1,809	66.1%	
6315 Recruitment Costs	0	174	174	4,510	1,392	(3,118)	2,084		(2,426)	216.4%	
6320 Staff Training	210	274	64	849	2,192	1,343	3,287		2,438	25.8%	
6321 Investors in People	0	0	0	0	0	0	1,335		1,335	0.0%	
6330 Welfare/Hospitality	242	314	72	3,367	2,512	(855)	3,765		398	89.4%	
6410 Civic Exps/Annual Reception	0	0	0	1,288	1,105	(183)	2,105		817	61.2%	
6415 Gifts/hospitality	16	93	77	306	744	439	1,117		812	27.4%	
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	(200)	901	1,101	2,164	3,401	1,237	3,401		1,237	63.6%	
6460 Publicity & Democratic notices	429	0	(429)	1,673	204	(1,469)	410		(1,263)	408.1%	

Detailed Income & Expenditure by Phased Budget Heading 11/01/2024

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6461 Banner Costs	0	105	105	1,008	840	(168)	1,264		256	79.7%	
6610 Audit Fees	0	0	0	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	0	0	0	2,617	2,617	2,617		2,617	0.0%	
6635 Professional Fees Licensing	0	0	0	2,083	792	(1,291)	1,583		(500)	131.6%	
6710 Conference Fees & Expenses	24	198	174	2,434	1,584	(850)	2,374		(60)	102.5%	
6720 Books and Periodicals	0	0	0	572	0	(572)	0		(572)	0.0%	
6730 Subscriptions	11	125	114	6,138	5,753	(385)	6,505		367	94.4%	
6889 Waste Sacks	171	180	9	3,441	1,440	(2,001)	2,164		(1,277)	159.0%	
6900 Sundry Expenses	0	46	46	187	368	182	552		366	33.8%	
6922 Health&Safety/Risk Assessments	0	0	0	5,051	4,700	(351)	5,126		75	98.5%	
6975 Bank Charges	222	131	(91)	1,017	1,048	31	1,573		556	64.7%	
6976 Credit card charges	103	58	(45)	938	464	(474)	702		(236)	133.6%	
7010 Election Expenses	0	0	0	100	0	(100)	5,252		5,152	1.9%	
7611 Contingency provision	0	(4,275)	(4,275)	0	(4,275)	(4,275)	41,917		41,917	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%	
F & G P - Establishments :- Indirect Expenditure	52,578	41,041	(11,537)	433,451	416,825	(16,626)	688,810	0	255,359	62.9%	2,000
Net Income over Expenditure	(48,734)	(39,182)	9,552	(393,184)	(401,603)	(8,419)	(666,152)				
8001 plus Transfer from EMR	0			2,000							
Movement to/(from) Gen Reserve	(48,734)			(391,184)							

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>32 F & G P - General</u>											
1208 Other Events Income	250	0	(250)	250	0	(250)	0			0.0%	
1490 Christmas Lights Switch On	4,625	4,635	10	4,795	6,180	1,385	6,180			77.6%	
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%	
F & G P - General :- Income	4,875	4,635	(240)	9,174	6,180	(2,994)	6,180			148.5%	0
6490 Christmas Lights Switch On	8,301	24,584	16,283	9,771	28,682	18,911	28,681		18,910	34.1%	
6491 Remembrance Day/Civic Serv.	4,104	3,540	(564)	5,023	3,940	(1,083)	3,940		(1,083)	127.5%	
6869 Special Events	1,686	0	(1,686)	20,763	17,487	(3,276)	17,487		(3,276)	118.7%	
F & G P - General :- Indirect Expenditure	14,091	28,124	14,033	35,557	50,109	14,552	50,108	0	14,551	71.0%	0
Net Income over Expenditure	(9,216)	(23,489)	(14,273)	(26,383)	(43,929)	(17,546)	(43,928)				
<u>33 F & G P - Council Offices</u>											
1022 Letting & Hire of Facilities	1,415	986	(429)	6,795	7,888	1,093	11,838			57.4%	
1030 Electricity recharge	0	0	0	0	0	(0)	0			0.0%	
F & G P - Council Offices :- Income	1,415	986	(429)	6,795	7,888	1,093	11,838			57.4%	0
4010 Gross Pay	762	340	(422)	2,624	2,720	96	4,083		1,459	64.3%	
4270 Employers Pension Contribution	39	26	(13)	144	213	69	317		173	45.3%	
5410 Repairs & General Maintenance	442	58	(384)	1,549	464	(1,085)	691		(858)	224.1%	
5500 Equipment Hired and New	24	0	(24)	24	150	126	443		419	5.4%	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6000 Rent & Rates	2,662	2,789	127	21,300	22,312	1,012	27,891		6,591	76.4%	
6010 Light Heat & Cleaning	485	915	430	3,992	7,320	3,328	10,985		6,993	36.3%	
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	135	183	48	435	1,464	1,029	2,195		1,760	19.8%	
6104 Mobile Telephone	8	5	(3)	92	40	(52)	57		(35)	160.9%	
6922 Health&Safety/Risk Assessments	52	0	(52)	255	840	585	840		585	30.4%	
6930 Alarm Maintenance	1,330	4,275	2,945	6,628	5,111	(1,517)	5,111		(1,517)	129.7%	
6935 Waste Bin Disposal-Waste Bins	66	108	42	749	864	115	1,302		553	57.5%	
6952 Protective Clothing	0	0	0	67	35	(32)	35		(32)	191.2%	
F & G P - Council Offices :- Indirect Expenditure	6,005	8,699	2,694	40,604	41,533	929	53,950	0	13,346	75.3%	0
Net Income over Expenditure	(4,590)	(7,713)	(3,123)	(33,809)	(33,645)	164	(42,112)				
<u>36</u> F & G P - Bat & Ball Centre											
1022 Letting & Hire of Facilities	26,002	8,342	(17,660)	82,855	66,736	(16,119)	100,106			82.8%	
1030 Electricity recharge	0	0	0	0	80	80	161			0.2%	
1213 Event catering	99	0	(99)	700	0	(700)	0			0.0%	
1445 Outdoor Activities	4	0	(4)	221	0	(221)	22			1003.2%	
1457 Indoor Activities	500	412	(88)	4,653	3,296	(1,357)	4,946			94.1%	
1550 Insurance Claims	465	0	(465)	14,943	0	(14,943)	0			0.0%	
1990 Other Income	38	0	(38)	38	0	(38)	0			0.0%	
F & G P - Bat & Ball Centre :- Income	27,108	8,754	(18,354)	103,410	70,112	(33,298)	105,235			98.3%	0

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4010 Gross Pay	6,213	5,852	(361)	52,585	46,816	(5,769)	70,221		17,636	74.9%	
4270 Employers Pension Contribution	204	214	10	1,852	1,712	(140)	2,570		718	72.1%	
5318 SCC Car Park	0	509	509	0	509	509	509		509	0.0%	
5340 Plants	0	190	190	172	190	18	190		18	90.5%	
5410 Repairs & General Maintenance	(9,859)	0	9,859	(2,810)	764	3,574	1,529		4,339	(183.8%)	
5500 Equipment Hired and New	0	0	0	975	768	(207)	1,025		50	95.1%	
6000 Rent & Rates	482	552	70	3,856	4,416	560	5,518		1,662	69.9%	
6011 Electricity	1,214	1,252	38	10,275	10,016	(259)	15,021		4,746	68.4%	
6012 Gas	(909)	0	909	1,212	1,236	24	1,648		436	73.5%	
6013 Cleaning	93	215	122	1,209	1,720	511	2,579		1,370	46.9%	
6014 Water	182	249	67	239	1,992	1,753	2,987		2,748	8.0%	
6101 Telephone	51	50	(1)	460	400	(60)	598		138	77.0%	
6104 Mobile Telephone	8	20	12	100	160	60	240		140	41.7%	
6200 Printing & Stationery	0	0	0	0	2	2	2		2	0.0%	
6240 Computer/ Data Base/WP's	0	114	114	73	912	839	1,370		1,297	5.3%	
6330 Welfare/Hospitality	0	38	38	524	304	(220)	459		(65)	114.2%	
6520 Refreshments for Resale	0	211	211	477	1,688	1,211	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	360	360	545		545	0.0%	
6900 Sundry Expenses	0	14	14	56	14	(42)	14		(42)	398.1%	
6922 Health&Safety/Risk Assessments	297	0	(297)	3,821	776	(3,045)	776		(3,045)	492.4%	
6930 Alarm Maintenance	95	0	(95)	440	430	(10)	836		396	52.6%	
6931 CCTV Maintenance	0	0	0	0	346	346	346		346	0.0%	
6935 Waste Bin Disposal-Waste Bins	73	164	91	1,053	1,312	259	1,966		913	53.5%	

Detailed Income & Expenditure by Phased Budget Heading 11/01/2024

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6952 Protective Clothing	0	0	0	121	180	59	360		239	33.7%	
F & G P - Bat & Ball Centre :- Indirect Expenditure	(1,856)	9,689	11,545	76,869	77,223	354	114,377	0	37,508	67.2%	0
Net Income over Expenditure	28,964	(935)	(29,899)	26,541	(7,111)	(33,652)	(9,142)				
<u>38 F & G P - Grants</u>											
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	3,664	186	5,493		2,015	63.3%	
6938 Annual Subsidy-Council Chamber	0	57	57	244	228	(16)	340		96	71.7%	
7500 Local Organisations Grants	0	0	0	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%	
F & G P - Grants :- Indirect Expenditure	0	515	515	70,794	41,892	(28,902)	52,720	0	(18,074)	134.3%	30,086
Net Expenditure	0	(515)	(515)	(70,794)	(41,892)	28,902	(52,720)				
8001 plus Transfer from EMR	0			30,086							
Movement to/(from) Gen Reserve	0			(40,708)							
<u>39 F & G P - Property</u>											
1469 O/S Ground Rents & Wayleaves	1,247	0	(1,247)	5,071	4,995	(76)	5,933			85.5%	
1870 Vine Club Insurance Contrib.	0	0	0	440	0	(440)	0			0.0%	
F & G P - Property :- Income	1,247	0	(1,247)	5,511	4,995	(516)	5,933			92.9%	0
Net Income	1,247	0	(1,247)	5,511	4,995	(516)	5,933				

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>40 Town Team</u>											
1204 Holly Party	356	0	(356)	356	0	(356)	0			0.0%	
1206 Business Awards	0	0	0	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	356	0	(356)	10,577	11,803	1,226	11,803			89.6%	0
6101 Telephone	0	0	0	0	0	0	108		108	0.0%	
6200 Printing & Stationery	0	9	9	0	72	72	110		110	0.0%	
6240 Computer/ Data Base/WP's	43	69	26	632	552	(80)	827		195	76.4%	
6241 Website Costs	25	0	(25)	310	210	(100)	282		(28)	109.9%	
6244 Information Screens	0	0	0	240	672	432	1,345		1,105	17.8%	
6322 Business Awards	1,291	0	(1,291)	5,302	8,116	2,814	8,116		2,814	65.3%	
6323 Business Show	0	0	0	2,356	2,992	636	2,992		636	78.7%	
6325 Holly Party Expense	1,391	0	(1,391)	1,691	0	(1,691)	0		(1,691)	0.0%	
6461 Banner Costs	0	0	0	0	404	404	807		807	0.0%	
6730 Subscriptions	0	0	0	0	589	589	589		589	0.0%	
6900 Sundry Expenses	(5,200)	66	5,266	27	528	501	786		759	3.5%	
7000 Reinvestment	0	0	0	0	0	0	841		841	0.0%	
7607 Christmas events	599	0	(599)	599	0	(599)	0		(599)	0.0%	
Town Team :- Indirect Expenditure	(1,851)	144	1,995	11,157	14,135	2,978	16,803	0	5,646	66.4%	0
Net Income over Expenditure	2,207	(144)	(2,351)	(580)	(2,332)	(1,752)	(5,000)				

Detailed Income & Expenditure by Phased Budget Heading 11/01/2024

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>41 Business Hub</u>											
1022 Letting & Hire of Facilities	547	88	(459)	1,317	704	(613)	1,052			125.2%	
1026 Hot Desking Facility	559	334	(225)	5,658	2,672	(2,986)	4,008			141.2%	
1029 Office Pods	943	1,307	364	9,182	10,456	1,274	15,687			58.5%	
1031 Chamber of Commerce	500	432	(68)	3,387	3,456	69	5,191			65.2%	
Business Hub :- Income	2,549	2,161	(388)	19,543	17,288	(2,255)	25,938			75.3%	0
4010 Gross Pay	610	472	(138)	4,613	3,776	(837)	5,668	1,055		81.4%	
4270 Employers Pension Contribution	0	19	19	0	152	152	227	227		0.0%	
5410 Repairs & General Maintenance	0	14	14	198	112	(86)	166	(32)		119.3%	
5500 Equipment Hired and New	0	39	39	0	312	312	464	464		0.0%	
6000 Rent & Rates	165	249	84	1,317	1,992	675	2,489	1,172		52.9%	
6010 Light Heat & Cleaning	477	1,262	785	4,413	10,096	5,683	15,150	10,737		29.1%	
6105 Broadband wi-fi service	142	145	4	1,132	1,160	28	1,739	607		65.1%	
6460 Publicity & Democratic notices	0	0	0	7	0	(7)	0	(7)		0.0%	
6511 Sales commission	0	173	173	0	1,384	1,384	2,075	2,075		0.0%	
6900 Sundry Expenses	99	100	1	795	800	5	1,206	411		66.0%	
6922 Health&Safety/Risk Assessments	0	0	0	188	164	(24)	164	(24)		114.6%	
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	19	27	8	290	216	(74)	320	30		90.6%	
Business Hub :- Indirect Expenditure	1,512	2,500	988	13,363	20,560	7,197	30,064	0	16,701	44.4%	0
Net Income over Expenditure	1,037	(339)	(1,376)	6,180	(3,272)	(9,452)	(4,126)				

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>42 Sevenoaks Town Mayor</u>											
1500 Fundraising	542	0	(542)	3,224	0	(3,224)	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%	
2011 Capital Receipts	8,076	0	(8,076)	8,076	0	(8,076)	0			0.0%	
Sevenoaks Town Mayor :- Income	8,618	0	(8,618)	17,405	0	(17,405)	0				0
6200 Printing & Stationery	0	0	0	235	0	(235)	0		(235)	0.0%	
6437 Mayors Allowance 2022/23	400	0	(400)	1,752	0	(1,752)	0		(1,752)	0.0%	
6441 Mayors Allowance 2023/24	0	484	484	1,606	3,872	2,266	5,805		4,199	27.7%	
6442 Mayors Car Allowance 2023/24	0	216	216	0	1,728	1,728	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.	0	0	0	934	0	(934)	0		(934)	0.0%	
Sevenoaks Town Mayor :- Indirect Expenditure	400	700	300	18,203	5,600	(12,603)	8,391	0	(9,812)	216.9%	0
Net Income over Expenditure	8,218	(700)	(8,918)	(798)	(5,600)	(4,802)	(8,391)				
<u>43 Youth Council</u>											
7555 Youth Council Support	500	500	0	500	500	0	500		0	100.0%	
Youth Council :- Indirect Expenditure	500	500	0	500	500	0	500	0	0	100.0%	0
Net Expenditure	(500)	(500)	0	(500)	(500)	0	(500)				

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
44 Public Realm											
5001 Public Realm signs & panels	0	0	0	300	0	(300)	0		(300)	0.0%	
Public Realm :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>300</u>	<u>0</u>	<u>(300)</u>	<u>0</u>	<u>0</u>	<u>(300)</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>(300)</u>	<u>0</u>	<u>300</u>	<u>0</u>				
50 Youth Cafe											
1022 Letting & Hire of Facilities	182	209	28	3,103	1,672	(1,431)	2,512			123.5%	
1211 Sale of Goods	224	158	(66)	2,091	1,264	(827)	1,894			110.4%	
1350 Revenue Grant income	0	0	0	4,460	0	(4,460)	0			0.0%	
1990 Other Income	0	0	0	150	0	(150)	0			0.0%	
Youth Cafe :- Income	<u>406</u>	<u>367</u>	<u>(39)</u>	<u>9,804</u>	<u>2,936</u>	<u>(6,868)</u>	<u>4,406</u>			<u>222.5%</u>	<u>0</u>
4010 Gross Pay	5,584	3,856	(1,728)	35,187	30,848	(4,339)	46,273	11,086		76.0%	
4012 Expenses	0	0	0	13	0	(13)	0	(13)		0.0%	
4270 Employers Pension Contribution	140	125	(15)	958	1,000	42	1,505	547		63.6%	
5410 Repairs & General Maintenance	0	80	80	1,206	640	(566)	955	(251)		126.3%	
5500 Equipment Hired and New	23	0	(23)	408	0	(408)	0	(408)		0.0%	
6010 Light Heat & Cleaning	62	14	(48)	148	112	(36)	163	15		90.8%	
6101 Telephone	51	51	0	535	408	(127)	612	77		87.4%	
6105 Broadband wi-fi service	28	0	(28)	150	0	(150)	0	(150)		0.0%	
6200 Printing & Stationery	12	23	11	14	184	170	273	259		5.1%	
6210 Postage & Courier	0	0	0	28	31	3	31	3		90.2%	
6240 Computer/ Data Base/WP's	17	31	14	151	248	97	369	218		41.0%	

Detailed Income & Expenditure by Phased Budget Heading 11/01/2024

Month No: 8

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
6241 Website Costs	12	0	(12)	60	0	(60)	0		(60)	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	89	0	(89)	427	0	(427)	81		(346)	527.0%	
6460 Publicity & Democratic notices	0	0	0	30	0	(30)	7		(23)	428.6%	
6500 Goods for Resale	318	152	(166)	2,276	1,216	(1,060)	1,821		(455)	125.0%	
6505 Cafe consumables	3	0	(3)	7	36	29	73		66	9.1%	
6635 Professional Fees Licensing	0	0	0	432	444	12	444		12	97.4%	
6900 Sundry Expenses	51	31	(20)	242	248	6	372		130	65.1%	
6922 Health&Safety/Risk Assessments	0	0	0	821	946	125	948		127	86.6%	
Youth Cafe :- Indirect Expenditure	6,392	4,363	(2,029)	43,112	36,598	(6,514)	54,402	0	11,290	79.2%	0
Net Income over Expenditure	(5,986)	(3,996)	1,990	(33,308)	(33,662)	(354)	(49,996)				
<u>60 Markets</u>											
1017 Rental Income Sat Market	1,811	1,632	(179)	16,302	13,056	(3,246)	19,588			83.2%	
1018 Rental Income Wed Market	1,355	992	(363)	10,313	7,936	(2,377)	11,910			86.6%	
1019 Rental Income Blighs Market	1,560	1,469	(91)	13,760	11,752	(2,008)	17,630			78.0%	
1033 Rental income Christmas Market	788	0	(788)	788	0	(788)	823			95.7%	
Markets :- Income	5,514	4,093	(1,421)	41,162	32,744	(8,418)	49,951			82.4%	0
4010 Gross Pay	307	158	(149)	1,229	1,264	35	1,898		669	64.8%	
5410 Repairs & General Maintenance	0	0	0	152	58	(94)	116		(36)	131.2%	

Detailed Income & Expenditure by Phased Budget Heading 11/01/2024

Month No: 8

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
5420 Saturday market charges	1,399	1,319	(80)	8,676	11,539	2,863	17,144		8,468	50.6%	
5421 Wednesday Market charges	569	916	347	5,104	8,015	2,911	11,910		6,806	42.9%	
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	8,472	3,191	12,713		7,432	41.5%	
6010 Light Heat & Cleaning	18	0	(18)	342	117	(225)	156		(186)	219.0%	
6635 Professional Fees Licensing	0	195	195	0	195	195	195		195	0.0%	
6730 Subscriptions	0	0	0	60	78	18	78		18	76.9%	
Markets :- Indirect Expenditure	2,294	3,647	1,353	20,922	29,738	8,816	44,210	0	23,288	47.3%	0
Net Income over Expenditure	3,219	446	(2,773)	20,240	3,006	(17,234)	5,741				
<u>70 Precept</u>											
1995 Precept	456,692	114,173	(342,519)	913,384	913,384	0	1,370,074			66.7%	
Precept :- Income	456,692	114,173	(342,519)	913,384	913,384	0	1,370,074			66.7%	0
Net Income	456,692	114,173	(342,519)	913,384	913,384	0	1,370,074				
<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	0	0	0	70,666	0	(70,666)	0			0.0%	70,666
Capital Infrastructure Budget :- Income	0	0	0	100,164	0	(100,164)	0				100,164
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%	

Detailed Income & Expenditure by Phased Budget Heading 11/01/2024

Month No: 8

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
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,248</u>	<u>0</u>	<u>(3,248)</u>	<u>0</u>	<u>0</u>	<u>(3,248)</u>		<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>96,916</u>	<u>0</u>	<u>(96,916)</u>	<u>0</u>				
8002 less Transfer to EMR	70,666			100,164							
Movement to/(from) Gen Reserve	<u>(70,666)</u>			<u>(3,248)</u>							
Grand Totals:- Income	532,563	155,067	(377,496)	1,443,793	1,266,803	(176,990)	1,880,509			76.8%	
Expenditure	145,751	165,524	19,773	1,398,693	1,295,766	(102,927)	1,959,273	0	560,580	71.4%	
Net Income over Expenditure	<u>386,813</u>	<u>(10,457)</u>	<u>(397,270)</u>	<u>45,101</u>	<u>(28,963)</u>	<u>(74,064)</u>	<u>(78,764)</u>				
plus Transfer from EMR	11,230			105,332							
less Transfer to EMR	70,666			100,164							
Movement to/(from) Gen Reserve	<u>327,377</u>			<u>50,268</u>							

November 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
	£	£	£	£	
Planning Committee					
General	(21,853)	(19,073)	2,780	(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
Open Spaces & Leisure Committee					
General	(179,489)	(199,457)	(19,968)	(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).
Cemetery	(47,473)	(35,724)	11,749	(60,897)	£10K lower cemetery income than budget. This is the main driving force behind the adverse variance. Repairs and general maintenance over budget as there were unforeseen works at the beginning of the year - unblocking the sewer - £608. There is a slight overspend on Welfare and Hospitality. Alarm maintenance provision was slightly under budgeted for plus an unbudgeted upgrade to GPRS.
Allotments	2,262	3,738	1,476	(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	(31,743)	(25,297)	6,446	(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	(31,678)	(28,217)	3,461	(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. There has also been repairs to the gas boiler flue at the Vine Pavilion. Unbudgeted - £1k purchase of defib - this is being covered via insurance plus £1.8k on CCTV cameras.

