

Sevenoaks Town Council

Budget 2018/19

version

Final per F& GP 22 January 2018

Sevenoaks Town Council
2018/19 Forecasts

PLANNING COMMITTEE (including Licensing) Cost Centre 11

	Ref.	Actual 2013/14	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Forecast 2017/18	Budget 2018/19	% mvt
		£	£	£	£	£	£	£	
Gross Pay - Administration	4010	29,200	29,496	30,086	30,688	31,301	31,302	31,920	2%
Computer/database	6240	270	318	405	292	500	500	510	2%
Professional Fees	6630	7,119	798	1,058	1,974	2,000	2,000	2,000	0%
Books and Periodicals	6720	143	143	149	183	156	290	300	3%
Sevenoaks Conservation Council	7500	125	125	150	150	156	156	150	-4%
Neighbourhood plan	1851	-	-	9,600					
Neighbourhood plan tfr to prov'n	1852			(9,600)					
Capital Expenditure	BS								
		36,857	30,880	31,848	33,287	34,113	34,248	34,880	

Notes on Planning

4010 **Gross Pay - Administration**

2% cost of living increase has been allowed for 2018/19

6630 **Professional fees**

Represent fees associated with planning appeal fees - budget reduced to reflect the fact that whilst fees can be substantial when incurred however they are happening less frequently

1851/1852 **Neighbourhood Plan**

Neighbourhood Plan expenditure is now categorised as a project under the Community Infrastructure plan and has a separately allocated budget

Sevenoaks Town Council
2018/19 Forecasts

OPEN SPACES - SPORTS PITCHES, PARKS ETC. Cost Centre 21

	Ref.	Actual 2013/14	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Forecast 2017/18	Budget 2018/19	% mvmt
		£	£	£	£	£	£	£	
Gross Pay	4010	135,006	125,598	119,084	140,166	151,713	135,904	162,000	7%
Employers Pension Contribution	4270	3,792	4,733	6,370	10,193	8,563	7,598	10,510	23%
Graffiti and gum removal	5013	-	66	1,259	1,122	1,500	850	1,500	0%
Lr St Johns WCs (rates, cleaning, water, repairs)	5025	7,818	6,547	7,655	8,000	8,160	6,213	8,350	2%
Greatness Rec WCs (rates, cleaning, water, repairs)	5026							6,000	
Footpaths, bridleways, ROW	5040			-	-	150	150	150	0%
Seats & Litter Bins (Exc Vine)	5050	2,106	1,804	2,610	3,091	2,500	2,476	2,600	4%
Tree Sev Common	5060	3,315	2,841	1,402	3,381	3,400	3,400	3,500	3%
Tree Safety Survey	5065	-	3,450	2,400	3,500	3,500	3,500	3,600	3%
Woodlands	5070	3,646	13,292	3,895	3,121	3,150	3,150	3,200	2%
Raleys/ Knole Paddock and Pavilion	5110	866	1,700	2,759	2,040	2,040	600	2,080	2%
Raleys/K P Pitch and ground maintenance	5120	4,836	3,913	6,561	4,749	4,750	4,750	4,845	2%
Misc. Open Spaces and play areas	5310	5,263	6,088	7,331	11,630	20,000	20,000	21,500	8%
Skate Park maintenance	5316	1,107	4,510	2,550	4,000	2,500	2,500	2,550	2%
Raleys car park	5317	1,092	575	830	632	469	469	480	2%
Fertilisers	5320	1,460	1,285	674	790	1,448	900	1,200	-17%
Grass Seed	5330	1,378	1,694	1,907	2,074	1,900	2,090	1,950	3%
Plants	5340	2,018	2,075	2,069	2,600	2,600	2,600	2,700	4%
Repairs and general maintenance	5410	348	81	1,218	592	1,500	687	1,500	0%
Capital refurbishments-from rolling capital program	5412							-	0%
CIL Spend	5413								0%
Equipment - Hired & New	5500	6,574	12,646	7,050	14,874	7,874	7,874	8,000	2%
Equipment Maintenance (incl tractor)	5525	6,353	10,773	7,171	7,650	7,650	7,650	8,000	5%
Vehicle expenses (incl vans)	5550	3,244	4,724	2,437	3,324	3,324	3,324	3,400	2%
Fuel	5700	7,824	7,540	5,691	8,303	7,000	5,954	6,000	-14%
Rent, Rates & Water	6000	2,812	2,158	902	2,500	1,250	1,354	1,500	20%
Light Heat and Cleaning	6010	1,176	1,907	1,064	1,482	2,000	2,000	2,040	2%
Telephone	6101	142	166	211	173	200	176	200	0%
Mobile Telephone	6104	131	60	75	65	400	400	300	-25%
Printing and stationery	6200	9	186	67	-	-	-	-	0%
Postage & courier	6210	22	-	22	-	-	-	-	0%
Computers and database	6240								0%
Furniture/equipment	6281	65	-	66	-	-	-	-	0%
Recruitment Costs	6315			88	-	-	-	-	0%
Staff Training	6320	1,445	3,305	2,470	2,433	2,500	2,500	2,500	0%
Welfare/hospitality	6330	93	116	249	174	200	118	200	0%
Professional Fees Licensing	6635		170						0%
Bad debts	6650		694						0%
Subscriptions and professional fees	6730	161	284	45	177	200	191	200	0%
Road Dues - Oakhill Rd/Woodside	6812	1,601	1,888	1,888	1,440	2,000	2,000	2,000	0%
Bus Shelter Maintenance	6851	-	4,964	-	-	168	168	170	1%
Sundry Expenses	6900	100	46	(1,594)	22	100	100	100	0%
Health & Safety/ Risk Assessments	6922	250	308	315	843	750	1,500	1,500	100%
Alarm maintenance	6930		4,006	748	873	700	700	700	0%
CCTV Maintenance	6931	900	710	675	1,000	1,100	1,100	1,200	9%
Waste collection - Dog bins	6934	1,170	2,647	1,747	2,384	2,700	2,700	2,700	0%
Waste collection and disposal - Bins	6935	2,408	3,209	3,405	4,053	3,570	3,570	4,000	12%
Protective clothing	6952	661	1,153	1,379	1,455	1,250	1,250	1,400	12%
Letting and Hire of Facilities	1022	(19,063)	(20,347)	(25,010)	(23,653)	(17,735)	(20,000)	(20,000)	13%
Raleys car park	1316	(1,408)	(1,783)	(1,171)	(1,654)	(1,000)	(500)	(1,030)	3%
Forestry commission grants	1330	(1,000)	-	-	-	-	-	-	0%
Grant Income	1350				(13,630)				0%
Income from other depts.	1470	(1,188)	(1,835)	-	-	-	-	-	0%
insurance Claims	1550	-	(12,414)	(596)	-				0%
Log Sales	1850	(889)	(1,198)	(969)	(997)	(1,200)	(1,200)	(1,200)	0%
Sundry Income	1990	(511)	(33)	(516)	(1,769)	(700)	(700)	(720)	3%
CIL income allocation	2012								0%
Asset/Equipment Sales	2003		(568)						0%
		187,133	205,734	178,484	213,202	244,144	220,066	263,375	

Notes on Open Spaces - Forecasts

Items not within the precept but added to the rolling capital programme:

Capital Expenditure, Repairs & General Maintenance	2017/18 £	2018/19 £
Environmental park-Buckhurst Lane		
Replace skatepark surface	11,500	3,000
Replace Pontoise rusting gates		2,000
Bus Shelter-one new CIL	4,000	5,000
Lower St Johns-restrain external woodwork	1,000	
Sev Common-per Quaiffe report in November 2016	10,000	
Littlewood replace rotten fence		4000

Amounts are to be funded by grants/CIL (if they meet the criteria)

26,500	14,000
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4010	Gross Pay - Administration 2% cost of living increase has been allowed for 2018/19 Increase reflects the increased level of operation by Open Spaces staff included one apprentice includes long service awards due in 2018/19 includes provision for a full time Play Park Officer (37 hours).
5026	Greatness Rec WC New public facility due to be completed in 2018/19
5310	Misc. Open Spaces & Play Areas Includes £15,000 to operate the Environmental Park on Buckhurst Lane on a peppercorn lease from Knole Trustees. £1,500 towards Greensands Common (First of four approved annual contributions)
5316	Skatepark maintenance Revenue budget reduced but capital budget within rolling capital programme
5330	Grass seed To carry over unused proportion of 2017/18 budget to 2018/19 re: overspend expected in 2018/19 to cover repair of rugby pitches
5412	Capital Refurbishment (planned maintenance projects from rolling capital programme) Items to be funded from grants and other sources
5700	Fuel Reduced due to lowered energy costs
6104	Mobile telephone includes internet communication
6210	Postage & Courier All postage and courier are budget under central services (cost centre 31)
6315	Recruitment Costs budgeted under central services (cost centre 31)
1022	Letting and hire of facilities reflects 3% (and rounded to nearest whole number) increase

Sevenoaks Town Council
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GREATNESS CEMETERY Cost Centre 22

	Ref.	Actual 2013/14	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Forecast 2017/18	Budget 2018/19	% mvmt
		£	£	£	£	£	£	£	
Gross Pay - Administration	4010	55,794	56,099	56,290	53,935	58,916	59,936	60,000	2%
Employers Pension Contribution	4270	4,451	5,967	5,516	6,129	3,835	5,172	5,900	54%
Cem - Chapel and Office	5210	70	197	163	126	166	134	170	2%
Workshop/messroom maintenance	5230	180	31	163	171	166	166	170	2%
Repairs & General Maint	5410	5,246	1,955	2,600	-	2,600	2,600	1,000	-62%
Capital refurbishments-from rolling capital program	5412							-	0%
Equipment - Hired & New	5500	3,273	3,009	1,831	1,868	2,102	2,102	2,140	2%
Equipment Maintenance	5525	764	4,176	2,310	2,356	2,356	2,356	2,400	2%
Fuel	5700	627	726	893	730	911	911	900	-1%
Rent, Rates and Water	6000	5,160	5,145	5,500	5,610	5,610	5,610	5,700	2%
Light Heat & Cleaning	6010	985	674	1,200	1,224	1,200	1,200	1,200	0%
Telephone	6101	545	695	704	624	718	718	730	2%
Mobile Telephone	6104	20	20	30	50	31	31	40	29%
Printing Postage and Stationery	6200	47	340	50	33	200	200	200	0%
Computer - cemetery database	6240	334	286	367	374	375	375	380	1%
Training	6320	1,013	1,008	1,530	989	1,000	1,000	1,500	50%
Welfare/hospitality	6330	88	76	153	62	100	100	150	50%
Goods for Resale	6500							200	0%
Professional fees	6630	90	-	103	105	105	105	100	-5%
Subscriptions	6730	-	90	-	90	90	90	100	11%
Trees, Turf & Fertilisers	6802	453	162	1,250	1,275	1,275	2,275	1,500	18%
Roads, Paths and Boundaries	6822	115	1,192	530	457	541	541	550	2%
Lawn/ Wall of Remembrance	6832	383	286	357	368	300	300	100	-67%
Sundry expenses	6900	10	18	50	82	50	50	50	0%
Health & Safety/ Risk Assessment	6922	250	511	269	98	750	750	970	29%
Alarm Maintenance	6930	590	677	750	699	765	765	1,150	50%
Cemetery security	6932	4,447	4,887	4,437	5,277	5,000	5,000	5,100	2%
Waste collection and disposal	6935	937	1,141	1,117	1,092	1,150	1,150	1,200	4%
Protective Clothing	6952	839	696	664	434	600	600	600	0%
Cem. Lodge water contribution	1011	(198)	(202)	(205)		-	-	-	0%
Cemetery Income	1700	(67,675)	(69,709)	(72,135)	(69,300)	(72,000)	(75,956)	(74,000)	3%
Insurance Claims	1550		(3,250)				-	-	0%
		18,838	16,903	16,487	14,957	18,912	18,281	20,200	

Notes on Open Spaces - Greatness Cemetery

Capital Expenditure, Repairs & General Maintenance		2017/18	2018/19
Items not included in precept but added to the rolling capital programme		£	£
Chapel roof	5410	600	
Garage Roof-repair or replace	5410	2,000	
Path repairs	5412		5,000
Chapel restrain	5412		1,500
Bethel Rd Cemetery re-stitch wall	5412		500
Amounts to be funded by grants/CIL and other sources			
		<u>2,600</u>	<u>7,000</u>
4010	Gross Pay - Administration 2% cost of living increase has been allowed for 2018/19 increase to reflect more out of hours burials that staff have to cover includes long service awards due in 2018/19		
4270	Employers Pension Contribution Includes adjustment for the current LGPS reduced contribution rate (from 23.4% to 17.1%)		
5410	Repairs and General Maintenance from 2017/18-Chapel roof-£600, Garage roof-£2,000 to transfer to earmarked reserve '316' if uncompleted £1,000 contingency added		
5412	Capital Refurbishment per rolling capital maintenance items within "Capital Expenditure, Repairs & General Maintenance"		
6315	Recruitment Costs Budgeted in Central Services (cost centre 31)		
6922	Health & Safety/Risk Assessment To reflect increased level of service including risk assessments		
1700	Cemetery Income 3% increase plus rounding to nearest whole number		

Sevenoaks Town Council
2018/19 Forecasts

ALLOTMENTS Cost Centre 23

	Ref.	Actual 2013/14	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Forecast 2017/18	Budget 2018/19	% mvt
		£	£	£	£	£	£	£	
Gross Pay - Administration	4010	-	-	-	-	2,500	2,500	3,300	32%
Employers Pension Contribution	4270	-	-	-	-	285	285	500	75%
General Maintenance	5410	338	665	422	125	1,559	250	1,590	2%
Rent Rates & Water	6000	173	410	250	245	1,728	491	1,760	2%
Health & Safety/ Legal Advice	6922	250				-	300	300	0%
BV Rental Income	1010	(435)	(606)	(672)	(647)	(832)	(700)	(880)	6%
QH Rental Income	1047					(3,205)	(2,945)	(3,150)	-2%
Capital Expenditure	B/S								
		326	469	0	(276)	2,035	181	3,420	

Notes on Open Spaces - Allotments

Capital Expenditure & Repairs & General Maintenance

Items not included in precept but added to the rolling capital programme

To be funded from capital receipts

- 5410 Removal of asbestos QH allotments
- 5410 Power supply-QH allotments

2017/18

2018/19

£

£

1010 **Allotments income**

Bradbourne (BV Allotment)

