

11th September 2019

You are summoned to attend a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** to be held in the Council Chamber at the address below on Monday 16th September 2019 at 7.00pm. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

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



Town Clerk

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

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

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

PUBLIC QUESTION TIME

To enable members of the public to make representation or put questions to the Committee on any Financial or General Purposes matters.

A G E N D A

- 01 APOLOGIES FOR ABSENCE
To receive and note apologies for absence.

- 02 REQUESTS FOR DISPENSATIONS
To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).

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

- 03 DECLARATIONS OF INTEREST
To receive any declaration of interest from members in respect of items of business included in the agenda for this meeting.
- 04 MINUTES
To receive and sign the minutes of the meeting of the Finance & General Purposes Committee held on 19th August 2019.
- 05 FINANCE REPORTS
- (a) Statement of Accounts
To receive and consider the Statement of Accounts, together with the Finance Officer's report and variance analysis for the period 1st to 31st July 2019 (copy attached)
 - (b) Suppliers' Accounts
To authorise payment of the accounts listed in the schedules for the period 1st to 31st July 2019 (copy attached).
 - (c) Payroll Account
To confirm payments from the account listed in the schedules for the period 1st to 31st July 2019 (copy attached).
 - (d) Petty Cash Account
To confirm payments from the account listed in the schedules for the period 1st to 31st July 2019 (copy attached).
 - (e) Hospitality and Gifts Register
To receive and note that no Hospitality or Gifts were received by the staff for the period 1st to 31st July 2019.
- 06 CCLA
To approve the investment of funds in the short term in CCLA.
- 07 STREET LIGHTING UPDATE
- 08 SEVENOAKS TOWN PARTNERSHIP
To receive and note the minutes of the meeting held on 4th September 2019 (copy attached).
- 09 GRANTS
To consider grant applications (see separate pack circulated with agenda)
- 10 ALLOTMENT RATES
To consider report relating to allotment rents (report attached).
- 11 COMMUNITY INFRASTRUCTURE LEVY
(CIL) Policy and Report (see attached).
- 12 CURRENT MATTERS AND PRIORITIES
To receive and note a list of
- a) current matters
 - b) priorities
- of the Town Council
- 13 PRESS RELEASE
To consider any agenda item, which would be considered appropriate for a press release.

**Sevenoaks Town Council
Minutes of the Finance & General Purposes Committee
held on 19th August 2019 in the Council Chamber**

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 7.15 p.m.

Present:

Cllr Keith Bonin	Present		Cllr Roderick Hogarth	Present
Cllr Nicholas Busvine OBE	Apologies		Cllr Tom Morris Brown	Present
Cllr Sue Camp	Apologies		Cllr Robert Piper	Present
Cllr Dr Marilyn Canet	Apologies		Cllr Simon Raikes, Chairman	Apologies
Cllr Tony Clayton, Vice Chairman	Present		Cllr Edward Waite (7.40 p.m.)	Apologies
Cllr Andrew Eyre	Apologies			

Substitutes

Cllr Victoria Granville Baxter	For Cllr Dr Marilyn Canet
Cllr Rachel Parry	For Cllr Andrew Eyre
Cllr Richard Parry	For Cllr Simon Raikes

In Attendance: Town Clerk, Responsible Financial Officer.

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

Cllr Clayton as Vice Chairman chaired the meeting. The meeting was not recorded.

223. Apologies for Absence

RESOLVED: To accept apologies for absence as noted above.

224. Requests for Dispensations

There were no requests for dispensations.

225. Declaration of Interests

There were no declaration of interests.

226. Minutes of the Finance & General Purposes Committee held on 5th August 2019.

RESOLVED: To receive and sign the Minutes as a true record of the previous meeting.

227. Annual Audit to 31st March 2019

The Committee considered the agenda documents circulating relating to revisions to section 2- Accounting Statements 2018/19 previously presented to Council on 10th June 2019. Revisions represent confirmation of the actual Balances carried forward (box 7) £2,283,552, total other receipts (box 3) £2,495,197 and all other payments (box 6) £2,427,344.

It was noted that the treatment of reporting CIL during the last financial year was changed to make it more transparent for committee budgets and was reflected in the supporting finance audit papers. These figures however were not transposed in the variance analyse and therefore boxes on the Accounting Statement were incorrect. Bank balances, Assets, Investments, Earmarked Reserves were correctly reported originally and remain unchanged.

RECCOMENDED: To note and approve revisions to section 2- Accounting Statements 2018/19 previously presented to Council on 10th June 2019. Revisions represent confirmation of the actual Balances carried forward (box 7) £2,283,552, total other receipts (box 3) £2,495,197 and all other payments (box 6) £2,427,344.

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

Signed
Chairman

Dated

1.0 Summary

The net income including Precept, is £22,183 against a budget of £14,741 resulting in a year to date net favourable variance of £7,442. This does not include capital infrastructure related expenditure and funding, which is covered elsewhere.

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

2.0 Income and Expenditure (Appendix 1)

Precept received in advance for July 2019 to October 2019 is £190,231

Highlights of income and expenditure variances (+/- £5,000) by cost centre are:

*Positive variances shown as Favourable (F); Negative variances are shown as Adverse (A)

<u>Cost Centre</u>	<u>Name</u>	<u>Variance</u> £	<u>Comments</u>
21	Open Spaces	9,087 (F)	Please refer to the variance report.
28	Vine Café	12,352 (A)	Please refer to the variance report.
31	Establishment	11,231 (F)	Please refer to the variance report.
36	Community Centre	10,009 (A)	Please refer to the variance report
39	Property	472 (A)	Timing on wayleaves

3.0 Cashflow

Since 1ST April 2019, there has been a net increase in cashflow of £2,725,223 resulting in a cash balance on 31ST July 2019 of £5,186,493.

4.0 Working Capital (Appendix 2)

Including precept received in advance, there is a net increase in current assets of £2,655,786. Receipts include: CIL receipt of £1,200,000 for the Bat & Ball Centre refurbishment, £21,000 towards the Access Ramp at Bat & Ball station and receipt of £238,398 grant payment from The HLF towards Bat & Ball station project and operation. PWLB Loan of 1,400,000 received towards the refurbishment of The Community Centre.

The year to date expenditure includes £21,804 on Vine Pavilion windows, £6,000 towards the Ramp at Bat & Ball station (Allocations previously approved by Committee) other items were previously reported.

5.0 Fund Balances (Appendix 3)

The statement of fund balances as at 31st July 2019 shows funds totalling £5,283,193 (£3,335,119) at 31st July 2018). For now, there is sufficient liquidity to cover current commitments.

Deposits have been invested for varying maturities with HSBC, Handelsbanken, Nationwide and Bank of Scotland. Interest rates vary from 0.04% to 0.65%.

Sevenoaks Town Council

Statement of Fund Balances as at 31 July 2019

S&P Rating 30/06/2019	
Long term	Short term

£ (2018/19)	Bank of Scotland	A+	A1	Values £	Total Values £	Percent of Total Funds %	Interest rate
	Treasury deposit (1m)			1,200,000	1,200,000	23.14%	0.80%
594	National Westminster Bank	A-	A2	865			0.20%
1,600,313	Business Reserve Account			1,578,876			
725	Current Account			1,000			
1,000	Payroll Account			1,000			
7,873	HTB Youth café			7,901			
27,640	Sevenoaks Town Partnership			9,165	1,598,806	30.83%	
	Mayors Charity Account						
50,191	HSBC	AA-	A1+	50,275	50,275	0.97%	0.20%
	Business money manager						
62,880	Handelsbanken	AA-	A1+	63,625			0.15%
260,005	Deposit account			260,005			0.25%
	35 day notice account				323,630	6.24%	
1,206,251	Nationwide	A	A1	2,002,843			0.60%
10,057	Instant Saver			10,117	2,012,959	38.81%	0.60%
	Sevenoaks Fund Instant Saver						
1	Clydesdale	BB	A2	1	1		
	Current account						
739	Petty Cash			822	822	0.02%	
3,228,270					5,186,493	100.00%	

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July 2019 Year to Date Variance analysis

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

Cost Centre	Actual costs	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Planning Committee					
General	11,137	11,110	(27)	35,630	Largely tracking budget to date.
Open Spaces & Leisure Committee					
General	81,937	91,024	9,087	260,002	Slight Positive variance in Gross Pay of £1,106 but will reduce in subsequent months due to 2 new starters and Increase in Expenditure due to purchase of vehicle as previously mentioned in May which is offset by the transfer from Reveune Reserve and slight increase in Rent&Rates in general.
Cemetery	4,645	4,987	342	11,724	Largely tracking budget to date.
Allotments	1,775	2,652	877	135	Slight Increase due to new pot holders
Street lighting/ general	11,517	14,805	3,288	21,626	Less than budgeted In Bloom donations to date.
Vine Café	14,888	2,536	(12,352)	12,170	Adverse variance due essential staff cover (approved budget & overtime) of £4,984. Purchase of AC system which was not within budget originally.
Vine Grounds	4,049	5,672	1,623	20,000	Postive variance as costs were less than budgeted and slight increase income from other events (the Ferrari event for Sept19)

July 2019 Year to Date Variance analysis

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

Cost Centre	Actual costs	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Finance & General Purposes Committee					
Bat & Ball Station	23,245	(214)	(23,459)	(1,134)	Adverse variance due to lower sales of goods and hire income lower than budgeted income. This is due to the building not yet fully operational. There should be slight increase in hiring of facilities over the next couple of months. Positive variance in expenditure due to Gross Pay(£10,378), Goods for Resale (£15,735)& Cleaning (£5,082).
Establishments	174,775	186,006	11,231	667,540	Positive variance due to Higher interest on deposits due to increase of funds over the past couple of months and increase of waste if sacks income. Less expenditure spend to date and no contingency provision has been used.
General	3,784	3,730	(54)	30,200	Largely tracking budget to date.
Council Offices	8,279	16,017	7,738	47,485	Favourable variance on Gross Pay due to reduced cleaning costs (currently no caretaker) and slight increase in Hire of Facilities.
Community Centre	(22,441)	(12,432)	10,009	(12,432)	Positive variance due to a transfer of £26,000 from Revenue Reserves as agreed by F&GP minute 411 to offset the loss of income due to closure of Community Centre in June 2019.
Grants	28,886	31,664	2,778	57,000	Fewer than expected grant applications year to date
Property	(2,250)	(2,700)	(450)	(7,900)	Difference due to phasing of rental of income in June19

July 2019 Year to Date Variance analysis

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

Cost Centre	Actual costs	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Sevenoaks Town Partnership	(1,034)	(1,537)	(503)	5,000	Slight adverse variance due to fewer bookings on sponsorships
Business Hub	1,575	-	(1,575)	(9,280)	Electricity Bills for the property which was expected to have been operational by now
Youth Cafe	7,852	9,604	1,752	29,620	Positive variance due to Grant Income of £2,922 received in April 19
Markets	5,659	2,799	(2,860)	-	Current adverse variance due to lower than expected income from Blighs & Wednesday Markets.
Precept	(380,462)	(380,464)	(2)	(1,141,385)	
Rolling Cap Budget	(89,199)	-	89,199	-	
Total (exc. capital items)	(22,183)	(14,741)	7,444		

Summary by Committee:

Planning	11,137	11,110	(27)	35,630
Open spaces & Leisure	103,923	119,140	15,217	313,487
Vine Café	14,888	2,536	(12,352)	12,170
Finance & General Purpose	228,330	232,937	4,607	806,099
Precept	(380,462)	(380,464)	(2)	(1,141,385)
Rolling Capital Budget	(89,199)	-	89,199	-
Total (exc. Capital items)	(22,183)	(14,741)	7,444	

Sevenoaks Town Council

Working Capital Summary as at 31st July 2019

	B/fwd 01-Apr-19 £	Movement* £	C/fwd 31-Jul-19 £	31-Jul-18 £
Current Assets				
Stock	3,075	-	3,075	1,041
Trade debtors	18,681	(7,075)	11,606	24,120
VAT	72,199	(27,331)	44,868	44,529
Prepayments and other debtors	67,867	(30,716)	37,151	37,158
Cash at bank and in hand	2,461,271	2,725,223	5,186,493	3,228,270
	<u>2,623,092</u>	<u>2,660,100</u>	<u>5,283,193</u>	<u>3,335,119</u>
Current Liabilities				
Trade creditors	203,297	(148,326)	54,971	103,558
Accruals and other creditors	115,568	(1,815)	113,753	105,456
Prior Mayors charity account	-	-	-	-
Precept received in advance of budget	-	190,231	190,231	181,432
Receipts in advance (rent and hall hire)	20,675	(12,203)	8,473	6,282
	<u>339,540</u>	<u>27,887</u>	<u>367,427</u>	<u>396,729</u>
Net Current Assets	<u>2,283,552</u>	<u>2,632,213</u>	<u>4,915,765</u>	<u>2,938,390</u>
Represented by:				
General Funds				
Revenue Reserves	318,758	(23,573)	295,185	250,050
Earmarked/Designated Funds				
Pension Reserve	2,814	-	2,814	2,814
Rolling Capital Prog Revenue Reserve	44,419	-	44,419	43,194
Street Lighting Reserve	7,737	-	7,737	7,737
Community Centre Reserve	16,398	-	16,398	16,398
Stag Winding Up Reserve	7,000	-	7,000	6,000
Planning Fees Reserve	12,500	-	12,500	12,500
Youth Activities Reserve	1,500	-	1,500	-
Contingency Provision Reserve	120,196	-	120,196	55,442
Pension Deficit Reserve	-	-	-	-
Capital Receipts Reserve	1,140,575	89,199	1,229,774	1,739,096
CIL Earmarked Reserve	517,322	1,186,699	1,704,022	668,328
Capital Projects Reserve	-	-	-	-
No 8 bus Reserve	75,130	(13,235)	61,895	105,211
QH Allotments Key Reserve	4,115	(25)	4,090	4,005
PWLB Loan Repayable	-	1,399,510	1,399,510	-
Mayor's Charity Reserve	15,088	(6,363)	8,725	27,614
	<u>1,964,795</u>	<u>2,655,786</u>	<u>4,620,581</u>	<u>2,688,339</u>
	<u>2,283,552</u>	<u>2,632,213</u>	<u>4,915,765</u>	<u>2,938,389</u>

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

Note 1 Difference between precept received and budgeted year to date income and expenditure-representing 5 months operational costs

Note 2 Year to date net income over expenditure of £22,183 (includes suspense account balance) and outflow from the Revenue reserve of £46,000 as per prior approval to (1) £20,000 purchase a new van- Council Min and (2) £26,000 to balance the 2019/20 budget -Council Min 411(a)

Note 3 Balance in No.8 Reserve is reduced monthly to offset operational costs of £3308.66 per month

Note 4 Balance in mayor's charity reserve relates to income collected for the mayor's charities.