November 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
	£	£	£	£	
Finance & General Purposes Committee					
Vine Café	(17,906)	(10,663)	7,243	(20,000)	Sale of Goods/ income is under Budget (£27K) year to date. 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) There is an overspend on the telephone budget line this is due to the changing over of the phones to Connectaphone. Alarm maintenance is over budget due to an alarm upgrade. Prior year total spend was £75K - YTD is £48k.
Bat & Ball Station	(62,891)	(62,109)	782	(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 £2k YTD. The telephone budget line is overspent. The Welfare budget line is overspent due to hot water tap maintenance which was unexpected.
Establishments	(391,184)	(401,603)	(10,419)	(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. 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 Credit card charges have gone over budget by almost half year to date.
General	(26,383)	(43,929)	(17,546)	(43,928)	Income favourable due to Coronation sponsorship. Not all expenditure on Xmas lights has been collated yet. Special events expenditure over spend due to Coronation and skatepark workshop
Council Offices	(33,809)	(33,645)	164	(37,837)	Income slightly down £1k. General Maintenance overspend due to boiler repair £400 and chamber roof repair £430. Mobile telephone has been under budgeted. Alarm maintenance has an overspend of £5.5k due to alarm and fire alarm upgrade - unbudgeted.

November 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	26,541	(7,111)	(33,652)	(9,142)	Hire of the Centre has improved and is now £30k over where it was expected to be YTD. Pay includes facilities manager. Other overspend to date is mainly due to out of hours costs following late night bookings. Welfare and Hospitality has gone over budget due to water machine service. Health & Safety/Risk Assessments overspend due to a Metal Bait Safe (£1.6k).
Grants	(40,708)	(41,892)	(1,184)	(52,720)	All expenditure is where you would expect it to be.
Property	5,511	4,995	(516)	5,933	Approximately where it should be.

November 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	(580)	(2,332)	(1,752)	(5,000)	Income is £1.5k down on the business awards. Business Awards expenditure is down £2k.
Business Hub	6,180	(3,272)	(5,790)	(4,126)	Hub use continues to improve. All 5 pods are let. Current overall favourable variance due to lower YTD expenditure and increased Hot Desk income.
Sevenoaks Town Mayor	(798)	(5,600)	(4,802)	(8,391)	These figures are skewed as the capital receipts of £8076 is Mayors Regalia that has been moved from creditors to an EMR, RBS moved it here as income and then moved it into the EMR from general reserves. I am looking to see if this can be shown on the system somehow.
Youth Council	(500)	(500)	-	(500)	Contribution towards the skating event.
Public Realm	(300)	-	300	-	
Youth Cafe	(33,308)	(33,662)	(354)	(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	20,240	3,006	(17,234)	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. Electricity expenditure has exceeded agreed budget.
Precept	913,384	913,384	-	1,370,074	
Revenue Surplus/ (Deficit) Total	53,516	(28,963)	(82,479)	(82,884)	
To be transferred from Bat & Ball Management & Maintenance Reserve	62,891	62,109	(782)	94,242	
Adjusted Revenue Surplus/ (Deficit) Total	116,407	33,146	(83,261)	11,358	
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.
Total inc Capital	119,655	33,146	(86,509)	11,358	

Summary by Committee:

Planning	(21,853)	(19,073)	2,780	(28,108)
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November 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	(288,121)	(284,957)	3,164	(431,572)	
Vine Café	(17,906)	(10,663)	7,243	(20,000)	
Bat Ball Station	(62,891)	(62,109)	782	(94,242)	
Finance & General Purpose	(469,098)	(565,545)	(96,447)	(879,036)	
Precept	913,384	913,384	-	1,370,074	
Capital Infrastructure	3,248	-	(3,248)	-	

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Sevenoaks Town Council
Working Capital Summary as at 30th November 2023

	B/fwd		C/fwd	
	01-Apr-23	Movement*	30-Nov-23	30-Nov-22
	£	£	£	£
Current Assets				
Stock	2,220	-	2,220	2,061
Trade debtors	29,893	(2,340)	27,553	42,998
VAT	22,741	(13,943)	8,798	10,310
Prepayments and other debtors	40,248	(29,079)	11,169	10,796
Total Cash at Bank	1,665,479	474,068	2,139,546	2,141,819
	<u>1,760,581</u>	<u>428,706</u>	<u>2,189,287</u>	<u>2,207,984</u>
Current Liabilities				
Trade creditors	43,787	(6,499)	37,288	31,405
Accruals and other creditors	103,926	(37,780)	66,146	569,751
Precept received in advance of budget	-	456,692	456,692	539,865
Receipts in advance (rent, hall hire, cemetery)	41,049	(28,808)	12,241	(531,896)
	<u>188,762</u>	<u>383,605</u>	<u>572,367</u>	<u>609,125</u>
Net Current Assets	<u>1,571,819</u>	<u>45,101</u>	<u>1,616,919</u>	<u>1,598,859</u>
Represented by:				
General Funds				
Revenue Reserves	459,542	(3,851)	455,691	398,914
Earmarked/Designated Funds				
Youth Council Reserve	1,727	-	1,727	1,835
Council Offices Reserve	1,548	-	1,548	1,548
Pension Reserve	2,814	-	2,814	2,814
Rolling Capital Prog Revenue Reserve	42,393	-	42,393	33,433
Street Lighting Reserve	5,416	638	6,054	3,755
Stag Winding Up Reserve	10,000	-	10,000	9,000
Planning Fees Reserve	12,500	-	12,500	12,500
Youth Activities Reserve	1,269	-	1,269	1,269
Special Events reserves	-	-	-	-
STP Activities Reserve	8,677	-	8,677	538
Non-annual commitments reserve	15,653	-	15,653	10,100
Staff training reserve	2,890	-	2,890	2,890
Capital Receipts Quaker Hall	87,693	-	87,693	58,462
Capital Receipts Reserve	442,339	12,833	455,172	368,113
Bat & Ball Station Management & Maintenance reserve	132,018	-	132,018	230,800
Vehicle/ Machinery replacement reserve	22,829	-	22,829	18,054
Environmental reserve	6,000	(2,000)	4,000	8,500
Bat & Ball Center Maintenance reserve	10,578	-	10,578	10,578
Recruitment reserve	10,000	-	10,000	-
CIL Earmarked Reserve	209,822	(17,896)	191,926	342,179
No 8 bus Reserve	78,808	-	78,808	78,808
QH Allotments Key Reserves	-	-	0	4,115
Mayor's Charity Reserve	7,303	-	7,303	655
	<u>1,112,276</u>	<u>(6,425)</u>	<u>1,105,852</u>	<u>1,199,946</u>
	<u>1,571,819</u>	<u>(10,276)</u>	<u>1,561,543</u>	<u>1,598,860</u>

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

Note 1 YTD movement is a deficit of £3851

Note 2 Wilderness Lighting

Note 3 To cover cycle rack foundations

Note 4 £2K YTD release re environmental project extension

Note 5 £4.5K spend on Vine Toilet door, funded from CIL -Vine area improvements: £3.6K spent on 2 bottle filler stations, £54k for skatepark,

Sevenoaks Town Council

Statement of Fund Balances as at 30th November 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			49,421			
811,840	Current Account			652,083			1.45%
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			18,097	731,550	34.19%	
	<u>HSBC</u>	A+	A1				
50,525	Business money manager			51,075	51,075	2.39%	1.95%
	<u>Handelsbanken</u>	AA-	A1+				
64,844	Deposit account			65,720			2.60%
260,005	35 day notice account			265,912	331,632	15.50%	2.60%
	<u>Nationwide</u>	A+	A1				
2,820	Instant Saver			2,835			0.00%
10,178	Sevenoaks Fund Instant Saver			10,304	13,139	0.61%	2.20%
	<u>CCLA</u>						
500,000	Public Sector Deposit	AAA (Fitch only)		500,000	500,000	23.37%	5.26%
	<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	23.92%	4.00%
794	<u>Petty Cash</u>				740	0.03%	
-280	<u>Cashbook suspense</u>				-279	-0.01%	
2,240,012					2,139,546	100.00%	

Instant access funds 1,323,135
 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 & Expenditure by Phased Budget Heading 11/01/2024

Month No: 8

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
5420 Saturday market charges	1,399	1,319	(80)	8,676	11,539	2,863	17,144		8,468	50.6%	
5421 Wednesday Market charges	569	916	347	5,104	8,015	2,911	11,910		6,806	42.9%	
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	8,472	3,191	12,713		7,432	41.5%	
6010 Light Heat & Cleaning	18	0	(18)	342	117	(225)	156		(186)	219.0%	
6635 Professional Fees Licensing	0	195	195	0	195	195	195		195	0.0%	
6730 Subscriptions	0	0	0	60	78	18	78		18	76.9%	
Markets :- Indirect Expenditure	2,294	3,647	1,353	20,922	29,738	8,816	44,210	0	23,288	47.3%	0
Net Income over Expenditure	3,219	446	(2,773)	20,240	3,006	(17,234)	5,741				
<u>70 Precept</u>											
1995 Precept	456,692	114,173	(342,519)	913,384	913,384	0	1,370,074			66.7%	
Precept :- Income	456,692	114,173	(342,519)	913,384	913,384	0	1,370,074			66.7%	0
Net Income	456,692	114,173	(342,519)	913,384	913,384	0	1,370,074				
<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	0	0	0	70,666	0	(70,666)	0			0.0%	70,666
Capital Infrastructure Budget :- Income	0	0	0	100,164	0	(100,164)	0				100,164
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%	

Detailed Income & Expenditure by Phased Budget Heading 11/01/2024

Month No: 8

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
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,248</u>	<u>0</u>	<u>(3,248)</u>	<u>0</u>	<u>0</u>	<u>(3,248)</u>		<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>96,916</u>	<u>0</u>	<u>(96,916)</u>	<u>0</u>				
8002 less Transfer to EMR	70,666			100,164							
Movement to/(from) Gen Reserve	<u>(70,666)</u>			<u>(3,248)</u>							
Grand Totals:- Income	532,563	155,067	(377,496)	1,443,793	1,266,803	(176,990)	1,880,509			76.8%	
Expenditure	145,751	165,524	19,773	1,398,693	1,295,766	(102,927)	1,959,273	0	560,580	71.4%	
Net Income over Expenditure	<u>386,813</u>	<u>(10,457)</u>	<u>(397,270)</u>	<u>45,101</u>	<u>(28,963)</u>	<u>(74,064)</u>	<u>(78,764)</u>				
plus Transfer from EMR	11,230			105,332							
less Transfer to EMR	70,666			100,164							
Movement to/(from) Gen Reserve	<u>327,377</u>			<u>50,268</u>							

Purchase Ledger for Month No 8

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
06/11/2023	195054819	34673	POWERTEC	AA001	345.00	69.00	414.00	6491	32	345.00	Rem Day signs
20/11/2023	195103320	34744	POWERTEC	AA001	469.00	93.80	562.80	6490	32	469.00	Road signs
29/11/2023	000476	34772	ADRIAN CLARKE PHOTOG	ADR002	220.00	0.00	220.00	6490	32	220.00	CLSO photography
03/11/2023	INV169	34754	THE ALL SEASONS	ALL005	1,295.00	0.00	1,295.00	6325	40	1,295.00	Holly Party band
30/11/2023	1/IN2708	34849	ALTOOFFICE	ALTO001	138.00	27.60	165.60	6200	31	138.00	print chgs
11/11/2023	11.11.23	34681	ANCHOR INN	ANC001	120.00	0.00	120.00	6322	40	120.00	refreshments
16/11/2023	CD-223966179	34745	ANGEL WATERLOGIC	ANWA001	546.75	109.35	656.10	6330	31	227.81	water dispenser cg 11/23-10/24
								110	0	318.94	water dispenser cg 11/23-10/24
10/11/2023	17176	34706	ARK TRADING	ARK001	89.17	17.84	107.01	6340	50	89.17	staff uniform
15/11/2023	15/11/23	34727	BANKLINE	BANKL01	87.30	0.00	87.30	6975	31	87.30	bank chg
18/11/2023	SI-1187	34749	BAT & BALL SPORTS	BAT001	48.32	9.68	58.00	6900	50	48.32	games
21/11/2023	21/11/23	34732	BEDECKED	BED001	-40.00	0.00	-40.00	6322	40	-40.00	globes delivery chg refund
01/11/2023	SOI00030921	34678	BILLI	BIL001	715.80	143.16	858.96	6330	30	298.25	hot water tap maint
								110	0	417.55	hot water tap maint
13/11/2023	13/11/23	34698	BOB BRIDGE FLOORING	BOB001	850.00	0.00	850.00	5410	36	850.00	repairs to cladding
08/11/2023	3593100	34654	BOOKER	BOOK001	124.15	2.85	127.00	6500	28	124.15	goods for resale
02/11/2023	2891	34668	BOURNE SPORT	BOU002	950.00	190.00	1,140.00	5120	21	950.00	vetidrainng
07/11/2023	232082533	34717	BP FUEL	BPF001	126.76	25.35	152.11	5700	22	52.75	fuel
								5700	21	74.01	fuel
07/11/2023	232082534	34716	BP FUEL	BPF001	23.97	0.00	23.97	5700	21	23.97	fuel
14/11/2023	232083578	34718	BP FUEL	BPF001	91.73	18.35	110.08	5700	21	91.73	fuel
14/11/2023	232083579	34719	BP FUEL	BPF001	8.72	0.00	8.72	5700	21	8.72	fuel
21/11/2023	232085298	34828	BP FUEL	BPF001	72.77	14.55	87.32	5700	21	72.77	fuel
21/11/2023	232085299	34829	BP FUEL	BPF001	59.58	0.00	59.58	5700	21	59.58	fuel
28/11/2023	232086354	34832	BP FUEL	BPF001	50.05	10.01	60.06	5700	21	50.05	fuel
28/11/2023	232086355	34827	BP FUEL	BPF001	16.99	0.00	16.99	5700	21	16.99	fuel
30/11/2023	232088754	34831	BP FUEL	BPF001	49.58	9.92	59.50	5700	22	49.58	fuel
30/11/2023	232088755	34830	BP FUEL	BPF001	8.83	0.00	8.83	5700	21	8.83	fuel

Purchase Ledger for Month No 8

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
29/11/2023	825674692	34811	BRITISH GAS	BRI001	405.78	81.15	486.93	6012	30	405.78	gas chg 22/10/23-21/11/23
27/11/2023	INV-0316	34781	BRICKLAYERS ARMS	BRI003	104.87	20.98	125.85	6490	32	104.87	refreshments for volunteers
13/11/2023	721680430	34742	BRITISH GAS	BRIT007	109.03	5.45	114.48	6010	33	109.03	gas chg 15/10-07/11
15/11/2023	819276253	34747	BRITISH GAS	BRIT008	168.98	8.44	177.42	6012	36	168.98	gas chg 12/10-11/11
30/11/2023	61156	34887	BRODEX TRIDENT	BROT001	245.00	49.00	294.00	6922	36	245.00	legionella risk assesment
30/11/2023	61157	34885	BRODEX TRIDENT	BROT001	245.00	49.00	294.00	6922	21	245.00	Legionella risk assesment
30/11/2023	61158	34886	BRODEX TRIDENT	BROT001	245.00	49.00	294.00	6922	21	245.00	legionella risk assesment
07/11/2023	190632	34695	HW COLDBREATH	COL003	82.94	0.00	82.94	6500	30	82.94	goods for resale
22/11/2023	190723	34753	HW COLDBREATH	COL003	83.88	0.00	83.88	6500	30	83.88	goods for resale
18/11/2023	18/11/23	34709	COLIN TOMKINS	COL004	300.00	0.00	300.00	5030	21	300.00	stone wall repairs
03/11/2023	153513	34712	CONNECTAPHONE	CON001	583.33	116.67	700.00	6101	50	50.98	Oct telephone chg
								6101	22	50.98	Oct telephone chg
								6101	28	50.98	Oct telephone chg
								6101	36	51.34	Oct telephone chg
								6101	30	73.22	Oct telephone chg
								6101	31	305.83	Oct telephone chg
30/11/2023	INV416478	34818	COUNTRY STYLE RECYCL	COU001	64.16	12.83	76.99	6935	29	64.16	Nov glass collection
30/11/2023	INV417731	34817	COUNTRY STYLE RECYCL	COU001	14.98	3.00	17.98	6935	36	14.98	Nov glass collection
02/11/2023	906669	34854	ERNEST DOE	DOE001	46.26	9.25	55.51	5525	21	46.26	spark plugs, WD40
20/11/2023	907445	34738	ERNEST DOE	DOE001	1,428.00	285.60	1,713.60	5500	22	1,428.00	gardening equip
28/11/2023	907818	34853	ERNEST DOE	DOE001	15.62	3.12	18.74	5500	21	11.66	spanner set
								5525	21	3.96	spark plug
01/11/2023	000017155369	34676	EDF ENERGY	EDF002	1,345.74	269.14	1,614.88	6011	36	1,345.74	Oct electric chg
30/11/2023	000017415334	34814	EDF ENERGY	EDF003	18.34	-5.23	13.11	6010	60	18.34	Nov electric chg
01/11/2023	000017167845	34675	EDF ENERGY	EDF004	918.85	183.77	1,102.62	6010	41	918.85	Oct electric chg
08/11/2023	000017242420	34714	EDF ENERGY	EDF009	420.69	18.58	439.27	6010	22	420.69	Oct electric chg
13/11/2023	000017299459	34726	EDF ENERGY	EDF010	-2,008.31	-401.67	-2,409.98	6010	33	-2,008.31	electric credit Jan-Apr
14/11/2023	000017307507	34725	EDF ENERGY	EDF010	408.53	20.43	428.96	6010	33	408.53	electric chg Jan-Apr
29/11/2023	000017398704	34813	EDF ENERGY	EDF010	-109.76	-5.49	-115.25	6010	33	-109.76	electric credit 7/4/23-6/7/23

Purchase Ledger for Month No 8

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
29/11/2023	000017398707	34812	EDF ENERGY	EDF010	1,964.26	392.84	2,357.10	6010	33	1,964.26	electric chg 7/4/23-6/7/23
01/11/2023	000017138285	34674	EDF ENERGY	EDF011	1,190.32	238.07	1,428.39	6011	30	1,190.32	Oct electric chg
16/11/2023	000017322232	34728	EDF ENERGY	EDF012	1,151.73	57.59	1,209.32	6010	21	1,151.73	electric chg 01/10/22-13/01/23
16/11/2023	000017322258	34729	EDF ENERGY	EDF012	1,281.83	256.38	1,538.21	6010	21	1,281.83	electric chg 14/01-23-31/03/23
16/11/2023	000017322316	34730	EDF ENERGY	EDF012	2,076.43	415.27	2,491.70	6010	21	2,076.43	electric chg 01/04/23-13/07/23
16/11/2023	00017322329	34731	EDF ENERGY	EDF012	1,707.06	341.42	2,048.48	6010	21	1,707.06	electric chg 14/07/23-13/10/23
16/11/2023	37421	34694	EDGE IT	EDG001	904.80	180.96	1,085.76	110	0	354.20	mapping software subs Cem
								110	0	249.00	mapping software subs Planning
								6240	11	124.50	mapping software subs Planning
								6240	22	177.10	mapping software subs
06/11/2023	0003977216	34665	ELITE	EFS001	96.65	0.00	96.65	6500	30	96.65	goods for resale
20/11/2023	14001563	34751	ELITE	EFS001	85.20	0.00	85.20	6500	30	85.20	goods for resale
30/11/2023	14004716	34769	ELITE	EFS001	143.33	0.00	143.33	6500	28	143.33	goods for resale
14/11/2023	INV-46212	34750	EJPFIREPROTECT	EJPFIRE001	328.00	65.60	393.60	6930	30	328.00	2 fire alarm call outs
14/11/2023	INV-46213	34748	EJPFIREPROTECT	EJPFIRE001	1,330.00	266.00	1,596.00	6930	33	1,330.00	alarm upgrade
20/11/2023	INV-46250	34850	EJPFIREPROTECT	EJPFIRE001	95.00	19.00	114.00	6930	36	95.00	alarm call out
01/11/2023	93797	34722	ATLAS FM/EMPRISE SVS	EMP001	502.52	100.50	603.02	6932	22	502.52	Nov lock up chg
01/11/2023	93798	34723	ATLAS FM/EMPRISE SVS	EMP001	1,257.00	251.40	1,508.40	5311	21	1,257.00	Nov lock up chg P.Close
01/11/2023	93799	34724	ATLAS FM/EMPRISE SVS	EMP001	838.20	167.64	1,005.84	5311	21	838.20	Nov lock up chg H.Street
19/11/2023	2691108	34715	EVERFLOW WATER	EVE002	749.65	0.00	749.65	6002	23	211.44	water chg 19/12-18/01
								5025	21	100.33	water chg 19/12-18/01
								6014	33	135.33	water chg 19/12-18/01
								6014	36	181.79	water chg 19/12-18/01
								6014	30	21.45	water chg 19/12-18/01
								6014	21	19.36	water chg 19/12-18/01
								6014	28	57.71	water chg 19/12-18/01
								6014	29	11.62	water chg 19/12-18/01
								6014	23	10.62	water chg 19/12-18/01
01/11/2023	CASV110521	34636	EXPRESS FACTORS	EXPR001	25.61	5.12	30.73	5410	21	25.61	cable ties, de icer