April to September Based on £3.25 per rod and November to March based on £3.50 per rod

No of Rods: 280

Occupancy level: 80% represents a decrease from the previous year

Quakers Hall (QH Allotment)

£3,205 based on

No of Rods: 1000

Occupancy level: 80%

* Cost/rod set annually in September for one year in advance. Invoice year commences 1st of October 2017

£3.50 per rod for the year commencing 1st October 2018

- 4010 QH allotment administrative hours at 4 hours per week @12/hour plus open spaces staff salary allocation
- 4270 11.4% on gross salary to cover pension costs
- 5410 additional £1,120 for Quakers Hall allotment
- 6000 additional £1,300 for Quakers Hall allotment

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STREET LIGHTING AND GENERAL Cost Centre 26

	Ref.	Actual 2013/14	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Forecast 2017/18	Budget 2018/19	% mvmt
		£	£	£	£	£	£	£	
Public Clock Maintenance	6861	485	463	370	654	563	563	1,000	78%
Street Lighting	6862	8,971	10,228	12,153	9,540	12,396	12,396	12,644	2%
In Bloom Costs	6865	7,650	9,610	8,805	10,205	10,000	15,205	16,224	62%
Street Lighting - recharges	1263/148	(3,129)	(3,869)	(3,429)	(4,577)	(7,056)	(7,056)	(7,197)	2%
In Bloom - Contributions	1990/126	(775)	(1,545)	(995)	(550)	(1,224)	(3,280)	(1,224)	0%
Capex	B/S								
		13,202	14,887	16,904	15,272	14,679	17,828	21,447	

Notes on Open Spaces - Street Lighting and General

6862/1263 **Street lighting**

Based on average actual 2014/15 and 2015/16 assuming half of the 47 posts located in roads currently not funding their maintenance are removed (decreasing costs) and half become funded by the residents of the private roads (increasing income).

It is assumed that costs of removing lights will be covered by provisions/contingency in 2018/19.
No provision made for conversion of streetlights to LED - to be funded from other sources

6861/26 Maintenance of two clocks from 2018/19

6865/1266 **In Bloom**

Net cost to STC of £15,000

Sevenoaks Town Council
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OPEN SPACES & LEISURE -VINE CAFÉ Cost Centre 28

	Ref.	Actual 2013/14	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Forecast 2017/18	Budget 2018/19	% mvmt
		£	£	£	£	£	£	£	
Gross pay - general	4010			24,573	52,119	50,675	43,973	43,800	-14%
Employers Pension Contribution - general	4270			408	1,417	1,899	1,237	1,700	-11%
Repairs & General Maintenance	5410		115	23	500	700	700	500	-29%
Equipment Hired & New	5500			3,056	2,312	1,785	2,085	1,800	1%
Equipment Maintenance	5525							500	
Rent, rates & water	6000			256	1,051	1,200	1,200	1,200	0%
Light, heat & cleaning	6010			1,592	3,063	1,600	1,600	1,600	0%
Telephone/broadband	6101				300	250	296	300	20%
Printing & Stationery	6200				29			30	
Postage & Courier	6210				90	154	180	160	4%
Computer/Database/WPs	6240			639	-	33	150	150	355%
Staff Training	6320			693	136	250	273	300	20%
Publicity	6460				-	250	-	250	0%
Goods for Resale	6500			9,554	21,207	30,524	23,874	29,000	-5%
Copyright Fees/Royalties	6533				173	296	296	300	1%
Professional Fees Licensing	6635			256	131	100	261	100	0%
Sundry Expenses	6900				180	180	180	180	0%
Health & Safety/ Legal Advice	6922			254	-	-	-	500	
Alarm Maintenance	6930			52	442	500	1,006	500	0%
Vine CafeWaste collection and disposal	6935			429	1,210	2,000	2,420	2,100	5%
Vine Café Credit card charges	6976			195	309	538	600	550	2%
Sale of Goods	1211			(22,045)	(61,299)	(92,939)	(64,398)	(57,000)	-39%
Events Management	1212							(28,525)	
Capital Expenditure	B/S								
		0	115	19,935	23,371	(5)	15,933	(5)	

Notes on Open Spaces - Vine Café

- 4010/4270 **Gross Pay & Employers Pension Contributions**
reflects reduced operational hours over the winter months
- Overheads There is currently very little scope to reduce other overheads
- 1211 **Sale of Goods**
Amount represents a target supported by a strategy to increase income streams through events and activities directly run by the Café on the Vine
- 1212 **Events Managements**
Options for generating additional income: teas, pop up events and charging of a notional fee to other events that benefit from the Café being opened on event days

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OPEN SPACES & LEISURE -VINE GROUNDS Cost Centre 29

	Ref.	Actual 2013/14	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Forecast 2017/18	Budget 2018/19	% mvt
		£	£	£	£	£	£	£	
Gross pay - general	4010			8,393	7,513	8,743	7,826	8,250	-6%
Employers Pension Contribution - general	4270			438	454	459	474	500	9%
Vine Area -Gen. Maintenance (was CC 21)	5010	1,532	1,094	2,562	2,281	3,329	2,770	3,400	2%
Maintenance - Vine Club (was CC39)	5015	125	-	540		-	-	-	
Vine Public Conveniences (was CC21)	5020	4,348	3,991	6,117	9,696	12,242	6,624	12,000	-2%
Repairs & General Maintenance	5410								
Capital Refurbishment (from rolling capital program	5412							-	
Equipment Hired & New	5500			2,165		-	-	-	
Rent, rates & water	6000			128		684	684	700	2%
Light & heat	6010			53		55	65	65	18%
Printing & Stationery	6200	-	-	280		-	-	-	
Recruitment costs	6315			525		-	-	-	
Staff Training	6320			72		-	-	-	
Food Fair	6324			484		-	-	-	
Welfare / Hospitality	6330	-	-	17		-	-	-	
Goods for resale	6500			400		-	-	-	
Publicity	6460				240	255	255	250	-2%
Professional Fees Licensing	6635			70	70	102	102	100	-2%
Summer concerts (was CC26)	6868	3,405	5,304	3,730	4,091	4,500	4,500	3,000	-33%
Special Events	6869			766		-	-	-	
CCTV Maintenance	6931			556	749	612	812	620	1%
Protective Clothing	6952			422		-	-	-	
Vine Café Credit card charges	6976			25		-	-	-	
Insurance	1020			106		-	-	-	
Arts & Crafts stalls income (was CC26)	1022		(745)	(50)	-	(102)	(102)	-	-100%
Other events net income	1208			(1,544)	(3,512)	(3,060)	(3,060)	(3,152)	3%
Sale of Goods/Income other events	1211			(316)	(10)	-	-	-	
Rental income - Pavilion & Kiosk (was CC39)	1805	(3,023)	(3,090)	(2,316)	(3,090)	(3,090)	(3,090)	(3,180)	3%
Rental income - Band Practice Rm (was CC39)	1806	(897)	(78)	-		-	-	-	
Vine Club Insurance Contrib. (was CC21)	1870	(1,415)	(1,243)	(1,219)	(928)	(1,319)	(1,319)	(600)	-55%
Capital Expenditure	B/S								
		6,075	5,233	22,404	17,554	23,410	16,541	21,953	