Note 5 This includes capital infrastructure net revenue of £89,199 as HLF grant received for £238,398& Cill Allocation of £12,812

Note 6 PWLB loan received £1.4m with £490 admin charges deducted

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/07/2019

Month No : 4

Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
11 Planning - General									
4010 Gross Pay	2,767	2,767	0	11,067	11,068	1	33,200		22,133
6240 Computer/ Data Base/WP's	44	0	-44	44	0	-44	530		486
6630 Professional Fees	0	12	12	27	42	15	1,600		1,573
6720 Books and Periodicals	0	0	0	0	0	0	300		300
Planning - General :- Expenditure	2,810	2,779	-31	11,137	11,110	-27	35,630	0	24,493
Net Expenditure over Income	2,810	2,779	-31	11,137	11,110	-27	35,630		
21 O/ Spaces & Leisure - General									
4010 Gross Pay	15,138	14,174	-964	55,590	56,696	1,106	170,090		114,500
4270 Employers Pension Contribution	869	948	79	3,196	3,792	596	11,380		8,184
5013 Graffiti Removal	0	0	0	44	0	-44	1,000		956
5025 Lower St Johns Toilets	787	596	-191	3,528	2,384	-1,144	7,152		3,624
5026 Greatness Rec Convenience	210	333	123	813	1,332	519	4,000		3,187
5050 Seats And Litter Bins	51	425	374	162	850	688	2,700		2,538
5060 Sevenoaks Common	3,015	3,000	-15	3,015	3,000	-15	3,600		585
5065 Tree Safety Survey	0	0	0	0	0	0	3,700		3,700
5070 Other Woodlands	0	260	260	0	1,020	1,020	3,300		3,300
5110 Raleys/ K P Pavilion	320	100	-220	351	400	49	2,080		1,729
5120 Raleys/KP Pitch & Grnd Mtce.	0	65	65	1,010	1,192	182	5,000		3,990
5310 Miscellaneous Open Spaces	2,010	1,000	-1,010	4,792	4,000	-792	21,500		16,708
5316 Skatepark Maintenance	0	0	0	0	2,500	2,500	2,500		2,500
5317 Raleys Car Park	0	0	0	486	480	-6	480		-6

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/07/2019

Cost Centre Report

Month No : 4

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
5320 Fertilizers	0	375	375	0	375	375	1,200		1,200
5330 Grass Seed	0	0	0	2,043	2,000	-43	2,000		-43
5340 Plants	21	100	79	672	1,400	728	2,700		2,028
5410 Repairs & General Maintenance	28	125	97	175	500	325	1,500		1,325
5500 Equipment Hired and New	108	712	604	23,789	2,388	-21,401	8,000		-15,789
5525 Equipment Maintenance	650	1,210	560	922	3,220	2,298	8,000		7,078
5550 Vehicle Expenses	356	375	19	2,354	1,500	-854	4,500		2,146
5700 Fuel	140	320	180	1,223	1,460	237	6,200		4,977
6000 Rent & Rates	21	160	139	98	320	222	1,600		1,502
6010 Light Heat & Cleaning	76	0	-76	800	850	50	2,100		1,300
6101 Telephone	20	17	-3	64	68	4	200		136
6104 Mobile Telephone	8	25	17	38	100	62	300		262
6320 Staff Training	0	0	0	953	1,000	48	2,500		1,548
6330 Welfare/Hospitality	0	17	17	41	68	27	200		159
6730 Subscriptions	0	0	0	0	150	150	200		200
6812 Road Dues	0	0	0	0	0	0	2,000		2,000
6851 Bus Shelter Maintenance	0	14	14	0	57	57	170		170
6900 Sundry Expenses	0	8	8	11	32	21	100		89
6922 Health&Safety/Risk Assessments	0	50	50	636	650	14	1,500		864
6930 Alarm Maintenance	0	0	0	63	0	-63	720		658
6931 CCTV Maintenance	0	0	0	0	0	0	1,200		1,200
6934 Waste Bin Collection-Dog Bins	0	0	0	655	700	45	2,800		2,145
6935 Waste Bin Disposal-Waste Bins	349	335	-14	1,297	1,330	33	4,100		2,803
6952 Protective Clothing	393	116	-277	1,030	467	-563	1,400		370
O/ Spaces & Leisure - General :- Expenditure	24,571	24,860	289	109,851	96,281	-13,570	293,672	0	183,821

Detailed Income & Expenditure by Year to Date Budget Heading 31/07/2019

Month No : 4

Cost Centre Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1022 Letting & Hire of Facilities	27	0	27	2,328	5,000	-2,672	30,000		
1316 Raleys Car Park Permits	4	0	4	13	0	13	1,750		
1350 Revenue Grant income	0	0	0	1,228	0	1,228	0		
1850 Log Sales	0	0	0	0	0	0	1,200		
1990 Other Income	0	51	-51	24,345	257	24,088	720		
O/ Spaces & Leisure - General :- Income	31	51	-20	27,914	5,257	22,657	33,670		
Net Expenditure over Income	24,540	24,809	269	81,937	91,024	9,087	260,002		
22 O/ Spaces & Leisure - Cemetary									
4010 Gross Pay	5,392	5,410	18	21,355	21,640	285	64,920		43,565
4270 Employers Pension Contribution	468	507	39	1,840	2,028	188	6,084		4,244
5210 Cemetary Chapel & Office	0	0	0	0	0	0	200		200
5230 Cemetary W/shop/Messroom Mtce	0	0	0	0	0	0	170		170
5410 Repairs & General Maintenance	9	83	74	51	333	282	1,000		949
5500 Equipment Hired and New	12	100	88	711	836	125	2,200		1,489
5525 Equipment Maintenance	0	208	208	1,993	832	-1,161	2,500		507
5700 Fuel	289	79	-210	400	316	-84	950		550
6000 Rent & Rates	506	450	-56	2,157	2,005	-152	5,900		3,743
6010 Light Heat & Cleaning	43	100	57	283	400	117	1,200		917
6101 Telephone	41	62	21	216	248	32	740		524
6104 Mobile Telephone	25	8	-17	50	32	-18	100		50
6200 Printing & Stationery	0	33	33	0	132	132	400		400
6240 Computer/ Data Base/WP's	0	0	0	0	0	0	390		390

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/07/2019

Cost Centre Report

Month No : 4

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6320 Staff Training	0	500	500	318	1,000	683	1,500		1,183
6330 Welfare/Hospitality	0	12	12	46	50	4	150		104
6500 Goods for Resale	155	16	-139	155	67	-88	200		45
6630 Professional Fees	0	0	0	190	100	-90	100		-90
6730 Subscriptions	0	0	0	0	100	100	100		100
6802 Trees Plants Turf & Fertilizer	78	0	-78	675	1,100	425	3,000		2,325
6822 Roads Path & Boundaries	0	0	0	373	300	-73	600		227
6832 Lawn/Wall of Remembrance	0	0	0	0	0	0	100		100
6900 Sundry Expenses	0	4	4	9	16	8	50		42
6922 Health&Safety/Risk Assessments	0	0	0	250	250	0	970		720
6930 Alarm Maintenance	0	0	0	719	850	131	1,150		431
6932 Cemetary Security	360	438	78	1,481	1,752	271	5,250		3,769
6935 Waste Bin Disposal-Waste Bins	231	100	-131	693	400	-293	1,200		507
6952 Protective Clothing	50	50	0	50	200	150	600		550
O/ Spaces & Leisure - Cemetary :- Expenditure	7,659	8,160	501	34,016	34,987	971	101,724	0	67,708
1700 Cemetary Income	8,932	7,500	1,432	29,370	30,000	-630	90,000		
O/ Spaces & Leisure - Cemetary :- Income	8,932	7,500	1,432	29,370	30,000	-630	90,000		
Net Expenditure over Income	-1,272	660	1,932	4,645	4,987	342	11,724		
<u>23 O/ Spaces & Leisure- Allotment</u>									
4010 Gross Pay	300	225	-75	1,600	900	-700	3,500		1,900
4270 Employers Pension Contribution	19	18	-1	85	72	-13	210		125

Detailed Income & Expenditure by Year to Date Budget Heading 31/07/2019

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Cost Centre Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
5410 Repairs & General Maintenance	0	750	750	130	900	770	1,200		1,070
6000 Rent & Rates	0	0	0	239	480	241	1,700		1,461
6002 QH Allotments Costs	0	0	0	61	0	-61	0		-61
6922 Health&Safety/Risk Assessments	0	0	0	0	300	300	300		300
O/ Spaces & Leisure- Allotment :- Expenditure	319	993	674	2,116	2,652	536	6,910	0	4,794
1010 Rental Income	0	0	0	0	0	0	938		
1047 QH Allotments Income	4	0	4	341	0	341	5,837		
O/ Spaces & Leisure- Allotment :- Income	4	0	4	341	0	341	6,775		
Net Expenditure over Income	315	993	678	1,775	2,652	877	135		
<u>26 Open Spaces-Street Lighting/Ge</u>									
6861 Public Clock Maintenance	0	160	160	0	320	320	800		800
6862 Street Lighting	324	927	603	5,115	5,581	466	13,023		7,908
6865 In Bloom Costs	2,821	6,096	3,275	7,052	10,164	3,112	16,260		9,208
Open Spaces-Street Lighting/Ge :- Expenditure	3,145	7,183	4,038	12,167	16,065	3,898	30,083	0	17,916
1263 Cont'ns to street lighting	0	0	0	0	0	0	7,197		
1990 Other Income	0	0	0	650	1,260	-610	1,260		
Open Spaces-Street Lighting/Ge :- Income	0	0	0	650	1,260	-610	8,457		
Net Expenditure over Income	3,145	7,183	4,038	11,517	14,805	3,288	21,626		

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	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>28 O/ Spaces & Leisure-Vine Cafe</u>									
4010 Gross Pay	5,129	3,608	-1,521	19,416	14,432	-4,984	43,300		23,884
4270 Employers Pension Contribution	44	220	176	213	880	667	2,640		2,427
5410 Repairs & General Maintenance	160	42	-118	339	168	-171	500		161
5500 Equipment Hired and New	400	150	-250	3,579	600	-2,979	1,800		-1,779
5525 Equipment Maintenance	0	42	42	0	168	168	500		500
6000 Rent & Rates	149	100	-49	-257	400	657	1,200		1,457
6010 Light Heat & Cleaning	11	0	-11	477	400	-77	1,600		1,123
6101 Telephone	24	25	1	99	100	1	300		201
6200 Printing & Stationery	0	30	30	0	30	30	30		30
6210 Postage & Courier	0	0	0	0	160	160	160		160
6240 Computer/ Data Base/WP's	0	13	13	129	52	-77	150		21
6320 Staff Training	0	0	0	0	150	150	300		300
6460 Publicity & Democratic notices	0	21	21	0	84	84	250		250
6500 Goods for Resale	2,745	3,000	255	8,476	10,095	1,619	20,000		11,524
6533 Copyright Fees/Royalties	0	0	0	0	0	0	300		300
6635 Professional Fees Licensing	0	0	0	130	100	-30	100		-30
6900 Sundry Expenses	0	17	17	60	68	8	200		140
6922 Health&Safety/Risk Assessments	0	0	0	0	500	500	500		500
6930 Alarm Maintenance	80	0	-80	160	0	-160	500		340
6935 Waste Bin Disposal-Waste Bins	280	0	-280	438	668	230	2,000		1,562
6976 Credit card charges	180	46	-134	456	183	-273	550		94
	9,202	7,314	-1,888	33,715	29,238	-4,477	76,880	0	43,165
<u>O/ Spaces & Leisure-Vine Cafe :- Expenditure</u>									

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Cost Centre Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1211 Sale of Goods	4,152	7,900	-3,748	18,627	25,702	-7,075	61,710		
1212 Events Management	0	1,000	-1,000	200	1,000	-800	3,000		
O/ Spaces & Leisure-Vine Cafe :- Income	4,152	8,900	-4,748	18,827	26,702	-7,875	64,710		
Net Expenditure over Income	5,049	-1,586	-6,636	14,888	2,536	-12,352	12,170		
29 O/Spaces & Leisure-Vine Ground									
4010 Gross Pay	357	717	360	2,758	2,868	110	8,600		5,842
4270 Employers Pension Contribution	21	43	22	149	172	23	520		371
5010 Vine Area General Maintenance	52	292	240	330	1,168	838	3,500		3,170
5020 Vine Public Convenience	714	667	-47	2,595	2,668	73	8,000		5,405
5412 Capital Refurbishments	0	0	0	21,804	0	-21,804	0		-21,804
6000 Rent & Rates	-2	60	62	-6	240	246	720		726
6010 Light Heat & Cleaning	0	0	0	0	62	62	250		250
6460 Publicity & Democratic notices	0	0	0	0	250	250	250		250
6635 Professional Fees Licensing	0	0	0	0	0	0	100		100
6868 Summer Concerts	420	500	80	568	500	-68	3,100		2,533
6931 CCTV Maintenance	0	0	0	0	0	0	640		640
O/Spaces & Leisure-Vine Ground :- Expenditure	1,563	2,279	716	28,198	7,928	-20,270	25,680	0	-2,518
1208 Other Events Income	0	0	0	800	666	134	2,000		
1805 Tea Kiosk Rental & Pavilion	0	0	0	1,545	1,590	-45	3,180		
1870 Vine Club Insurance Contrib.	0	0	0	0	0	0	500		
2012 CIL income allocation	0	0	0	21,804	0	21,804	0		
O/Spaces & Leisure-Vine Ground :- Income	0	0	0	24,149	2,256	21,893	5,680		
Net Expenditure over Income	1,563	2,279	716	4,049	5,672	1,623	20,000		

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Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>30 F & G P - Bat & Ball Station</u>									
4010	4,280	8,433	4,153	23,354	33,732	10,378	101,200		77,846
4270	125	533	408	842	2,132	1,290	6,400		5,558
5340	213	0	-213	213	0	-213	0		-213
5410	0	128	128	159	512	353	1,540		1,381
5500	473	0	-473	2,620	0	-2,620	0		-2,620
6000	0	412	412	1,329	1,648	319	4,950		3,621
6011	984	431	-553	2,053	1,724	-329	5,170		3,117
6012	0	167	167	862	668	-194	2,000		1,138
6013	64	1,312	1,248	166	5,248	5,082	15,748		15,582
6014	0	249	249	0	996	996	2,990		2,990
6020	0	172	172	0	688	688	2,060		2,060
6101	14	54	40	58	216	158	650		592
6200	85	17	-68	145	68	-77	200		55
6320	0	250	250	0	250	250	250		250
6460	0	381	381	927	1,524	597	4,568		3,641
6500	1,838	5,450	3,612	6,065	21,800	15,735	65,396		59,331
6533	0	46	46	0	184	184	550		550
6635	23	46	23	23	184	161	550		527
6900	0	50	50	137	200	63	600		463
6922	6	85	79	93	340	247	1,020		927
6930	160	102	-58	592	408	-184	1,230		638
6931	0	52	52	0	208	208	620		620
6935	290	102	-188	413	408	-5	1,230		817