Purchase Ledger for Month No 8

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
09/11/2023	CASV112153	34701	EXPRESS FACTORS	EXPR001	5.18	1.04	6.22	5525	21	2.31	fuel filter,
								5410	21	2.87	cable tie
13/11/2023	CASV112668	34700	EXPRESS FACTORS	EXPR001	17.56	3.51	21.07	5410	21	17.56	WD40
23/11/2023	23/11/23	34736	EYNSFORD CONCERT BAN	EYNS001	300.00	0.00	300.00	6491	32	300.00	Rem Day Concert
15/11/2023	0063/04155771	34740	FAIRALLS	FAIR001	11.34	2.27	13.61	5500	21	11.34	glue gun
16/11/2023	0063/04158231	34741	FAIRALLS	FAIR001	38.58	7.72	46.30	5310	21	38.58	loose chippings
22/11/2023	0063/04170417	34819	FAIRALLS	FAIR001	38.58	7.72	46.30	5310	21	38.58	stone chippings
17/11/2023	MF/STC/959	34737	FOUR FRYLS LTD	FOU002	700.00	140.00	840.00	6322	40	700.00	literature design
02/11/2023	INV538412	34635	GAZA TIMBER	GAZA001	495.00	99.00	594.00	5310	21	495.00	5 posts
23/11/2023	INV539640	34784	GAZA TIMBER	GAZA001	37.98	7.60	45.58	5500	21	16.33	maint equip
								5410	21	21.65	maint equip
01/11/2023	INV-021504	34628	GLORIOUS GAZEBOS	GLOR001	240.25	48.05	288.30	6491	32	240.25	Gazebo hire
15/11/2023	141354	34739	GODFREYS	GOD001	63.00	12.60	75.60	5700	21	63.00	fuel
14/11/2023	INV-0348	34699	GROUNDHOUSE MEDIA AN	GRO001	2,290.00	454.00	2,744.00	6491	32	2,290.00	Rem Day PA system
06/11/2023	89671	34664	HERBERT & WARD	HAW001	247.00	8.40	255.40	6500	30	205.00	goods for resale
								6505	30	42.00	consumables
16/11/2023	89832	34707	HERBERT & WARD	HAW001	105.50	4.20	109.70	6500	28	84.50	goods for resale
								6505	28	21.00	consumables
30/11/2023	21836	34786	HELIOCENTRIX	HELI001	874.33	174.87	1,049.20	6240	31	874.33	RFO PC upgrade
30/11/2023	21945	34815	HELIOCENTRIX	HELI001	2,009.54	401.91	2,411.45	6240	31	1,132.95	Nov IT support chg
								6242	31	876.59	Nov IT support chg
30/11/2023	T2949	34816	HELIOCENTRIX	HELI001	356.44	71.29	427.73	6101	31	141.50	Nov wifi chg
								6101	21	10.04	Nov wifi chg
								6105	41	141.50	Nov wifi chg
								6105	21	24.95	Nov wifi chg
								6105	50	28.45	Nov wifi chg
								6105	22	10.00	Nov wifi chg
03/11/2023	INV-039388	34713	HGS	HGS001	93.41	18.69	112.10	6013	36	93.41	cleaning eq
08/10/2023	INV-0161	34778	HIGH STREET SAFARI	HIG002	599.00	109.80	708.80	7607	40	599.00	Xmas trail package

Purchase Ledger for Month No 8

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
03/11/2023	2005826301	34637	HM LAND REGISTRY	HML001	21.00	0.00	21.00	6630	11	21.00	title plan view
01/11/2023	INV-3348	34612	HUGO FOX	HUG001	10.83	2.16	12.99	6240	11	10.83	planning tracker support
17/11/2023	8344042959	34696	KALC	KALC	70.00	14.00	84.00	6320	31	70.00	Burial law workshop A.R
17/11/2023	8344076119	34697	KALC	KALC	70.00	14.00	84.00	6320	31	70.00	Allotment law workshop A.R
17/11/2023	1007557	34791	KALL KWIK	KALL001	535.00	99.00	634.00	6460	31	51.00	printing chg
								6869	30	64.00	printing chg
								6490	32	396.00	printing chg
								6322	40	24.00	printing chg
30/11/2023	1007558	34851	KALL KWIK	KALL001	579.00	82.20	661.20	6460	31	355.00	20mph, Xmxas market print chgs
								6200	31	56.00	Agenda print chgs
								6490	32	108.00	print chgs
								6325	40	60.00	print chgs
03/11/2023	14276226	34638	KCC KCS	KCC003	133.80	26.76	160.56	6200	31	12.83	stationery
								6010	33	120.97	cleaning eq
23/11/2023	14285238	34785	KCC KCS	KCC003	45.74	9.15	54.89	5500	33	23.99	clock
								6013	21	15.80	sacks
								5525	21	5.95	key rings
26/11/2023	14286762	34734	KCC KCS	KCC003	71.95	14.39	86.34	6010	50	53.96	cleaning eq
								6200	31	17.99	stationery
06/11/2023	8105652	34662	KFF	KFF001	9.99	0.00	9.99	6500	30	9.99	goods for resale
06/11/2023	8105653	34661	KFF	KFF001	123.74	0.00	123.74	6500	30	123.74	goods for resale
09/11/2023	8109419	34663	KFF	KFF001	162.74	11.32	174.06	6500	30	162.74	goods for resale
20/11/2023	8118142	34752	KFF	KFF001	100.11	5.67	105.78	6500	30	100.11	goods for resale
27/11/2023	8124345	34770	KFF	KFF001	121.03	2.93	123.96	6500	30	121.03	goods for resale
03/11/2023	1298	34679	KING RAMPS	KIN001	2,150.00	430.00	2,580.00	7555	43	500.00	skatepark workshop
								6869	32	1,650.00	skatepark workshop
06/11/2023	LPI000072697	34667	LANES GROUP	LAN001	105.00	21.00	126.00	5120	21	105.00	jetting
09/11/2023	731245	34720	LISTER WILDER	LIST002	158.00	31.60	189.60	5525	21	158.00	tractor oil
14/11/2023	14/11/23	34682	MIKE REID	MIK001	415.96	69.79	485.75	6500	30	3.10	goods for resale

Purchase Ledger for Month No 8

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	313.19	Business Award expenses
								6322	40	64.10	Business Award expenses
								6869	32	35.57	Coronation frames
10/11/2023	3971	34702	MILLS	MILL001	186.00	37.20	223.20	5340	21	186.00	plants
10/11/2023	3972	34703	MILLS	MILL001	360.00	72.00	432.00	5340	21	360.00	plants
10/11/2023	3973	34704	MILLS	MILL001	214.00	42.80	256.80	6802	22	214.00	plants
08/11/2023	INV03966	34680	MSB ROOFING	MSB001	428.00	0.00	428.00	5410	33	428.00	Chamber roof repair
06/11/2023	417290/0	34705	NATIONAL LEAFLET CO	NAT010	934.32	186.42	1,120.74	6210	31	934.32	Town Crier delivery
28/11/2023	UKSPS00122515	34783	NEXUDUS SL	NEX001	99.24	19.85	119.09	6900	41	99.24	Dec booking chg
02/11/2023	27812210	34639	NISBETS	NIS001	69.99	13.99	83.98	5500	31	69.99	water boiler
14/11/2023	27888288	34792	NISBETS	NIS001	85.46	17.09	102.55	6013	30	31.47	cleaning eq
								6505	30	53.99	consumables
15/11/2023	27897144	34790	NISBETS	NIS001	57.91	8.49	66.40	6500	30	15.44	goods for resale
								6505	30	42.47	consumables
23/11/2023	1006	34760	OAKHILL ROAD	OAK001	42.00	0.00	42.00	6812	21	42.00	gate entry device
06/11/2023	0001/00165899	34721	OBM	OBM001	13.83	2.77	16.60	5410	33	13.83	wood filler
28/11/2023	0001/00167429	34821	OBM	OBM001	17.78	3.56	21.34	5500	21	13.79	stopclock
								5410	21	3.99	silicone
28/11/2023	231103	34758	OLD SCHOOL SAMBA	OLD001	450.00	0.00	450.00	6490	32	450.00	CLSO performers
28/11/2023	28/NOV23/ANN	34848	ONECARD	ONE002	2,056.17	180.65	2,236.82	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
								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

Purchase Ledger for Month No 8

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
								6710	31	90.33	Carbon Lit event Cllr.L.O
								6710	31	3.89	Carbon Lit event Cllr.L.O
								6500	28	65.82	Goods for resale
								6500	30	100.96	Goods for resale
								6500	28	100.18	Goods for resale
								6500	28	1.50	Goods for resale
								6500	30	98.47	Goods for resale
								6500	28	55.15	Goods for resale
								6500	28	1.25	Goods for resale
								6500	30	139.46	Goods for resale
								6500	28	86.62	Goods for resale
								6500	30	110.88	Goods for resale
								6101	22	5.00	AC mobile
								6101	31	16.67	LL ipad
								5410	22	322.00	Removal & replacement of stone
								6200	31	14.05	Drawer dividers
								6490	32	120.00	Santa's Grotto books
								6490	32	52.46	Santa's Grotto books
								5340	21	132.50	bulbs
								6802	22	159.99	bulbs
								6325	40	8.03	Holly Party ad
								6325	40	6.27	Holly Party ad
								6325	40	7.15	Holly Party ad
								6325	40	6.48	Holly Party ad
								6325	40	7.83	Holly Party ad
								6460	31	3.97	20mph consultation ad
								6460	31	4.59	20mph consultation ad
								6460	31	4.85	20mph consultation ad
								6460	31	5.52	20mph consultation ad

Purchase Ledger for Month No 8

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
								6460	31	4.17	20mph consultation ad
								6241	50	12.00	website maintenance
								6900	40	27.46	photo frames best dressed wind
								6922	36	51.97	defibrillator pad
								6922	33	51.97	defibrillator pad
								6975	31	45.00	defibrillator pad
28/11/2023	28/NOV23/LIN	34787	ONECARD	ONE002	677.80	21.99	699.79	6322	40	110.00	Business Awards presenter fee
								6500	28	47.06	goods for resale
								6500	50	38.44	goods for resale
								6500	50	19.21	goods for resale
								6500	30	94.16	goods for resale
								6500	50	96.61	goods for resale
								6500	50	69.84	goods for resale
								6500	50	32.62	goods for resale
								6500	50	50.72	goods for resale
								6010	28	2.50	cleaning eq
								6010	50	2.50	cleaning eq
								6010	50	5.66	cleaning eq
								6630	11	20.87	surveys subs
								6415	31	16.00	staff meal gifts
								5500	50	23.32	skipping ropes
								6505	50	3.29	consumables
								6975	31	45.00	banks chgs
28/11/2023	28/NOV23/ROS	34788	ONECARD	ONE002	45.00	0.00	45.00	6975	31	45.00	bank chg
08/11/2023	8/11/23	34669	PHIL RAYMOND	PHI002	60.00	0.00	60.00	6869	30	60.00	Forget me not talk
02/11/2023	00003028673-067	34640	PLUSNET	PLUS01	-15.72	-3.14	-18.86	6101	22	-15.72	oct telephone credit
01/11/2023	211832	34677	PREMIER ALARMS	PREM001	646.09	129.22	775.31	6930	21	646.09	Annual alarm maint
28/11/2023	217564	34822	PROVENDER	PRO002	71.67	14.33	86.00	5320	21	54.17	bark
								5310	21	17.50	tree stakes

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 8

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
02/11/2023	I311851	34613	Q CATERING	QCA001	265.40	3.54	268.94	6500	30	265.40	goods for resale
09/11/2023	I312818	34666	Q CATERING	QCA001	86.36	2.22	88.58	6500	30	86.36	goods for resale
28/11/2023	I315357	34771	Q CATERING	QCA001	126.21	0.00	126.21	6500	30	126.21	goods for resale
25/11/2023	RB97646691643	34782	RAWSTONE HIRE	RAW001	333.33	66.67	400.00	6490	32	333.33	Hire of Luton van
20/11/2023	RS109481	34743	RAWSTONE HIRE	RAW001	221.90	44.38	266.28	6491	32	221.90	road signs
30/11/2023	RS109648	34852	RAWSTONE HIRE	RAW001	350.10	70.02	420.12	6490	32	350.10	Road signs, crowd barriers
22/11/2023	22/11/23	34735	ROYAL BRITISH LEGION	RBL001	200.00	0.00	200.00	6491	32	200.00	Wreaths
12/11/2023	44004	34708	RIGHT GUARD	RIGHT001	506.75	101.35	608.10	6491	32	506.75	Rem Day security
24/11/2023	44082	34767	RIGHT GUARD	RIGHT001	2,465.90	493.18	2,959.08	6490	32	2,465.90	CLSO security
06/11/2023	241123RW	34757	ROBBIE WHITE	ROB003	400.00	0.00	400.00	6490	32	400.00	CLSO performer
28/11/2023	1440207704	34820	SCREWFIX	SCREW001	252.49	50.49	302.98	5500	21	252.49	engraver, mixer
06/11/2023	2085641	34616	SDC	SDC001	1,968.65	0.00	1,968.65	5421	60	569.23	Nov market rent
								5420	60	1,399.42	Nov market rent
10/11/2023	2085738	34656	SDC	SDC001	80.60	0.00	80.60	6935	30	80.60	bin collection 9/10-5/11
10/11/2023	2085836	34655	SDC	SDC001	161.20	0.00	161.20	6935	21	161.20	bin collection 17/7-13/8
10/11/2023	2085837	34660	SDC	SDC001	80.60	0.00	80.60	6935	22	80.60	bin collection 9/10-5/11
10/11/2023	2085838	34657	SDC	SDC001	65.60	0.00	65.60	6935	33	65.60	bin collection 9/10-5/11
10/11/2023	2085845	34659	SDC	SDC001	80.60	0.00	80.60	6935	36	80.60	bin collection 9/10-5/11
10/11/2023	2085846	34658	SDC	SDC001	146.20	0.00	146.20	6935	28	146.20	bin collection 9/10-5/11
22/11/2023	2086065	34746	SDC	SDC001	95.00	11.00	106.00	6889	31	95.00	waste sacks
30/11/2023	2086126	34768	SDC	SDC001	76.00	0.00	76.00	6889	31	76.00	waste sacks
20/10/2023	GAC56174	34789	SETYRES	SETY001	17.50	3.50	21.00	5550	21	17.50	puncture repair
28/11/2023	28NOV23	34845	WATER CHOICE	SEWAT001	331.61	0.00	331.61	6014	22	331.61	water chg 26/4-9/11
02/11/2023	0000129778	34693	SMITH OF DERBY	SMIT003	545.00	109.00	654.00	6861	26	545.00	High St clock maint
02/11/2023	0000129779	34692	SMITH OF DERBY	SMIT003	560.00	112.00	672.00	6861	26	560.00	Market house clock maint
20/11/2023	11337	34775	STREETMASTER	STREE001	63.00	12.60	75.60	5410	21	63.00	3 locks for bins
18/11/2023	922335	34691	JS TAYLOR	TAYL001	2,380.00	0.00	2,380.00	6490	32	2,380.00	4 light control boxes
27/11/2023	27/11/23	34755	TOWN CRIER	TOW001	46.80	0.00	46.80	6490	32	46.80	CLSO Appearance
24/11/2023	2089	34759	THE ONLY WAY	TOWIEA01	405.00	0.00	405.00	6490	32	405.00	CLSO performers

Purchase Ledger for Month No 8

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	INV-5335	34806	TREE ABILITY	TREE001	880.00	176.00	1,056.00	5070	21	880.00	tree work
25/10/2023	INV-5336	34807	TREE ABILITY	TREE001	510.00	102.00	612.00	6802	22	510.00	tree work
24/11/2023	INV-5394	34773	TREE ABILITY	TREE001	550.00	110.00	660.00	5060	21	550.00	tree work
24/11/2023	INV-5395	34774	TREE ABILITY	TREE001	55.00	11.00	66.00	5070	21	55.00	tree work
05/11/2023	114	34615	V.C HANDYMAN	VCH001	880.00	0.00	880.00	6001	60	880.00	Sat Market set up chg
01/11/2023	17444	34642	VISION ICT	VISICT001	25.00	5.00	30.00	6241	40	25.00	Website domain renewal
30/11/2023	154192	34856	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5026	21	4.31	Nov hygiene unit clean
								5025	21	12.94	Nov hygiene unit clean
								5020	29	12.95	Nov hygiene unit clean
30/11/2023	154193	34855	WETTON CLEANING SERV	WET001	1,991.00	398.20	2,389.20	6013	30	248.87	Nov clean & lock up chg
								5026	21	248.88	Nov clean & lock up chg
								5025	21	746.62	Nov clean & lock up chg
								5020	29	746.63	Nov clean & lock up chg
30/11/2023	283637808	34826	WORLDPAY	WOR001	62.92	10.58	73.50	6976	31	62.92	Nov credit card chg
30/11/2023	283653576	34825	WORLDPAY	WOR001	124.26	16.82	141.08	6976	30	124.26	Nov credit card chg
30/11/2023	283863577	34824	WORLDPAY	WOR001	29.93	0.05	29.98	6976	31	29.93	Nov credit card chg
30/11/2023	283890519	34823	WORLDPAY	WOR001	42.52	5.65	48.17	6976	28	42.52	Nov card trans chg
01/11/2023	WM12239387	34641	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Oct card trans chg
03/11/2023	01332424	34672	YU ENERGY	YUE001	531.62	26.58	558.20	6862	26	531.62	Oct electric chg
03/11/2023	01355841	34670	YU ENERGY	YUE001	43.16	2.16	45.32	6862	26	43.16	Oct electric chg
03/11/2023	01355843	34671	YU ENERGY	YUE001	7.15	0.36	7.51	6862	26	7.15	Oct electric chg
TOTAL INVOICES					<u>65,322.60</u>	<u>9,378.51</u>	<u>74,701.11</u>			<u>65,322.60</u>	

Purchase Ledger for Month No 9

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
31/12/2023	1/IN3105	34897	ALTOOFFICE	ALTO001	24.00	4.80	28.80	6200	31	24.00	toner
06/12/2023	006	34834	ANTHONY CHARLES WILL	ANT001	120.00	0.00	120.00	6244	40	120.00	qtrly screen fee
15/12/2023	15/12/2023	34907	BANKLINE	BANKL01	91.70	0.00	91.70	6975	31	91.70	banks chgs
27/12/2023	3594698	34922	BOOKER	BOOK001	204.22	11.33	215.55	6500	28	164.26	goods for resale
								6505	28	7.98	consumables
								6010	28	31.98	cleaning eq
27/12/2023	3594699	34923	BOOKER	BOOK001	16.48	1.00	17.48	6500	28	11.49	goods for resale
								6010	28	4.99	cleaning eq
12/12/2023	232092570	34939	BP FUEL	BPF001	157.31	31.46	188.77	5700	22	12.69	fuel
								5700	21	144.62	fuel
12/12/2023	232092571	34869	BP FUEL	BPF001	4.52	0.00	4.52	5700	21	4.52	fuel
19/12/2023	232094292	34940	BP FUEL	BPF001	96.45	19.29	115.74	5700	21	96.45	fuel
19/12/2023	232094293	34941	BP FUEL	BPF001	7.02	0.00	7.02	5700	21	7.02	fuel
28/12/2023	232095459	34944	BP FUEL	BPF001	47.21	9.44	56.65	5700	22	47.21	fuel
28/12/2023	232095460	34943	BP FUEL	BPF001	6.13	0.00	6.13	5700	21	6.13	fuel
31/12/2023	232097642	34942	BP FUEL	BPF001	22.89	0.00	22.89	5700	21	22.89	fuel
22/12/2023	721904642	34974	BRITISH GAS	BRI001	-405.78	-81.15	-486.93	6012	30	-405.78	Gas credit 22/10-21/11
22/12/2023	721904643	34975	BRITISH GAS	BRI001	-223.32	-44.66	-267.98	6012	30	-223.32	gas credit 22/9-21/10
28/12/2023	721910723	34973	BRITISH GAS	BRI001	283.49	14.17	297.66	6012	30	283.49	gas chg 22/9-20/12
20/12/2023	864039210	34894	BRITISH GAS	BRIT007	227.85	11.39	239.24	6010	33	227.85	gas chg 8/11-14/12
14/12/2023	820879184	34893	BRITISH GAS	BRIT008	302.93	60.58	363.51	6012	36	302.93	gas chg 12/11-11/12
21/12/2023	21/12/23	34902	MAYOR OF BROMLEY	BRO003	70.00	0.00	70.00	6441	42	70.00	Bromley Lunch for Ukraine 21/1
07/12/2023	153615	34883	CONNECTAPHONE	CON001	590.94	118.19	709.13	6101	50	50.98	Nov telephone chg
								6101	22	50.98	Nov telephone chg
								6101	28	50.98	Nov telephone chg
								6101	36	52.96	Nov telephone chg
								6101	30	72.48	Nov telephone chg
								6101	31	312.56	Nov telephone chg

Purchase Ledger for Month No 9

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
31/12/2023	INV424495	34972	COUNTRY STYLE RECYCL	COU001	14.98	3.00	17.98	6935	36	14.98	Dec glass collection
31/12/2023	INV424496	34965	COUNTRY STYLE RECYCL	COU001	64.16	12.83	76.99	6935	29	64.16	Dec glass collection
11/12/2023	14139	34906	STREETLIGHTS	DIR001	116.75	23.35	140.10	6862	26	116.75	lamp repair in Pineneedle Lane
11/12/2023	14140	34905	STREETLIGHTS	DIR001	41.25	8.25	49.50	6862	26	41.25	lamp repair at Six Bells Lane
08/12/2023	8496769259A	34809	COUNCILLOR DIXON	DIX002	50.00	10.00	60.00	6710	31	50.00	course for Cllr.D
01/12/2023	000017484670	34843	EDF ENERGY	EDF002	1,634.85	326.98	1,961.83	6011	36	1,634.85	Nov electric chg
01/12/2023	000017496258	34844	EDF ENERGY	EDF004	1,712.27	342.46	2,054.73	6010	41	1,712.27	Nov electric chg
29/12/2023	000017702403	34921	EDF ENERGY	EDF008	28.71	1.43	30.14	6861	26	28.71	electric chg 24/09-23/12
06/12/2023	000017538470	34878	EDF ENERGY	EDF009	488.52	97.70	586.22	6010	22	488.52	Nov electric chg
01/12/2023	000017460723	34842	EDF ENERGY	EDF011	1,209.78	241.96	1,451.74	6011	30	1,209.78	Nov electric chg
16/11/2023	7198369529/REV	34891	EDF ENERGY	EDF012	-1,281.83	-256.38	-1,538.21	6010	21	-1,281.83	electric chg 14/01/24-31/3/24
16/11/2023	7198369529A	34892	EDF ENERGY	EDF012	1,281.93	256.38	1,538.31	6010	21	1,281.93	electric chg 14/01/24-31/3/24
02/12/2023	2/12/23	34794	ED THOMPSON	EDT001	60.00	0.00	60.00	6869	30	60.00	Heritage talk
13/11/2023	14000115	34920	ELITE	EFS001	86.14	6.91	93.05	6500	30	86.14	goods for resale
13/12/2023	14008813	34873	ELITE	EFS001	90.56	0.00	90.56	6500	30	90.56	goods for resale
01/12/2023	95259	34865	ATLAS FM/EMPRISE SVS	EMP001	502.52	100.50	603.02	6932	22	502.52	Dec lock up chg
01/12/2023	95260	34863	ATLAS FM/EMPRISE SVS	EMP001	1,298.90	259.78	1,558.68	5311	21	1,298.90	Dec lock up chg Pointoise
01/12/2023	95261	34864	ATLAS FM/EMPRISE SVS	EMP001	866.14	173.23	1,039.37	5311	21	866.14	Dec lock up chg
31/12/2023	96091	34966	ATLAS FM/EMPRISE SVS	EMP001	101.22	20.23	121.45	6932	22	101.22	Dec lock up chg
08/12/2023	150797	34858	ENGLISH WOODLANDS	ENG001	449.56	89.92	539.48	5340	21	449.56	Tree work
31/12/2023	151070	34931	ENGLISH WOODLANDS	ENG001	59.17	11.83	71.00	5340	21	59.17	tree work
10/11/2023	EPCP23-11-004	34958	EPC SOLUTIONS	EPC001	700.00	0.00	700.00	6922	41	700.00	Non Domestic EPC
17/12/2023	2762305	34860	EVERFLOW WATER	EVE002	619.64	0.00	619.64	6002	23	211.44	water chg 19/1/24-18/2/24
								5025	21	100.33	water chg 19/1/24-18/2/24
								6014	33	135.33	water chg 19/1/24-18/2/24
								6014	36	49.62	water chg 19/1/24-18/2/24
								6014	30	21.45	water chg 19/1/24-18/2/24
								6014	21	19.36	water chg 19/1/24-18/2/24
								6014	28	57.71	water chg 19/1/24-18/2/24

