

31st July 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 5th August 2019 at 7.00pm to be followed by a meeting of the Town Council. 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.

AGENDA

- 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).

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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 10th June.

05 STREETLIGHTING

To receive and consider the report relating to the Town Council’s Streetlighting Policy (see attached).

06 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 May and 1st to 30th June 2019

(b) Suppliers’ Accounts

To authorise payment of the accounts listed in the schedules for the period 1st to 31st May and 1st to 30th June 2019 (copy attached).

(c) Payroll Account

To confirm payments from the account listed in the schedules for the period 1st to 31st May and 1st to 30th June 2019 (copy attached).

(d) Petty Cash Account

To confirm payments from the account listed in the schedules the period 1st to 31st May and 1st to 30th June 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 May – 30th June 2019.

07 REVIEW OF FINANCIAL MATTERS IN ACCORDANCE WITH THE TOWN COUNCIL’S STANDING ORDERS

To receive and note the following financial matters in accordance with the Town Council’s Standing Orders, adopted at Annual Council Meeting on 13th May 2019 [*Minute 62 Appendix A refers*]:

a) Press/Media Policy	RECOMMENDATION: defer review of policy to next meeting
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08 PUBLIC WORKS

To receive a Progress Report relating to Public Works Loan Board application (copy attached).

09 SEVENOAKS TOWN PARTNERSHIP

To receive and note the minutes of the meeting held on 10th July 2019 (copy attached).

10 CURRENT MATTERS AND PRIORITIES

To receive and note a list of

- a) current matters
 - b) priorities
- of the Town Council

11 PRESS RELEASE

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

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Sevenoaks Town Council
Minutes of the FINANCE & GENERAL PURPOSES COMMITTEE
Held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks
On Monday 10th June 2019

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 8.25 p.m.

Cllr Simon Raikes, Chairman	Present	Cllr Tony Clayton, Vice Chairman	Present
Cllr Keith Bonin	Present	Cllr Sue Camp	Present
<i>Cllr Nicholas Busvine, OBE [ex officio]</i>	<i>Present</i>	Cllr Dr Marilyn Canet	Present
Cllr Andrew Eyre	Present	Cllr Tom Morris Brown	Apologies
Cllr Roderick Hogarth	Apologies	Cllr Edward Waite	Present <i>[arrived 7:28pm]</i>
Cllr Robert Piper	Present		

[10]

In Attendance:

Cllr Victoria Granville-Baxter, Cllr Claire Shea *[arrived 7:50pm]*, Linda Larter MBE, Town Clerk, Christine Franklin, Responsible Finance Officer and Michèle MacDonald, Committee Clerk

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

The Town Clerk advised that Town and Parish Councils had a legal duty to publish all expenditure over £500. The Town Council took the decision to publish all expenditures on its website. The software used by the Town Council is specific for Town and Parish Councils to ensure all are legally compliant.

103. APOLOGIES FOR ABSENCE

RESOLVED to accept apology of absence received from Cllrs Roderick Hogarth and Tom Morris Brown.

104. REQUESTS FOR DISPENSATIONS

There were no requests for Dispensations

105. DECLARATION OF INTERESTS

There were no Declarations of Interest

106. MINUTES OF THE MEETING HELD ON 29TH MARCH 2019

RESOLVED: to receive and sign the Minutes, which were **resolved** to be a true record of the meeting at the Annual Council Meeting held on 13th May 2019 *[Minute 58 refers]*.

107. SUB COMMITTEES

- a) Youth Council Meeting held on 22nd May 2019 – **RESOLVED** to note the Minutes of the meeting.
- b) Youth Services Sub Committee Meeting held on 22nd May 2019 – **RESOLVED** to adopt the minutes of the meeting.

108. FINANCE REPORTS

RESOLVED: that the Responsible Finance Officer provide a written report relating to agreed CIL allocation and the Committee adopt the following reports:

a) Statement of Accounts

The Committee received and considered the management accounts for the period 1st to 30th April 2019.

It was noted that the Town Council receives its Precept twice annually from the District Council which is allocated monthly [£95,116] to the management accounts.

The Chairman elaborated on the accounting system for the benefit of the newly elected members.

b) Suppliers Accounts

The payment of the accounts listed in the periods:

- i. 1st to 31st March 2019 of £189,874.75
- ii. 1st to 30th April 2019 of £87,647.51

c) Payroll Account

The payment from the accounts listed in the schedule for the periods:

- i. 1st to 31st March 2019 of £67,939.93
- ii. 1st to 30th April 2019 of £71,654.68

d) Petty Cash Account

The payment from the account listed in the schedule for the periods:

- i. 1st to 31st March 2019 of £1,054.40
- ii. 1st to 30th April 2019 of £1,056.28

e) Hospitality and Gift Register

To receive and note that no hospitality or gifts were received by employees for the period 1st to 30th April 2019.