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Cost Centre Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6976 Credit card charges	61	42	-19	319	168	-151	500		181
F & G P - Bat & Ball Station :- Expenditure	8,615	18,514	9,899	40,369	73,306	32,937	219,422	0	179,053
1022 Letting & Hire of Facilities	1,338	4,756	-3,418	6,209	19,024	-12,815	57,074		
1211 Sale of Goods	1,785	13,624	-11,839	10,914	54,496	-43,582	163,482		
F & G P - Bat & Ball Station :- Income	3,124	18,380	-15,256	17,124	73,520	-56,396	220,556		
Net Expenditure over Income	5,491	134	-5,357	23,245	-214	-23,459	-1,134		
31 F & G P - Establishments									
4010 Gross Pay	25,989	26,637	648	105,163	106,548	1,385	319,640		214,477
4270 Employers Pension Contribution	2,826	3,377	551	11,360	13,508	2,148	40,520		29,160
4271 Pension Deficiency	5,917	5,917	0	23,667	23,668	1	71,000		47,333
5500 Equipment Hired and New	130	208	78	344	832	488	2,500		2,156
6020 Insurance Cost	1,077	1,400	323	7,830	8,800	970	20,000		12,170
6101 Telephone	446	492	46	1,829	1,968	139	5,900		4,071
6103 Fax	0	8	8	0	33	33	100		100
6200 Printing & Stationery	908	1,250	342	4,885	5,000	115	15,000		10,115
6210 Postage & Courier	267	416	149	1,467	1,668	201	5,000		3,533
6240 Computer/ Data Base/WP's	2,092	1,083	-1,009	6,491	4,332	-2,159	13,000		6,509
6241 Website Costs	0	500	500	560	500	-60	2,000		1,440
6242 I.T. Infrastructure	0	650	650	1,959	2,600	641	6,500		4,541
6281 Furnishings,Furniture/Eqpt	0	0	0	0	0	0	1,400		1,400
6300 Computers Accountancy	0	0	0	1,842	1,500	-342	3,300		1,458

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Cost Centre Report

Month No : 4

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6315 Recruitment Costs	0	334	334	0	1,334	1,334	4,000		4,000
6320 Staff Training	590	417	-173	942	1,667	725	5,000		4,058
6321 Investors in People	0	0	0	0	0	0	800		800
6330 Welfare/Hospitality	295	158	-137	997	632	-365	1,900		903
6410 Civic Exps/Annual Reception	71	0	-71	944	825	-119	1,650		706
6415 Gifts/hospitality	0	55	55	501	220	-281	400		-101
6420 Annual Parish Meeting	0	0	0	0	0	0	100		100
6421 Honour Bd. Badges & Insignia	0	15	15	222	130	-92	250		28
6422 Mayor Allowance 2019/20	166	487	321	926	1,461	535	5,360		4,434
6424 Mayors Car Allowance 2019/20	0	0	0	0	0	0	2,400		2,400
6435 Members Expenses	0	0	0	0	0	0	4,000		4,000
6440 Press Notices	0	130	130	82	520	438	1,500		1,418
6450 Bye Laws	0	0	0	0	0	0	100		100
6460 Publicity & Democratic notices	82	390	308	829	1,170	341	2,900		2,071
6461 Banner Costs	210	125	-85	840	500	-340	1,500		660
6610 Audit Fees	0	500	500	0	500	500	4,000		4,000
6619 Irrecoverable VAT	0	0	0	0	0	0	6,000		6,000
6620 Legal Expenses	0	0	0	0	0	0	5,000		5,000
6635 Professional Fees Licensing	0	0	0	365	400	35	1,800		1,435
6710 Conference Fees & Expenses	60	192	132	396	768	372	2,300		1,904
6720 Books and Periodicals	33	32	-1	103	128	25	380		277
6730 Subscriptions	55	80	25	4,017	3,550	-467	4,000		-17
6889 Waste Sacks	0	362	362	954	724	-230	1,450		496
6900 Sundry Expenses	26	42	16	33	168	135	500		467
6922 Health&Safety/Risk Assessments	0	0	0	3,000	3,000	0	3,000		0

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	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6975 Bank Charges	149	125	-24	628	500	-128	1,500		872
6976 Credit card charges	-98	58	156	20	232	212	700		680
7010 Election Expenses	0	0	0	0	0	0	3,000		3,000
7611 Contingency provision	0	1,000	1,000	0	1,000	1,000	108,330		108,330
7614 Stag reserve	0	0	0	0	0	0	1,000		1,000
F & G P - Establishments :- Expenditure	41,293	46,440	5,147	183,195	190,386	7,191	680,680	0	497,485
1115 Interest on Deposits	1,304	500	804	5,727	2,000	3,727	6,000		
1231 Banner Income	20	387	-367	1,646	1,548	98	4,640		
1889 Waste Sacks Income	346	125	221	1,023	500	523	1,500		
1990 Other Income	40	83	-43	24	332	-308	1,000		
F & G P - Establishments :- Income	1,710	1,095	615	8,421	4,380	4,041	13,140		
Net Expenditure over Income	39,583	45,345	5,762	174,775	186,006	11,231	667,540		
<u>32</u> F & G P - General									
6490 Christmas Lights Switch On	0	0	0	0	0	0	26,000		26,000
6491 Remembrance Day/Civic Serv.	0	0	0	0	0	0	2,700		2,700
6495 Number 8 bus expenses	3,309	3,095	-214	13,235	12,380	-855	37,138		23,903
6869 Special Events	3,344	1,370	-1,974	3,784	3,730	-54	6,500		2,716
F & G P - General :- Expenditure	6,653	4,465	-2,188	17,019	16,110	-909	72,338	0	55,319
1490 Christmas Lights Switch On	0	0	0	0	0	0	5,000		
1495 Number 8 bus income	3,309	3,095	214	13,235	12,380	855	37,138		
F & G P - General :- Income	3,309	3,095	214	13,235	12,380	855	42,138		
Net Expenditure over Income	3,344	1,370	-1,974	3,784	3,730	-54	30,200		

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Cost Centre Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>33 F & G P - Council Offices</u>									
4010 Gross Pay	439	2,305	1,866	985	9,220	8,235	27,660		26,675
4270 Employers Pension Contribution	0	124	124	0	496	496	1,490		1,490
5410 Repairs & General Maintenance	0	172	172	162	688	527	2,060		1,899
6000 Rent & Rates	4,798	2,017	-2,781	10,051	8,068	-1,983	24,205		14,154
6010 Light Heat & Cleaning	62	515	453	1,227	2,060	833	6,180		4,953
6510 Catering Expenses	0	0	0	0	0	0	150		150
6900 Sundry Expenses	5	8	3	5	32	27	100		95
6922 Health&Safety/Risk Assessments	0	0	0	0	150	150	300		300
6930 Alarm Maintenance	90	0	-90	781	655	-126	1,400		619
6935 Waste Bin Disposal-Waste Bins	222	62	-160	762	248	-514	740		-22
	5,617	5,203	-414	13,974	21,617	7,643	64,285	0	50,311
F & G P - Council Offices :- Expenditure									
1022 Letting & Hire of Facilities	1,008	1,400	-392	5,682	5,600	82	16,800		
1211 Sale of Goods	14	0	14	14	0	14	0		
	1,021	1,400	-379	5,696	5,600	96	16,800		
F & G P - Council Offices :- Income									
	4,596	3,803	-793	8,279	16,017	7,738	47,485		
Net Expenditure over Income									
<u>36 F & G P - Community Centre</u>									
4010 Gross Pay	1,221	0	-1,221	9,009	8,000	-1,009	8,000		-1,009
4270 Employers Pension Contribution	92	0	-92	534	450	-84	450		-84
5410 Repairs & General Maintenance	0	0	0	254	500	246	500		246
6000 Rent & Rates	-290	0	290	1,296	5,175	3,879	5,175		3,879

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Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6011 Electricity	66	0	-66	320	675	355	675		355
6012 Gas	281	0	-281	686	465	-221	465		-221
6013 Cleaning	0	0	0	0	210	210	210		210
6101 Telephone	35	0	-35	142	100	-42	100		-42
6104 Mobile Telephone	17	0	-17	33	80	47	80		47
6320 Staff Training	0	0	0	0	100	100	100		100
6520 Refreshments for Resale	0	0	0	97	175	78	175		78
6533 Copyright Fees/Royalties	0	0	0	0	565	565	565		565
6635 Professional Fees Licensing	0	0	0	0	220	220	220		220
6900 Sundry Expenses	0	0	0	0	50	50	50		50
6930 Alarm Maintenance	0	0	0	152	500	348	500		348
6931 CCTV Maintenance	0	0	0	0	78	78	78		78
6935 Waste Bin Disposal-Waste Bins	250	0	-250	974	450	-524	450		-524
6939 Healthcare Services	0	0	0	0	475	475	475		475
F & G P - Community Centre :- Expenditure	1,672	0	-1,672	13,498	18,268	4,770	18,268	0	4,770
1022 Letting & Hire of Facilities	0	0	0	9,306	30,000	-20,694	30,000		
1457 Indoor Activities	0	0	0	632	700	-68	700		
1990 Other Income	0	0	0	26,000	0	26,000	0		
F & G P - Community Centre :- Income	0	0	0	35,938	30,700	5,238	30,700		
Net Expenditure over Income	1,672	0	-1,672	-22,441	-12,432	10,009	-12,432		

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	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
38 F & G P - Grants									
6937 Annual Subsidy-Comm Centre	0	83	83	60	332	272	1,000		940
6938 Annual Subsidy-Council Chamber	65	83	18	296	332	36	1,000		704
7500 Local Organisations Grants	170	0	-170	1,106	2,500	1,394	16,500		15,394
7502 Sevenoaks Summer Festival	0	0	0	0	0	0	5,000		5,000
7520 Twinning Support	0	0	0	0	0	0	1,000		1,000
7552 Youth Outreach	0	500	500	344	1,500	1,156	5,000		4,656
7555 Youth Council Support	-20	0	20	80	0	-80	500		420
7556 Stag Community Arts Centre	0	0	0	27,000	27,000	0	27,000		0
	215	666	451	28,886	31,664	2,778	57,000	0	28,114
F & G P - Grants :- Expenditure									
	215	666	451	28,886	31,664	2,778	57,000		
Net Expenditure over Income									
39 F & G P - Property									
5410 Repairs & General Maintenance	0	25	25	0	50	50	100		100
	0	25	25	0	50	50	100	0	100
F & G P - Property :- Expenditure									
1046 SCC Ground Rents & Wayleaves	0	0	0	375	750	-375	3,000		
1469 O/S Ground Rents & Wayleaves	0	0	0	1,875	2,000	-125	5,000		
	0	0	0	2,250	2,750	-500	8,000		
F & G P - Property :- Income									
	0	25	25	-2,250	-2,700	-450	-7,900		
Net Expenditure over Income									

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Cost Centre Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>40 Sevenoaks Town Partnership</u>									
6101 Telephone	0	8	8	0	32	32	100		100
6200 Printing & Stationery	0	8	8	0	32	32	100		100
6240 Computer/ Data Base/WP's	9	42	33	2,891	167	-2,724	500		-2,391
6244 Information Screens	0	125	125	0	500	500	1,500		1,500
6322 Business Awards	350	1,000	650	465	1,000	535	7,500		7,035
6323 Business Show	26	0	-26	1,480	2,500	1,020	2,500		1,020
6710 Conference Fees & Expenses	0	58	58	0	232	232	700		700
6900 Sundry Expenses	0	50	50	199	200	1	600		401
7000 Reinvestment	0	0	0	0	0	0	2,500		2,500
7608 Friends of Bat & Ball	0	250	250	0	550	550	1,000		1,000
7609 Vintage Bus Expenses	0	0	0	0	0	0	10,000		10,000
7616 Wellbeing show	0	0	0	1,644	2,500	856	2,500		856
Sevenoaks Town Partnership :- Expenditure	385	1,541	1,156	6,679	7,713	1,034	29,500	0	22,821
1206 Business Awards	0	0	0	4,000	2,750	1,250	7,000		
1207 Business Show	-630	0	-630	1,770	3,000	-1,230	3,000		
1209 Wellbeing show income	630	0	630	1,930	3,500	-1,570	3,500		
1350 Revenue Grant income	0	0	0	0	0	0	1,000		
1435 Vintage Bus income	0	0	0	13	0	13	10,000		
Sevenoaks Town Partnership :- Income	0	0	0	7,713	9,250	-1,538	24,500		
Net Expenditure over Income	385	1,541	1,156	-1,034	-1,537	-504	5,000		

Detailed Income & Expenditure by Year to Date Budget Heading 31/07/2019

Month No : 4

Cost Centre Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>41 Business Hub</u>									
4010 Gross Pay	0	0	0	0	0	0	10,000		10,000
4270 Employers Pension Contribution	0	0	0	0	0	0	2,000		2,000
5410 Repairs & General Maintenance	0	0	0	0	0	0	6,000		6,000
6000 Rent & Rates	0	0	0	0	0	0	4,000		4,000
6011 Electricity	0	0	0	1,575	0	-1,575	9,000		7,425
6012 Gas	0	0	0	0	0	0	7,000		7,000
6013 Cleaning	0	0	0	0	0	0	10,000		10,000
6014 Water	0	0	0	0	0	0	4,000		4,000
6242 I.T. Infrastructure	0	0	0	0	0	0	2,000		2,000
Business Hub :- Expenditure	0	0	0	1,575	0	-1,575	54,000	0	52,425
1022 Letting & Hire of Facilities	0	0	0	0	0	0	4,000		
1025 Prov.of postal/Business address	0	0	0	0	0	0	1,200		
1026 Hot Desking Facility	0	0	0	0	0	0	24,960		
1027 Dedicated Desk x12	0	0	0	0	0	0	33,120		
Business Hub :- Income	0	0	0	0	0	0	63,280		
Net Expenditure over Income	0	0	0	1,575	0	-1,575	-9,280		
<u>50 Youth Cafe</u>									
4010 Gross Pay	2,516	2,266	-250	9,834	9,064	-770	27,200		17,366
4270 Employers Pension Contribution	43	91	48	74	364	290	1,100		1,026
5410 Repairs & General Maintenance	0	83	83	120	332	212	1,000		880

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/07/2019

Month No : 4

Cost Centre Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6010 Light Heat & Cleaning	0	42	42	0	168	168	500		500
6101 Telephone	53	47	-6	187	186	-1	560		373
6200 Printing & Stationery	0	42	42	0	168	168	500		500
6240 Computer/ Data Base/WP's	17	62	45	67	248	181	750		683
6281 Furnishings,Furniture/Eqpt	0	0	0	973	0	-973	500		-473
6320 Staff Training	0	0	0	0	0	0	400		400
6340 Staff Uniforms	146	50	-96	146	100	-46	200		54
6460 Publicity & Democratic notices	0	41	41	0	166	166	500		500
6500 Goods for Resale	28	141	113	531	564	33	1,700		1,169
6635 Professional Fees Licensing	0	0	0	285	200	-85	200		-85
6900 Sundry Expenses	0	13	13	40	52	12	150		110
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	400		400
Youth Cafe :- Expenditure	2,803	2,878	75	12,256	11,612	-644	35,660	0	23,404
1022 Letting & Hire of Facilities	217	311	-94	757	1,244	-487	3,740		
1211 Sale of Goods	206	191	15	726	764	-38	2,300		
1350 Revenue Grant income	0	0	0	2,922	0	2,922	0		
Youth Cafe :- Income	423	502	-79	4,404	2,008	2,396	6,040		
Net Expenditure over Income	2,380	2,376	-4	7,852	9,604	1,752	29,620		
60 Markets									
4010 Gross Pay	137	242	105	686	968	282	2,900		2,214
5410 Repairs & General Maintenance	0	0	0	0	25	25	103		103