Purchase Ledger for Month No 9

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
								6014	29	11.62	water chg 19/1/24-18/2/24
								6014	23	12.78	water chg 19/1/24-18/2/24
14/12/2023	0063/04218771	34964	FAIRALLS	FAIR001	35.12	7.02	42.14	5310	21	35.12	concrete
08/12/2023	INV540519	34911	GAZA TIMBER	GAZA001	63.05	12.61	75.66	6922	22	63.05	handrail
04/12/2023	SI876125	34882	GLASDON	GLAS001	918.32	183.66	1,101.98	5310	21	918.32	2 skatepark benches
11/12/2023	129	34877	GLENN BALL	GLE001	2,111.30	0.00	2,111.30	5025	21	2,111.30	Architect services
18/12/2023	219	34900	GLENN BALL	GLE001	328.30	0.00	328.30	5025	21	328.30	Architect fees
12/12/2023	143020	34862	GODFREYS	GOD001	63.00	12.60	75.60	5700	21	63.00	fuel
21/12/2023	21/12/23	34903	GRAVESHAM BOROUGH	GRA002	80.00	0.00	80.00	6441	42	80.00	Gravesham Sunday lunch 11/02
05/12/2023	90060	34795	HERBERT & WARD	HAW001	205.00	0.00	205.00	6500	30	205.00	goods for resale
31/12/2023	22210	34912	HELIOCENTRIX	HELI001	2,009.19	401.84	2,411.03	6240	31	1,132.60	Dec IT support chg
								6242	31	876.59	Dec IT support chg
31/12/2023	T2984	34924	HELIOCENTRIX	HELI001	356.51	71.30	427.81	6101	31	141.50	Dec wifi chg
								6101	21	10.11	Dec wifi chg
								6105	41	141.50	Dec wifi chg
								6105	21	24.95	Dec wifi chg
								6105	50	28.45	Dec wifi chg
								6105	22	10.00	Dec wifi chg
08/12/2023	2005938543	34880	HM LAND REGISTRY	HML001	42.00	0.00	42.00	6630	31	42.00	title plans and register
06/12/2023	2930	34870	HOB MECHANICAL SERVI	HOB001	665.20	133.04	798.24	5410	36	665.20	kitchen sensor install
01/12/2023	INV-3646	34766	HUGO FOX	HUG001	10.83	2.16	12.99	6240	11	10.83	planning tracker support
04/12/2023	34916440	34846	INITIAL WASHROOMS	INIT001	650.59	130.13	780.72	110	0	76.79	toilet bin maint Dec23-24 C.O
								110	0	251.18	toilet bin maint Dec23-24 B.B
								110	0	159.98	toilet bin maint Dec23-24 BB.C
								6935	33	25.59	toilet bin maint Dec23-24 C.O
								6935	30	83.72	toilet bin maint Dec23-24 B.B
								6935	36	53.33	toilet bin maint Dec23-24 BB.C
05/12/2023	8475675139	34802	KALC	KALC	37.00	7.40	44.40	6710	31	37.00	Course for Cllr.A
08/12/2023	8496487829	34803	KALC	KALC	50.00	10.00	60.00	6320	31	50.00	course for G.E

Purchase Ledger for Month No 9

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
08/12/2023	8496769259	34804	KALC	KALC	50.00	10.00	60.00	6710	31	50.00	course for Cllr.D
08/12/2023	8496769259REV	34810	KALC	KALC	-50.00	-10.00	-60.00	6710	31	-50.00	course for Cllr.D
08/12/2023	8497771739	34805	KALC	KALC	100.00	20.00	120.00	6710	31	100.00	course for cllr.M & Cllr.O
24/11/2023	900182020	34957	KENT COUNTY COUNCIL	KCC002	25.00	0.00	25.00	6490	32	25.00	Road closure advertising
01/12/2023	14289678	34780	KCC KCS	KCC003	75.98	15.20	91.18	6010	50	75.98	cleaning eq
03/12/2023	14290490	34841	KCC KCS	KCC003	43.99	8.80	52.79	6200	31	43.99	whiteboard for RFO
03/12/2023	14290491	34833	KCC KCS	KCC003	49.78	9.96	59.74	6010	33	49.78	cleaning eq
06/12/2023	14291793	34962	KCC KCS	KCC003	211.99	42.40	254.39	5410	36	26.50	rock salt
								6822	22	79.50	rock salt
								5310	21	105.99	rock salt
21/12/2023	14297765	34938	KCC KCS	KCC003	123.22	24.64	147.86	6013	22	123.22	cleaning eq
21/12/2023	14297766	34899	KCC KCS	KCC003	80.71	16.14	96.85	6200	31	4.75	stationery
								6010	33	75.96	cleaning eq
04/12/2023	8131171	34797	KFF	KFF001	19.18	0.00	19.18	6500	30	19.18	goods for resale
04/12/2023	8131172	34798	KFF	KFF001	100.72	0.00	100.72	6500	30	100.72	goods for resale
14/12/2023	8141984	34872	KFF	KFF001	85.97	3.40	89.37	6500	30	85.97	goods for resale
13/12/2023	1167904388	34904	KONICA MINOLTA	KMB001	536.96	107.39	644.35	6200	31	536.96	print chg 19/09-18/12
01/10/2022	40057010989	34979	KNOLE ESTATE	KNOL001	500.00	100.00	600.00	5310	21	500.00	Environmental Park rent 22/23
01/10/2023	40057011772	34978	KNOLE ESTATE	KNOL001	500.00	100.00	600.00	5310	21	500.00	Environmental Park rent 23/24
07/12/2023	7/12/23	34801	LAWRENCE JENKINS	LAW001	500.00	0.00	500.00	6441	42	500.00	Painting
18/12/2023	INV007594	34901	LIMELITE LIGHTING	LIM001	3,332.50	666.50	3,999.00	6490	32	3,332.50	stage & tech support
08/12/2023	2022/1208	34879	LISTENING ROOM	LIST001	500.00	0.00	500.00	6325	40	500.00	Holly Party band
28/11/2023	732018	34969	LISTER WILDER	LIST002	624.45	124.89	749.34	5525	21	624.45	Baroness service
29/11/2023	732153	34970	LISTER WILDER	LIST002	616.78	123.36	740.14	5525	21	616.78	Buffalo 34" service
05/12/2023	155361	34837	MANAGED TECHNOLOGY	MAN002	70.09	14.02	84.11	6200	31	70.09	print chg
13/12/2023	1533	34881	MERLIN LIGHTING	MER003	695.00	139.00	834.00	6490	32	695.00	xmas light comp angel
12/12/2023	4961	34874	MICBEX	MIC001	110.00	22.00	132.00	5410	36	110.00	oven service
19/12/2023	19/12/23	34884	MIKE REID	MIK001	38.40	0.00	38.40	6325	40	38.40	Holly party expenses
28/12/2023	UKSPS00124933	34898	NEXUDUS SL	NEX001	99.32	19.86	119.18	6900	41	99.32	Jan booking chg

Purchase Ledger for Month No 9

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
05/12/2023	0001/00167916	34836	OBM	OBM001	27.78	5.56	33.34	5525	22	4.33	drill bit
								5410	22	23.45	glue
28/12/2023	28/DEC23/ANN	34963	ONECARD	ONE002	958.99	90.94	1,049.93	6460	31	3.48	20mph consultation ad
								6460	31	4.28	20mph consultation ad
								6460	31	8.27	20mph consultation ad
								6460	31	0.87	20mph consultation ad
								6325	40	8.52	Holly Party ad
								6325	40	7.72	Holly Party ad
								6200	31	7.24	wall planner
								6200	31	3.32	whiteboard pens
								6500	28	70.83	Goods for resale
								6500	28	1.25	Goods for resale
								6500	30	95.60	Goods for resale
								6500	28	45.40	Goods for resale
								6500	28	4.17	Goods for resale
								6500	30	2.92	Goods for resale
								6500	30	124.32	Goods for resale
								6500	28	58.84	Goods for resale
								6500	28	-58.84	Goods for resale
								6500	28	56.96	Goods for resale
								6505	28	1.17	consumables
								5500	50	107.50	hoover
								5500	50	53.00	cash drawer
								6330	22	20.02	eye wash
								6330	21	3.58	eye wash
								6330	31	29.50	meeting sandwiches
								6104	21	5.00	O/S team iPad
								6104	36	8.34	KW mobile
								6104	21	8.34	O/S manager mobile

Purchase Ledger for Month No 9

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
								6104	33	8.34	Caretaker mob
								6104	21	5.00	Town Warden mobile
								6104	36	8.34	KW mobile
								6240	11	10.95	Acrobat Standard Licence
								6240	31	10.83	Software design subs
								6240	50	16.64	Adobe Illustrator - HITB
								6240	31	16.64	Acrobat Pro DC
								6240	40	47.48	Creative Cloud Subs
								6101	22	5.00	AC mobile
								6101	31	16.67	Town Clerk ipad
								6410	31	97.32	Christmas council refreshments
								6010	28	2.50	cleaning eq
								7607	40	3.73	Facebook advertising
								7607	40	11.13	Facebook advertising
								7607	40	1.82	Facebook advertising
								6210	31	1.50	postage
								6210	31	1.50	postage
								6241	50	12.00	website maintenance
28/12/2023	28/DEC23/LIN	34960	ONECARD	ONE002	342.52	13.50	356.02	6630	11	20.02	survey subscription
								6900	33	7.00	xmas decs
								6330	31	2.83	refreshments
								6330	31	14.20	refreshments
								6330	31	22.95	refreshments
								6500	50	98.74	goods for resale
								6500	50	17.50	goods for resale
								6500	50	47.64	goods for resale
								6500	50	17.75	goods for resale
								6010	50	3.91	cleaning eq
								6415	31	5.50	staff xmas gift

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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
								6415	31	84.48	staff xmas gift
14/12/2023	14/12/23	34857	PARTY AND CARNIVAL W	PAR005	120.00	0.00	120.00	6325	40	120.00	balloons
11/12/2023	0037133	34875	PERFECT CUISINE CATE	PER001	700.00	0.00	700.00	6325	40	700.00	Holly Party food
11/12/2023	0037133A	34876	PERFECT CUISINE CATE	PER001	390.00	0.00	390.00	6410	31	390.00	Xmas Council food
13/12/2023	212862	34871	PREMIER ALARMS	PREM001	9.07	1.81	10.88	6930	30	9.07	keyfob battery
06/12/2023	I316551	34796	Q CATERING	QCA001	88.21	5.82	94.03	6500	30	88.21	goods for resale
08/12/2023	RS109881	34859	RAWSTONE HIRE	RAW001	24.75	4.95	29.70	6952	21	24.75	gloves
10/12/2023	44196	35014	RIGHT GUARD	RIGHT001	200.00	40.00	240.00	5426	60	200.00	Xmas market security 10/12
17/12/2023	44232	35016	RIGHT GUARD	RIGHT001	500.00	100.00	600.00	5426	60	500.00	Xmas market security 17/12
24/12/2023	44264	35018	RIGHT GUARD	RIGHT001	500.00	100.00	600.00	5426	60	500.00	Xmas market security 24/12
10/12/2023	44389	35015	RIGHT GUARD	RIGHT001	-20.00	-4.00	-24.00	5426	60	-20.00	Xmas market security 10/12
17/12/2023	44390	35017	RIGHT GUARD	RIGHT001	-50.00	-10.00	-60.00	5426	60	-50.00	Xmas market security 17/12
24/12/2023	44391	35019	RIGHT GUARD	RIGHT001	-50.00	-10.00	-60.00	5426	60	-50.00	Xmas market security 24/12
15/12/2023	1446444880	34932	SCREWFIX	SCREW001	19.99	4.00	23.99	5310	21	19.99	hose clips
04/12/2023	2086219	34764	SDC	SDC001	80.60	0.00	80.60	6935	30	80.60	bin collection 06/11-03/12
04/12/2023	2086316	34761	SDC	SDC001	80.60	0.00	80.60	6935	22	80.60	bin collection 06/11-03/12
04/12/2023	2086317	34779	SDC	SDC001	161.20	0.00	161.20	6935	21	161.20	bin collection 14/08-10/09
04/12/2023	2086318	34765	SDC	SDC001	65.60	0.00	65.60	6935	33	65.60	bin collection 06/11-03/12
04/12/2023	2086325	34763	SDC	SDC001	120.90	0.00	120.90	6935	36	120.90	bin collection 06/11-03/12
04/12/2023	2086326	34762	SDC	SDC001	146.20	0.00	146.20	6935	28	146.20	bin collection 06/11-03/12
04/12/2023	2086473	34777	SDC	SDC001	1,574.92	0.00	1,574.92	5421	60	455.38	Dec market rent
								5420	60	1,119.54	Dec market rent
04/12/2023	2086474	34776	SDC	SDC001	600.00	0.00	600.00	6889	31	600.00	waste sacks
08/12/2023	2086510	34793	SDC	SDC001	51.50	5.50	57.00	6889	31	51.50	waste sacks
28/12/2023	2086671	34976	SDC	SDC001	655.20	131.04	786.24	6934	21	655.20	dog bin emptying Oct-Dec
18/12/2023	1621	34934	SGE	SGE001	22.69	4.55	27.24	5525	21	22.69	hydraulic hoses
19/12/2023	1639	34933	SGE	SGE001	250.16	50.03	300.19	5525	21	250.16	hydraulic hoses
29/12/2023	1679	34929	SGE	SGE001	9.52	1.91	11.43	5310	21	9.52	bolts, drill bit
21/11/2023	1086	34971	SG PLUMBING AND HEAT	SGP001	130.98	26.20	157.18	5410	30	130.98	plumbing work

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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
12/12/2023	BK213826-1	34908	SLCC	SLCC001	500.00	51.00	551.00	6710	31	500.00	conference fee
18/12/2023	BK213826-2	34909	SLCC	SLCC001	-35.00	0.00	-35.00	6710	31	-35.00	conference fee credit
18/12/2023	BK213826-3	34910	SLCC	SLCC001	-105.00	0.00	-105.00	6710	31	-105.00	conference fee credit
19/12/2023	19/12/23	34961	ST JOHN	STJO001	170.00	0.00	170.00	6491	32	170.00	Rem Day first aid cover
07/12/2023	7/12/23	34799	SWANLEY TOWN COUNCIL	SWA002	90.00	0.00	90.00	6441	42	90.00	Swanley's Rainbow Ball 27/1/24
19/12/2023	0000572105	34930	TATE FENCING	TATE001	232.29	46.46	278.75	5310	21	45.00	timber
								5410	23	142.92	staples
								5120	21	44.37	gate post
09/12/2023	922353	34861	JS TAYLOR	TAYL001	120.00	0.00	120.00	5410	28	120.00	2 sockets installed
11/12/2023	42013	34868	TELESHORE UK	TELE003	619.41	123.88	743.29	5525	22	619.41	Shoring equip service
12/12/2023	42025	34867	TELESHORE UK	TELE003	84.00	16.80	100.80	5525	22	84.00	Shoring equip service
13/12/2023	INV-5229	34866	TGO	TGO001	110.00	22.00	132.00	5410	21	110.00	paint, bearings
11/12/2023	11/12/23	34847	TRADITIONAL FISH LTD	TRA004	246.40	0.00	246.40	6330	31	246.40	staff xmas lunch
19/12/2023	INV-5437	34935	TREE ABILITY	TREE001	220.00	44.00	264.00	6802	22	220.00	tree work
19/12/2023	INV-5439	34937	TREE ABILITY	TREE001	880.00	176.00	1,056.00	5070	21	880.00	tree work
19/12/2023	INV-5440	34936	TREE ABILITY	TREE001	919.00	183.80	1,102.80	5070	21	919.00	tree work
28/12/2023	2390	34895	ULTRALITE	ULTRA001	920.00	184.00	1,104.00	6490	32	920.00	snowflake lights x 10
28/12/2023	2391	34896	ULTRALITE	ULTRA001	13,400.00	2,680.00	16,080.00	6490	32	13,400.00	xmas light installation
03/12/2023	3/12/23	34800	V.C HANDYMAN	VCH001	880.00	0.00	880.00	6001	60	880.00	Nov market set up chg
31/12/2023	154579	34967	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5026	21	4.31	Dec hygiene unit clean
								5025	21	12.94	Dec hygiene unit clean
								5020	29	12.95	Dec hygiene unit clean
31/12/2023	154580	34968	WETTON CLEANING SERV	WET001	1,991.00	398.20	2,389.20	6013	30	248.87	Dec clean & lock up chg
								5026	21	248.88	Dec clean & lock up chg
								5025	21	746.62	Dec clean & lock up chg
								5020	29	746.63	Dec clean & lock up chg
31/12/2023	287559589	34925	WORLDPAY	WOR001	55.12	10.50	65.62	6976	31	55.12	Dec card trans chg
31/12/2023	287569759	34928	WORLDPAY	WOR001	95.61	14.15	109.76	6976	30	95.61	Dec card trans chg
31/12/2023	287666842	34926	WORLDPAY	WOR001	35.39	0.03	35.42	6976	31	35.39	Dec card trans chg

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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
31/12/2023	287729381	34927	WORLDPAY	WOR001	30.64	4.49	35.13	6976	28	30.64	Dec card trans chg
01/12/2023	WM12259230	34835	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Nov card trans chg
01/12/2023	01385328	34838	YU ENERGY	YUE001	44.67	2.23	46.90	6862	26	44.67	Nov electric chg
01/12/2023	01385329	34839	YU ENERGY	YUE001	6.92	0.35	7.27	6862	26	6.92	Nov electric chg
01/12/2023	01385330	34840	YU ENERGY	YUE001	616.49	123.30	739.79	6862	26	616.49	Nov electric chg
TOTAL INVOICES					<u>58,383.18</u>	<u>9,066.55</u>	<u>67,449.73</u>			<u>58,383.18</u>	

Purchase Ledger for Month No 10

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
31/01/2024	INV-48808	35114	ARKAS	ARK02	175.00	35.00	210.00	5410	36	175.00	kitchen shutter repair
15/01/2024	15/01/2024	35011	BANKLINE	BANKL01	76.10	0.00	76.10	6975	31	76.10	bank chg
27/01/2024	SI-1377	35099	BAT & BALL SPORTS	BAT001	12.48	2.52	15.00	5500	50	12.48	sports equip
12/01/2024	12/01/24	34992	MAYOR OF BEXLEY	BEX001	58.00	0.00	58.00	6441	42	58.00	Bexley Greyhound night 23/01
12/01/2024	12/01/24/REV	35077	MAYOR OF BEXLEY	BEX001	-58.00	0.00	-58.00	6441	42	-58.00	Bexley Greyhound Evening 23/01
10/01/2024	3595090	34995	BOOKER	BOOK001	145.17	13.75	158.92	6500	28	76.44	goods for resale
								6505	28	68.73	consumables
09/01/2024	242000890	34981	BP FUEL	BPF001	63.23	12.65	75.88	5700	21	63.23	fuel
16/01/2024	242001977	35121	BP FUEL	BPF001	45.20	9.04	54.24	5700	22	45.20	fuel
16/01/2024	242001978	35035	BP FUEL	BPF001	5.15	0.00	5.15	5700	21	5.15	fuel
23/01/2024	242003741	35147	BP FUEL	BPF001	97.53	19.51	117.04	5700	21	97.53	fuel
23/01/2024	242003742	35119	BP FUEL	BPF001	14.62	0.00	14.62	5700	21	14.62	fuel
30/01/2024	242004852	35120	BP FUEL	BPF001	8.17	0.00	8.17	5700	21	8.17	fuel
31/01/2024	242007160	35148	BP FUEL	BPF001	13.19	0.00	13.19	5700	21	13.19	fuel
11/01/2024	SVO/370773	35051	BREWERS	BREW001	10.62	2.12	12.74	5210	22	10.62	sanding paper
11/01/2024	SVO/370774	35053	BREWERS	BREW001	7.41	1.48	8.89	5410	21	7.41	paint
24/01/2024	838470972	35080	BRITISH GAS	BRI001	253.92	50.78	304.70	6012	30	253.92	gas chg 21/12/23-21/01/24
19/01/2024	860845392	35074	BRITISH GAS	BRIT007	180.42	9.02	189.44	6010	33	180.42	gas chg 15/12-13/01
02/01/2024	721936261	35004	BRITISH GAS	BRIT008	-139.50	-27.90	-167.40	6012	36	-139.50	gas credit 12/12-31/12
03/01/2024	800224026	35002	BRITISH GAS	BRIT008	184.27	36.85	221.12	6012	36	184.27	gas chg 12/12-31/12
16/01/2024	841663346	35037	BRITISH GAS	BRIT008	51.36	2.56	53.92	6012	36	51.36	gas chg 1/1-11/11
02/01/2024	868836810	35003	BRITISH GAS	BRIT008	139.50	27.90	167.40	6012	36	139.50	gas chg 12/12-31/12
12/01/2024	12/01/24	34993	MAYOR OF BROMLEY	BRO003	20.00	0.00	20.00	6441	42	20.00	Bromley Quiz Night 23/02
02/01/2024	190978	34947	HW COLDBREATH	COL003	83.40	0.00	83.40	6500	30	83.40	goods for resale
16/01/2024	191042	35028	HW COLDBREATH	COL003	84.50	0.00	84.50	6500	30	84.50	goods for resale
05/01/2024	153718	34991	CONNECTAPHONE	CON001	588.12	117.62	705.74	6101	50	50.98	Dec telephone chg
								6101	22	50.98	Dec telephone chg
								6101	28	50.98	Dec telephone chg