Notes on Open Spaces - Vine

4010/4270	Gross pay Reflects salary/pension of gardener								
Capex	Property Maintenance not included in the precept but added to the rolling capital programme					Forecast 2017/18		Budget 2018/19	
						£		£	
5412	Paint railing							4,000	
	Less amounts hoped to be covered by grants and other sources								
								4,000	
1870	Vine Club Insurance Contrib. (was CC21) percentage based on STC insurance. Reduction reflects the reduced cost to STC								

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CENTRAL SERVICES -BAT & BALL STATION CAFÉ Cost Centre 30

	Ref.	Actual 2013/14	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Forecast 2017/18	Budget 2018/19	% mvt
		£	£	£	£	£	£	£	
Gross pay - general	4010		-	-	-	-	-	15,216	
Employers Pension Contribution - general	4270		-	-	-	-	-	5,214	
Repairs & General Maintenance	5410		-	-	-	-	-	750	
Equipment Hired & New	5500		-	-	-	-	-	-	
Equipment Maintenance	5525		-	-	-	-	-	-	
Rent, rates & water	6000		-	-	-	-	-	3,870	
Light, heat & cleaning	6010		-	-	-	-	-	3,498	
Insurance Cost	6020	22,527	-	-	-	-	-	1,002	
Telephone/broadband	6101		-	-	-	-	-	210	
Printing & Stationery	6200		-	-	-	-	-	-	
Postage & Courier	6210		-	-	-	-	-	-	
Computer/Database/WPs	6240		-	-	-	-	-	-	
Staff Training	6320		-	-	-	-	-	-	
Publicity	6460		-	-	-	-	-	2,802	
Goods for Resale	6500		-	-	-	-	-	6,528	
Copyright Fees/Royalties	6533		-	-	-	-	-	308	
Professional Fees Licensing	6635		-	-	-	-	-	270	
Sundry Expenses	6900		-	-	-	-	-	-	
Health & Safety/ Risk Assessment	6922		-	-	-	-	-	482	
Alarm Maintenance	6930		-	-	-	-	-	600	
CCTV Maintenance	6931		-	-	-	-	-	300	
Waste collection and disposal	6935		-	-	-	-	-	600	
Credit card charges	6976		-	-	-	-	-	-	
Letting and Hire of Facilities	1022	(53,879)	-	-	-	-	-	(18,017)	
Sale of Goods	1211		-	-	-	-	-	(16,321)	
Events Management	1212		-	-	-	-	-	-	
From existing Reserves	B/S		-	-	-	-	-	-	
		(31,352)	0	0	0	0	0	7,312	

Notes on Open Spaces - Vine Café

Overheads **Expenses projections**

will be based on business plan projections for the Bat & Ball station building

Income **Income projections**

will be based on business plan projections for the Bat & Ball station building

1212 **Events Managements**

Options for generating additional income: teas, pop up events

Sevenoaks Town Council
2018/19 Forecasts

CENTRAL SERVICES Cost Centre 31

	Ref.	Actual 2013/14	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Forecast 2017/18	Budget 2018/19	% mvmt
		£	£	£	£	£	£	£	
Gross Pay - Administration	4010	211,875	210,185	224,995	258,234	273,980	285,480	297,000	8%
Employers Pension Contribution	4270	10,422	11,577	18,199	26,870	30,810	28,350	35,000	14%
Pension Contribution - Deficiency	4271	10,000	55,000	57,000	60,000	68,000	68,000	68,000	0%
Repairs	5410		49	14		-	-	-	
Equipment Hired and New	5500	300	215	749	785	2,500	1,388	2,500	0%
Insurance Cost	6020	22,527	23,222	17,877	22,135	25,500	13,750	17,000	-33%
Telephone	6101	1,390	1,490	1,140	2,477	1,581	3,976	2,500	58%
Facsimile Costs	6103	133	110			114		100	-12%
Printing & Stationery	6200	8,158	8,701	9,559	12,397	14,336	13,444	14,600	2%
Postage and Courier	6210	3,197	3,217	2,239	5,629	4,000	7,208	5,000	25%
Computer/Database/WP's	6240	12,356	7,908	9,529	10,381	13,320	15,374	13,580	2%
Website costs	6241	729	481	23	815	859	859	880	2%
IT infrastructure development	6242	5,000	5,750	5,001	4,552	5,100	5,100	5,200	2%
Office Furniture/ Machinery	6281	1,335	3,590	102	1,358	1,385	543	1,400	1%
Computers Accountancy	6300	2,015	2,216	2,972	2,281	3,780	3,428	4,000	6%
Recruitment costs	6315		836	2,958		3,958	4,106	4,000	1%
Staff Training	6320	1,958	3,035	2,809	3,691	5,000	2,000	5,000	0%
Investors in People	6321	500			775	775	775	790	2%
Welfare / Hospitality	6330	1,693	1,867	2,084	2,343	1,927	1,877	1,970	2%
Mayoral Allowances	6408	4,774	4,822	2,186	5,067	5,117	5,017	5,200	2%
Mayoral Car/Travel Allowances	6409	2,122	2,060	5,418	2,230	2,300	2,230	2,340	2%
Civic Expenses/Annual Reception/Xmas Council	6410	968	1,528	1,110	793	1,622	1,600	1,650	2%
Gifts/Hospitality	6415	171	373	351	232	390	401	400	3%
Annual Parish Meeting	6420	21			100	100	100	100	0%
Honours Board, Badges, Insignia	6421	555	90	2,030	347	250	759	250	0%
Mayoral Car/Travel Allowances - prior year	6431		(703)						
Members' Expenses and Allowances	6435	2,838	3,002	2,765	1,912	3,856	3,030	3,930	2%
Press Notices	6440	1,317	982	1,164	1,889	1,300	1,538	1,500	15%
Bye Laws	6450				100	100		100	0%
Publicity/Democratic notices	6460	234	2,202	2,995	3,798	2,400	1,796	2,400	0%
Banner Costs	6461						1,000	1,020	
Audit Fees - Internal and external	6610	2,950	3,100	2,580	3,235	5,100	5,000	5,200	2%
Irrecoverable VAT	6619		7,191	5,609	7,482	7,400	7,400	6,000	-19%
Legal Expenses	6620	9,053	5,491	4,648	5,068	5,027	1,318	5,000	-1%
Professional Fees	6630	4,538							
Professional Fees Licensing	6635	90		570	640	1,950	765	1,980	2%
Conference Fees & Expenses	6710	1,457	2,220	770	2,024	2,310	1,807	2,300	0%
Books and Periodicals	6720	240		211	167	380	334	380	0%
Subscriptions	6730	2,805	3,075	3,672	2,804	3,500	3,322	3,500	0%
Special Events	6868								
Waste Sacks Exp	6889						1,367	1,400	
Sundry Expenses	6900	158	464	401	613	483	480	490	1%
Health & Safety/risk assessments	6922	2,082	2,050	2,712	2,250	2,800	3,099	3,000	7%
Healthcare services	6939		7						
Bank Charges	6975	1,071	1,232	1,381	1,658	1,318	1,386	1,390	5%
Credit card charges	6976			339	852	485	442	500	3%
Election Expenses	7010	3,000	3,000	1,900	3,000	3,000	3,000	3,000	0%
Development Costs	7611	36,376	43,773		92,584	120,200	115,000	108,330	-10%
Stag Reserve	7614	1,000	1,000	1,000	1,000	1,000	1,000	1,000	0%
Grant income	1350		(850)	(2,000)		(2,000)	(2,000)		
Banner income	1231					(2,000)	(4,789)	(4,500)	125%
Waste Sacks Income	1889						(1,147)	(1,200)	
Sundry Income	1990	(718)	(1,965)	(2,866)	(4,214)	(2,738)	(1,711)	(1,700)	-38%
Capital Expenditure	B/S								
		370,690	423,593	396,195	550,354	622,575	609,202	633,480	