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/07/2019

Cost Centre Report

Month No : 4

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
5420 Saturday market charges	1,097	1,201	104	4,664	4,804	140	14,420		9,756
5421 Wednesday Market charges	1,999	2,189	190	8,495	8,753	258	26,265		17,770
5423 Friday market charges	0	1,201	1,201	0	4,804	4,804	14,420		14,420
6001 Blighs Market Charges	880	1,551	671	6,075	6,204	129	18,615		12,540
6010 Light Heat & Cleaning	55	42	-13	122	167	45	500		378
6460 Publicity & Democratic notices	-26	200	226	1,315	1,900	585	3,500		2,185
7000 Reinvestment	0	0	0	0	0	0	-6,239		-6,239
	4,142	6,626	2,484	21,358	27,625	6,267	74,484	0	53,126
Markets :- Expenditure									
1017 Rental Income Sat Market	1,610	1,871	-261	7,359	7,484	-125	22,456		
1018 Rental Income Wed Market	988	1,148	-161	3,435	4,592	-1,157	13,774		
1019 Rental Income Blighs Market	897	2,040	-1,143	4,905	8,160	-3,256	24,480		
1024 Rental Income Friday Market	0	1,148	-1,148	0	4,590	-4,590	13,774		
Markets :- Income	3,495	6,207	-2,713	15,699	24,826	-9,128	74,484		
Net Expenditure over Income	648	419	-229	5,659	2,799	-2,860	0		
70 Precept									
1995 Precept	95,116	95,116	-1	380,462	380,464	-2	1,141,385		
Precept :- Income	95,116	95,116	-1	380,462	380,464	-2	1,141,385		
Net Expenditure over Income	-95,116	-95,116	-1	-380,462	-380,464	-2	-1,141,385		
Finance & General Purposes Expenditure	120,664	139,926	19,262	570,008	596,612	26,604	1,876,316	0	1,306,308
Income	121,316	142,246	-20,930	592,191	611,353	-19,162	1,850,315		
Net Expenditure over Income	-652	-2,320	-1,668	-22,183	-14,741	7,442	26,001		

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 4

Ledger No 1 for Month No 4

Supplier A/c Order

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Analysis Detail
								A/C	Centre	Amount	
08/07/2019	08/07/2019	25897	1ST CLASS	1ST001	171.18	0.00	171.18	506	0	171.18	25897/MCP tablecloths&glasses
15/07/2019	1/IK3220	25957	ALTOFFICE	ALTO001	50.00	10.00	60.00	6200	30	50.00	25957/Canon ink cartridge x 1
27/06/2019	61870	25929	APPOINTMENT BUS	APP001	73.39	14.68	88.07	6200	31	58.82	25929/print chgs back office
30/07/2019	62065	26012	APPOINTMENT BUS	APP001	68.92	13.79	82.71	6200	30	14.57	25929/print chgs front office
09/07/2019	12460	25987	ARK TRADING	ARK001	149.02	29.80	178.82	6200	31	60.50	26012/counter charges
23/07/2019	36135	25986	ARK TRADING	ARK001	146.40	29.28	175.68	6952	21	149.02	25987/polox5,sweatshirt,fleece
15/07/2019	10340	25954	BANKLINE	BANKL01	103.40	0.00	103.40	6340	50	146.40	25986/12 HITB T-shirts
05/07/2019	INV2184	25937	B&M MCHUGH LIMITED	BM001	38,587.05	7,717.41	46,304.46	6975	31	103.40	25954/June Bank Charges
05/07/2019	INV2185	25938	B&M MCHUGH LIMITED	BM001	25,157.63	5,031.53	30,189.16	9072	91	38,587.05	25937/ramp construction work
04/07/2019	3547888	25864	BOOKER	BOOK001	296.62	28.49	325.11	9072	91	25,157.63	25938/ramp construction work
11/07/2019	3548212	25902	BOOKER	BOOK001	250.55	17.70	268.25	6500	28	296.62	25864/Food for resale
17/07/2019	8482	25943	BOOKER	BOOK001	354.00	48.97	402.97	6500	28	250.55	25902/goods for resale
26/07/2019	3548828	26019	BOOKER	BOOK001	110.67	9.81	120.48	6500	28	354.00	25943/food for resale
11/07/2019	SVO/350237	25995	BREWERS	BREW001	23.32	4.66	27.98	6500	28	110.67	26019/goods for resale
11/07/2019	SVO/350239	25994	BREWERS	BREW001	59.68	11.94	71.62	5010	29	23.32	25995/paint for vine railings
11/07/2019	SVO/350296	25980	BREWERS	BREW001	62.59	12.52	75.11	6865	26	59.68	25994/painting equipment
17/07/2019	VP4171457	25999	BT	BRIT002	8.56	1.71	10.27	5050	21	51.25	25980/2.5LT Woodstain
31/05/2019	301132455	25939	CANON UK	CAN001	-330.00	-66.00	-396.00	5020	21	11.34	25980/400ML Black spray paint
08/05/2019	1945415	25963	CASTLE WATER	CAS002	898.60	0.00	898.60	6101	22	8.56	25999/telephone charges July
08/06/2019	2011221	25961	CASTLE WATER	CAS002	928.56	0.00	928.56	6200	31	-330.00	25939/CN for returned toners
09/06/2019	2092012	25962	CASTLE WATER	CAS002	898.60	0.00	898.60	6000	33	898.60	25963/April water charges
04/07/2019	02066811	26014	CASTLE WATER	CAS002	898.60	0.00	898.60	6000	33	928.56	25961/May water charges
09/07/2019	2084329	25956	CASTLE WATER	CAS003	-1.89	0.00	-1.89	6000	33	898.60	25962/June water charges
03/07/2019	02059200	25892	CASTLE WATER	CAS004	45.50	0.00	45.50	6000	29	-1.89	26014/Water charges June
03/07/2019	2080	25896	A CHAILI	CAS006	21.47	0.00	21.47	6000	28	45.50	25956/water charges
				CHA1001	160.00	0.00	160.00	6000	21	21.47	25892/water bill June
								5110	21	160.00	25896/new tap dressing room

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 4

Time :- 16:47

Ledger No 1 for Month No 4
 Items marked with a * are disputed invoices.

Supplier A/c Order

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Analysis Detail
								A/C	Centre	Amount	
08/07/2019	2081	25983	A CHAILI	CHAI001	160.00	0.00	160.00	5110	21	160.00	25983/supply&fit tap staffroom
15/07/2019	15/07/2019	25941	A CHEESMAN	CHE001	50.00	0.00	50.00	5340	30	50.00	25941/10 5ltr lavender plants
03/07/2019	03/07/2019	25871	CURD & CURE	CHS001	94.68	5.40	100.08	6500	28	94.68	25871/Food for resale
18/07/2019	INV-155492	25947	CURD & CURE	CHS001	168.01	12.80	180.81	6500	28	168.01	25947/Food for resale
30/06/2019	25257	25935	CTP COLIN TOMS&PRTRS	COL001	5,677.00	1,135.40	6,812.40	9072	91	5,677.00	25935/engineering consultancy
16/07/2019	127886	25964	HW COLDBREATH	COL003	79.56	0.00	79.56	6500	30	79.56	25964/pork and bacon
15/07/2019	148938	25958	CONNECTAPHONE	CON001	441.56	88.31	529.87	6101	36	11.49	25958/June call charges
								6101	22	13.71	25958/June call charges
								6101	21	11.81	25958/June call charges
								6101	30	13.99	25958/June call charges
								6101	31	390.56	25958/June call charges
01/07/2019	01/07/2019	25852	CORBAN COFFEE	COR002	140.00	0.00	140.00	6500	30	140.00	25852/Coffee 500g x20
26/07/2019	26JUL2019	25975	CORBAN COFFEE	COR002	140.00	0.00	140.00	6500	30	140.00	25975/Coffee
25/07/2019	INV-0142	26027	CREATIVE PRODUCTIONS	CPR001	60.00	12.00	72.00	7555	38	60.00	26027/LOTV banners x 3
31/07/2019	INV-0127	26028	CREATIVE PRODUCTIONS	CPR001	80.00	16.00	96.00	6869	32	80.00	26028/SPD&Skateprk banners x4
02/07/2019	H1754B3016	25920	E-ON	E-ON	323.68	64.74	388.42	6862	26	323.68	25920/June electricity charges
01/07/2019	0002948256	25853	ELITE	EFS001	55.88	0.00	55.88	6500	30	55.88	25853/Food for resale
16/07/2019	0002963658	25951	ELITE	EFS001	55.88	0.00	55.88	6500	30	55.88	25951/Food for resale
17/07/2019	0002964679	25946	ELITE	EFS001	181.66	0.00	181.66	6500	28	181.66	25946/Food for resale
07/06/2019	0002924674	26021	ELITE	EFS001	132.60	2.10	134.70	6500	28	132.60	26021/goods for resale
22/07/2019	39657	26026	EJPFIREPROTECT	EJPFIRE001	95.00	19.00	114.00	6930	30	95.00	26026/detector investigation
26/07/2019	39679	26024	EJPFIREPROTECT	EJPFIRE001	80.00	16.00	96.00	6930	28	80.00	26024/Fire alarm&lights maint
26/07/2019	39680	26025	EJPFIREPROTECT	EJPFIRE001	90.00	18.00	108.00	6930	33	90.00	26025/fire alarm&lights maint
01/07/2019	27014	25900	ATLAS FMI/EMPRISE SVS	EMP001	359.81	71.96	431.77	6932	22	359.81	25900/July Lock&unlock
01/07/2019	27015	25901	ATLAS FMI/EMPRISE SVS	EMP001	620.00	124.00	744.00	4010	21	620.00	25901/July lock&unlock service
17/07/2019	819291	25972	EXPRESS FACTORS	EXPR001	12.42	2.48	14.90	5410	21	11.32	25972/cable tiex 4 & WD40 can
								5550	21	1.10	25972/lightbulb 12V 5W x 2
17/07/2019	819292	25971	EXPRESS FACTORS	EXPR001	6.00	1.20	7.20	5410	21	6.00	25971/Cable tie 370mm x 4
07/06/2019	04044747	25926	FAIRALLS	FAIR001	29.44	5.89	35.33	5310	21	29.44	25926/post mix x6, bolts x4

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 4

Ledger No 1 for Month No 4

Supplier A/c Order

Items marked with a * are disputed invoices.

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
17/06/2019	04045003	25921	FAIRALLS	FAIR001	11.92	2.39	14.31	5310	21	11.92	25921/HighSt G gutter repair
27/06/2019	04045379	25925	FAIRALLS	FAIR001	17.46	3.49	20.95	5310	21	9.46	25925/sand,2.5m downpipe,pipe
27/06/2019	04045403	25924	FAIRALLS	FAIR001	4.00	0.80	4.80	5310	21	2.38	25925/68mm pipe bracket x 2
07/06/2019	04044749	25934	FAIRALLS	FAIR001	29.44	5.89	35.33	5310	21	5.62	25925/68mm pipe, pipe bend
07/06/2019	04044747-	25933	FAIRALLS	FAIR001	-29.44	-5.89	-35.33	5310	21	4.00	25924/drainage bend x 2
08/07/2019	1021329	25982	FORGE GARAGE	FORG001	354.86	70.98	425.84	5550	21	29.44	25934/post mix x 6 bolts x 4
04/07/2019	591	25919	FRED CLARK	FRCL001	160.00	0.00	160.00	6868	29	-29.44	25933/postmix x6 bolts x4
08/07/2019	0049	25895	GLENN MORRIS SCULPTU	GLE002	1,638.00	0.00	1,638.00	9063	91	354.86	25982/Ann service on GL55 YAD
08/07/2019	08/07/2019	25960	GORDON ANGIER	GOA	350.00	0.00	350.00	6322	40	160.00	25919/band hire on 04/07/2019
20/06/2019	05/013770	25922	GREENHAM	GREE001	257.35	51.47	308.82	6952	21	1,638.00	25895/sculpture for B&B Centre
31/03/2019	9771	25989	HARDWARE CENTRE	HARD001	10.59	2.11	12.70	6952	22	350.00	25960/15 acorns trophies
30/06/2019	9886	25981	HARDWARE CENTRE	HARD001	62.21	12.44	74.65	5410	22	207.35	25922/staff clothing O/S
16/07/2019	73407	25948	HERBERT & WARD	HAW001	262.00	0.00	262.00	5410	21	50.00	25922/staff clothing
31/07/2019	12463	26034	HELIOCENTRIX	HELI001	1,692.16	338.43	2,030.59	5500	21	5.81	25989/hackshaw blade&Hex keys
31/07/2019	12484	26033	HELIOCENTRIX	HELI001	231.00	46.20	277.20	5410	22	2.96	25989/screw cups, nuts, bolts
01/07/2019	025/19	25854	HISTORICAL PROMOTION	HIST002	595.00	119.00	714.00	5010	21	1.82	25989/board fixing, coach bolt
								5010	21	6.97	25981/tapconnector,clips,hooks
								5010	21	2.89	25981/hose connector, raffia
								5010	21	3.32	25981/Hoz double connector
								5010	21	6.64	25981/Hoz repair connector
								5010	21	9.29	25981/hook,twist tie,screw
								5500	22	11.64	25981/watering can 10L green
								5500	21	6.64	25981/screw driver
								5410	22	3.98	25981/carbine x 3, bolts
								5410	21	10.84	25981/plug, sand x2, hammer
								6500	28	262.00	25948/Food for resale
								6240	31	1,692.16	26034/IT support July
								6240	31	231.00	26033/Ann LogMeIn license x 7
								6869	32	595.00	25854/AFD entertainment

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 4

Ledger No 1 for Month No 4

Supplier A/c Order

Items marked with a * are disputed invoices.