Purchase Ledger for Month No 10

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	36	53.11	Dec telephone chg
								6101	30	76.24	Dec telephone chg
								6101	31	305.83	Dec telephone chg
31/01/2024	INV428356	35164	COUNTRY STYLE RECYCL	COU001	80.20	16.04	96.24	6935	29	80.20	Jan glass collection
31/01/2024	INV430644	35155	COUNTRY STYLE RECYCL	COU001	22.47	4.49	26.96	6935	36	22.47	Jan bin collection chg
12/01/2024	12/01/2024	35012	MAYOR OF DARTFORD	DAR002	30.00	0.00	30.00	6441	42	30.00	Dartford Caberet 17/03
25/01/2024	25/01/24	35070	MAYOR OF DARTFORD	DAR002	10.00	0.00	10.00	6441	42	10.00	Mayor of Dartford Bowls 14/4
09/01/2024	9.1.24	35024	DARRYL GARDINER	DAR004	60.00	0.00	60.00	5410	50	60.00	decorating work
09/01/2024	9.1.24/A	35141	DARRYL GARDINER	DAR004	60.00	0.00	60.00	5410	50	60.00	decorating work
09/01/2024	9.1.24REV	35173	DARRYL GARDINER	DAR004	-60.00	0.00	-60.00	5410	50	-60.00	decorating work
11/01/2024	W25147	34985	DE JAGER & SONS	DEJAG001	199.10	39.82	238.92	6802	22	86.15	plants
								5340	21	112.95	plants
11/01/2024	W25154	34986	DE JAGER & SONS	DEJAG001	42.10	8.42	50.52	5340	21	42.10	plants
08/01/2024	909439	35167	ERNEST DOE	DOE001	137.37	27.47	164.84	5525	22	137.37	Honda Izy service
09/01/2024	909500	35168	ERNEST DOE	DOE001	164.80	32.96	197.76	5525	21	164.80	Toro 20363 service
15/01/2024	909704	35144	ERNEST DOE	DOE001	137.50	27.50	165.00	5525	21	137.50	mower service
16/01/2024	909764	35170	ERNEST DOE	DOE001	37.50	7.50	45.00	5525	22	37.50	strimmer service
16/01/2024	909798	35143	ERNEST DOE	DOE001	48.73	9.75	58.48	5525	21	10.49	part cleaner
								5500	21	38.24	lock
16/01/2024	909852	35166	ERNEST DOE	DOE001	33.33	6.67	40.00	5525	21	33.33	mower service
16/01/2024	909853	35165	ERNEST DOE	DOE001	33.33	6.67	40.00	5525	21	33.33	blower service
23/01/2024	910117	35169	ERNEST DOE	DOE001	184.33	36.87	221.20	5525	22	184.33	Toro mower service
29/01/2024	910374	35171	ERNEST DOE	DOE001	125.59	25.12	150.71	5525	22	125.59	Husq mower service
04/01/2024	000017810747	34989	EDF ENERGY	EDF002	2,361.94	472.38	2,834.32	6011	36	2,361.94	Dec electric chg
02/01/2024	000017721570	35008	EDF ENERGY	EDF003	68.95	3.45	72.40	6010	60	68.95	Dec electric chg
31/01/2024	000018063492	35117	EDF ENERGY	EDF003	52.09	2.60	54.69	6010	60	52.09	Jan electric chg
02/01/2024	000017725390	35007	EDF ENERGY	EDF004	1,666.71	333.34	2,000.05	6010	41	1,666.71	Dec electric chg
17/01/2024	000017983656	35038	EDF ENERGY	EDF005	3,185.42	637.08	3,822.50	6010	28	3,185.42	electric chg 7/10/23-06/1/24
17/01/2024	000017983269	35040	EDF ENERGY	EDF006	339.99	68.00	407.99	5025	21	339.99	electric chg 7/10-16/10

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Order by Supplier A/c

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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
17/01/2024	000017983276	35039	EDF ENERGY	EDF006	-339.99	-68.00	-407.99	5025	21	-339.99	electric credit 7/10-16/10
18/01/2024	000017989096	35062	EDF ENERGY	EDF006	1,946.31	389.25	2,335.56	5025	21	1,946.31	electricity chg 7/10-6/1
18/01/2024	000017988126	35061	EDF ENERGY	EDF007	370.83	18.54	389.37	5020	29	370.83	electric chg 7/10-6/1
10/01/2024	000017936149	34990	EDF ENERGY	EDF009	493.70	98.74	592.44	6010	22	493.70	Dec electric chg
28/01/2024	000018031815	35103	EDF ENERGY	EDF010	1,260.89	62.11	1,323.00	6010	33	1,260.89	Electricity 7/10/23-6/1/24
28/01/2024	000018034432	35107	EDF ENERGY	EDF010	-341.61	-17.08	-358.69	6010	33	-341.61	Electricity 1/10/22-6/10/23
28/01/2024	000018034437	35104	EDF ENERGY	EDF010	-408.53	-20.43	-428.96	6010	33	-408.53	Electricity 7/1/23-6/4/23
28/01/2024	000018034446	35105	EDF ENERGY	EDF010	-1,964.26	-392.84	-2,357.10	6010	33	-1,964.26	Electricity 7/4/23-6/7/23
28/01/2024	000018034481	35100	EDF ENERGY	EDF010	1,074.44	53.72	1,128.16	6010	33	1,074.44	Electricity 01/10/22-6/1/23
28/01/2024	000018034510	35108	EDF ENERGY	EDF010	1,010.76	50.54	1,061.30	6010	33	1,010.76	Electricity 7/1/23-6/4/23
28/01/2024	000018034541	35102	EDF ENERGY	EDF010	1,228.61	61.43	1,290.04	6010	33	1,228.61	Electricity 7/4/23-6/7/23
28/01/2024	000018034573	35101	EDF ENERGY	EDF010	1,241.84	62.09	1,303.93	6010	33	1,241.84	Electricity 7/7/23-6/10/23
04/01/2024	000017801044	35006	EDF ENERGY	EDF011	1,016.10	203.22	1,219.32	6011	30	1,016.10	Dec electric chg
23/01/2024	0000180	35072	EDF ENERGY	EDF012	1,956.08	391.22	2,347.30	6010	21	1,956.08	electricity chg 14/10-13/01
09/01/2024	14015304	34996	ELITE	EFS001	86.98	6.56	93.54	6500	30	86.98	goods for resale
22/01/2024	14018620	35085	ELITE	EFS001	95.32	0.00	95.32	6500	30	95.32	goods for resale
25/01/2024	14019491	35068	ELITE	EFS001	148.61	0.00	148.61	6500	28	148.61	goods for resale
15/01/2024	96648	35058	ATLAS FM/EMPRISE SVS	EMP001	502.52	100.50	603.02	6932	22	502.52	Jan lock up chg
15/01/2024	96649	35059	ATLAS FM/EMPRISE SVS	EMP001	1,298.90	259.78	1,558.68	5311	21	1,298.90	Jan lock up chg Pointoise
15/01/2024	96650	35060	ATLAS FM/EMPRISE SVS	EMP001	866.14	173.23	1,039.37	5311	21	866.14	Jan lock up chg H.Street
29/01/2024	96947	35118	ATLAS FM/EMPRISE SVS	EMP001	28.92	5.78	34.70	6932	22	28.92	Jan lock up chg
19/01/2024	2836989	35036	EVERFLOW WATER	EVE002	580.98	0.00	580.98	6002	23	195.91	water chgs 19/2-18/3
								5025	21	96.62	water chgs 19/2-18/3
								6014	33	124.85	water chgs 19/2-18/3
								6014	36	45.01	water chgs 19/2-18/3
								6014	30	21.18	water chgs 19/2-18/3
								6014	21	18.94	water chgs 19/2-18/3
								6014	28	53.89	water chgs 19/2-18/3
								6014	29	14.23	water chgs 19/2-18/3

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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
								6014	23	10.35	water chgs 19/2-18/3
20/12/2023	CASV119662	35112	EXPRESS FACTORS	EXPR001	51.51	10.30	61.81	5500	21	51.51	pliers
16/01/2024	CASV123658	35042	EXPRESS FACTORS	EXPR001	30.76	6.15	36.91	5410	21	21.42	cable ties
								5550	21	9.34	de icer
05/01/2024	050124STCYW	34956	FAMILY GRAPEVINE	FAM002	55.00	0.00	55.00	6460	31	55.00	NEET project advertisement
13/01/2024	8003468	35081	FAWKHAM BEE CO	FAW001	85.00	0.00	85.00	6500	30	85.00	goods for resale
04/01/2024	A4064	35010	FISK AND DAILLY LTD	FIS001	832.89	0.00	832.89	5550	21	832.89	GK20DZO repair works
16/01/2024	16.01.24	35025	FRIENDS OF RHEINBACH	FRIE002	30.00	0.00	30.00	6441	42	30.00	F.O.R New Year Dinner 10/02
09/01/2024	INV541727	34984	GAZA TIMBER	GAZA001	24.32	4.86	29.18	5210	22	24.32	handrails
12/01/2024	INV542000	35046	GAZA TIMBER	GAZA001	10.77	2.15	12.92	5310	21	10.77	timber
18/01/2024	INV542363	35057	GAZA TIMBER	GAZA001	21.66	4.33	25.99	5316	21	21.66	timber
25/01/2024	INV542782	35122	GAZA TIMBER	GAZA001	337.20	67.44	404.64	5310	21	337.20	timber
25/01/2024	INV542783	35149	GAZA TIMBER	GAZA001	7.29	1.46	8.75	5410	21	7.29	wood glue
15/01/2024	90415	35034	HERBERT & WARD	HAW001	365.00	14.00	379.00	6500	30	295.00	goods for resale
								6505	30	70.00	consumables
19/12/2023	22101	35109	HELIOCENTRIX	HELI001	3,530.96	706.19	4,237.15	5412	22	3,530.96	2 tv display screens
16/01/2024	22349	35054	HELIOCENTRIX	HELI001	6,672.39	1,334.48	8,006.87	6240	22	808.44	Computer upgrade
								6240	30	599.19	Computer upgrade
								6240	31	5,264.76	Computer upgrade
31/01/2024	22454	35150	HELIOCENTRIX	HELI001	2,009.00	401.80	2,410.80	6240	31	1,132.41	Jan IT support chg
								6242	31	876.59	Jan IT support chg
31/01/2024	T3019	35142	HELIOCENTRIX	HELI001	356.39	71.28	427.67	6101	31	141.50	Jan wifi chgs
								6101	21	9.99	Jan wifi chgs
								6105	41	141.50	Jan wifi chgs
								6105	22	10.00	Jan wifi chgs
								6105	21	24.95	Jan wifi chgs
								6105	50	28.45	Jan wifi chgs
28/11/2023	INV-040038	35027	HGS	HGS001	91.30	18.26	109.56	6013	36	91.30	cleaning eq
11/01/2024	INV-041120	35043	HGS	HGS001	120.88	24.19	145.07	6013	36	120.88	cleaning eq

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Order by Supplier A/c

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Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/01/2024	INV-041715	35083	HGS	HGS001	5.98	1.20	7.18	6013	36	5.98	cleaning eq
10/01/2024	10/1/24	34980	HSW TIMBER CO LTD	HSW001	180.00	36.00	216.00	5310	21	180.00	timber
01/01/2024	INV-3952	34919	HUGO FOX	HUG001	10.83	2.16	12.99	6240	11	10.83	planning tracker support
08/11/2023	17086	35023	ICCM	ICCM001	150.00	30.00	180.00	6320	22	150.00	training course for H.B
03/01/2024	ORD-04792	34952	INLINE	INL001	366.00	73.20	439.20	6461	31	366.00	feather banners - Cllr surgery
02/01/2024	24-01	34955	JJ BROOKS	JJB001	1,150.00	230.00	1,380.00	5015	29	1,150.00	Pavilion sash window
12/01/2024	241621	35013	J S ELECTRICAL	JSE001	225.00	45.00	270.00	5410	36	225.00	electrical works
07/11/2023	8257548669	35063	KALC	KALC	5.00	1.00	6.00	6320	31	5.00	KALC AGM booking Cllr.C
10/01/2024	8670198699	35000	KALC	KALC	30.00	6.00	36.00	6320	31	30.00	RFO year end & audit training
04/01/2024	1007617	34998	KALL KWIK	KALL001	26.00	0.00	26.00	6869	30	26.00	'Forget Me Not' flyers
05/01/2024	1007620	34999	KALL KWIK	KALL001	20.00	4.00	24.00	6460	31	20.00	Cllr Surgery poster
16/01/2024	1007664	35044	KALL KWIK	KALL001	500.00	100.00	600.00	6460	40	500.00	Sponsorship brochure design
23/01/2024	900185315	35071	KENT COUNTY COUNCIL	KCC002	552.00	110.40	662.40	6610	31	552.00	Audit fees 18/12-12/01
31/01/2024	900185827	35113	KENT COUNTY COUNCIL	KCC002	1,180.83	236.17	1,417.00	6490	32	1,180.83	Christmas light installation
04/01/2024	1429824	35048	KCC KCS	KCC003	19.99	4.00	23.99	6013	22	19.99	cleaning eq
04/01/2024	14298205	34948	KCC KCS	KCC003	64.96	12.99	77.95	6200	31	6.98	stationery
								6010	33	57.98	cleaning eq
09/01/2024	14300397	35005	KCC KCS	KCC003	89.95	17.99	107.94	6200	31	89.95	stationery
14/01/2024	14303445	35050	KCC KCS	KCC003	29.94	5.99	35.93	6330	29	14.97	first aid eq
								6330	33	14.97	first aid eq
19/01/2024	14306165	35049	KCC KCS	KCC003	54.32	10.86	65.18	6200	31	14.34	stationery
								6010	33	39.98	cleaning eq
19/01/2024	14306166	35047	KCC KCS	KCC003	65.82	13.16	78.98	6010	33	46.93	cleaning eq
								6200	31	18.89	stationery
14/12/2023	8143732	35115	KFF	KFF001	-33.54	0.00	-33.54	6500	30	-33.54	goods for resale
08/01/2024	8156377	34997	KFF	KFF001	168.68	8.33	177.01	6500	30	168.68	goods for resale
22/01/2024	8167608	35067	KFF	KFF001	142.56	0.00	142.56	6500	30	142.56	goods for resale
25/01/2024	8170774	35066	KFF	KFF001	100.37	5.40	105.77	6500	30	100.37	goods for resale
29/01/2024	8173295	35084	KFF	KFF001	103.12	0.00	103.12	6500	30	103.12	goods for resale

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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
30/01/2024	SI-2327	35095	LAKE COMMUNICATIONS	LAK001	2,800.00	560.00	3,360.00	6630	11	2,800.00	20mph analysis
15/01/2024	LPI000120623	35041	LANES GROUP	LAN001	105.00	21.00	126.00	5120	21	105.00	sewer unblocking
03/01/2024	1408	35030	LOCUM LOCKS	LOC003	7,350.00	1,470.00	8,820.00	5025	21	7,350.00	3 doors- supply & installation
30/01/2024	30/01/24	35078	MAYOR TUNBRIDGE WELL	MTW001	110.00	0.00	110.00	6441	42	110.00	Mayor of T.Wells Civic Dinner
22/01/2024	418272	35097	NATIONAL LEAFLET CO	NAT010	187.00	37.40	224.40	6210	31	187.00	Town Crier delivery
22/01/2024	418406	35096	NATIONAL LEAFLET CO	NAT010	760.16	151.58	911.74	6210	31	760.16	Town Crier delivery
01/01/2024	418410	34994	NATIONAL LEAFLET CO	NAT010	2,260.00	0.00	2,260.00	6200	31	2,260.00	Town Crier print chg
28/01/2024	UKSPS00127271	35079	NEXUDUS SL	NEX001	274.80	54.96	329.76	6900	41	274.80	Hub booking chg & training
02/01/2024	28169896	34945	NISBETS	NIS001	55.96	11.19	67.15	6505	30	55.96	consumables
03/01/2024	28176858	35082	NISBETS	NIS001	62.99	12.59	75.58	6505	30	62.99	consumables
11/01/2024	28223715	34987	NISBETS	NIS001	35.99	7.19	43.18	6900	36	35.99	water filter cartridge
05/01/2024	1000329	35052	OAKS PLANT HIRE	OAKS001	33.00	6.60	39.60	5500	21	33.00	winch hire
28/01/2024	28/JAN24/ANN	35132	ONECARD	ONE002	2,291.79	125.82	2,417.61	6104	21	5.00	O/S team iPad
								6104	33	8.34	Caretaker mob
								6104	21	5.00	Town Warden mobile
								6104	21	8.34	O/S manager mobile
								6104	36	8.34	KW mobile
								6240	11	10.95	Acrobat Standard Licence
								6240	31	10.83	Software design subs
								6240	50	16.64	Adobe Illustrator - HITB
								6240	31	16.64	Acrobat Pro DC
								6240	40	47.48	Creative Cloud Subs
								6101	22	5.00	AC mobile
								6101	31	16.67	Town Clerk ipad
								6500	30	68.94	Goods for resale
								6500	28	43.60	Goods for resale
								6500	28	7.87	Goods for resale
								6500	30	112.36	Goods for resale
								6500	28	42.84	Goods for resale

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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	105.25	Goods for resale
								6500	28	40.42	Goods for resale
								6500	28	9.17	Goods for resale
								6500	30	73.96	Goods for resale
								6500	28	53.82	Goods for resale
								6500	28	1.87	Goods for resale
								5025	21	222.00	Building regulations applicati
								6320	31	22.40	diisocyanates training
								6320	21	22.24	diisocyanates training
								6320	28	130.00	T.D food hygiene course
								6320	31	25.00	RFO business training
								6330	31	28.00	Sandwiches for meeting
								6330	31	28.00	Sandwiches for meeting
								6330	31	28.00	Sandwiches for meeting
								6330	31	28.00	Sandwiches for meeting
								6200	31	34.15	stationery
								6013	36	31.66	cleaning equip
								6010	28	3.66	cleaning equip
								6010	28	5.67	cleaning equip
								6505	28	2.92	consumables
								5500	41	9.91	doorbell
								6900	31	23.24	batteries
								6900	30	46.87	Railway books
								6900	30	31.59	Railway books
								5410	21	14.61	tape
								6441	42	80.00	Battle Of Britain tour
								6241	50	12.00	website maintenance
								7607	40	3.32	Facebook advertising
								7206	42	7.99	IWD organization fee

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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
								7206	42	226.79	IWD Event pack
								5310	21	206.95	40 metre rope
								6210	31	2.50	postage
								6730	31	290.00	Chamber of Commerce membership
								6922	50	4.99	Accident report book
28/01/2024	28/JAN24/LIN	35140	ONECARD	ONE002	372.95	9.53	382.48	6500	50	39.61	goods for resale
								6500	50	59.92	goods for resale
								6500	50	70.05	goods for resale
								6500	50	45.38	goods for resale
								6500	50	15.83	goods for resale
								6010	50	10.79	cleaning eq
								6505	30	1.17	consumables
								6630	11	19.87	survey subscription
								6922	30	19.99	food safety pack
								6922	28	19.99	food safety pack
								6922	50	21.99	food safety pack
								6330	31	5.31	refreshments
								6330	31	43.05	refreshments
08/12/2023	14996	35075	PRESTIGE SECURITY SY	PRE002	220.00	44.00	264.00	5410	41	220.00	Repair to front door entry
01/01/2024	213607	35073	PREMIER ALARMS	PREM001	313.08	62.62	375.70	6930	30	313.08	An annual maint chg
01/01/2024	213692	34988	PREMIER ALARMS	PREM001	184.08	36.82	220.90	6931	30	184.08	CCTV system annual maint
30/01/2024	214033	35086	PREMIER ALARMS	PREM001	394.00	78.80	472.80	6930	30	394.00	Alarm upgrade
30/01/2024	214034	35087	PREMIER ALARMS	PREM001	88.79	17.76	106.55	6930	41	88.79	alarm repair callout
03/01/2024	I319080	34946	Q CATERING	QCA001	83.79	0.00	83.79	6500	30	83.79	goods for resale
15/01/2024	I320477	35033	Q CATERING	QCA001	126.60	0.00	126.60	6500	30	126.60	goods for resale
20/01/2024	J461	35022	RIVERSIDE CON.	RIVE001	6,500.85	1,300.17	7,801.02	5025	21	6,500.85	Toilet refurbishment
01/01/2024	9069348057	35009	ROYAL MAIL	ROYA002	8.20	1.64	9.84	6210	31	8.20	postage
29/01/2024	9069526034	35116	ROYAL MAIL	ROYA002	99.90	19.98	119.88	6210	31	99.90	postage lic fee
01/01/2024	INV18074626	35001	SAGE	SAGE001	3,208.00	641.60	3,849.60	6300	31	802.00	Sage subscription