Notes on Central Services

4010	Gross Pay - Administration 2% cost of living increase has been allowed for 2017/18 increasing RFO role to full time includes Employee long service awards.
4270	Employer's pension contribution
4271	Pension Contribution - Deficiency Increased in accordance with latest actuarial valuation.
6020	Insurance Main insurance policy, health and safety and vehicle insurance
6240	Computer/database/WPs Includes IT support and licenses; internet charges and Information Pods ipad charges Windows 365 license fees
6315	Recruitments Costs All recruitment costs previously shown in committees now accounted for through central services (F&GP)
6460	Publicity/Democratic notices Reflects costs of printing Town Crier; promotional signs and banners
6619	Irrecoverable VAT
6922	Health & Safety/Risk Assessments
6976	Credit card charges
7010	Election expenses £3k annual provision charged to cover next election charges
7611	Development Costs Includes an allowance to cover a loan repayment, contingency or cash flow needs related to project managing/implementation of projects within the Community Investment Plan
6461/1231	Banner income & Costs

Sevenoaks Town Council
2018/19 Forecasts

FINANCE COSTS Cost Centre 31

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Actual 2015/16 £	Actual 2016/17 £	Budget 2017/18 £	Forecast 2017/18 £	Budget 2018/19 £	
Interest - on deposits	1115	(4,056)	(4,603)	(3,333)	(1,651)	(8,750)	(7,404)	(6,000)	-31%
		(4,056)	(4,603)	(3,333)	(1,651)	(8,750)	(7,404)	(6,000)	

1115 **Interest on deposits**

Reduction in budget reflects the lower than budget returns available on investments.

Sevenoaks Town Council
2018/19 Forecasts

F&GP - GENERAL Cost Centre 32

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Actual 2015/16 £	Actual 2016/17 £	Budget 2017/18 £	Forecast 2017/18 £	Budget 2018/19 £	% mvmt
Repairs & maintenance	5410		140			-	-	-	
Equipment new and hired	5500		2,224	168		-	-	-	
Telephone & Broadband	6101			4		-	-	-	
Christmas Lights Switch On	6490	25,691	20,342	22,447	38,912	15,000	26,000	26,000	73%
Remembrance Day/Civic Services	6491	2,459	2,472	2,059	2,205	2,623	2,623	2,700	3%
No 8 bus costs	6495			17,733	36,056	36,056	36,056	36,056	0%
Subscriptions	6730			105		-	-	-	
Events	6869	4,497	10,952	6,111	7,038	6,344	6,344	6,500	2%
Protective clothing	6952		22			-	-	-	
Grant income	1350		(9,350)		510	-	-	-	
Contributions to Christmas Lights Switch On	1490				(16,699)	(17,000)	(6,345)	(5,000)	-71%
No 8 bus income	1495			(17,733)	(36,056)	(36,056)	(36,056)	(36,056)	0%
Fundraising	1500		(2,000)			(1,246)	-	-	-100%
Sundry Income	1990	(7,043)	(3,696)	(3,420)	(380)	(4,080)	-	(4,000)	-2%
Capital Expenditure	B/S					-	-	-	
		25,604	21,106	27,474	31,586	1,641	28,622	26,200	

Notes on General

6490/1490 **CLSO**
Budgeted at a net cost of £21,000 to STC

6495/1495 **No 8 Bus**
Operated at nil cost to STC from grants and other income

6869 **Special Events**
Includes remembrance day

Sevenoaks Town Council
2018/19 Forecasts

COUNCIL OFFICES Cost Centre 33

	Ref.	Actual 2013/14	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Forecast 2017/18	Budget 2018/19	% mvmt
		£	£	£	£	£	£	£	
Gross pay	4010	4,070	4,898	5,533	7,172	6,969	14,100	18,900	171%
Employers Pension Contribution	4270	306	388	400	468	451	792	570	26%
Repairs & Gen. Maintenance	5410	2,194	2,103	2,508	854	2,081	1,686	2,000	-4%
Rent and rates	6000	21,544	22,685	22,552	23,280	23,747	22,790	23,500	-1%
Light Heat & Cleaning	6010	5,539	6,464	4,561	7,039	5,826	5,826	6,000	3%
Catering Expenses	6510	-	-	-	515	114	30	130	14%
Sundry Expenses	6900	-	-	-	35	60	70	90	50%
Health & Safety/Risk Assessments	6922	250	965	-	245	279	296	300	8%
Alarm Maintenance	6930	783	542	989	580	1,345	1,108	1,400	4%
Waste Bin Disposal	6935	100	-	317	-	-	718	740	
Letting and Hire of Facilities	1022	(8,504)	(13,102)	(12,903)	(16,687)	(13,904)	(13,872)	(14,319)	3%
Civil Ceremonies Income	1281	(211)	-	-	-	-	-	-	
Capital Expenditure	B/S	-	-	-	-	-	-	-	
		26,259	24,955	24,148	23,502	26,968	33,544	39,311	

Notes on Council Offices

4010 **Gross Pay - Administration**
This heading includes caretaker staff hours increasing to full time from November 2017
2% cost of living increase has been assumed for 2017/18.

6935 **Waste Bin Disposal**
Service commenced in 2017/18

5412 **Repairs & General Maintenance**
Includes the following from the rolling capital programme