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
18/07/2019	90219	25940	THE HOP SHOP	HOP001	162.50	32.50	195.00	5340	30	162.50	25940/50 1ltr lavender plants
02/07/2019	165	25882	HOPGARDEN PRESS	HOPG001	40.00	0.00	40.00	6500	30	40.00	25882/Books for resale
12/07/2019	12/07/19	25918	IAN FOX	IAN001	150.00	0.00	150.00	6868	29	150.00	25918/band hire for 07.07.19
08/07/2019	08/07/2019	25878	IVAN BROOKS	IBR001	170.00	0.00	170.00	506	0	170.00	25878/Bag piper cocktail party
05/07/2019	900090435	26004	KENT COUNTY COUNCIL	KCC002	169.90	33.98	203.88	7500	38	169.90	26004/plants for Parktime proj
04/07/2019	13431197	25875	KCC KCS	KCC003	51.80	10.36	62.16	6200	31	51.80	25875/stationery for STC
05/07/2019	13432471	25879	KCC KCS	KCC003	8.75	1.75	10.50	6200	30	8.75	25879/1 box of envelopes
04/07/2019	13431196	25884	KCC KCS	KCC003	23.00	4.60	27.60	6200	31	23.00	25884/Stationery for STC
03/07/2019	13430045	25899	KCC KCS	KCC003	75.90	15.18	91.08	6013	21	55.95	25899/hand towel&refuse sacks
								6013	21	19.95	25899/hand towel
10/07/2019	13436462	25904	KCC KCS	KCC003	96.05	19.21	115.26	6200	31	96.05	25904/Stationery for STC
04/07/2019	13431195	25950	KCC KCS	KCC003	0.45	0.09	0.54	6200	31	0.45	25950/self-adhesive dots green
24/07/2019	13449857	26002	KCC KCS	KCC003	41.75	8.35	50.10	6013	33	38.25	26002/Handtowels&toilet roll
								6200	31	3.50	26002/brass drawing pins tub
31/07/2019	13452473	26013	KCC KCS	KCC003	62.55	12.51	75.06	6200	31	38.40	26013/stationery
								6013	33	24.15	26013/hand towel
16/07/2019	6990889	25942	KFF	KFF001	259.67	1.43	261.10	6500	30	259.67	25942/Food for resale
17/07/2019	6992649	25944	KFF	KFF001	123.55	0.00	123.55	6500	28	123.55	25944/Food for resale
19/07/2019	6995219	25977	KFF	KFF001	85.25	0.00	85.25	6500	28	85.25	25977/Food for resale
24/07/2019	6999124	25979	KFF	KFF001	157.85	9.15	167.00	6500	28	157.85	25979/Food for resale
24/07/2019	6999125	25978	KFF	KFF001	25.89	0.00	25.89	6500	28	25.89	25978/Food for resale
12/07/2019	85229	25984	LANDSCAPE SUPPLY CO	LAND001	117.92	23.59	141.51	6952	21	36.95	25984/safety boots
								5500	21	80.97	25984/hoes x 2 & rake x 1
30/06/2019	742280	25928	LISTER WILDER	LIST002	358.76	71.75	430.51	5525	21	358.76	25928/Kubota tractor repair
16/07/2019	743056	25988	LISTER WILDER	LIST002	186.76	37.35	224.11	5525	21	186.76	25988/PTO shaft cover
27/07/2019	27JUL2019	25967	MILK & MORE	MILK001	3.24	0.00	3.24	6330	31	3.24	25967/MILK
22/07/2019	22JUL2019	25976	NATIONAL ALLOTMENT	NAS001	55.00	11.00	66.00	6730	31	55.00	25976/Allotment renewal
16/07/2019	1250066	25965	NETWORK RAIL	NET001	9,985.00	1,997.00	11,982.00	9072	91	9,985.00	25965/ramp construction work
24/06/2019	24/06/2019	25959	N FORD	NFO001	70.73	0.00	70.73	6410	31	70.73	25959/refreshments St Thomas's

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 4

Ledger No 1 for Month No 4

Supplier A/c Order

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Analysis Detail
								A/C	Centre	Amount	
09/06/2019	19369091	25889	NISBETS	NIS001	10.99	2.19	13.18	5500	28	10.99	25889/blue paper towel rolls
03/07/2019	19326228	25894	NISBETS	NIS001	114.34	22.86	137.20	5500	30	114.34	25894/Kitchen equipment
05/07/2019	19346922	25893	NISBETS	NIS001	6.99	1.39	8.38	5500	30	6.99	25893/Jantex rubber broom
09/07/2019	19369090	25911	NISBETS	NIS001	129.51	25.90	155.41	5500	31	129.51	25911/champagne flutes
18/07/2019	19436053	25949	NISBETS	NIS001	127.28	25.45	152.73	5500	30	127.28	25949/catering equipment
19/07/2019	19443899	26000	NISBETS	NIS001	6.29	1.25	7.54	6922	30	6.29	26000/Allergy food label
09/06/2019	CN19369091	26010	NISBETS	NIS001	-10.99	-2.19	-13.18	5500	28	-10.99	26010/wrong nominal
09/07/2019	19369091/2	26011	NISBETS	NIS001	10.99	2.19	13.18	6010	28	10.99	26011/pack 6 cleaning roll
28/07/2019	28JUL/ANN	26047	ONECARD	ONE002	1,631.35	113.96	1,745.31	6500	30	45.80	26047/goods for resale
								6500	30	2.50	26047/goods for resale
								6500	30	52.10	26047/goods for resale
								6500	30	15.00	26047/goods for resale
								6500	28	41.00	26047/goods for resale
								6500	28	2.08	26047/goods for resale
								6500	30	101.31	26047/goods for resale
								6500	30	13.75	26047/goods for resale
								6500	28	124.10	26047/goods for resale
								6500	28	2.08	26047/goods for resale
								6500	30	99.67	26047/goods for resale
								6500	30	60.82	26047/goods for resale
								6500	30	89.36	26047/goods for resale
								6500	30	12.54	26047/goods for resale
								6500	30	79.65	26047/goods for resale
								6500	30	30.58	26047/goods for resale
								6500	30	-5.00	26047/goods for resale refund
								6500	28	61.50	26047/goods for resale
								6500	28	2.08	26047/goods for resale
								6500	30	55.84	26047/goods for resale
								6500	30	27.38	26047/goods for resale

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 4

Ledger No 1 for Month No 4

Items marked with a * are disputed invoices.

Supplier A/c Order

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
								6500	30	89.96	26047/goods for resale
								6500	30	26.55	26047/goods for resale
								6500	28	25.90	26047/goods for resale
								6500	28	1.67	26047/goods for resale
								6240	11	10.95	26047/Acrobat Standard Licence
								6240	50	16.64	26047/Adobe Illustrator - HITB
								6240	40	41.62	26047/Creative cloud membership
								6240	31	168.82	26047/Laptop and mouse for LL
								6101	21	8.34	26047/O/S BD mobile
								6101	31	8.34	26047/LL ipad
								6101	50	8.34	26047/HITB mobile
								506	0	9.50	26047/poker chips Cocktail P
								506	0	100.75	26047/drinks for Cocktail P
								506	0	34.08	26047/drinks for Cocktail P
								6104	22	8.34	26047/cemetery mobile
								6104	21	8.34	26047/OS mobile NC
								6104	36	8.34	26047/CC mobile
								6104	22	8.34	26047/cemetery mobile
								6104	22	8.34	26047/cemetery mobile
								6104	36	8.34	26047/CC mobile
								5500	30	47.97	26047/3x 4 pack E27 bulbs
								6710	31	60.00	26047/LM attend conference
								6330	31	7.74	26047/104th birthday card
28/07/2019	28JUL/LIN	26046	ONECARD	ONE002	450.93	9.24	460.17	5500	28	-41.66	26046/refund faulty mob BD
								6900	31	2.50	26046/parking ticket
								6900	31	2.50	26046/parking ticket
								6330	31	62.00	26046/sympathy flowers AW
								6330	31	210.78	26046/STC staff lunch
								6720	31	17.99	26046/The transition handbook

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 4

Ledger No 1 for Month No 4

Supplier A/c Order

Items marked with a * are disputed invoices.

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
23/07/2019	JS/SDC/071	26001	PLAY PLACE	PLAY003	2,148.84	0.00	2,148.84	6720	31	14.95	26046/low carbon future book
03/07/2019	0000302867	25874	PLUSNET	PLUS01	18.50			7555	38	93.94	26046/snooker table - LOTV
04/07/2019	0000297694	25872	PLUSNET	PLUS01	24.31	4.86	29.17	6101	28	24.31	26046/lunch in bloom committee
04/07/2019	0000302865	25873	PLUSNET	PLUS01	44.97	8.99	53.96	6101	50	44.97	26001/summer play dates
08/07/2019	0000249844	25906	PLUSNET	PLUS01	47.50	9.50	57.00	6101	31	47.50	25874/June internet charges
09/07/2019	0000249846	25905	PLUSNET	PLUS01	23.50	4.70	28.20	6101	36	23.50	25872/June internet charges
08/07/2019	INV814	25913	ROBERT POUND	POUND001	300.00	0.00	300.00	506	0	300.00	25873/June internet charges
02/07/2019	SIN1131296	25881	PPL PRS	PPLPRS001	86.38	17.28	103.66	7555	38	86.38	25906/July internet charges
23/07/2019	174098	25998	PREMIER ALARMS	PREM001	65.00	13.00	78.00	6930	30	65.00	25905/July internet
01/07/2019	102462	25850	PROVENDER	PRO002	93.99	18.80	112.79	5500	21	14.17	25913/Magician cocktail party
01/07/2019	102466	25851	PROVENDER	PRO002	18.75	3.75	22.50	6802	22	59.07	25881/PRS licence for LOTV
23/07/2019	RESORATIO	26015	ROGER LEE	ROG001	68.74	0.00	68.74	6500	30	20.75	25998/engineer call out
29/07/2019	9059244104	26031	ROYAL MAIL	ROYA002	0.44	0.09	0.53	6210	31	0.44	25850/hose pipe 25m roll
04/07/2019	2053903	25973	SDC	SDC001	372.00	15.00	387.00	6200	31	75.00	25850/plants
15/07/2019	15/1	25970	SDC	SDC001	-965.94	0.00	-965.94	6200	21	187.00	25850/plants
03/07/2019	2053902	26007	SDC	SDC001	643.75	67.50	711.25	6200	29	110.00	25851/Rose ties&square stake
25/07/2019	REV/306215	26009	SDC	SDC001	-2,712.00	0.00	-2,712.00	6000	36	-965.94	26015/books for resale
30/07/2019	2054214	26020	SDC	SDC001	3,870.35	0.00	3,870.35	5420	60	1,371.77	26031/postage w/e 22 Jun
								5421	60	2,498.58	26007/print business cards x11
											26007/print Mayor buis cards
											26007/plastic free leaflet
											26007/print invoice paper
											26009/REV remaining rates bill
											26020/August rent charges
											26020/August rent charges

Ledger No 1 for Month No 4

Items marked with a * are disputed invoices.

Supplier A/c Order

Nominal Ledger Analysis

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	A/C	Centre	Amount	Analysis Detail
31/07/2019	2054215	26030	SDC	SDC001	6.00	0.00	6.00	5060	21	6.00	26030/LR fee Ashgrove road
01/07/2019	155454	25867	SDC DIRECT SERVICES	SDC002	348.50	0.00	348.50	6935	21	348.50	25867/June collection charges
01/07/2019	155518	25868	SDC DIRECT SERVICES	SDC002	230.60	0.00	230.60	6935	22	230.60	25868/June collection charges
01/07/2019	155521	25869	SDC DIRECT SERVICES	SDC002	230.60	0.00	230.60	6935	36	230.60	25869/June collection charges
01/07/2019	155610	25866	SDC DIRECT SERVICES	SDC002	216.00	0.00	216.00	6935	28	216.00	25866/June collection charges
01/07/2019	155665	25865	SDC DIRECT SERVICES	SDC002	220.95	0.00	220.95	6935	30	220.95	25865/June collection charges
01/07/2019	155671	25908	SDC DIRECT SERVICES	SDC002	216.00	0.00	216.00	6935	33	216.00	25908/June bin collection
08/07/2019	155822	25909	SDC DIRECT SERVICES	SDC002	125.00	25.00	150.00	6935	32	125.00	25909/AFD bin hire
03/07/2019	2053902	25974	SEV GLAZING	SEV001	643.75	67.50	711.25	6200	31	300.00	25974/Cllr business cards x 11
										37.50	25974/Mayor business Cards
										187.50	25974/P free Sevenoaks leaflet
										118.75	25974/invoice paper
03/07/2019	CN/2053902	26006	SEV GLAZING	SEV001	-643.75	-67.50	-711.25	6200	31	-643.75	26006/CN printing charges
08/07/2019	10637	25914	SEV MOWERS	SEV006	72.95	14.59	87.54	5525	21	72.95	25914/Husq strimmer repair
15/07/2019	15/07/19	25952	SEVENOAKS WW1PROJECT	SEV050	113.00	0.00	113.00	6500	30	113.00	25952/WW1 books x 10
25/06/2019	72891	25991	SGE	SGE001	12.42	0.62	13.04	5700	22	12.42	25991/Gas Oil
28/06/2019	73143	25992	SGE	SGE001	4.08	0.81	4.89	5310	21	4.08	25992/bolts,nuts,washers
30/06/2019	73259	25990	SGE	SGE001	32.00	6.40	38.40	5525	21	32.00	25990/repair spade handle
30/06/2019	73260	25993	SGE	SGE001	72.84	14.57	87.41	5020	29	72.84	25993/repair to toilet door
30/06/2019	3472289	25927	SHELL	SHELL001	257.71	51.54	309.25	5700	22	257.71	25927/Fuel
07/07/2019	3504083	25996	SHELL	SHELL001	105.42	21.08	126.50	5700	21	105.42	25996/fuel
14/07/2019	3533727	25985	SHELL	SHELL001	54.29	10.86	65.15	5700	21	35.04	25985/fuel
										19.25	25985/fuel
01/07/2019	MEM22384	25877	SLCC	SLCC001	507.00	0.00	507.00	6730	31	507.00	25877/Annual council clerk fee
01/07/2019	CN/MEM223	26005	SLCC	SLCC001	-507.00	0.00	-507.00	6730	31	-507.00	26005/LL membership fee
03/04/07/2019	0062	25917	SSE	SSE006	43.44	2.17	45.61	6010	22	43.44	25917/June electricity charges
04/07/2019	0005	25915	SSE	SSE008	515.17	103.03	618.20	6011	30	515.17	25915/June electricity charges
04/07/2019	0063	25916	SSE	SSE009	65.57	3.27	68.84	6011	36	65.57	25916/2.6.19-1.7.19 electric
26/07/2019	0023	26023	SSE	SSE009	281.15	14.05	295.20	6012	36	281.15	26023/Gas crges 30 apr-25 Jul

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 4

Ledger No 1 for Month No 4

Supplier A/c Order

Items marked with a * are disputed invoices.