Purchase Ledger for Month No 10

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
								110	0	2,406.00	Sage subscription
18/10/2023	2085518A	35133	SDC	SDC001	295.00	0.00	295.00	6635	33	295.00	premises licence 2023-24
02/01/2024	2086766	34917	SDC	SDC001	80.60	0.00	80.60	6935	30	80.60	bin collection chg 04/12-31/12
02/01/2024	2086862	34918	SDC	SDC001	161.20	0.00	161.20	6935	21	161.20	bin collection chg 04/12-31/12
02/01/2024	2086863	34916	SDC	SDC001	80.60	0.00	80.60	6935	22	80.60	bin collection chg 04/12-31/12
02/01/2024	2086864	34915	SDC	SDC001	65.60	0.00	65.60	6935	33	65.60	bin collection chg 04/12-31/12
02/01/2024	2086871	34914	SDC	SDC001	100.75	0.00	100.75	6935	36	100.75	bin collection chg 04/12-31/12
02/01/2024	2086872	34913	SDC	SDC001	146.20	0.00	146.20	6935	28	146.20	bin collection chg 04/12-31/12
04/01/2024	2087051	34953	SDC	SDC001	1,968.65	0.00	1,968.65	5421	60	569.23	Jan market rent
								5420	60	1,399.42	Jan market rent
08/01/2024	2087068	34959	SDC	SDC001	122.50	16.50	139.00	6889	31	122.50	waste sacks
10/01/2024	2087086	35029	SDC	SDC001	100.00	0.00	100.00	6935	29	100.00	temp bin for Vegan Market
16/01/2024	2087110	35020	SDC	SDC001	365.00	73.00	438.00	5025	21	365.00	Building Inspection Fee
22/01/2024	2087124	35064	SDC	SDC001	40.00	0.00	40.00	6889	31	40.00	waste sacks
25/01/2024	2087167	35134	SDC	SDC001	70.00	0.00	70.00	6635	28	70.00	premises licence 2023-24
30/01/2024	2087304	35089	SDC	SDC001	80.60	0.00	80.60	6935	30	80.60	bin collection chg 01/01/28/01
30/01/2024	2087398	35093	SDC	SDC001	161.20	0.00	161.20	6935	21	161.20	bin collection chg 09/10-05/11
30/01/2024	2087399	35091	SDC	SDC001	80.60	0.00	80.60	6935	22	80.60	bin collection chg 01/01/28/01
30/01/2024	2087400	35088	SDC	SDC001	65.60	0.00	65.60	6935	33	65.60	bin collection chg 01/01-28/01
30/01/2024	2087407	35090	SDC	SDC001	100.75	0.00	100.75	6935	36	100.75	bin collection chg 01/01/28/01
30/01/2024	2087408	35092	SDC	SDC001	146.20	0.00	146.20	6935	28	146.20	bin collection chg 01/01/28/01
31/01/2024	1906	35111	SGE	SGE001	9.28	1.87	11.15	5410	22	9.28	hardware equip
23/01/2024	0000130814	35094	SMITH OF DERBY	SMIT003	625.00	125.00	750.00	6861	26	625.00	Jubilee clock repair
19/01/2024	ESL-SINV056932	35098	SMS ENERGY	SMS001	193.80	38.76	232.56	6011	30	193.80	meter operating chg
25/01/2024	25/01/24	35069	SOROPTIMIST INTERNAT	SOR001	43.00	0.00	43.00	6441	42	43.00	SIS Lunch 5/3/24
17/01/2024	9120026389	35110	SPEEDY	SPEED001	400.00	80.00	480.00	5525	21	400.00	shoring equipment inspection
17/01/2024	6496	35021	STAG	STAG002	14,267.66	0.00	14,267.66	7556	38	14,267.66	CIL grant for new lighting
18/12/2023	SP23009592	35065	ST JOHN	STJO001	957.20	191.44	1,148.64	6490	32	957.20	CLSO first aid cover
08/01/2024	922365	34983	JS TAYLOR	TAYL001	270.00	0.00	270.00	5410	22	270.00	wiring work

Purchase Ledger for Month No 10

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
								360		-270.00	wiring work
								8001	22	270.00	wiring work
26/01/2024	1218	35055	TOMEI AND SONS	TOM002	2,264.00	452.80	2,716.80	5410	30	2,264.00	ceiling repair
17/01/2024	17.01.24	35026	TOWN CRIER	TOW001	9.00	0.00	9.00	4012	31	9.00	Town Crier travel expense
10/01/2024	INV-5464	34982	TREE ABILITY	TREE001	365.00	73.00	438.00	5070	21	365.00	tree work
18/01/2024	INV-5480	35056	TREE ABILITY	TREE001	336.00	67.20	403.20	5070	21	336.00	Tree work
26/01/2024	INV-5500	35123	TREE ABILITY	TREE001	150.00	30.00	180.00	5070	21	150.00	tree work
15/01/2024	3947623	35045	VALUE PRODUCTS LTD	VAL002	29.33	5.86	35.19	5310	21	14.67	water refilling signs
								5010	29	14.66	water refilling signs
31/01/2024	17775	35154	VISION ICT	VISICT001	50.00	10.00	60.00	6320	31	50.00	RFO web editing training
21/01/2024	21.01.24	35031	WOODSIDE ROAD	WOOD001	155.00	0.00	155.00	6812	21	155.00	Woodside Road dues
31/01/2024	291568013	35153	WORLDPAY	WOR001	42.07	0.04	42.11	6976	31	42.07	Jan card trans chg
31/01/2024	291634037	35152	WORLDPAY	WOR001	57.02	10.64	67.66	6976	31	57.02	Jan card trans chg
31/01/2024	291756920	35151	WORLDPAY	WOR001	36.69	4.99	41.68	6976	28	36.69	Jan card trans chg
01/01/2024	WM12278618	34954	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Dec card trans chg
12/05/2022	IUKP/38012248	35138	WORKMAN	WOR003	388.90	77.78	466.68	6001	60	388.90	Market lic fee 03/22-03/23
18/02/2023	IUKP/38020639REV35135		WORKMAN	WOR003	-388.90	-77.78	-466.68	6001	60	-388.90	Licence fee 03/23-03/24
03/01/2024	01437924	34949	YU ENERGY	YUE001	640.26	128.05	768.31	6862	26	640.26	Dec electric chg
04/01/2024	01477366	34951	YU ENERGY	YUE001	45.28	2.26	47.54	6862	26	45.28	Dec electric chg
04/01/2024	01480198	34950	YU ENERGY	YUE001	7.15	0.36	7.51	6862	26	7.15	Dec electric chg
TOTAL INVOICES					<u>96,255.65</u>	<u>13,123.14</u>	<u>109,378.79</u>			<u>96,255.65</u>	

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List of Payments made between 01/11/2023 and 30/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2023	BACS P/L Pymnt Page 6469	BACS Pymnt	6,737.91		BACS P/L Pymnt Page 6469
01/11/2023	Reach Publishing	DD01/NOV	11.05		Nov Sev Chronicle subs
01/11/2023	Sevenoaks District Council	DD02/NOV	848.00		Nov Business Rates chg
01/11/2023	Sevenoaks District Council	DD03/NOV	2,662.00		Nov Business Rates chg
01/11/2023	Sevenoaks District Council	DD04/NOV	482.00		Nov Business Rates chg
01/11/2023	Sevenoaks District Council	DD05/NOV	72.00		Nov Business Rates chg
01/11/2023	Sevenoaks District Council	DD06/NOV	165.00		Nov Business Rates chg
01/11/2023	Sevenoaks District Council	DD07/NOV	373.00		Nov Business Rates chg
01/11/2023	EDF ENERGY - B&B Station	DD08	1,345.39		Sep electric chg
01/11/2023	Nexodus S.L	DD09	119.28		Nov Hub booking chg
03/11/2023	British Gas - Community Centre	DD10	69.21		gas chg 12/09-11/10
06/11/2023	Plusnet	DDREFUND	-18.86		oct telephone credit
06/11/2023	NATWEST ONE CARD	DD11	3,159.13		Ann Onecard Oct
07/11/2023	BP Fuel	DD12	166.20		fuel
08/11/2023	EDF ENERGY - Cemetery	DD14	443.81		Sep electric chg
08/11/2023	British Gas - Offices	DD15	97.07		gas chg 15/09-14/10
09/11/2023	BACS P/L Pymnt Page 6473	BACS Pymnt	51,912.45		BACS P/L Pymnt Page 6473
09/11/2023	BACS P/L Pymnt Page 6477	BACS Pymnt	2,950.00		BACS P/L Pymnt Page 6477
10/11/2023	YU ENERGY	DD16	45.32		Oct electric chg
10/11/2023	YU ENERGY	DD17	7.51		Oct electric chg
10/11/2023	YU ENERGY	DD18	558.20		Oct electric chg
13/11/2023	HM Land Registry	DD13	21.00		title plan view
14/11/2023	American Express Payment Servi	DD19	0.47		credit card chg
14/11/2023	BP Fuel	DD20	176.08		fuel
15/11/2023	British Gas - B&B St	DD21	267.98		gas chg 22/9-21/10
15/11/2023	EDF Energy - Business Hub	DD22	1,102.62		Oct electric chg
15/11/2023	NatWest Bankline	BLN	87.30		bank chg
16/11/2023	BACS P/L Pymnt Page 6481	BACS Pymnt	9,883.99		BACS P/L Pymnt Page 6481
16/11/2023	Connectaphone	DD23	700.00		Oct telephone chg
17/11/2023	Petty Cash	001967	373.62		petty cash top up
17/11/2023	EDF Energy - Vine Gardens	DD24	270.49		electric chg 07/07-06/10
17/11/2023	EDF Energy - St John's Hill	DD25	892.53		electric chg 07/07-06/10
17/11/2023	EDF Energy - Vine Cafe	DD26	2,095.37		electric chg 07/07-06/10
20/11/2023	WorldPay	DD27	11.94		Oct card trans chg
21/11/2023	BACS P/L Pymnt Page 6486	BACS Pymnt	-40.00		BACS P/L Pymnt Page 6486
21/11/2023	WorldPay	DD28	136.16		Oct card trans chg
21/11/2023	WorldPay	DD38	36.88		Oct card trans chg
21/11/2023	WorldPay	DD30	70.17		Oct card trans chg
21/11/2023	WorldPay	DD31	30.39		Oct card trans chg
21/11/2023	BP Fuel	DD32	118.80		fuel
21/11/2023	EDF Energy - High Street Marke	DD33	47.81		Oct electric chg
22/11/2023	EDF Energy - Bat and Ball Cent	DD34	1,614.88		Oct electric chg
23/11/2023	EDF ENERGY - Offices	DD35	107.57		electric chg 07/07-06/10
24/11/2023	BACS P/L Pymnt Page 6487	BACS Pymnt	21,018.37		BACS P/L Pymnt Page 6487
24/11/2023	Payroll A/c	BACS24/11	55,089.78		November Salaries Tfr
27/11/2023	Everflow Water	DD36	749.65		water chg 19/12-18/01
27/11/2023	Payroll A/c	BACS27/11	28,451.42		November HMRC/KCC Tfr

List of Payments made between 01/11/2023 and 30/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/11/2023	Country Style Recycling	DD37	114.22		Oct glass collection
28/11/2023	BP Fuel	DD38	146.90		fuel
29/11/2023	Payroll A/c	DD29/11	4,302.56		November L&G Tfr
30/11/2023	BACS P/L Pymnt Page 6496	BACS Pymnt	11,689.99		BACS P/L Pymnt Page 6496
30/11/2023	British Gas - Offices	DD41	114.48		gas chg 15/10-07/11
30/11/2023	BACS P/L Pymnt Page 6516	BACS Pymnt	-85.63		BACS P/L Pymnt Page 6516
Total Payments			<u>211,803.46</u>		

List of Payments made between 01/12/2023 and 31/12/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2023	Reach Publishing	DD01/DEC23	11.05		Dec Sev Chronicle subs
01/12/2023	Sevenoaks District Council	DD02/DEC	848.00		Dec Business Rates chg
01/12/2023	Sevenoaks District Council	DD03/DEC	2,662.00		Dec Business Rates chg
01/12/2023	Sevenoaks District Council	DD04/DEC	482.00		Dec Business Rates chg
01/12/2023	Sevenoaks District Council	DD05/DEC	72.00		Dec Business Rates chg
01/12/2023	Sevenoaks District Council	DD06/DEC	165.00		Dec Business Rates chg
01/12/2023	Sevenoaks District Council	DD07/DEC	373.00		Dec Business Rates chg
01/12/2023	EDF ENERGY - B&B Station	DD08	1,428.39		Oct electric chg
01/12/2023	British Gas - Community Centre	DD09	177.42		gas chg 12/10-11/11
05/12/2023	BP Fuel	DD10	77.05		fuel
05/12/2023	NATWEST ONE CARD	DD11	2,981.61		Ann Onecard Nov
05/12/2023	Nexodus S.L	DD12	119.09		Dec booking chg
07/12/2023	BACS P/L Pymnt Page 6500	BACS Pymnt	8,715.90		BACS P/L Pymnt Page 6500
07/12/2023	Royal British Legion	001968	200.00		Wreaths
07/12/2023	BACS P/L Pymnt Page 6517	BACS Pymnt	85.63		BACS P/L Pymnt Page 6517
07/12/2023	BP Fuel	DD13	68.33		fuel
08/12/2023	Petty Cash	001970	381.06		petty cash top up
08/12/2023	EDF ENERGY - Cemetery	DD14	439.27		Oct electric chg
08/12/2023	YU ENERGY	DD15	46.90		Nov electric chg
08/12/2023	YU ENERGY	DD16	7.27		Nov electric chg
08/12/2023	YU ENERGY	DD17	739.79		Nov electric chg
12/12/2023	Eynsford Concert Band	001969	300.00		Rem Day Concert
12/12/2023	HM Land Registry	DD18	42.00		title plans and register
13/12/2023	BACS P/L Pymnt Page 6505	BACS Pymnt	8,387.43		BACS P/L Pymnt Page 6505
15/12/2023	EDF Energy - Business Hub	DD19	2,054.73		Nov electric chg
15/12/2023	NatWest Bankline	bln	91.70		banks chgs
18/12/2023	British Gas - B&B St	DD20	486.93		gas chg 22/10/23-21/11/23
18/12/2023	EDF ENERGY - Knole Paddock	DD21	1,209.32		electric chg 01/10/22-13/01/23
18/12/2023	EDF ENERGY - Knole Paddock	DD22	1,538.31		electric chg 14/01/24-31/3/24
18/12/2023	EDF ENERGY - Knole Paddock	DD23	2,048.48		electric chg 14/07/23-13/10/23
18/12/2023	EDF ENERGY - Knole Paddock	DD24	2,491.70		electric chg 01/04/23-13/07/23
19/12/2023	WorldPay	DD25	141.08		Nov credit card chg
19/12/2023	WorldPay	DD26	48.17		Nov card trans chg
19/12/2023	WorldPay	DD27	73.50		Nov credit card chg
19/12/2023	WorldPay	DD28	29.98		Nov credit card chg
19/12/2023	Connectaphone	DD29	709.13		Nov telephone chg
19/12/2023	BP Fuel	DD30	193.29		fuel
20/12/2023	BACS P/L Pymnt Page 6510	BACS Pymnt	20,550.43		BACS P/L Pymnt Page 6510
20/12/2023	P.N	BACS20/12	20.00		Allot key refund
20/12/2023	WorldPay	DD31	11.94		Nov card trans chg
20/12/2023	CCLA Public Sector Deposit Fun	CCLA FUNDS	200,000.00		CCLA Transfer of Funds
21/12/2023	EDF Energy - High Street Marke	DD32	13.11		Nov electric chg
21/12/2023	Payroll A/c	BACS21/12	55,590.70		December Salaries Tfr
22/12/2023	EDF Energy - Bat and Ball Cent	DD33	1,961.83		Nov electric chg
22/12/2023	Payroll A/c	BACS22/12	29,706.78		December HMRC/KCC Tfr
27/12/2023	Everflow Water	DD34	619.64		water chg 19/1/24-18/2/24
27/12/2023	BP Fuel	DD35	122.76		fuel

List of Payments made between 01/12/2023 and 31/12/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/12/2023	Country Style Recycling	DD36	94.97		Nov glass collection
28/12/2023	Payroll A/c	DD28/12	4,817.30		December L&G/NEST Tfr
29/12/2023	EDF ENERGY - Offices	DD37	260.83		electric credit 7/4/23-6/7/23
29/12/2023	NatWest	BNKCHRG	75.00		NatWest Q3 Bank Charges
Total Payments			<u>353,771.80</u>		

List of Payments made between 01/01/2024 and 31/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2024	Traditional Fish LTD	001971	246.40		staff xmas lunch
02/01/2024	Reach PLC	DD01/JAN24	11.92		Jan Sev Chronicle subs
02/01/2024	Sevenoaks District Council	DD02/JAN	848.00		Jan Business Rates chg
02/01/2024	Sevenoaks District Council	DD03/JAN	2,662.00		Jan Business Rates chg
02/01/2024	Sevenoaks District Council	DD04/JAN	482.00		Jan Business Rates chg
02/01/2024	Sevenoaks District Council	DD05/JAN	72.00		Jan Business Rates chg
02/01/2024	Sevenoaks District Council	DD06/JAN	165.00		Jan Business Rates chg
02/01/2024	Sevenoaks District Council	DD07/JAN	373.00		Jan Business Rates chg
02/01/2024	South East Water - now Water C	DD08	331.61		water chg 26/4-9/11
02/01/2024	EDF ENERGY - B&B Station	DD09	1,451.74		Nov electric chg
04/01/2024	BP Fuel	DD10	62.78		fuel
04/01/2024	NATWEST ONE CARD	DD11	1,405.95		Ann onecard Dec
05/01/2024	Nexodus S.L	DD12	119.18		Jan booking chg
05/01/2024	EDF ENERGY - Cemetery	DD13	586.22		Nov electric chg
05/01/2024	British Gas - Community Centre	DD14	363.51		gas chg 12/11-11/12
08/01/2024	Initial Washroom Solutions	DD15	780.72		toilet bin maint Dec23-24
08/01/2024	BP Fuel	DD16	22.89		fuel
10/01/2024	YU ENERGY	DD17	768.31		Dec electric chg
11/01/2024	BACS P/L Pymnt Page 6525	BACS Pymnt	17,737.17		BACS P/L Pymnt Page 6525
11/01/2024	J.H	BACS11/01	30.00		Allot key refund
11/01/2024	YU ENERGY	DD18	47.54		Dec electric chg
11/01/2024	YU ENERGY	DD19	7.51		Dec electric chg
11/01/2024	British Gas - Offices	DD20	239.24		gas chg 8/11-14/12
12/01/2024	Petty Cash	001973	391.74		petty cash top up
15/01/2024	Public Works Loans	DD21/JAN24	35,800.76		PWBL reypayment
15/01/2024	NatWest Bankline	BLN	76.10		bank chg
16/01/2024	Sage (UK) Ltd	DD22	3,849.60		Sage subscription
16/01/2024	BP Fuel	DD23	75.88		fuel
16/01/2024	EDF Energy - Business Hub	DD24	2,000.05		Dec electric chg
17/01/2024	Connectaphone	DD25	705.74		Dec telephone chg
18/01/2024	BACS P/L Pymnt Page 6530	BACS Pymnt	14,267.66		BACS P/L Pymnt Page 6530
18/01/2024	BACS P/L Pymnt Page 6531	BACS Pymnt	31,509.07		BACS P/L Pymnt Page 6531
19/01/2024	WorldPay	DD26	109.76		Dec card trans chg
19/01/2024	WorldPay	DD27	35.13		Dec card trans chg
19/01/2024	WorldPay	DD28	65.62		Dec card trans chg
19/01/2024	WorldPay	DD29	35.42		Dec card trans chg
19/01/2024	WorldPay	DD30	11.94		Dec card trans chg
19/01/2024	HSBC account	HSBC TFR	28.40		HSBC Tfr
22/01/2024	British Gas - Community Centre	DD31	221.12		gas chg 12/12-31/12
23/01/2024	BACS P/L Pymnt Page 6539	BACS Pymnt	12,939.08		BACS P/L Pymnt Page 6539
23/01/2024	EDF Energy - High Street Marke	DD33	72.40		Dec electric chg
23/01/2024	BACS P/L Pymnt Page 6551	BACS Pymnt	-60.00		BACS P/L Pymnt Page 6551
23/01/2024	BP Fuel	DD32	59.39		fuel
23/01/2024	BACS P/L Pymnt Page 6560	BACS Pymnt	-60.00		BACS P/L Pymnt Page 6560
23/01/2024	BACS P/L Pymnt Page 6566	BACS Pymnt	60.00		BACS P/L Pymnt Page 6566
24/01/2024	SMS Energy	DD34	232.56		meter operating chg
24/01/2024	St John Ambulance	001972	170.00		Rem Day first aid cover

List of Payments made between 01/01/2024 and 31/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/01/2024	EDF Energy - Bat and Ball Cent	DD35	2,834.32		Dec electric chg
25/01/2024	Payroll A/c	BACS25/1	52,336.71		January '24 Salaries Tfr
26/01/2024	Payroll A/c	BACS26/1	27,952.12		January '24 HMRC/KCC Tfr
29/01/2024	Everflow Water	DD36	580.98		water chgs 19/2-18/3
29/01/2024	Country Style Recycling	DD37	94.97		Dec glass collection
29/01/2024	Public Clock	DD38	30.14		electric chg 24/09-23/12
30/01/2024	BP Fuel	DD39	131.66		fuel
Total Payments			<u>215,373.01</u>		

List of Payments made between 01/01/2024 and 31/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/01/2024	BACS P/L Pymnt Page 6552	BACS Pymnt	-58.00		BACS P/L Pymnt Page 6552
Total Payments			<u>-58.00</u>		

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Receipts for Month 8

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: 24/11/2023	55,089.78						
BACS24/11	Nat West - Current Account	55,089.78			201		55,089.78	November Salaries Tfr
	Banked: 27/11/2023	28,451.42						
BACS27/11	Nat West - Current Account	28,451.42			201		28,451.42	November HMRC/KCC Tfr
	Banked: 29/11/2023	4,302.56						
DD29/11	Nat West - Current Account	4,302.56			201		4,302.56	November L&G Tfr
Total Receipts for Month		87,843.76	0.00	0.00			87,843.76	
Cashbook Totals		<u>88,843.76</u>	<u>0.00</u>	<u>0.00</u>			<u>88,843.76</u>	

Payments for Month 8

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>
24/11/2023	Employees	BACS24/11	54,872.58			520		54,872.58	November Net Wages Payments
24/11/2023	Councillors	BACS24/11-	217.20			520		217.20	November Allowances
27/11/2023	HMRC/KCC	BACS27/11	28,451.42			515		17,201.59	November HMRC payments
						516	0	11,249.83	November KCC payments
29/11/2023	Legal & General	DD29/11	4,302.56			516		4,302.56	November L&G payment
Total Payments for Month			87,843.76	0.00	0.00			87,843.76	
Balance Carried Fwd			1,000.00						
Cashbook Totals			<u>88,843.76</u>	<u>0.00</u>	<u>0.00</u>			<u>88,843.76</u>	