	Actual 2015/16 £	2018/19 £
	-	-

Sevenoaks Town Council
2018/19 Forecasts

COMMUNITY CENTRE Cost Centre 36

	Ref.	Actual 2013/14	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Forecast 2017/18	Budget 2018/19	% mvmt
		£	£	£	£	£	£	£	
Gross Pay	4010	24,198	25,076	31,038	30,145	31,490	31,002	32,200	2%
Employers Pension Contribution	4270	313	299	403	960	950	992	1,500	58%
Buildings Repairs & Maint.	5410	6,465	2,662	1,863	1,997	2,825	1,656	2,900	3%
Equipment Hired and New	5500	(67)	-	-	-	-	-	-	-
Rates and water	6000	5,563	5,861	5,559	6,120	6,500	6,432	6,700	3%
Electricity	6011	1,982	2,142	1,961	2,786	2,289	2,012	2,700	18%
Gas	6012	2,210	1,822	1,779	1,858	1,895	852	1,800	-5%
Cleaning (Incl. Materials)	6013	724	607	599	45	832	832	800	-4%
Telephone	6101	183	199	492	433	260	430	400	54%
Mobile Phone	6104	40	55	42	56	63	51	80	27%
Printing and Stationery	6200	17	-	3	1	68	36	70	3%
Office Furniture/ Machinery	6230	500	-	-	-	577	1,167	600	4%
Computers	6240	-	216	-	60	309	309	300	-3%
Furnishings, Furniture & Equipment	6281	1,053	300	36	170	312	312	320	3%
Training	6320	143	-	-	-	173	-	200	16%
Publicity/Democratic notices	6460	-	-	-	-	530	264	500	-6%
Refreshments For Resale	6520	858	762	707	551	765	494	700	-8%
Copyright Fees/Royalties	6533	355	304	563	674	477	563	470	-1%
Professional fees - licensing	6635	180	180	180	180	212	212	210	-1%
Bad debts	6650	-	224	-	-	-	-	-	-
Grounds Maintenance	6842	445	-	-	-	500	252	500	0%
Sundry Expenses	6900	1	36	-	21	50	20	50	0%
Health & Safety/ Risk assessments	6922	250	965	307	-	300	323	300	0%
Alarm Maintenance	6930	937	1,847	1,998	1,759	2,040	1,300	2,000	-2%
CCTV Maintenance	6931	270	332	279	286	340	293	300	-12%
Waste Disposal	6935	1,246	1,758	1,282	1,463	1,829	1,650	1,800	-2%
Healthcare Services	6939	1,201	995	1,036	150	1,561	1,896	1,900	22%
Letting and Hire of Facilities	1022	(53,879)	(54,509)	(62,128)	(60,607)	(58,412)	(60,492)	(62,300)	7%
Sale of Refreshments	1250	(738)	(662)	(1,885)	-	-	-	-	-
Grant income	1350	-	(732)	-	-	-	-	-	-
Outdoor Activities	1445	(840)	(81)	(115)	(41)	(85)	-	-	-100%
Indoor Activities	1457	(2,338)	(2,775)	(1,076)	(2,967)	(2,831)	(2,544)	(2,728)	-4%
Capital Expenditure	B/S	-	-	-	-	-	-	-	-
		(8,728)	(12,117)	(15,074)	(13,898)	(4,181)	(9,686)	(5,728)	

Notes on Sevenoaks Community Centre

- 4010 **Gross Pay - Administration**
This heading includes all part-time caretaker staff whose hours vary in accordance with actual lettings.
2% cost of living increase has been assumed for 2017/18
- 4270 **Employer's pension contribution**
Pensions costs based on current levels of take-up for the auto-enrolment scheme.
- 1022 **Letting and hire of facilities**
increase of 3% plus rounding on 2017/18 Forecast
- 6240 **Computers**
Charges reflect Broadband

Sevenoaks Town Council
2018/19 Forecasts

COMMUNITY GRANTS Cost Centre 38

	Ref.	Actual 2013/14	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Forecast 2016/17	Budget 2018/19	% mvmt
		£	£	£	£	£	£	£	
Grant subsidies for SCC	6937	501	609	583	250	1,000	624	1,000	0%
Grant subsidies for Council Chamber	6938	995	1,895	1,631	1,711	1,000	1,256	1,000	0%
Local Organisations and Youth Grants	7500	11,915	9,408	16,183	18,157	16,500	14,000	16,500	0%
Sevenoaks Summer Festival	7502	5,000	5,000	5,000	5,000	5,000	5,000	5,000	0%
Twinning Support	7520	1,000	625	500	500	1,000	1,000	1,000	0%
Youth Outreach	7550/7552	15,110	17,423	15,000	15,000	5,000	5,000	5,000	0%
Youth Council	7555	1,000	500	554	500	500	500	500	0%
Stag Community Arts Centre	7556	27,000	27,000	27,000	27,000	27,000	27,000	27,000	0%
Capital Expenditure	B/S								
		62,521	62,460	66,452	68,119	57,000	54,380	57,000	

Notes on Grants

- 7500 **Youth Grants**
This heading includes £2,000 for Summer Play days
- 7555 **Youth Council**
Reduction by £10,000 which is allocated to the House in The Basement annually per F&GP approval

Sevenoaks Town Council
2018/19 Forecasts

LETTING OF NON-OPERATIONAL PROPERTY Cost Centre 39

	Ref.	Actual 2013/14	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Forecast 2017/18	Budget 2018/19	% mvmt
		£	£	£	£	£	£	£	
Vine Band Practice Room	5012			120	-	-	-	-	
Bungalow & Garage	5103	443	205	-	-	-	-	-	
Maintenance - Raleys Centre	5105	35,447	1,500			-	-	-	
Cem. Lodge Maintenance	5211	463	8,518	618		-	-	-	
Repairs and General Maintenance	5410	-	-	91		-	-	100	
Rental income - Lodge	1012	(14,228)	(14,824)	(9,332)		-	-	-	
Rental income - Bungalow	1013	(12,360)	(10,940)			-	-	-	
Rental income - Red Cross	1014	(200)	(200)	(200)	(200)	(200)	(50)	-	-100%
Rental income - Raleys Centre	1016	(13,211)	(13,372)			-	-	-	
Knole Paddock ground rents, wayleaves	1044							(19,250)	
Vine ground rents, wayleaves	1045							(11,550)	
SCC ground rents, wayleaves	1046	(1,500)	(2,742)	(2,742)	(2,907)	(2,797)	-	(3,900)	39%
Open Spaces rents and wayleaves	1469	(5,320)	(4,823)	(3,905)	(4,690)	(4,919)	-	(5,000)	2%
Capital Expenditure	B/S								
		(10,466)	(36,678)	(15,350)	(7,797)	(7,916)	(50)	(39,600)	

Note on Non-operational Property Lettings

- 1044/1045 **Ground rents & Wayleaves**
Income to be transferred to No. 8 bus earmarked reserve to offset operational costs

Sevenoaks Town Council
2018/19 Forecasts

SEVENOAKS TOWN PARTNERSHIP Cost Centre 40

	Ref.	Actual 2013/14	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Forecast 2017/18	Budget 2018/19	% mvmt
		£	£	£	£	£	£	£	
Gross Pay (conductors)	4010	1,087	-	-	-	-	-	-	
Telephone	6101							100	
Printing & Stationery	6200	118					6	100	
Computer/Database and other costs	6240	1,184		38	587	160	490	500	213%
Information Screens	6244				3,922		1,834	1,500	
Business Awards	6322	1,974	6,107	6,661	7,357	7,500	5,487	7,500	0%
Business Show	6323			3,277	-	2,438	1,945	2,500	3%
Wellbeing Show	7616			181	-	2,242	2,198	2,500	12%
Welfare/Hospitality	6330	10							
Publicity	6460	942							
Bad debts	6650		24						
Conference Fees & Exps	6710	773				700	700	700	0%
Special Events	6869								
Sundry expenses	6900		2,748	2,714	2,420	2,000	1,664	600	-70%
Christmas gift guide expenses	7607		1,689	1,050		1,500			-100%
Friends of Bat & Ball	7608		643			1,018	1,500	1,000	-2%
Park & Panto	7615		6,562			900	900		-100%
Business Awards	1206	(894)	(6,536)	(6,102)	(6,726)	(7,000)	(6,845)	(7,000)	0%
Business Show	1207	(2,175)		(5,871)	(1,756)	(2,000)	(4,170)	(3,000)	50%
Wellbeing Show Income	1209			1,568	(1,302)	(3,500)	(1,830)	(3,500)	0%
Grant income	1350		(1,000)		(1,000)	(1,000)		(1,000)	0%
Christmas gift guide income	1436		(1,332)	(940)		(2,000)			-100%
Pak & Panto income	1437		(1,262)						
Sundry income	1990		(20)				(245)		
Income and Donations receivable	7610	(15,412)							
Capital Expenditure	B/S								
		(12,393)	7,623	2,577	3,503	2,958	3,634	2,500	
1 or									
Movement in STC reinvestment funds	7610/4		1,067	2,340	(5,742)	2,042	3,350	2,500	22%
Vintage bus reinvestment fund (to Park&Panto income 201		4,301	(4,301)						
Friends of Bat & Ball reinvestment fund	7608/40		2,357						
Vintage Bus Expenses	7609	15,754	11,095	11,250	19,201	12,000	9,865	10,000	-17%
Vintage Bus income	1435	(5,042)	(9,841)	(11,166)	(11,963)	(12,000)	(11,849)	(10,000)	-17%
		2,620	8,000	5,000	5,000	5,000	5,000	5,000	