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Analysis Detail
								A/C	Centre	Amount	
09/07/2019	0008	25910	SSE	SSE012	54.58	2.72	57.30	6010	60	54.58	25910/3.4.19-30.6.19 electric
24/07/2019	4106	26003	STAG	STAG002	135.00	27.00	162.00	7555	38	135.00	26003/technician LOTV 19/07/19
08/07/2019	INV-0022	25881	S WILLIAMS	SWA001	900.00	180.00	1,080.00	9063	91	900.00	25881/Architectural services
02/07/2019	35587	25870	TAYWELL	TAY001	83.60	16.72	100.32	6500	28	83.60	25870/Ice Cream
15/07/2019	35718	25945	TAYWELL	TAY001	95.00	19.00	114.00	6500	28	95.00	25945/Ice cream
10/07/2019	09-07-08	25923	TC PHOTOBOOTH	TC001	545.00	0.00	545.00	6869	32	545.00	25923/LOTV Photobooth hire
10/07/2019	09-07-	25930	TC PHOTOBOOTH	TC001	-545.00	0.00	-545.00	6869	32	-545.00	25930/Photobooth hire LOTV
10/07/2019	19-07-08	25932	TC PHOTOBOOTH	TC001	545.00	0.00	545.00	7555	38	545.00	25932/Photobooth hire LOTV
02/07/2019	25530	25898	TELESHORE UK	TELE003	155.45	31.09	186.54	6500	22	155.45	25898/caskets
03/07/2019	1115/BBR/9	25997	THEIS KHAN	THEI001	2,500.00	500.00	3,000.00	9062	91	2,500.00	25997/June Architectural fees
08/07/2019	T0015	25912	TILTON SOLUTIONS LTD	TIL001	900.00	0.00	900.00	4010	31	900.00	25912/Finance deptment support
12/07/2019	259	25953	TOFS EVENTS LTD	TOF001	150.00	0.00	150.00	506	0	150.00	25953/Staffing for MCP
05/07/2019	INV-2932	25968	TREE ABILITY	TREE001	3,009.00	601.80	3,610.80	5060	21	1,554.00	25968/dismantle 6 trees
								5060	21	500.00	25968/MEWP hire
								5060	21	925.00	25968/road closure permits
								5060	21	30.00	25968/Admin
07/07/2019	4848776	25903	TRINITY (REACH)	TRM	82.32	16.46	98.78	6460	31	82.32	25903/public notice meetings
09/07/2019	2018	26029	ULTRALITE	ULTRA001	210.00	42.00	252.00	6461	31	210.00	26029/install&remove in bloom
30/07/2019	LAO117849	25880	VEOLIA	VEOL001	12.82	2.56	15.38	6935	36	12.82	25880/June glass collection
31/07/2019	LAO118135	26016	VEOLIA	VEOL001	6.41	1.28	7.69	6935	31	6.41	26016/bin collection July
31/07/2019	LAO118135	26017	VEOLIA	VEOL001	6.41	1.28	7.69	6935	36	6.41	26017/bin collection July
17/07/2019	994320	25955	VIKING	VICK001	119.98	24.00	143.98	5500	31	119.98	25955/security safe x 2
02/07/2019	9836	25876	VISION ICT	VISICT001	590.44	118.09	708.53	6320	31	590.44	25876/1 Day Website training
26/06/2019	37113	26022	WESTMOUNT	WES003	153.00	30.30	183.30	5410	28	153.00	26022/Boiler repair
30/06/2019	134160	25966	WETTON CLEANING SERV	WET001	29.32	5.86	35.18	5026	21	4.20	25966/1 feminine hygiene unit
								5020	29	12.56	25966/3 feminine hygiene units
21/06/2019	3040R06FEE	25936	WICKSTEEDS	WICK002	7,256.25	1,451.25	8,707.50	9072	91	7,256.25	25936/Admin, design, surveying
08/07/2019	0000806806	25969	WICKSTEEDS	WICK002	458.29	91.66	549.95	5310	21	458.29	25969/repairs Julians M&Greatn

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 4

Time :- 16:47

Ledger No 1 for Month No 4

Items marked with a * are disputed invoices.

Supplier A/c Order

Date	Invoice No	Own Ref No	Supplier Account Name	Supplier A/c Code	Net Value	VAT	Invoice	Nominal Ledger Analysis			Analysis Detail	
								A/C	Centre	Amount		
29/07/2019	3040R07FEE	26032	WICKSTEEDS	WICK002	8,775.00	1,755.00	10,530.00	9072	91	8,775.00	26032/Quantity surveying	
02/07/2019	WM1083814	25863	WORLDPAY	WOR001	9.00	0.00	9.00	6976	31	9.00	25863/trans charges June	
31/07/2019	754	26018	YELLOW DUCK	YELL002	65.00	13.00	78.00	5500	30	65.00	26018/A2 size snap frame	
TOTAL INVOICES								131,708.14	23,017.15	154,725.29	131,708.14	

Date: 09/08/2019

Sevenoaks Town Council

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Cash Book 5

User : MB

Payroll A/c

For Month No : 4

Receipts for Month 4

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 Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,000.00				1,000.00	
	Banked on : 25/07/2019	49,652.13					
	Nat West - Current Account	49,652.13			205	49,652.13	Monthly Salaries July Tfr
	Banked on : 26/07/2019	23,248.79					
	Nat West - Current Account	23,248.79			205	23,248.79	Monthly HMRC/KCC July Tfr
	Banked on : 30/07/2019	3,104.51					
	Nat West - Current Account	3,104.51			205	3,104.51	Monthly L&G/NEST July Tfr
	Total Receipts for Month	76,005.43	0.00	0.00		76,005.43	
	Cash Book Totals	77,005.43	0.00	0.00		77,005.43	

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Date: 09/08/2019

Sevenoaks Town Council

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Cash Book 5

User : MB

Payroll A/c

For Month No : 4

Payments for Month 4

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
25/07/2019	Staff	BACS25/7	49,652.13			520	49,652.13	Monthly Salaries July
26/07/2019	HMRC/KCC	BACS26/7	23,248.76			516	10,106.50	Monthly KCC July
						515	13,142.26	Monthly HMRC July
26/07/2019	Nat West - Current Account	Correction	0.03			205	0.03	Correction - BACS26/7 Tfr
30/07/2019	Legal & General	DD30/7-1	2,900.34			516	2,900.34	Monthly L&G July
30/07/2019	NEST	DD30/7-2	204.17			516	204.17	Monthly NEST July
Total Payments for Month			76,005.43	0.00	0.00		76,005.43	
Balance Carried Fwd			1,000.00					
Cash Book Totals			77,005.43	0.00	0.00		77,005.43	

Receipts for Month 4**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 Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	920.00				920.00	
	Banked on : 12/07/2019	387.43					
	Nat West - Current Account	387.43			210	387.43	Petty cash top up
	Banked on : 12/07/2019	387.43					
	Nat West - Current Account	387.43			210	387.43	top up petty cash
Total Receipts for Month		774.86	0.00	0.00		774.86	
Cash Book Totals		<u>1,694.86</u>	<u>0.00</u>	<u>0.00</u>		<u>1,694.86</u>	

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Payments for Month 4

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
01/07/2019	Bat&Ball Cafe	377/A	27.14			6500 30	27.14	goods for resale
01/07/2019	Bat&Ball Cafe	377/B	15.96			5500 30	15.96	Kitchen equipment
01/07/2019	Bat&BallCafe	377/C	20.00			6013 30	20.00	laundry
01/07/2019	Bat&Ball Cafe	377/D	0.18			6900 30	0.18	carrier bags
05/07/2019	Mayor's Charity	378	13.98			6869 32	13.98	2 buckets for Cocktail Party
05/07/2019	Mayor's Charity	REV/378	-13.98			6869 32	-13.98	REV - wrong payee name used
05/07/2019	General	378/2	13.98			6869 32	13.98	2 buckets
08/07/2019	General	379/A	10.00			6869 32	10.00	Ice - Cocktail Party
08/07/2019	Mayor's Charity	379/B	4.90		0.82	506	4.08	flower - Cocktail Party
08/07/2019	Mayor's Charity	397/C	21.25		3.54	506	17.71	hygiene products - Cocktail P
08/07/2019	Mayors Charity	REV/397/C	-21.25		-3.54	506	-17.71	REV - Wrong cheque No used
08/07/2019	Mayor's Charity	379/C	21.25			506	21.25	Hygiene products - Cocktail P
08/07/2019	General	REV/379/A	-10.00			6869 32	-10.00	REV - wrong nominal used
08/07/2019	Mayor's Charity	379/A/2	10.00			506	10.00	Ice for Cocktail P
08/07/2019	Mayor's Charity	REV/379/B	-4.90		-0.82	506	-4.08	REV - wrong VAT used
08/07/2019	Mayor's Charity	379/B/2	4.90			506	4.90	flower Cocktail Party
09/07/2019	Mayor's Charity	380	5.00		0.83	506	4.17	flower - Cocktail Party
10/07/2019	Mayor's Charity	381	12.00		2.00	506	10.00	flowers - gift for MB
10/07/2019	Youth Cafe	382	27.88			6500 50	27.88	supplies - goods for resale
10/07/2019	Mayors Charity	REV/381	-12.00		-2.00	506	-10.00	REV-Wrong nominal used
10/07/2019	Council Offices	381/2	12.00		2.00	6330 31	10.00	Flowers - gift for MB
11/07/2019	Council Offices	383	5.00			6900 33	5.00	Taxi fare
12/07/2019	Bat&Ball Cafe	384/A	53.70			6500 30	53.70	goods for resale
12/07/2019	Bat&Ball Cafe	384/B	20.00			6013 30	20.00	laundry
12/07/2019	Bat&Ball Cafe	384/C	1.00			5500 30	1.00	kitchen equipment
12/07/2019	Bat&Ball Cafe	384/D	3.00			6200 30	3.00	stationery
12/07/2019	Vine Cafe	385/B	26.34			6500 28	26.34	goods for resale
12/07/2019	Vine Cafe	385/B/REV	-26.34			6500 28	-26.34	reverse incorrect entry
12/07/2019	Vine Cafe	385/A	26.34			6500 28	26.34	goods for resale
12/07/2019	Vine Cafe	386/B	0.10		0.02	6900 28	0.08	carrier bag
12/07/2019	Open Spaces	386	60.00			520	60.00	salary advance
16/07/2019	council offices/Allotments	387	20.30			6900 31	20.30	train ticket to Allotments mee
17/07/2019	Nat West - Current Account	REV/00046	387.43			210	387.43	REV-wrong chq number used
22/07/2019	council offices	389	1.10			6330 31	1.10	milk
25/07/2019	Bat&Ball Cafe	390/A	20.00			6013 30	20.00	laundry

Continued on Page 447

Payments for Month 4

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
25/07/2019	Bat&Ball Cafe	390/B	21.00		3.50	5500 30	17.50	kitchen equipment
25/07/2019	Bat&Ball Cafe	390/C	6.60			6500 30	6.60	goods for resale
25/07/2019	Bat&Ball Cafe	390/D	16.50			5500 30	16.50	egg poacher
25/07/2019	Bat&Ball Cafe	390/E	4.00			6013 30	4.00	bin liners
25/07/2019	council offices	391	1.00			6900 31	1.00	parking
26/07/2019	Vine Cafe	392/A	36.78			6500 28	36.78	goods for resale
26/07/2019	Vine Cafe	392/B	8.00		1.33	5410 28	6.67	batteries
26/07/2019	Vine Cafe	392/C	0.20		0.03	6900 28	0.17	bags
29/07/2019	Bat&Ball Cafe	393	23.00			6635 30	23.00	licence variation
Total Payments for Month			873.34	0.00	7.71		865.63	
Balance Carried Fwd			821.52					
Cash Book Totals			1,694.86	0.00	7.71		1,687.15	

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The Public Sector Deposit Fund/CCLA:

CCLA (Churches, Charities & Local Authorities) is a mutually owned firm of investment managers, owned by LAMIT (Local Authorities Mutual Investment Trust), the Church of England (Central Board of Finance) Investment Fund and the Charities (COIF) Investment Fund;

It is an FCA regulated qualified money market fund with a AAA Fitch rating. The fund is instant access) with interest paid at the end of each month. It invests in deposits with a range of highly rated UK and non-UK financial institutions, thereby spreading the investment risk.

Approval from Councillors

To proceed with investing funds for the short term in CCLA in order to reduce the risk of not placing more than 40% in one financial institution.

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Sevenoaks Town Council

Finance Officer's Report

Streetlighting Update

Unadopted Roads were sent letters on the 16th of August 2019 with responses required by the 13th of September 2019.

Please see below the update of the responses from Street Roads:

<u>Street Road</u>	<u>Update</u>
Woodside Road	Received 7 responses to date. Still waiting for further responses.
Combe Avenue	Coombe Avenue is split into two roads. 1st half of the road from no.4 to 10 are not willing to fund streetlights on their road. STC awaits responses from the other half.
Heathfield Road	Received a response for further discussions on Streetlights to Residents and will require an extension for this.
Lyle Park & Pineneedle	Letters were sent and it has since been noted that the residents of this road did not receive original letter in 2016 due to being potentially part of the PROW for Linden Chase. Apologies letters have been sent and further time to be agreed for residents to consider this matter. Residents will not be required to pay back payment charges for the last two years.

Recommendation:

Councillors to consider extensions to responses for Unadopted Roads before decision of removal of streetlights.

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**Minutes of Sevenoaks Town Partnership Meeting held at the The Stag Theatre on
Wednesday 4th September 2019 at 6.30pm.**

Executive Board:**Executive Board**

Representing	Number	Current Member	Current Organisation	
Sevenoaks Town Council	3	CEO / Town Clerk Cllr Tony Clayton Cllr Simon Raikes		Present Present Present
Sevenoaks District Council	1	Cllr Avril Hunter		Present
Transport	2	Tony Clayton Austin Blackburn	Sevenoaks Rail Travellers Association Go Coach	Present Present
Leisure Facilities	3	Jane Parish CEO Andrew Eyre (Chairman) Knole	Sencio Stag Hannah Kay	Apologies Present Apologies
Chamber of Commerce	1	Julie Phillips CEO		Present
Bligh's Meadow	1		Savills, agent for Bligh's owners Standard Life Investments	Apologies
Sevenoaks Chronicle	1			Apologies
Sevenoaks Society	1	Roger Walshe		Present
Large Business	2	Maxine Morgans (Vice Chairman) Elizabeth Dolding	Specsavers Warners Solicitors	Apologies Apologies
Small Independent Business	2	Roberta Ware Glenn Ball	Francis Jones Jewellers Local Architect	Apologies Apologies
Resident Association	1			
Round Table	1			Apologies
Police	1			Apologies
	20			

Also in Attendance:

Stephanie Harrison – Committee Clerk & Pink Week

Cllr Marilyn Canet – Sevenoaks Town Council & Sevenoaks District Seniors Action Forum

Cllr Victoria Granville-Baxter – Sevenoaks Town Council

Elliott Waters – Sevenoaks Station Manager

1. Apologies for Absence

As noted above.

2. Declarations of interest

None received.

3. Minutes

The minutes of the Sevenoaks Town Partnership meeting held on 29th May were received and agreed.

4. Sevenoaks Business Hub

Funding is being sought from Sevenoaks District Council's Community Infrastructure Levy Fund.

5. Sevenoaks Business Awards

Ticket sales are down from last year and suggestions were made to add an additional category next year. Eddie 'The Eagle' Edwards is guest speaker.

6. A Celebration of Retail in Sevenoaks 2020

Cllr Victoria Granville-Baxter put forward ideas for celebrating and recording the 900th year of retail in Sevenoaks. It was suggested that all shops be photographed with shop staff in a similar vein to those from 1996.

7. Member Organisations

Go-Coach – Enjoying a busy time at the start of the new term. Planning is underway for National Heritage Open Day on the 21st September where they plan to run seven buses, including the iconic No 7 Route-master. Route 8 doing very well with daily numbers peaking at 138 passengers. It was agreed to issue a press release relating to the Vintage Bus operating for one day and recruit volunteer bus conductors.

Senior Actions Forum – Hoping to influence future arrangements for a better base service with SRTA. Reported Maidstone East was up and running.

Sevenoaks Society – Nothing to report.

Chamber of Commerce – Noted that the Next Generation was doing very well. Will be holding a Brexit Breakfast on the 5th November 2019. Will be holding a Cheese & Wine Evening and a Quiz Night.

Pink Week – The organisation is on track, with more events being added and posters arriving soon.