Receipts for Month 9

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: 21/12/2023	55,590.70						
BACS21/12	Nat West - Current Account	55,590.70			201		55,590.70	December Salaries Tfr
	Banked: 22/12/2023	29,706.78						
BACS22/12	Nat West - Current Account	29,706.78			201		29,706.78	December HMRC/KCC Tfr
	Banked: 28/12/2023	4,817.30						
DD28/12	Nat West - Current Account	4,817.30			201		4,817.30	December L&G/NEST Tfr
Total Receipts for Month		90,114.78	0.00	0.00			90,114.78	
Cashbook Totals		<u>91,114.78</u>	<u>0.00</u>	<u>0.00</u>			<u>91,114.78</u>	

Payments for Month 9

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>
21/12/2023	Employees	BACS21/12	55,143.36			520		55,143.36	December Employees payment
21/12/2023	Councillors	BACS21/12-	447.34			520		447.34	December Allowances Payment
22/12/2023	HMRC/KCC	BACS22/12	29,706.78			515		18,032.76	December HMRC Payment
						516	0	11,674.02	December KCC Payment
28/12/2023	Legal & General	DD28/12	4,407.53			516		4,407.53	December Legal & General payme
28/12/2023	NEST	DD28/12-	409.77			516		409.77	Oct-Dec NEST Payments
Total Payments for Month			90,114.78	0.00	0.00			90,114.78	
Balance Carried Fwd			1,000.00						
Cashbook Totals			<u>91,114.78</u>	<u>0.00</u>	<u>0.00</u>			<u>91,114.78</u>	

Receipts for Month 10

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: 25/01/2024	52,336.71						
BACS25/1	Nat West - Current Account	52,336.71			201		52,336.71	January '24 Salaries Tfr
	Banked: 26/01/2024	27,952.12						
BACS26/1	Nat West - Current Account	27,952.12			201		27,952.12	January '24 HMRC/KCC Tfr
Total Receipts for Month		80,288.83	0.00	0.00			80,288.83	
Cashbook Totals		<u>81,288.83</u>	<u>0.00</u>	<u>0.00</u>			<u>81,288.83</u>	

Payments for Month 10

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>
25/01/2024	Councillors	BACS25/1	200.00			520		200.00	January '24 Cllr payments
25/01/2024	Employees	BACS25/1-	52,136.71			520		52,136.71	January '24 Employees payments
26/01/2024	HMRC/KCC	BACS26/1	27,952.12			515		16,213.83	January '24 HMRC payments
						516	0	11,738.29	January '24 KCC payments
Total Payments for Month			80,288.83	0.00	0.00			80,288.83	
Balance Carried Fwd			1,000.00						
Cashbook Totals			<u>81,288.83</u>	<u>0.00</u>	<u>0.00</u>			<u>81,288.83</u>	

Receipts for Month 8

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 :	812.57					812.57	
	Banked: 17/11/2023	373.62						
001967	Nat West - Current Account	373.62			201		373.62	petty cash top up
Total Receipts for Month		373.62	0.00	0.00			373.62	
Cashbook Totals		<u>1,186.19</u>	<u>0.00</u>	<u>0.00</u>			<u>1,186.19</u>	

Payments for Month 8

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>
03/11/2023	Bat and Ball Cafe	1049	84.19			6500	30	84.19	goods for resale
09/11/2023	Bat and Ball Centre	1050/A	80.00		13.33	5410	36	66.67	plants
09/11/2023	Bat and Ball Station	1050/B	34.20		5.70	5410	30	28.50	maint equip
09/11/2023	Bat and Ball Station	1050/C	14.00			6952	30	14.00	boots
14/11/2023	Establishments	1051	13.80			6330	31	13.80	Refreshments
17/11/2023	Bat and Ball Cafe	1052/A	97.80			6500	30	97.80	goods for resale
17/11/2023	Bat and Ball Cafe	1052/B	5.10		0.85	6013	30	4.25	cleaning equip
20/11/2023	Open Spaces	1053	9.58		1.60	5110	21	7.98	silicone
23/11/2023	Bat and Ball Centre	1054/A	4.00		0.67	5410	36	3.33	plants
23/11/2023	bat and Ball station	1054/B	36.32		6.06	5410	30	30.26	maint equip
24/11/2023	Youth Cafe	1055/A	11.00			6500	50	11.00	goods for resale
24/11/2023	Youth Cafe	1055/B	3.50		0.58	6900	50	2.92	Art materials
24/11/2023	Youth Cafe	1055/C	14.98		2.50	6200	50	12.48	stationery
27/11/2023	Cemetery	1056/A	9.48		1.58	5410	22	7.90	post caps
27/11/2023	Cemetery	1056/B	6.50		1.08	5410	22	5.42	hooks
27/11/2023	Cemetery	1056/C	2.00		0.33	6330	22	1.67	refreshments
27/11/2023	Cemetery	1056/D	17.05			6330	22	17.05	refreshments
27/11/2023	Open Spaces	1057	2.00			4012	21	2.00	parking
30/11/2023	CB Suspense	CORR	1.00			299		1.00	CB Suspense - PC Error
Total Payments for Month			446.50	0.00	34.28			412.22	
Balance Carried Fwd			739.69						
Cashbook Totals			<u>1,186.19</u>	<u>0.00</u>	<u>34.28</u>			<u>1,151.91</u>	

Receipts for Month 9

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 :	739.69					739.69	
	Banked:08/12/2023	381.06						
001970	Nat West - Current Account	381.06			201		381.06	petty cash top up
	CORR Banked:31/12/2023	1.00						
	CORR Cashbook Suspense	1.00			299		1.00	CB Suspense reversal
Total Receipts for Month		382.06	0.00	0.00			382.06	
Cashbook Totals		<u>1,121.75</u>	<u>0.00</u>	<u>0.00</u>			<u>1,121.75</u>	

Payments for Month 9

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>
04/12/2023	Bat and Ball Centre	1058/A	49.00			6900	36	49.00	Christmas tree
04/12/2023	Bat and Ball Station	1058/B	49.00			6900	30	49.00	Christmas tree
04/12/2023	Council Offices	1058/C	49.00			6900	33	49.00	Christmas tree
05/12/2023	Council Offices	1059/A	7.75			6330	33	7.75	refreshments
05/12/2023	Events	1059/B	6.00			6490	32	6.00	wrapping paper
08/12/2023	Events	1060	59.09			6490	32	59.09	CLSO meal
11/12/2023	Council Offices	1061	18.00		3.00	6900	33	15.00	Christmas tree lights
11/12/2023	Council Offices	1062/A	3.75		0.63	6330	33	3.12	staff xmas meal items
11/12/2023	Council Offices	1062/B	8.90			6330	33	8.90	staff xmas meal items
14/12/2023	Bat and Ball Station	1063/A	46.70		7.78	6869	30	38.92	Art supplies, cards
14/12/2023	Bat and Ball Station	1063/B	2.50			6869	30	2.50	Christmas decorations
19/12/2023	Bat and Ball Centre	1064/A	1.38		0.23	6013	36	1.15	cleaning equip
19/12/2023	Bat and Ball Centre	1064/B	1.75			6330	36	1.75	refreshments
19/12/2023	Bat and Ball Centre	1064/C	3.75		0.63	6900	36	3.12	batteries
19/12/2023	Open Spaces	1065/A	9.19		1.53	5410	23	7.66	bolt, staples
19/12/2023	Open Spaces	1065/B	8.00		1.33	5026	21	6.67	rawlplugs
19/12/2023	Open Spaces	1065/C	5.98		1.00	5410	21	4.98	fuses
19/12/2023	Open Spaces	1065/D	9.55			6330	21	9.55	refreshments
Total Payments for Month			339.29	0.00	16.13			323.16	
Balance Carried Fwd			782.46						
Cashbook Totals			1,121.75	0.00	16.13			1,105.62	

Receipts for Month 10

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 :	782.46					782.46	
	Banked: 12/01/2024	391.74						
001973	Nat West - Current Account	391.74			201		391.74	petty cash top up
Total Receipts for Month		391.74	0.00	0.00			391.74	
Cashbook Totals		<u>1,174.20</u>	<u>0.00</u>	<u>0.00</u>			<u>1,174.20</u>	

Payments for Month 10

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>
04/01/2024	Establishments	1066	39.54			6330	31	39.54	Refreshments
04/01/2024	Youth Cafe	1067/A	4.00		0.67	6010	50	3.33	cleaning equip
04/01/2024	Youth Cafe	1067/B	8.55			6500	50	8.55	Goods for resale
04/01/2024	Youth Cafe	1067/C	3.00			4012	50	3.00	parking
04/01/2024	Youth Cafe	1067/D	27.50		4.58	6505	50	22.92	table cloths
04/01/2024	Vine Cafe	1068/A	20.81			6500	28	20.81	Goods for resale
04/01/2024	Vine Cafe	1068/B	6.00		1.00	6505	28	5.00	consumables
04/01/2024	Vine Cafe	1068/C	1.00		0.17	6900	28	0.83	Christmas decs
04/01/2024	Vine Cafe	1068/D	6.00		1.00	5500	28	5.00	kitchen equip
04/01/2024	Bat and Ball Cafe	1069/A	80.80			6500	30	80.80	Goods for resale
04/01/2024	Bat and Ball Cafe	1069/B	3.30		0.55	6500	30	2.75	Goods for resale
04/01/2024	Bat and Ball Cafe	1069/C	1.85		0.31	6505	30	1.54	consumables
08/01/2024	Establishments	1070	11.85			6330	31	11.85	refreshments
11/01/2024	Bat and Ball Centre	1071/A	10.06			6330	36	10.06	refreshments
11/01/2024	Bat and Ball Centre	1071/B	3.75		0.63	6900	36	3.12	batteries
22/01/2024	Youth Cafe	1072/A	11.35		1.89	6500	50	9.46	Goods for resale
22/01/2024	Youth Cafe	1072/B	15.62		2.61	6900	50	13.01	Christmas decs
22/01/2024	Youth Cafe	1072/C	6.50		1.08	6505	50	5.42	consumables
22/01/2024	Youth Cafe	1072/D	15.00		2.50	5500	50	12.50	sports equip
23/01/2024	Establishments	1073	10.00			6710	31	10.00	M.R conference fee
23/01/2024	Establishments	1074	1.55			6330	31	1.55	milk
29/01/2024	Establishments	1075	12.80			6330	31	12.80	refreshments
29/01/2024	Bat and Ball Station	1076/A	11.98		2.00	5410	30	9.98	maintenance equip
29/01/2024	Bat and Ball Station	1076/B	3.98			6330	30	3.98	refreshments
29/01/2024	Bat and Ball Centre	1076/C	44.98		7.50	5410	36	37.48	maintenance equip
Total Payments for Month			361.77	0.00	26.49			335.28	
Balance Carried Fwd			812.43						
Cashbook Totals			1,174.20	0.00	26.49			1,147.71	

Sevenoaks Town Council

Fidelity Guarantee Report

1. Background – Internal Audit Report – Visit 1

The internal auditor made the following comment regarding the council's fidelity guarantee insurance:-

“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”.

Fidelity coverage is a type of insurance that will protect the employer against the theft of money, property, forgery or fraud by an employee. It will guarantee that if the employer suffers any loss due to employee dishonesty, the chosen insurer will share this loss as long as they are within the limitations prescribed by the contract.

Currently STC's insurance covers £2m for members and employees with an excess of £100 for each loss.

2. Funds Position for 2023/ 2024

The monthly funds in the bank for this municipal year:-

- Mar 23 £1,665,479
- Apr 23 £2,253,972
- May 23 £2,191,822
- July 23 £1,840,622
- Sep 23 £2,359,165
- Oct 23 £2,268,721
- Nov 23 £2,139,546
- Dec 23 £2,025,612

3. Zurich Advice

Zurich has advised that the next level of cover is £5m at an additional cost of £230.16.

Zurich suggested to query the need for having the higher level of cover with the auditor as STC has internal controls/ processes in place to stop the full amount of the bank accounts being taken, therefore saving the requirement for purchasing insurance cover that may not be needed.

4. Internal Controls/ Procedures

STC has the following internal controls.

- Fund balances are reported at every F&GP Committee meeting.

- All payments of over £5,000 needs to be authorised by two councillors.
- The bank mandates are kept up to date.
- No monies shall be paid out of or transferred to or from any account without the authority of the Town Clerk, her authorised Deputy or the Responsible Finance Officer.
- All bank payment instructions shall be ordered and issued only on the authority of the Town Clerk, her designated Deputy, the Responsible Finance Officer, (or the Finance Officer) and only when they are satisfied that the appropriate checks per below have been satisfactorily carried out.
 - All bank payment instructions shall show a designated space for two signatories authorised by the Finance and General Purposes Committee.
 - All cheques shall be issued in sequential order and not more than two books of cheques per account shall be in use at any one time.
 - All cheques/cash received shall be banked at the earliest opportunity and at the very least within 5 working days of receipt.
 - A register of cheques/cash received shall be maintained at the point of receipt by a Member of the Finance team and compared to the paying in book by a different Member of the Finance team on a regular basis.
 - Bank reconciliations shall be performed promptly on a monthly basis and reviewed by the Responsible Finance Officer and Town Clerk.
- All invoices for payment shall be examined, verified and certified by the RFO, with counter signature from a manager, to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.

Recommendation

Sevenoaks Town Council is asked to consider whether to increase their fidelity guarantee insurance cover at a cost of £230.16.



Sevenoaks Town Council

INTERNAL AUDIT REPORT – Visit 2 (2023/24)

Date: 15th February 2024

Report Author: Louise Taylor

Reviewed by: Hayley Jordan

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 in January 2024, 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 2 23/24
<p>E. Income</p> <ul style="list-style-type: none"> • Fees and Debts • Allotments • Cemeteries • Hall & Pitch Hire • Market stalls • Parking permits • Leases • Investments <p>Note: Precept and VAT will be tested at visit 4</p>	<p style="text-align: center;">✓</p> <ul style="list-style-type: none"> • Issue 1 – Reporting debts to Council.

The outstanding Internal Control Objectives will be tested 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>Issue 1: Reporting debts to Council A monthly debtor report is used by officers to monitor unpaid debts. However, overdue amounts are not being reported to Council, as criteria is not defined in the Financial Regulations for when aged debts should be reported to Council. Or, when / under what circumstances unpaid debt should be written off. The Council should be aware of the extent of overdue debt, so they can act when appropriate.</p>	February 2024 – Visit 2 2023/24

Progress on Previous Issues Raised

Original Issue raised	Date raised	Status
<p>Central booking for sports pitches Consider putting sports pitch bookings on the central booking system to ensure that income due / received is recorded in full and accounted for.</p>	Visit 4 2022/2023	Resolved – the central booking system will be updated to include sports pitch bookings.
<p>Risk Register 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>	Visit 1 2023/2024	In Progress
<p>Agreement of Agricultural Motor Insurance Policy 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>	Visit 1 2023/2024	Resolved

Original Issue raised	Date raised	Status
<p>Fidelity Insurance 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>	<p>Visit 1 2023/2024</p>	<p>In Progress</p>
<p>Members Allowance 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>	<p>Visit 1 2023/2024</p>	<p>In Progress</p>

Appendix A – Audit Programme 2023/24

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.



FINANCIAL REGULATIONS

These Financial Regulations were adopted by the Council for the financial year 2024/25 at its meeting held on

Signed by the Chairman

SEVENOAKS TOWN COUNCIL

FINANCIAL REGULATIONS

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1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for Members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council.
- 1.9. The RFO;
 - acts under the policy direction of the Council;
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the Council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the Council up to date in accordance with proper practices;
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the Council.

- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. Any decision regarding the following shall be a matter for the full Council only:
- setting the final budget or the precept (Council tax requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors.
- 1.14. In addition, the Council must:
- determine and keep under regular review the bank mandate for all Council bank accounts;
 - approve any grant or a single commitment in excess of £5,000; and
 - in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

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

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Town Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. At least once in each quarter, and at each financial year end, a member shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance & General Purposes Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or Member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the Council;
 - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.

- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council;
 - initiate or approve accounting transactions; or
 - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and ‘independence’ shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of the Finance & General Purposes Committee any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee (in consultation with the Responsible Finance Officer) shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO (in consultation with the Town Clerk) must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance & General Purposes Committee. In turn, the Committee shall consider these estimates and submit recommendations to the Council no later than the end of January each year and shall recommend the Precept to be levied for the ensuing financial year.
- 3.3. The Council shall consider annual budget proposals in relation to the Council’s three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each Member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved committee budget. This authority is to be determined by:
- the Council for all items over £5,000 – two councillors to agree via email to the Finance Department;
 - ~~a duly delegated committee of the Council for items over [£500];~~ or
 - the Town Clerk or the Responsible Finance Officer to authorise all items up to £5,000 by signing the purchase order attached to the invoice.
- such authority is to be evidenced by a purchase order (unless the order is under a contract and then a purchase order will not be required) and financial report to the Finance & General Purposes Committee.

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

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in November for the following financial year. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of Council services, the Town Clerk may authorise revenue expenditure on behalf of the Council in liaison with Chairman/Vice Chairman of Finance & General Purposes Committee which in the Town Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of **£5,000**. **Please review this amount** The Town Clerk shall report such action to the chairman as soon as possible and to the Council as soon as practicable thereafter.
- 4.6. For delegated decisions exceeding £5,000, or decisions where the effect is to grant a permission or license or affect the right of an individual, written records of the date, decision, alternative options considered, and associated background papers are retained in a file available to the public for 6 years.
- 4.7. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained. A proposal to incur expenditure, which is not included in the budget or is in excess of the budget, shall be promptly drawn to the attention of the Finance and General Purposes Committee for approval. Following approval, this may be funded from existing reserves and if deemed appropriate, added to any future Precept.

- 4.8. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.9. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £1000 or 15% of the budget.
- 4.10. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; ~~banking arrangements may not be delegated to a committee~~. All accounts will be clearly identified with Sevenoaks Town Council as part of the title. Arrangement shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall be authorised to maintain bank accounts with financial institutions that have been approved by the Finance and General Purposes Committee and that he/she considers necessary for the Council's financial administration. No account may be opened or closed without the prior approval of the Finance and General Purposes Committee and the Town Clerk.

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

- 5.3. All bank payment instructions shall be ordered and issued only on the authority of the Town Clerk, her designated Deputy, the Responsible Finance Officer, (or the Finance Officer) and only when they are satisfied that the appropriate checks per below have been satisfactorily carried out.
- All bank payment instructions over £5,000 shall show a designated space for two signatories authorised by the Finance and General Purposes Committee, this can be via email.
 - All cheques shall be issued in sequential order and not more than two books of cheques per account shall be in use at any one time.
 - All cheques/cash received shall be banked at the earliest opportunity and at the very least within 5 working days of receipt.
 - A register of cheques/cash received shall be maintained at the point of receipt by a Member of the Finance team and compared to the paying in book by a different Member of the Finance team on a regular basis.
 - Bank reconciliations shall be performed promptly on a monthly basis and reviewed by the Responsible Finance Officer and Town Clerk.

- 5.4. All invoices for payment shall be examined, verified and certified by the RFO, with counter signature from a manager, to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.
- 5.5. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order.
- 5.6. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and General Purposes Committee;
 - b) An expenditure item relating to a continuing contract and obligation, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and General Purposes Committee; or
 - c) fund transfers within the councils banking arrangements, ~~up to the sum of [£10,000],~~ provided that a funds balance sheet list of such payments shall be submitted to the next appropriate meeting of Finance and General Purposes Committee.
- 5.7. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council
- 5.8. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.9. The Council will aim to rotate the duties of Members in these Regulations so that onerous duties are shared out as evenly as possible over time.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Town Clerk, Deputy Town Clerk or RFO shall give instruction that a payment shall be made.
For all payments other than petty cash:
- All invoices must be authorised by two Officers of the Council
 - two bank signatories must review the supporting documentation and sign/initial the invoices-paperwork to evidence their review prior to payment.

- Invoices exceeding £5,000 must additionally be authorised prior to payment by at least two Members of the Council.
- 6.3. All payments shall be effected by BACS, cheque or other instructions to the Council's bankers, or otherwise, in accordance with these regulations
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be evidenced by two bank signatories initialling the cheque stubs. Approval of BACS payments shall be evidenced by two bank signatories initialling computer-generated payments listings.
- A Member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. Payment for utility supplies (energy, telephone and water), any National Non-Domestic Rates and any other main service providers may be made by variable Direct Debit provided that the instructions are signed by two bank signatories and reported to the Finance and General Purposes Committee. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.
- 6.6. If thought appropriate by the Responsible Finance Officer, payment for certain items may be made by Banker's Standing Order provided that the instructions are signed by two bank signatories and reported to the Finance and General Purposes Committee. All Standing Orders are to be reviewed and reapproved at least every 2 years.
- 6.7. The final authorisation for BACS payments shall be made by any two Officers on the bank mandate to include the Town Clerk, Deputy Town Clerk or Responsible Finance Officer, or the Finance Officer in the following exceptional circumstances:
- Only 1 other bank payment approver is available.
 - Payment is time critical (e.g. contractual)
 - 2 councillors have approved use of the 4th officer as BACS approver.
- 6.8. Cards and card readers for the purposes of internet banking payments shall be PIN and password protected and kept in the safe when not in use. Passwords shall be changed regularly. No employee, bank signatory or Councillor shall disclose any personal identification number (PIN) or other password relevant to the working of the Council or its bank accounts to any person not authorised in writing by the Council or Finance and General Purposes Committee. Access to any internet banking accounts will be directly to the access page, and not through a search engine or email link. Remembered or saved passwords facilities should not be used on any computer.
- 6.9. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.10. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

- 6.11. The Council, and any Members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.12. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.13. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.14. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and must be retained as supporting evidence. A programme of regular checks of standing data with suppliers will be followed.
- 6.15. Any Debit Card issued for use will be specifically restricted to the Clerk, Deputy Clerk, and the RFO and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or finance committee in writing before any order is placed.
- 6.16. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance and General Purposes Committee. Transactions and purchases made will be reported to the relevant committee and authority for topping-up shall be at the discretion of the relevant committee.
- 6.17. Any corporate credit card account opened by the Council will be specifically restricted to use by the Town Clerk, her Deputy or the Responsible Finance Officer and shall be subject to automatic payment in full at each month end. Other Members of the Finance team will have access to the corporate credit card for making payments on line or over the telephone but only upon instructions from either the Town Clerk, her Deputy or the Responsible Finance Officer. Officers' personal credit or debit card should not be used. Continuous payment authorities whereby regular payments are charged to the corporate credit card may be established where required (e.g. for mobile phone/iPad/Adobe software contracts) provided that the authorities are approved by two bank signatories and reported to the Finance and General Purposes Committee on the Schedule of payments referred to in Regulation 5.
- 6.18. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. The total aggregate amount of petty cash float across all committees must not exceed £1,000.
- a) Vouchers for payments made shall be forwarded to the Finance Department with a claim for reimbursement.