Notes on Sevenoaks Town Partnership

7610/40 balancing figure/'STC's contribution to STP which is budgeted to ensure that the annual overall cost to STC is no more than £5,000

7608 **Friends of Bat & Ball Reinvestment Fund**

7000 **STP Reinvestment Fund**

STP Reinvestment Fund reflects predicted surplus which if unused in any particular year will be carried forward within other creditors for future use as required. The budget excludes usage of this provision.

7609/1435 **Vintage bus**

Operation of the service to be reduced to match 2016/17 income. Any surpluses to be transferred to other creditors/reinvested for future operational years

Sevenoaks Town Council
2018/19 Forecasts

YOUTH CAFÉ Cost Centre 50

	Ref.	Actual 2013/14	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Forecast 2017/18	Budget 2018/19	% mvmmt
		£	£	£	£	£	£	£	
Gross Pay	4010	46,428	40,271	41,675	42,571	43,436	38,446	40,000	-8%
Employers Pension Contribution	4270	1,327	-	227	317	332	332	500	51%
Repairs and General Maintenance	5410	3,495	1,397	461	1,104	1,000	587	1,000	0%
Cleaning	6010	204	223	614	296	500	500	500	0%
Telephone	6101	588	523	319	393	300	542	560	87%
Printing & Stationery	6200	755	564	104	126	500	252	500	0%
Postage & courier	6210	2	-	-	-	-	-	-	-
Computer/Database/WPS	6240	59	686	197	67	714	714	750	5%
Furnishings, furniture/Eqpt	6281	363	754	154	865	500	500	500	0%
Recruitment Costs	6315	935	380	472	54	-	-	-	-
Staff Training	6320	414	-	279	225	370	370	400	8%
Welfare/Hospitality	6330	774	97	35	4	-	-	-	-
Staff Uniforms	6340	100	209	-	-	-	-	200	-
Publicity/Democratic notices	6460	1,545	329	492	131	-	644	500	-
Goods for resale	6500	2,417	1,831	2,375	2,173	2,600	2,600	2,700	4%
Catering Expenses	6510	328	-	-	-	-	-	-	-
Soundwaves Expenditure	6550	1,378	1,317	200	-	-	-	-	-
Course Material	6568	1,695	-	-	-	-	-	-	-
Music Equipment	6571	959	15	-	-	-	-	-	-
IT Equipment	6572	84	-	-	-	-	-	-	-
Youth Magazine Expenditure	6573	1,382	675	-	-	100	100	100	0%
New Blood DJ workshops	6574	-	150	-	-	-	-	-	-
Professional fees licensing	6635	89	388	98	103	100	100	200	100%
Subscriptions	6730	-	60	113	-	-	-	-	-
Special Events	6869	-	50	-	-	-	-	-	-
Sundry Expenses	6900	145	137	107	116	140	140	150	7%
Health & Safety/Legal Advice	6922	250	300	-	(0)	312	312	400	28%
Protective clothing	6952	-	-	-	-	-	-	-	-
Bank charges	6975	-	75	-	-	-	-	-	-
Letting and Hire of Facilities	1022	(3,920)	(2,942)	(3,882)	(2,665)	(3,900)	(3,900)	(3,900)	0%
Soundwaves Income	1242	(1,758)	(342)	(39)	-	-	-	-	-
Sale of Goods	1211	(2,351)	(1,616)	(2,679)	(3,108)	(3,250)	(3,250)	(3,315)	2%
Grant Income	1350	(51,239)	(43,920)	(38,333)	(35,607)	(26,000)	(26,000)	(10,000)	-62%
Educational kits income	1351	-	(305)	-	-	-	-	-	-
Fundraising	1500	(284)	(905)	-	(79)	(17,754)	(17,754)	(18,085)	2%
Sundry Income	1990	(100)	(401)	(295)	(38)	-	-	-	-
Capital Expenditure	B/S	-	-	-	-	-	-	-	-
		6,064	0	2,694	7,047	0	(4,765)	13,660	

Notes on Youth Café

Sale & Hire Income	(7,215)
Additional funding	(28,085)

Funding sources

Annual Budget	£	13,640
Bfwd surplus	£	4,765
<i>Grant income</i>		
Awards for all	£	10,000
West Kent	£	-
Clr Crabtree	£	-
<i>Fundraising</i>		
	£	-
	£	-
	£	-
		<u>28,405</u>
<i>Surplus (Additional funding required)</i>		(6,895)

Sevenoaks Town Council
2018/19 Forecasts

MARKETS Cost Centre 60

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Actual 2015/16 £	Actual 2016/17 £	Budget 2017/18 £	Forecast 2017/18 £	Budget 2018/19 £	% mvmt
Gross Pay	4010	2,516	3,985	2,734	2,329	2,808	2,836	2,900	3%
Employers Pension Contribution	4270	8	-	-	-	-	-	-	
Repairs & general maintenance	5410		436	347		-	-	100	
Saturday Market Charges	5420	32,000	32,484	13,248	13,328	13,182	13,940	13,500	2%
Wednesday Market Charges	5421			19,363	19,479	19,651	20,066	21,000	7%
Vine Farmers Market	5422				2,146	-	-	-	
Friday Market Charges	5423	32,000						13,500	
Equipment new and hired	5500		936	654		-	-	-	
Blighs market rent	6001		16,540	12,676	15,922	17,887	10,370	10,370	-42%
Light, Heat & Cleaning	6010			2,154		-	-	500	
Furnishings, furniture/Eqpt	6281	13	51			-	-	-	
Publicity/Democratic notices	6460	5,003	5,892	1,162	982	3,500	880	3,500	0%
Subscriptions	6730		52			-	-	-	
Sundry Expenses	6900	42	5	254		-	-	-	
Rental Income Sat Market	1017	(24,101)	(21,713)	(22,915)	(24,148)	(23,650)	(23,460)	(24,337)	3%
Rental Income Weds Market	1018	(21,102)	(20,155)	(18,946)	(18,873)	(21,152)	(16,072)	(21,212)	0%
Rental Income Blighs Market	1019		(18,263)	(15,374)	(18,493)	(17,762)	(18,408)	(18,278)	3%
Vine Farmers Market Income	1021				(2,475)	-	-	-	
Rental Income Friday Market	1024							(18,500)	
Other income	1990						(217)	-	
Capital Expenditure	B/S					-	-	-	
		26,405	250	(4,644)	(9,803)	(5,536)	(10,065)	(16,957)	
Movement in general reinvestment fund	7000	5,595	(250)		2,303	5,536	7,445	16,957	206%
		32,000	0	(4,644)	(7,500)	0	(2,620)	0	

Notes on Markets

4010 **Gross Pay - Administration**

This heading includes two part-time staff whose hours attributable to market work are recharged from different cost centres according to 2.5hrs/week allocated to market work.