Train Stations – No information available about future franchise. There are timetable changes proposed for December and the consultations end on 9th September 2019. Staff have been trained to help disabled and accessibility. Introduced flower troughs at mainline stations to act as barriers. Advertising opportunities on the station for local events are available. National Rail Passengers Survey taking place.

Sevenoaks Town Council – Work nearing completion on the ramp at Bat and Ball Station connecting the Community Centre to the station. The recent Community Rail Partnership linking together six Kent stations event held on 1st September and was a very successful day, culminating in a ride on the Vintage Bus. As well as the Business Awards STP are looking forward to the Ferrari day being held at The Vine on the 15th September.

Stag – Are having a successful time and are looking forward to the Sevenoaks Arts Festival. New poster boards have been installed. The main doors to the theatre need replacing and funding needed. Screening of Bat & Ball Station Sevenoaks Youth Trust film to be shown on 22nd September 2019 at 5.30pm.

8. Date of next meeting

The next STP meeting will take place on 8th October at 6.30pm at Bat & Ball Station. Guest speaker- Police Commissioner Matthew Scott. Members were asked to assist with encouraging good attendance.

9. Press Release

As previously agreed, details of the Vintage Bus operating to Knole on the 21st September 2019.

There being no further business the Chairman closed the meeting at 8.00 pm.

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Allotment Report

Quaker's Hall Allotments

Status Report as at 27th August 2019

There are currently **72.5 rods vacant** (122.5 in January). Most of these rods/plots are in a state of dereliction due to non-cultivation over a long period of time.

The waiting list stands at **12** (one in January).

Although 12 seems a lot, some people are initially very enthusiastic, but when they stop to think about the amount of work involved, they withdraw their application before even submitting the form.

This is traditionally the time when people give up. This means a better choice of plots for those on the waiting list.

Maintenance programme

On-going maintenance includes:

- Strimming/brush cutting derelict plots
- Felling dead and self-sown trees
- Replacement of short length of boundary fence on Kennedy Gardens
- Replacement of lock on the door on Trading Centre (paid for by SAHA)
- Clearing blocked drain from main gate to soakaway just inside main gate
- Installation of 5mph signs and replacement of 'keep right' signs with 'keep left'

Completed tasks include:

- concreting small areas on the pinch points around three shed blocks to make vehicular access easier (project requested by SAHA)

Bradbourne Vale Allotments

There are currently **NO** vacant plots.

There is **NO** waiting list.

Maintenance programme

On-going maintenance includes:

- Strimming car park
- Felling trees which have breached the site boundary
- Clearance of three derelict plots (long-term project)

Recommendation

Rents are due 1st October 2019 and will be increasing to £4.00 per rod (from £3.50).

For the following year, 2020-21, we recommend increasing rents by 3%, in line with other Town Council fees and charges. This means that rent would increase from £4.00 to £4.15 (rounded) per rod.

Ruth King
Allotments Manager

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**Sevenoaks Town Council
Community Infrastructure Levy (CIL) – October 2019 payment**

Sevenoaks District Council's interactive CIL calculator on its website indicates that Sevenoaks Town Council will receive a minimum CIL payment of £50,409.77 in October 2019.

There are several capital projects which would benefit from the additional CIL income.

It is however **RECOMMENDED** that £50,000 from the October 2019 CIL income is contributed towards the Business Hub project.

Sevenoaks Town Council intends to submit a bid to SDC's Community Infrastructure Levy Board in September 2019 and one of the points raised in application form is:

13	Has a bid(s) for CIL funding been made to the relevant town and parish councils?
	If this bid is being made by a Parish or Town Council and no CIL funds have been contributed by them, please provide an explanation for this.

**Sevenoaks Town Council
Community Infrastructure Levy (CIL) Policy**

1. Background Information

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

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

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

2. Sevenoaks District Council CIL Allocation

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

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

Sevenoaks District Council allocate the CIL income as follows:

- 2.1.1. 25% to town and parish councils divided into two elements, see below A & B*
- 2.2. 5% to Sevenoaks District Council for Administration
- 2.3. 70% to Sevenoaks District Council for central pot for infrastructure projects.
Organisations providing infrastructure can bid for funds from the central pot. This includes town and parish councils.

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

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

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

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

**Sevenoaks Town Council
Community Infrastructure Levy (CIL) Policy**

Definition	Type of Payment
A	<p>Proportion of CIL receipts as laid out in Section 59A of the CIL Regulations where SDC has a duty to pay the town and parish council.</p> <p>The money received under A can only be spent on the following:</p> <ul style="list-style-type: none"> i) The provision, improvement, replacement, operation or maintenance of infrastructure. ii) Anything else that is concerned with addressing the demands that development places on the area.
B	<p>The equalisation of CIL receipts paid at the discretion of the Sevenoaks District Council Cabinet, to ensure the town and parish council receives 25% of all the CIL monies secured in the parish at the highest rate set out in the CIL charging schedule.</p> <ul style="list-style-type: none"> i) The provision, improvement, replacement, operation or maintenance of infrastructure <u>only</u>.

3. Sevenoaks Town Council Policy for CIL expenditure.

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

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

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

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

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

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

**Sevenoaks Town Council
Community Infrastructure Levy (CIL) Policy**

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

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

CIL Spent

Date Received	Amount Received	Income Allocation	CIL Type	Project Name	Spent to Date	Balance to date
Apr-17	£27,351.56	£27,351.56 A		Cemetery workshop/mess room	0.00	27,351.56
Oct-17	£78,810.62	£78,810.62 B		Bat & Ball Station building	-78,810.62	0.00
Apr-18	£312,089.07	£25,000.00 B		Business Hub (Red Cross)	-26,978.48	-1,978.48
Apr-18		£35,000.00 A		Vine Pavilion Windows	-21,804.00	13,196.00
Apr-18		£5,089.07 B		Greatness WC	-6,117.26	-1,028.19
Apr-18		£37,000.00 B		Bat & Ball Station Store & Waste storage	-5,002.29	31,997.71
Apr-18		£110,000.00 B		Bat & Ball station Building	-110,000.00	0.00
Apr-18		£100,000.00 B		Bat & Ball station Ramp Access platform 1 (Prev Centre)	-23,853.32	76,146.68
Jul-18	£258,274.00	£130,000.00 C		Bat & Ball station	-10,237.09	119,762.91
Jul-18		39,000.00 C		Ramp Access Platform 1	0.00	39,000.00
Jul-18		£32,000.00 A		Provision of 56 cycle racks adjacent to platform 1	0.00	32,000.00
Jul-18		£28,728.00 C		Provision of 30 cycle racks adjacent to platform 2	-12,787.50	15,940.50
Jul-18		£28,546.00 C		Offord Steps Access	0.00	28,546.00
Oct-18	£78,815.08	£2,000.00 A		Pontoise gates(Betenson Ave)	-480.00	1,520.00
Oct-18		£5,000.00 A		Bus shelters 50%	-5,000.00	0.00
Oct-18		£3,000.00 A		Skateite repairs	-3,000.00	0.00
Oct-18		£4,000.00 A		Littlewood Fencing	-3,760.00	240.00
Oct-18		£5,000.00 A		Cemetery path repairs	0.00	5,000.00
Oct-18		£2,000.00 A		Knole Paddock front barn doors	0.00	2,000.00
Oct-18		£57,815.08 B		Bat & Ball Centre	-57,815.08	0.00
Apr-19	1,200,000.00	£1,200,000.00 C		Bat & Ball Centre	-123,241.57	1,076,758.43
Apr-19	21,315.32	£21,315.32 B		Ramp Access Platform 1	0.00	21,315.32
Total	£1,976,655.65	£1,976,655.65			-£488,887.21	1,487,768.44

Summary of Key Projects			
Key Projects	Total Income to Date	Spent To Date	Balance
Bat&Ball Station Building	£188,810.62	-£188,810.62	£0.00
Bat& Ball Station Ancillaries	£190,728.00	-23,024.59	£167,703.41
Ramp Access Platform 1	£160,315.32	-121,389.68	£38,925.64
Bat&Ball Centre	£1,257,815.08	-181,056.65	£0.00
Business Hub (Redcross Building)	£25,000.00	-26,978.48	£1,076,758.43
			0

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Sevenoaks Town Council

Current Matters

Item	Minute No		Status	Latest update
1	08 – F&GP 3.4.2017 263 – F&GP 18.9.2017 222 - OSL 3.9.18 197 – F&GP 05.08.19	Street Lighting	Ongoing	<p>Invoices were sent prior to the financial year end (March).</p> <p>Repairs to streetlights in Linden Chase (PROW) have been ordered. Consideration needs to be given to upgrade of streetlights.</p> <p><i>Councillors resolved at 05.08.2019 F&GP:</i></p> <p>197. Streetlighting <i>The Committee received and considered the report from the Responsible Financial Officer and note the Town Council's policy as set out in Minute No. 61 of the Finance & General Purposes Committee held on 15th June 2015.</i></p> <p><i>The following private roads had adopted their streetlights:</i></p> <ul style="list-style-type: none"> • <i>Clarendon Road</i> • <i>Quarry Hill</i> • <i>Yeomans Meadow</i> • <i>Heathfield Road</i> • <i>Garvock Drive</i> • <i>Wilderness Mount</i> • <i>Wood Drive</i> • <i>St Botolphs Avenue</i> • <i>St James Road</i> • <i>The Glade</i> • <i>South Park</i> • <i>Harrison Way</i> • <i>Farnaby Drive</i> • <i>Wilderness Avenue</i> <p><i>The following private roads had not adopted their streetlights:</i></p> <ul style="list-style-type: none"> • <i>Coombe Avenue</i> • <i>Pineneedle Lane</i> • <i>Heathfield Road</i> • <i>Woodside Road</i> • <i>Lyle Park</i>

Item	Minute No		Status	Latest update
				<ul style="list-style-type: none"> • <i>Kincraig Drive</i> <p>RESOLVED:</p> <p>i) <i>To proceed with LED upgrade option 3 i.e. LED upgrade plus match existing heritage style lighting on Rectory Land and Judd's Piece at a cost of £17,790 noting that the Sevenoaks Town Council shortfall of £11,717 to be met from Capital Reserves.</i></p> <p>ii) <i>To write to remaining private roads who have chosen to not adopt their streetlights providing one month's notice that the Town Council intends to proceed as per Minute No.61 F&GP 15th June 205 for removal of all lights on all private roads with unadopted lights at a cost of £12,978. Noted that the projected budget shortfall of £7,978 would be met from Revenue Reserves.</i></p> <p>iii) <i>To all private roads entering into the scheme to also be charged from the time that the last road entered into the scheme.</i></p>
2	CIC Minute 395	Bat & Ball Station		<p>The majority of the Bat & Ball Station / HLF refurbishment is completed. There is some snagging to take place, not least with locks needing to be adjusted on the external toilet*. Work will start on landscaping the exterior of building soon.</p> <p>All facilities are open to the public* however there may need to be some closure of the café during recruitment of new staff / manager.</p> <p>The HLF Activity Plan would continue throughout 2019.</p> <p>As part of the HLF Funding the Town Council was required to produce an Evaluation Plan, available at: www.batandballstation.com</p>

Item	Minute No		Status	Latest update
				<p><u>Access Ramp</u> The project for the Access Ramp had grown considerably since its original design and this had been reflected in project cost and budget of £175,000.</p> <p>Work commenced on 29th April 2019 unfortunately immediately contractors uncovered a High Voltage cable running along Network Rail which was not known before. Work is required to ensure that the cable is not disturbed and accessible once the ramp is constructed.</p> <p><i>The Network Rail requirements and associated delays have added considerably to the cost of the project – full extent to be confirmed. The Town Clerk lodged a complaint with Network Rail who subsequently agreed financial recompense which is being calculated.</i></p> <p><u>Ancillary Works</u> The Cycle Racks, additional streetlight and signage post had been installed adjacent to platform 2.</p> <p>Installation of the Cycle Racks on the Community Centre site would be reviewed once the new centre hoardings / temporary access has been finalised. However, would now require additional planning consent.</p> <p>Access to Otford Road. Details to be drawn up. Kent County Council are currently being consulted on land requirements.</p>
3	<p>- CIC 7.8.2017</p> <p>CIC 15.04.2019 Minute No 30 v)</p>		Business Hub	<p>8th April 2019 planning permission for Business Hub was granted with some conditions. Restricted use of external seating area plus installation of two electric vehicle charging points.</p> <p>14 tenders were returned 5th April 2019. HMRC <i>confirmed</i> Option to Tax on Business Hub.</p> <p>SELEP Funding unsuccessful. <i>CIL funding application to be submitted September 2019.</i></p>
4	33(i) – CIC 23.4.2018	Sevenoaks Day Nursery		The Sevenoaks Day Nursery have finalised its plans for replacement portable buildings on the community centre site. STC has provided a 25-year peppercorn lease and

Item	Minute No		Status	Latest update
				<p>additional financial support in kind for the project.</p> <p>STC agreed to this subject to the building known as the 'Club Room' being available to other similar organisations during term time. This matter is currently being finalised to be able to complete the lease.</p> <p>Sevenoaks Day Nursery hope to start its installation from the beginning of June 2019. <i>Delayed until July 2019. Completion expected by end of September 2019.</i></p>
5	<p>33(i) – CIC 23.4.2018</p> <p>27 (i) CIC 20.08.18</p>	Bat & Ball Centre		<p>Planning Application granted 8.11.2018</p> <p>Amended planning application for materials submitted.</p> <p>First draft plans prepared, and consultation taken place for Community Centre User.</p> <p>Planning Permission had been approved without any conditions. An amended planning application with some change of details to exterior finishes had been submitted. The planning application had been agreed subject to a new planning condition relating to the provision of cycle racks versus car parking spaces.</p> <p>The Town Council had agreed to progress a Public Works Loan Board (PWLB) application for £1.4m. The PWLB were seeking further clarification about the application -see F&GP Agenda.</p> <p>A successful funding application had been agreed from the SDC CIL Board for £1.2m and funds received on 12th April 2019.</p> <p>4 Tenders for the project were received and opened prior to the meeting and would be analysed by the Quantity Surveyor. The contract was scheduled to commence in June 2019. The Town Council had previously resolved to delegate authority to proceed with the project if tenders received within budget to Chairman of Community Infrastructure Committee, Chairman of Finance and General Purposes Committee and Town Clerk / Deputy Town Clerk.</p> <p><i>On 1st August 2019 BJF Group were appointed as the contractor for the Bat and Ball Centre – contract value £1,559,953.56.</i></p>