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

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

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

7. PAYMENT OF SALARIES

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

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

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

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

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

- a) by any Councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

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

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

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

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

8. LOANS AND INVESTMENTS

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

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

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

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

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

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

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

9. INCOME

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

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

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

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

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

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

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

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

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

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

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All Members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A Member may not issue an official order or make any contract on behalf of the Council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
 - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Town Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of the Finance & General Purposes Committee); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
 - b. Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more

inclusive of VAT, the Council shall comply with the relevant requirements of the Regulations¹.

- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations (which may change from time to time)².
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one Member of Council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders ~~[2018]~~, and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Town Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Town Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

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

² Thresholds currently applicable are:

- a. For public supply and public service contracts £213,477,181,302 inclusive of VAT
- b. For public works contracts £5,336,9374,551,413 inclusive of VAT

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

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Town Clerk to the contractor in writing, the appropriate committee being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Town Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council and shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No property shall be sold, leased or otherwise disposed of without the prior approval of the Town Clerk, her Deputy or the Responsible Finance Officer save where the estimated value of any one item does not exceed £1,000.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ultimately be responsible for the maintenance of an accurate Fixed Asset Register of the Council's plant, equipment and machinery recording the location, purchase details, serial number and other distinguishing features, and disposal details of all such assets with an original cost of £1,000 or more. In addition, all chattels with an original cost of £250 or more are to be recorded in the Fixed Asset Register.
- 14.7. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets. Managers will be provided with a copy of their department's fixed asset register annually to verify existence of assets within their control.
- 14.8. The Responsible Finance Officer shall ensure that Council property is properly and fully insured, subject to an agreed excess, against material damage and loss, and shall review replacement values at least annually to ensure that adequate cover is maintained.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers [in consultation with the Town Clerk].
- 15.2. The Town Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5. All appropriate Members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the Council, or duly delegated committee.

16. CHARITIES

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

17. RISK MANAGEMENT

- 17.1. The Council is responsible for putting in place arrangements for the management of risk. The Town Clerk †with the RFO† shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 17.2. When considering any new activity, the Town Clerk †with the RFO† shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.
- 18.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all Members of Council.

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<i>Area / Function</i>	<i>Duty</i>	<i>Responsibility</i>	<i>No of risks</i>	<i>Number scored</i>	<i>No of uncontrolled Risks</i>	<i>Your action plan rank</i>
Allotments	Duty to provide allotments. Power to improve and adapt land for allotments, and to let graz	Allotments Admi	21	21	0	<input type="text"/>
Bus Shelters	Power to provide and maintain shelters	OSL manager	6	6	0	<input type="text"/>
Cafes	Powers to provide	Cafe manager	8	8	0	<input type="text"/>
Car Parks	Powers to provide		14	9	0	<input type="text"/>
Cemeteries/Churchyards	Power to provide Power to acquire and maintain	OSL manager	21	21	0	<input type="text"/>
Clocks	Power to provide public clocks	OSL manager	5	5	0	<input type="text"/>
Code of Conduct	Duty to adopt a code of conduct	Clerk	2	2	0	<input type="text"/>
Commons and Common Pastures	Powers in relation to enclosure, as to regulation and management, and as to providing common pasture	OSL manager	17	12	0	<input type="text"/>
Community Centres	Power to provide and equip buildings for use of clubs having athletic, social or educational objectives.	Clerk	16	15	0	<input type="text"/>
Computing	Power to facilitate discharge of any function	Clerk	4	4	1	<input type="text"/>
Council Meetings	Power to meet	Clerk	4	4	0	<input type="text"/>
Council Property and Documents	Duty to disclose documents and to adopt publication scheme	Responsible Fin	4	4	0	<input type="text"/>
Crime Prevention - CCTV	Powers to spend money on crime detection and prevention measures.	Clerk	10	10	0	<input type="text"/>
Data Protection	Duty of Notification and Duty to Disclose (subject access)	Clerk	1	1	0	<input type="text"/>
Drainage	Power to deal with ponds and ditches	OSL manager	7	7	0	<input type="text"/>

LCRS 6. Overall risk summary

Assessment year: 2023

<i>Area / Function</i>	<i>Duty</i>	<i>Responsibility</i>	<i>No of risks</i>	<i>Number scored</i>	<i>No of uncontrolled Risks</i>	<i>Your action plan rank</i>
Employment of Staff	Duty to Appoint	Clerk	8	8	0	<input type="text"/>
Entertainment and the arts	Provision of entertainment and support of the arts		14	8	0	<input type="text"/>
Financial Management	Duty to ensure responsibility for financial affairs	Responsible Fin	15	15	1	<input type="text"/>
GDPR	Duty to comply with the regulations.	Clerk	23	23	0	<input type="text"/>
Gifts	Power to accept gifts	Clerk	1	1	0	<input type="text"/>
Investments	Power to participate in schemes of collective investment	Responsible Fin	4	4	0	<input type="text"/>
Land	Power to acquire by agreement, to appropriate, to dispose of land	Clerk	13	13	0	<input type="text"/>
Litter	Power to provide receptacles. Power to take enforcement action against those that litter.	OSL manager	7	5	0	<input type="text"/>
Markets	Power to establish or acquire by agreement markets within their area and provide a market place and market buildings.	Markets/ OSL Cl	16	16	1	<input type="text"/>
Meeting of the Council	Duty to meet	Clerk	4	4	0	<input type="text"/>
Newsletters	Power to provide information relating to matters affecting local government	Clerk	7	7	0	<input type="text"/>
Open spaces	Power to acquire land and maintain	OSL manager	13	13	0	<input type="text"/>
Planning & Development Control	Rights of consultation	Planning Clerk	1	1	0	<input type="text"/>
Play Areas	Power to provide	OSL manager	4	4	0	<input type="text"/>
Provision of Office Accommodation	Power to provide	Clerk	6	6	0	<input type="text"/>

Assessment year: 2023

Area / Function	Duty	Responsibility	No of risks	Number scored	No of uncontrolled Risks	Your action plan rank
Provision of Website/Internet Access	Power to provide 'free resource'	Clerk	2	2	0	<input type="text"/>
Public buildings and Village hall	Power to provide buildings for offices and for public meetings and assemblies	Clerk	16	16	0	<input type="text"/>
Public Conveniences	Power to provide	OSL manager	10	10	0	<input type="text"/>
Shelters & Seats	Power to provide	Clerk	6	6	0	<input type="text"/>
Skatepark	Power to provide	Responsible Fin	5	5	0	<input type="text"/>
Street/Footway Lighting	Power to light roads and public places	Deputy Clerk	8	7	0	<input type="text"/>
Town and Country Planning	Right to be notified of planning applications	Planning Clerk	3	3	0	<input type="text"/>
Village Signs	Power to erect (with Highway Authority approval)	OSL manager	3	3	0	<input type="text"/>
War memorials	Power to maintain, repair, protect and alter war memorials	OSL manager	3	3	0	<input type="text"/>
Web Sites	Power for councils to have their own websites	Clerk	19	18	0	<input type="text"/>

Area / Function	Duty	Responsibility	No of risks	Number scored	No of uncontrolled Risks	Your action plan rank
Completed by:		Overall totals/s cores	351	330	3	

Date:

Position:

How to complete:

1. Review each area and the number of uncontrolled risks.
2. Decide which area is at most risk and should be actioned firstly mark this as number one.
3. Repeat on all areas until all uncontrolled areas are allocated.

Sevenoaks Town Council
Finance & General Purposes Committee - 26th February 2024

St John's Hill Car Park Public Toilets

As background, the toilets were original taken over from SDC following public consultation when SDC wanted to close them.

There has been no significant work undertaken to date. They are tired and not so pleasant to use and have been subject to vandalism (similar to all toilets) and have had a higher revenue cost to operate than other STC public toilets.

STC have been looking to refurbish the public toilets for several years, but original quotes received were between £80 - £90k. The aim was to refurbish the toilets to create two unisex toilets, one accessible, similar to the Vine Gardens. The reduction in number of toilets would reduce revenue costs.

In 2023 we obtained new quotes and STC agreed £40k CIL funding towards this and the project is underway. However, this really only addresses the building works, plumbing, new doors etc with the original aim of keeping the old tiles and fittings.

The Town Council have had some recent good news that £28k of CIL due to be returned to SDC can be kept and therefore can be put aside for this project. This also provides the opportunity to increase the specification with new tiles etc.

It is expected that the improved specification including retiling can be accommodated within a further £6,000 to the current budget. Contractors are currently on site, and it makes sense to do this work now.

RECOMMENDATION: To increase the budget for the refurbishment of the public toilets from £40,000 to £46,000 to enable improved specification and that funds are taken from the CIL income.

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Sevenoaks Town Council

CIL Report

1. Background

The 2022/ 2023 CIL report had to be submitted to Sevenoaks District Council and a review of CIL expenditure took place.

2. October 2018 – CIL Funds

Funds of £28,546 were allocated to the creation of the Otford steps at Bat and Ball Station. However, this project did not progress as a legal agreement could not be reached with Kent County Council.

It was understood that CIL grant could not be spent or allocated to another project. Therefore it was not spent within the 5-year timeframe of receipt this meant that it should have been returned to Sevenoaks District Council.

SDC commented that the October 2018 funds were allocated to a project and so a clear intention to spend them demonstrated. SDC have suggested that the funds be retained by STC to be reallocated to a different project by the end of 2024.

The recommendation is that the funds be redirected to the St John's Hill toilet refurbishment.

3. CIL Update

The remaining projects for CIL as at January 2024 are as follows:-

Public Realm Town Ward	22401
Judd's piece resurfacing	2000
Woodside Rd - fencing	1000
Greatness CCTV	9000
Vine Garden crazy paving	10000
St John's Toilets	40000
Knole Paddock Floodlighting	1000
knole paddock front barn doors	2000
Vine Gardens Play Area	4478
St Nicholas Church - Quinquennial Report	4000
Cemetery Chapel Screens	3730
Green Link Feasibility	15000
Christmas Lights Pillar London Rd	1875
Masterplan Town Centre	65000
Total	181484

RECOMMENDATION

To consider reallocating £28,546 towards the St John's Hill public toilet refurbishment.

STC Community Infrastructure Levy (CIL) Receipts

Sevenoaks Town Council receives an allocation of CIL twice a year in October and April. The town and parish council's allocation is 25% of the CIL funds received by Sevenoaks District Council.

The reported total unallocated sum to be used for infrastructure projects as at the Community Infrastructure Committee meeting in October 2023 was £58,382.96.

Since then, Sevenoaks Town Council has agreed the following allocation of CIL

Unallocated Funds October 2023	£58,382.96
Add current SDC CIL balance (CIL collections September 2023 to date), to be paid April 2024	£84,572.80
Add vired £28,546 previously allocated to Otford steps	£28,546.00
Total	£171,501.76
Masterplan for Town Centre and St John's Hill (when funds available)	£65,000.00
Upgrade to St Johns Hill toilet specification	£6,000.00
Stag LED stage lighting	£14,267.66
Total	£85,267.66
New Current Unallocated Balance	£86,234.10

Commitments for future CIL Income

Greatness Recreation Ground Pavilion	£87,500
20 mph hand Dartford Road Crossing.	£150,000
The Open Spaces and Leisure Committee have requested the following priorities for 2024:	
Greatness Play Equipment (Priority 1)	£68,000
Raleys car park repair root damage (Priority 1)	£30,000
Vine - crazy paving repairs (Priority 2)	£10,000

Chantry Wall repairs (Priority 2)	£20,000
Greatness CCTV – digital (Priority 2)	£9,000
Chapel repairs (Priority 3)	£2,000
Cemetery Garage Roof Repairs (Priority 3)	£2,000
Knole - replace barn doors (Priority 3)	£2,000
Vine Pavilion roof insulation (Priority 3)	£5,000
Vine - resurfaces some paths (Priority 3)	£15,000
Vine CCTV to digital (Priority 4)	£6,000
Judd's Piece tarmac repairs (Priority 4)	£2,500
Mausoleum Stone Cleaning (Priority 5)	£3,000
Julians Meadow fence (Priority 5)	£1,200
Total	£413,200

RECOMMENDATION

That the Open Spaces & Leisure Committee current future requirements for CIL funding, together with the priorities allocated, be agreed.

SDC CIL Board Application

Sevenoaks Town Council jointly with Sevenoaks Town Football Club were successful in its bid to SDC CIL Board for £787,500 towards the Greatness Pavilion and complimented on the quality of the application.

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**Sevenoaks Town Council
Finance & General Purposes Committee - 26th February 2023**

Christmas Lights Switch On (CLSO) 2024

To consider trialling event to take place on Saturday afternoon – 30th November

Sevenoaks Town Council has traditionally held the Christmas Lights Switch On event on the last Friday of November each year in the evening. Over the past 15 years the event has grown from attracting a couple of hundred people to large crowds up to 10,000 on the evening.

Therefore, this has turned into a major operation for a small team of Town Council staff (in addition to their day jobs) and volunteers.

Thousands of people enjoy the annual event, and the Town Council receives much positive feedback and has a video of the event demonstrating this produced by Manak Solicitors.

The positive feedback for CLSO 2023 includes:

- Good STC team work – managing event for thousands of people (TC absent)
- Good turnout of public
- Well supported by local trades people
- Good feedback from local charities
- Good level of Sponsorship received
- New – local radio station involvement
- Some volunteers and support by young cadets
- Police presence
- Temporary site for stage made available
- Sponsor video made of event
- No Road Closure issues

Sadly, with large crowds it now seems almost expected that there will be a small but nonetheless significant element of anti-social behaviour.

Large events in the town such as fireworks and the CLSO bring into the town centre many young people with a great many travelling from outside the area. They tend to congregate on the Vine and for the most are just noisy and messy. However, the large crowd is intimidating to people passing them and attending the event. In 2023 there was also an incident where a young person threw a firework at a police officer.

Negative Points

- anti-social behaviour by some young people
- negativity of anti-social behaviour impacted pleasure of event for some public and staff
- negativity of anti-social behaviour impacted reputation of event, bad press, letter to MP
- negative letter from MP
- very cold and long night for staff and volunteers.

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- Temporary site for stage not ideal.
- KCC electrician did not connect some lights as promised.
- Manak Solicitors sponsor video does not show reference to joint sponsor Specsavers.

There is a suggestion supported by the Police, Town Team and STC staff that the event may be more family friendly on a Saturday afternoon.

RECOMMENDATION: The 2024 Christmas Lights Switched On is trialled to take place on a Saturday afternoon – 30th November 2024.

Additional Feedback

Mayor of Sevenoaks	<p>I thanked the team on the night, but I would like to record my heartfelt thanks to all the town council officers and volunteers for the Christmas Light Switch On event. Many people told me on the night how much they were enjoying themselves, if they could manage it through mouthfuls of candy floss and hot dogs!</p> <p>Traders appeared to do well, including those with stalls for the first time – Montreal Estate seemed to be pleased with how their Christmas trees had been received, and Sevenoaks Larder and Sevenoaks Welcomes Refugees both appeared to have lots of engagement and have expressed that it was a successful night for them.</p> <p>Will you also please extend my thanks especially to the youth workers, security and police who worked hard and long after the event had finished to make sure that difficulties were quickly contained and calmly ensure that those who stayed in town later were safe.</p> <p>And, of course, huge thanks to Alison for taking up the baton so brilliantly in Town Clerk’s absence.</p>
Cllr Clayton, Leader STC	<p>I was in the High Street from 5.40 until almost 8pm and saw very little in the way of crowd trouble. The High Street round the stage was full between 6.45 and 7.45. and it was hard to get through the crowds while the lights were being switched on. But I didn’t see too much in the way of pushing and shoving.</p> <p>There was trouble on the Vine - as well as shoplifting danger at Waitrose and M&S which diverted the police. It would be worth talking to Roberta and Nick who were trying to coordinate the shops and get hem taking to each other.</p> <p>The problem I saw on the Vine related to fireworks set off just as I was about to walk from the High Street past the pavilion. The police were there in force and were marching a person away - and pushing the crowd back towards the High Street.</p>

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	<p>One thing I did notice was the queue outside the alcohol shop just south of The Drive - opposite the Old Police Station -, and several young people walking about drinking from bottles of spirits.</p> <p>And of course, the pubs were packed!</p>
<p>Cllr Granville, STC</p>	<p>The Christmas Lights event was magical – I really enjoyed it, among thousands of others. I understand that this was mostly down to you, and wanted to say how appreciated you are. Thankyou.</p>
<p>House in the Basement Youth Café Manager</p>	<p>Whilst this year was probably slightly worse than last year? It was good to have a strong Police presence on hand who were firm but not overbearing, I saw several young people approached & asked to hand over the alcohol they were drinking, this seemed to be accepted reasonably well by the young people, a smell of weed & it being smoked was visible, some not very loud music systems were being carried around. Main dangers were broken glass, fireworks, especially later when fired sideways, large groups running & a few young people more girls under the influence of alcohol or drugs. Most young people were happy to engage with Youth workers & it was clear chatting to them that many were from out of town(Pembury, Tunbridge Wells, Tonbridge & Orpington) I think a Saturday afternoon would be a much better idea with the lights maybe being switched on as early as 4.30/5pm, alternatively not a Friday night</p>
<p>Laura Trott MP</p>	<p>I am very concerned about the problems in Sevenoaks on Friday, particular around The Vine.</p> <p>I have written to the police asking for an update. However, I know there has been issues previously with young people on event evenings in the town (although clearly not on this scale) and therefore, can you please let me know what account the Town Council took of this when risk assessing the switch-on? Did the Town Council increase the number of SIA registered staff who were on duty in comparison to previous years? Are councillors planning to sit down with the police to reassess security for the future?</p>
<p>Right Guard Security</p>	<p>I feel the evening went very well and the public seemed to enjoy the event. We found the traders were all compliant and we had no issues at the road closures which makes a change!</p> <p>I wondered if there is potential to have a run of crowd control barrier just in front of The Oak pub to segregate those that are watching the stage performances and those that need to pass through? We had to help members of the public with prams and small children as they weren't able to move through at all. Of course, this could also be an issue in the event of an emergency. Our guards would then ensure the public keep moving in the segregated area.</p> <p>Regarding the teenagers, we had to physically separate one fight in which our staff member was hit. We also had to intervene in five other arguments/fights.</p>

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	<p>Thank you to Nicholas and yourself for your support at the event and allowing us to use our judgement with the traders and road closures.</p>
Police	<p>I understand that you were contacted by Laura Trott MP regarding the Christmas light switch on – I have already provided a response to Graham Clack and to the PCC separately.</p> <p>I have seen your response to Laura and am in agreement with your early thoughts about changing the event to the afternoon and problem-solving it in these practical ways. More than happy to be involved in planning discussions for next year.</p> <p>I am also glad that the PSPO process is well underway, and this will further assist the event for next year.</p> <p>My CSU will continue to work on the crime reports and general ASB at the Vine and ask the Child Centred team to carry out home visits and school visits with identified youths so that they, and their families, can understand the impacts of their actions.</p> <p>It is a shame that the minority caused these issues and it's not acceptable.</p> <p>There is a dispersal order on the Vine this weekend (although there is no planned event like last year, but I am mindful that the youths gather at quite sporadic weekends and even when it's very cold) and I will be on duty all weekend so I can monitor the situation.</p> <p>Kind Regards,</p> <p>Lizzie</p> <p>Chief Inspector 14813 Elizabeth Jones District Commander, Swanley and Sevenoaks</p>
Velocity WW (Bligh's)	<p>The lights switch on was great, thanks for pulling together a great event!!</p> <p>Was great to see such a success at the Bligh's lights switch on last Friday.</p>
Trader	<p>We had a great evening on Friday at the Christmas Light Switch On, lovely atmosphere, had some great comments and it was a really good test for the me, the staff, and the van.</p>
Entertainers: Old School Samba Drummers	<p>Congratulations on an amazing event in Sevenoaks for the switching on of the Christmas lights, it seemed to be so much busier than last year. Thank you for inviting us along to perform, we had a great time and had</p>

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<p>Elsa, Ana & Olaf</p> <p>Robbie White</p>	<p>so many positive comments from everyone including the Mayor, who also saw us at the Faversham carnival a few weeks ago!</p> <p>Thank you so much for having us entertain on Friday. We had a lovely time, and what a great event as always.</p> <p>I just wanted to say a huge thank you for having me last Friday, loved it!! It was a great night as always!</p>
<p>Member of Public</p>	<p>I refer to the above event which I attended on Friday with my family and am writing to say how appalled I was at the running of the event. It was completely overtaken by massive groups of teenagers out to cause trouble. Some were local but we saw a stack of teenagers arriving from the train station.</p> <p>My family and a lot of the people I have spoken to who also went felt very threatened to the point we didn't even stay to see the light switch on. The teenagers were causing trouble in the crowd and there were fights and did not seem to be enough police presence at the event especially with so many people there.</p> <p>This used to be a lovely family event and I have moved back to the area recently hoping to have a lovely time like before. I will definitely not be attending again if it is like it, was this year. I'm sure I'm not the only one to complain about the event. If the police can't control the situation, then don't do the event as next time someone could get hurt. I await your comments</p> <p style="text-align: center;">.....</p> <p>Thank you for your email and expressing your concerns about the Christmas Lights Switch On Event in Sevenoaks last Friday.</p> <p>Thousands of people attended the event and had a good time. This event is held by staff at Sevenoaks Town Council who do this in addition to their 'day jobs' in order to provide such community activities. We are sorry that you did not have a positive experience.</p> <p>Unfortunately, with any large event there will be a minority causing anti-social behaviour. It is also difficult to control who will attend a free, open-air event. Yes, there were large groups of teenagers, and some did cause trouble and there were some arrests. When trouble erupted it was dealt with very quickly by our Youth Workers and police who were on site.</p> <p>There used to be a time when we didn't need any professional security, but now we are increasing this year on year at a cost which is borne totally by Sevenoaks Town Council.</p>

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	<p>Following every large event including the Christmas Lights Switch On the staff hold a review and we will be doing the same for last Fridays event and taking into account all positive and negative comments.</p> <p>Thank you for taking the time and trouble to contact us.</p>
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The Mayor of Sevenoaks with Sevenoaks Town Council Staff and Town Crier at Christmas Lights Switch On 2023.