5420/5421 **SDC management charge**

The rent charge for the Wednesday and Saturday markets has been based on current charges assuming a 3% increase

5422 **Blighs market rent**

Blighs charges are based on the current charging structure for handyman charges plus SDC storage licence and Ignis rent

Market rental Expenditure & Income

1017-1019 Market rental income is based on actual results to August 2017/18

5423/1024 Represents Friday Market days at Blighs commencing April 2018

7000 **Market reinvestment fund**

Reflects movement in the reinvestment provision to ensure that the markets are operationally cost neutral of the Council

**Sevenoaks Town Council
2018/19 Forecasts**

FINANCIAL & GENERAL PURPOSES COMMITTEE SUMMARY

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Actual 2015/16 £	Actual 2016/17 £	Budget 2017/18 £	Forecast 2017/18 £	Budget 2018/19 £	% mvmt
Vine Café	28	-	115	19,935	23,371	(5)	15,933	(5)	5%
Bat & Ball Station Building	30	-	-	-	-	-	-	7,312	
Central Services	31	370,690	423,593	396,195	550,354	622,575	609,202	633,480	2%
Finance Costs	31	(4,056)	(4,603)	(3,333)	(1,651)	(8,750)	(7,404)	(6,000)	-31%
General	32	25,604	21,106	27,474	31,586	1,641	28,622	26,200	1497%
Council Offices	33	26,259	24,955	24,148	23,502	26,968	33,544	39,311	46%
Community Grants	38	62,521	62,460	66,452	68,119	57,000	54,380	57,000	0%
Community Centre	36	(8,728)	(12,117)	(15,074)	(13,898)	(4,181)	(9,686)	(5,728)	37%
Letting of Non-operational Property	39	(10,466)	(36,678)	(15,350)	(7,797)	(7,916)	(50)	(39,600)	400%
Sevenoaks Town Partnership	40	2,620	8,000	5,000	5,000	5,000	5,000	5,000	0%
Youth Café	50	6,064	-	2,694	7,047	-	(4,765)	13,660	0%
Markets	60	32,000	-	(4,644)	(7,500)	-	(2,620)	-	0%
		502,508	486,831	503,498	678,132	692,332	722,157	730,630	

**Sevenoaks Town Council
2018/19 Forecasts**

OPEN SPACES & LEISURE COMMITTEE SUMMARY

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Actual 2015/16 £	Actual 2016/17 £	Budget 2017/18 £	Forecast 2017/18 £	Budget 2018/19 £	% mvmt
General	21	187,133	205,734	178,484	213,202	244,144	220,066	263,375	8%
Greatness Cemetery	22	18,838	16,903	16,487	14,957	18,912	18,281	20,200	7%
Allotments	23	326	469	-	(276)	2,035	181	3,420	68%
Gymnasium	24	9,288	11,944						
Street Lighting and General	26	13,202	14,887	16,904	15,272	14,679	17,828	21,447	46%
Vine Grounds	29	6,075	5,233	22,404	17,554	23,410	16,541	21,953	-6%
		234,862	255,171	234,279	260,709	303,180	272,897	330,395	

**Sevenoaks Town Council
2018/19 Forecasts**

REVENUE FUND SUMMARY

	Ref.	Actual 2013/14 £	Actual 2014/15 £	Actual 2015/16 £	Actual 2016/17 £	Budget 2017/18 £	Forecast 2017/18 £	Budget 2018/19 £	%
Planning Committee	1	36,857	30,880	31,848	33,287	34,113	34,248	34,880	2%
Open Spaces & Leisure Committee	2	234,862	255,171	234,279	260,709	303,180	272,897	330,395	9%
Finance/General Purposes Committee	3	502,508	486,831	503,498	678,132	692,332	722,157	730,630	6%
		774,227	772,882	769,625	972,127	1,029,625	1,029,301	1,095,905	
Less: Government Revenue Support Grant		(36,801)	-	-	-	-	-	-	
Add: Appropriation to/(from) Balances		-	-	-	-	-	-	(7,312)	
		737,426	772,882	769,625	972,127	1,029,625	1,029,301	1,088,593	
Precept % increase									
Council Tax Base ie. Band D Equivalents		8,891	8,927	9,055		9,315		9,470	
Council Tax % increase		£82.94	£86.58	£84.99		£110.53		£114.95	
Council Tax per week						£2.13		£2.21	

Note:
Number of Band D households (1916) provided by SDC

NB :	1999/00	£47
	2000/01	£48
	2001/02	£50
	2002/03	£49
	2003/04	£50
	2004/05	£54
	2005/06	£59
	2006/07	£62
	2007/08	£63
	2008/09	£74
	2009/10	£76
	2010/11	£77
	2011/12	£77
	2012/13	£77
	2013/14	£81
	2014/15	£87
	2015/16	£89
	2016/17	£105
	2017/18	£111
	2018/19	£115

Total expenditure						
CC	2017/18 budget	2018/19 budget	2017/18 budg	2018/19 budget	2017/18 budğ	2018/19 buc
	Total expenditure		Total income		Net expenditure	
11	34,113	34,880	-	-	34,113	34,880
21	264,779	286,325	(20,635)	(22,950)	244,144	263,375
22	90,912	94,200	(72,000)	(74,000)	18,912	20,200
23	6,072	7,450	(4,037)	(4,030)	2,035	3,420
26	22,959	29,868	(8,280)	(8,421)	14,679	21,447
28	92,934	85,520	(92,939)	(85,525)	(5)	(5)
29	30,981	28,885	(7,571)	(6,932)	23,410	21,953
30	-	41,650	-	(34,338)	-	7,312
31	629,313	640,880	(15,488)	(7,400)	613,825	633,480
			(8,750)	(6,000)		(6,000)
32	60,023	71,256	(58,382)	(45,056)	1,641	26,200
33	40,872	53,630	(13,904)	(14,319)	26,968	39,311
36	57,147	59,300	(61,328)	(65,028)	(4,181)	(5,728)
38	57,000	57,000			57,000	57,000
39	-	100	(7,916)	(39,700)	(7,916)	(39,600)
40	32,500	29,500	(27,500)	(24,500)	5,000	5,000
50	50,904	48,960	(50,904)	(35,300)	-	13,660
			-	-	-	-
60	62,564	82,327	(62,564)	(82,327)	-	-
						-
	1,533,073	1,651,731	(512,198)	(555,827)	1,029,625	1,095,905
Precept	1,029,625	1,088,593				
% exp covered by precept	67.2%	65.9%				
Grant income	0	0				
% exp covered by grants	0.0%	0.0%				