Item	Minute No		Status	Latest update
6	F&GP 361	Markets		<p>RESOLVED: unanimously to formally request Sevenoaks District Council to permit the Wednesday market to operate on the 'Charter Market' site in the High Street. The Committee requested that negotiations include:</p> <ul style="list-style-type: none"> • reduction in charge as the Town Council would vacate the Buckhurst 1 Car Park thereby enabling the District Council additional revenue income • the same process on Wednesday as exists for the Saturday Market to include parking in the High Street for traders for the three spaces. <p>Sevenoaks District Council wrote to the Town Council on 5th March 2019: - Unfortunately, the contract was made under EU procurement rules (found in the Public Contracts Regulations 2015), meaning that out options are tightly regulated. The invitation to tender was originally advertised nationally and across the EU. The EU procurement rules set out some principles to make sure that it is an even playing field for all and that favourable contracts are not granted to particular companies. Changes to a contract should only be allowed where all companies know this beforehand and are given a chance to bid on that basis. Regulation 72 of the 2015 Regulations</p> <p>explains the limited circumstances in which we can modify an existing contract. Tenderers were asked to submit bids for the Sevenoaks Markets based on entering the draft contract which was attached. the Heads of Terms clearly sets out the location of the Wednesday market. Changes are not permitted unless they are explicitly allowed for in the contract documents, where the changes are below a certain value threshold, or the changes fall within some specific other categories. In this case, the contract did not explicitly allow for reductions in the rent. The change in rent would also be larger than what is permitted under the regulations. In order to reduce the rent for the Town Council, we would have to make all bidders aware of this before we awarded the contract. If we make a modification to</p>

Item	Minute No		Status	Latest update
				<p>the contract that is not compliant with the rules, then we would be required to carry out a completely new procurement process for this revised contract (reg. 72 (9)). Therefore, for this reason, it is not open to the District Council to agree to the Town Council's proposals.</p> <p>The Town Council has been informed by the Market Traders that they submitted a petition on this topic to Sevenoaks District Council.</p> <p><i>Sevenoaks Town Council continue to request SDC for permission to move Wednesday Market to the High Street identifying this as a solution to the long-term viability of the market and potential for additional revenue for SDC for 40+ car parking spaces becoming available</i></p>
7	F&GP Min 472	Wayleaves		The Responsible Financial Officer to provide an information report to a future meeting.
8	KCC Youth Service Provision	F&GP Minute No 43 b)		<p>STC continued to seek information as to KCC's youth provision being delivered in Sevenoaks town from the Commissioning Project contract.</p> <p>Agreed that Chairman of YSSC and Town Clerk meet with West Kent Housing (contractor for KCC Youth Services) to discuss the matter.</p> <p><i>Meeting held on 30th July 2019.</i></p>
9	F&GP 29.4.19 Minute No 48			<p>Review of current priorities. A 'Blue Skies Day' has been arranged for 7.9.19 to review current and future STC priorities.</p> <p><i>Revised date 21.09.19 2-7pm.</i></p>

PRIORITY ONE**Agenda Item 12 (b)**

No	Project	Details	Proposed target timescale	£	Update / comment
1	Bat & Ball Community Conference Centre	Construction of new multipurpose community centre	March 2017	£2,750,000	<p>RIBA Competition completed. Report to Community Infrastructure Committee 29.06.2015. New build centre. Additional feasibility work being undertaken for mixed use of site to include residential. Presented to Cllrs 22.12.2015.</p> <p>Pre-build professional fees including planning application and tender process. On hold until capital receipts received. Capital Build.</p> <p>Appointment contracts for professional team being prepared. Planning application expected to be submitted November/December 2017. Pre-planning advice received.</p> <p>Project Team addressing matters raised in pre-planning advice. Design to be placed for tender prior to application for planning permission. Feasibility of options taking place. Agreed to extend and refurbish current centre – one storey. Pre-Planning submitted. Feasibility costs being reviewed.</p> <p>Response was due 28.06.2018. Meeting with SDC being arranged on 11.07.2018.</p> <p>Planning Application submitted 4.9.2018. Pre-planning advice not provided by SDC to date. Planning granted 8.11.2019.</p> <p>4 Tenders received. <i>Due diligence being undertaken.</i></p> <p><i>On 1st August 2019 BIF Group were appointed as the contractor for the Bat and Ball Centre – contract value £1,559,953.56.</i></p>

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 12 (b)

No	Project	Details	Proposed target timescale	£	Update / comment
2	Bat & Ball Station building CIC Minute 395 07.01.2019	STC acquire station building on long peppercorn lease. Use as community building.	January 2016	£1,500,000 approx.	<p>The majority of the Bat & Ball Station / HLF refurbishment is completed. There are some snagging to take place, not least with locks needing to be adjusted on the external toilet*. Work will start on landscaping the exterior of building soon.</p> <p>All facilities are open to the public* however there may need to be some closure of the café during recruitment of new staff / manager.</p> <p>The HLF Activity Plan would continue throughout 2019.</p> <p>As part of the HLF Funding the Town Council was required to produce an Evaluation Plan a copy of which was distributed with the agenda. Once completed the document would be made publically available and a simplified summary leaflet is being produced.</p> <p><u>Access Ramp</u> The project for the Access Ramp had grown considerably since its original design and this had been reflected in project cost and budget of £175,000.</p> <p>Work commenced on 29th April 2019 unfortunately immediately contractors uncovered a High Voltage cable running along Network Rail which was not known before. Work is required to ensure that the cable is not disturbed and accessible once the ramp is constructed.</p>

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 12 (b)

No	Project	Details	Proposed target timescale	£	Update / comment
					<p>The Network Rail requirements and associated delays have added considerably to the cost of the project – full extent to be confirmed. The Town Clerk lodged a complaint with Network Rail who subsequently agreed financial recompense which is being calculated.</p>
	CIC 15.4.2019 Minute 31				<p><u>Ancillary Works</u> The Cycle Racks, additional streetlight and signage post had been installed adjacent to platform 2.</p>
					<p>Installation of the Cycle Racks on the Community Centre site would be reviewed once the new centre hoardings / temporary access has been finalised. However, would now require additional planning consent.</p>
					<p>Access to Otford Road. Details to be drawn up. Kent County Council are currently being consulted on land requirements.</p>
3	Greatness Football Pavilion	Review under proposals for improvements to Greatness area	March 2015	£1,500,000 £50,000*	<p>Football Club submitting planning application and seeking funding. Consultation needed with football club(s) and local residents. GRA prefer this ambitions scheme and have submitted scheme for pre-planning advice. Funding to be obtained. Football Club have prepared new plans and are starting new consultation process. Second option being investigated - Football Club to have separate building to replace current portacabins, current pavilion * refurbished to accommodate public toilets, café</p>

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 12 (b)

No	Project	Details	Proposed target timescale	£	Update / comment
4	Neighbourhood Development Plan for Sevenoaks	To provide a long term sustainable plan for the Sevenoaks	March 2017	£20,000 approx £300,000 (Cap projects)	<p>and community space for hire. Consideration to be given to joint management of facility.</p> <p>New public toilets installed. CIL Funding allocated towards this facility.</p> <p>3G Official launch Saturday 9th September 2018.</p> <p>Questionnaire for public on line and distributed to all households from 11.04.2014. Children competition – excellent entries received. Questionnaire responses being analysed.</p> <p>SDC circulating questionnaire re Economic Development and willing to share data.</p> <p>Integrated transport study and information banners for public consultation during December.</p> <p>The Masterplan for Northern Sevenoaks initial consultation has been completed with positive feedback. Draft final NDP policies and document to be reviewed by SDC Planning prior to public consultation and referendum.</p> <p>In December 2017 STC requested SDC's assistance in commissioning an Economic Study to enable to be incorporated into the draft NDP prior to consultation. It is understood a draft report has been completed and SDC are meeting with the consultant.</p> <p>SDC had stated should be delayed until Local Plan completed.</p>

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 12 (b)

No	Project	Details	Proposed target timescale	£	Update / comment
5	Community Right to Bid.	To nominate assets of community value to Sevenoaks District Council which Sevenoaks Town Council would be interested in purchasing if they were to be sold.			SDC made available final version of Economic Development Review. STC to arrange new timetable for reviewing NDP and EDR during 2019. <i>Revised timetable: agreed at Community Infrastructure Committee.</i>
6	Business Hub CIC 07.01.2019 Minute No 396 CIC 15.04.2019 Minute No 30 v)	Convert old Red cross building to Business Hub for new start-up of small businesses	2018	£245,000	Cllrs to be asked to provide information of such buildings within their wards Registration process for STAG. Completed. Registration process for Bradbourne Lakes completed. The Town Council has previously resolved to convert the former Red Cross building into a Business Hub and has set aside £25,000 of CIL funding towards the refurbishment. An application for a Change of Use had been submitted and were advised by the Planning Officers that it would not be approved and was therefore withdrawn. A new planning application has been submitted 8 th April 2019 planning permission for Business Hub was granted with some conditions. Restricted use of external seating area plus installation of two electrical vehicle charging points. 14 tenders were returned 5 th April 2019.

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 12 (b)

No	Project	Details	Proposed target timescale	£	Update / comment
					HMRC agreed Option to Tax on Business Hub.
					The SELP funding application had been unsuccessful.
					The Town Council would apply for a CIL grant in September 2019.

PRIORITY TWO

Agenda Item 12 (b)

No	Project	Details	Proposed target timescale	£	Update / comment
1	South East in Bloom	Provide action plan for obtaining gold award.			Budget and plans for 2019 to start December 2018. commenced. Results provided on 13.9.19. Action plan being prepared for 2019. Theme: red, white and blue and 'edible gardening'.

Sevenoaks Town Council**Priorities [Note updated with 2015 Blue Skies Proposals]****Agenda Item 12 (b)****PRIORITY THREE**

No	Project	Details	Proposed target timescale	£	Update / comment
1	Bradbourne Lakes	To seek continued improvements with facility			To work with SDC to achieve this. Bradbourne Residents Association had started to create a plan. SDC agreed at Town Forum 10.03.2014 to involve STC. SDC produced Consultation document. Town Clerk met with SDC on 26.02.2019 to discuss potential joint working.
2	Night time economy	To seek to develop night time economy via Sevenoaks Town Partnership initiatives, entertainment on the Vine one evening per week	June to August 2017		Programme being put in place for bands on Vine Bandstand. Evening bands to be funded by presence of arts and craft stalls, now premises licence in place. Preparing application for Purple Flag Award. To be considered within proposed BID.
3	Library (Kaleidoscope)	Research feasibility for taking over the management of facility and moving STC administration into the venue	May 2013		To liaise with KCC Informal STC meeting 04.03.2013 Progress delayed until after KCC elections 02.05.2013. Officer meeting arranged for 24.05.2013 To prepare architect drawings with STC functions within current perimeter and second set of plans with extension. Completed, discussions ongoing. Progress delayed due to KCC internal review / reorganisation. KCC confirmed willing to continue discussions. KCC consultation paper to F&GP 23.02.2015. Project not being progressed by KCC. KCC requested meeting for January 2016.

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 12 (b)

No	Project	Details	Proposed target timescale	£	Update / comment
4	MUGA Multi Use Games Area	Install to replace facility at Community centre	Tbc	£100,000	Further discussion underway. Discussions taking place as part of the One Public Estate programme. Await outcome of plans for Community Centre. Include within master planning for Northern ward to be placed at Greatness Recreation Ground at current futsal area. To be reviewed within Bat & Ball Centre Options. With received plans for centre should be able to remain on Community site. To be reviewed once designed and planning completed for Bat & Ball Centre.

Sevenoaks Town Council**Priorities [Note updated with 2015 Blue Skies Proposals]****Agenda Item 12 (b)****COMPLETED**

No	Project	Details	Proposed target timescale	£	Update / comment
1	Play Area Town Centre	New large play area in town centre	2015	£100,000	Negotiations completed for 10-year lease of land within Environmental Park. Knole Trustees offered 5-year lease and have been requested to review term. Knole agreed to extend to 10 years commencing 01.10.2015. STC requested extension of area. Consultation taking place and external funding applied for £36,000. Obtained. Round Table agreed grant of £6,000 from 2015 Fireworks event. Balance to be funded by CIL. Order placed to be installed by Easter 2016 (subject to weather). Installation to commence 15.02.2016. Opened on 07.04.2016. Problems with land being water logged. Under review. New surfacing at £10,000 installed to address issue.
2	Farmers Market	Local Food Promotion. Hold Farmers Market 1 x monthly on a Sunday 6 months April to September in Vine Gardens	April 2016	0	Arrangements to be put in place from April 2016. Income generating. To be reviewed in Autumn 2016. Agreed not to continue but to incorporate into events.
3	Junction 5 / slipway	To re-open dialogue with organisations involved in this matter			Agreed at KALC AGM to create a working party to work on this. STC agreed at Planning Committee 18.08.14 to provide grant. KALC report received.
4	Disposal of Raleys Gym, Indoor Cricket School and bungalow	Disposal of land to enable reinvestment into fit for purpose replacement and		£30,000 £95,000	Negotiations with Knole Estates Change to covenant agreed – legal documentation completed.

Agenda Item 12 (b)

No	Project	Details	Proposed target timescale	£	Update / comment
		additional recreational facilities		£150,000	SP10 discussions completed with SDC – S.106 unilateral agreement signed. McCullochs submitted planning application to SDC. Amended Plans being prepared. 9.10.2015. STC paid when planning application approved. Unfortunately, SDC Planning Office has raised objections to planning application resulting in delays. Noted Indoor Cricket School could be accommodated within Indoor Bowls Centre or Wildernesse Site (meeting held with KCC) Negotiations progressing well. Decision received regarding Grammar School, negotiations recommenced. KCC forwarded Heads of Terms agreed by CIC committee on 18.07.2016. 20.10.2016 planning permission granted. Completion of contract 16.02.2017.
5	Cemetery Lodge	To sell property	Asap		Contracts for sale completed 30 th May 2018. Sold £485,000.
6	Free Recreational facilities	To include outdoor gym, table tennis, basketball play facilities.	2015 onwards	£120,000	Agreed to put on hold until Capital Receipts received. Kippington Meadow – Play area installed May 2018 Open Spaces & Leisure Committee resolved to progress.
7	Vine Cricket Pavilion	Research and feasibility to be undertaken into rebuild and refurbishment of the building	Dec 2015 Tbc	23,000 70,000	Grant to KCC applied for refurbishment of toilets. Grant successful. Work completed. Plans being prepared for Grant to be applied for disabled access to pavilion. Consideration needs to be undertaken whether disabled access is to be front or rear of building. – Open Spaces and Leisure Committee agree for front. Planning permission delayed, awaiting feedback from Pavilion Club on design. Indicative quotes being obtained to support applications for funding once plan approved.

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 12 (b)

No	Project	Details	Proposed target timescale	£	Update / comment
7 contd	Vine Cricket Pavilion		Oct 2016	70,000	<p>Planning application submitted and approved. Tender to be sought.</p> <p>Specification being prepared for tenders for robust maintenance programme for exterior of building. Currently out to tender.</p> <p>Tenders received. Contractor to start 12.09.2016. Some asbestos to be removed prior to start of contract. £3,468. All asbestos now removed.</p> <p>Replacement flat roof. Quotations obtained and agreed. CIL funding allocated. Order placed. Work completed.</p> <p>Planning permission obtained. Grant application submitted to Derbyshire Communities Fund. Decision expected June 2018. Additional repair work identified to sash windows. Work on Sash Windows commenced 12.11.18 and completed</p> <p>Tenders received for the ramp at the pavilion.</p> <p>Funding application of £25,000 successful. Intend to commence works towards end of 2018 cricket season. STC allocation CIL Funding for refurbishment of sash windows.</p> <p>Work commenced 12.11.2018 for ramp and windows.</p> <p>Completed in April – Opening event to take place in June 2019</p>
				30,000	
				35,000	