109. REVIEW OF FINANCIAL MATTERS IN ACCORDANCE WITH THE TOWN COUNCIL'S STANDING ORDERS

RESOLVED: To receive and note the following financial matters in accordance with the Town Council's Standing Orders, adopted at Annual Council Meeting on 13th May 2019 [*Minute 62 refers*]:

a) <u>Inventory</u> - A review of land and assets, including buildings and office equipment.	RESOLVED: to defer to 2020 when next valuation was due.
b) The Town Clerk advised that a professional valuation is undertaken every five years and presented to the committee.	

c) <u>Insurance Cover – 2019/2020</u>	RESOLVED: to note it had been arranged for the 2019/2020 year [2019 04 29 - Minute number 44a refers]
It was noted that a contract for 3 years had been arranged with annual premium reviews.	

Cllr Waite arrived at 7:28pm and confirmed he had no Declarations of Interest to declare.

d) <u>Complaints Procedure</u>	RESOLVED: to receive and re-adopt the current complaints procedure.
e) <u>Freedom of Information</u>	RESOLVED: to receive and re-adopt the current Town Council's procedure for handling requests made under the Freedom of Information Act 2000
f) <u>Press/Media Policy</u>	RESOLVED: to defer review of policy to next meeting.

110. REVIEW OF INTERNAL CONTROLS

RESOLVED: unanimously to adopt the following:

- a) Internal Audit Report for the year end Visit – the Committee congratulated the Responsible Finance Officer and the Finance team for a clean audit.
- b) Annual Review of Internal Audit
- c) Statement of the System of Internal Control – which was **agreed** to be signed in approval of the statement of the system of internal control.

111. ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2019

RESOLVED: unanimously to adopt the following:

- a) Annual Governance Statement – The Town Clerk read out each governance statement receiving approval from the Councillors to confirm governance arrangements were in place.
- b) Statement of Annual Accounts to 31st March 2019
- c) Supporting papers for submission to the External Auditors be signed by the Chairman and Town Clerk.

112. PUBLIC WORKS

A Progress Report relating to Public Works Loan Board application was received and noted.

RESOLVED unanimously that the Responsible Financial Officer and Chief Executive proceed with the arrangements to borrow a fixed repayment annuity loan of £1.4m over a 25-year period from the Public Works Loan Board for the rebuilding and refurbishment of the Bat & Ball Centre (previously known as Sevenoaks Community Centre).

The Town Clerk advised the committee that the Town Council's Investment Policy would be adhered to following receipt of the £1.4m.

113. GRANT

It was **agreed** that pages 201 to 204 of the agenda be ignored due to distribution error.

RESOLVED: in accordance with the General Power of Competence [Localism Act 2011 Sections 1-8 refers], the Kent Painters Group were awarded £436.00 to pay for the printing of 2000 coloured brochures [20 pages] subject to the Town Council’s usual grant terms and conditions.

114. SEVENOAKS MARKETS

The Committee Clerk’s report was received and considered.

a) Wednesday Market:

RESOLVED: unanimously to proceed with Option iii: to pursue legal avenues for Sevenoaks Town Council to operate a ‘charter’ market on the High Street without permission or payment to Sevenoaks District Council.

b) Bligh’s Saturday Market:

RESOLVED: unanimously to continue to use the 5 green and white units and 5 traders’ gazebos.

115. SEVENOAKS TOWN PARTNERSHIP MEETING HELD ON 29TH MAY 2019

RESOLVED: to receive and accept the minutes.

116. CURRENT MATTERS AND PRIORITIES

The Committee received and considered the reports relating to current matters and the Town Council priorities.

It was noted that the new Town Council would review its priorities at the Blue Skies Day on Saturday 7th September 2019.

RESOLVED: To receive and accept the reports.

117. PRESS RELEASE

It was agreed not to issue a press release.

There being no further business the Chairman closed the Meeting.

Signed
Chairman

Dated

Sevenoaks Town Council

Finance Officer's Report

Streetlighting Update

This report seeks approval to release capital funding to carry out the upgrade of the existing stock of streetlights to LED as well as the removal of unadopted lights as per previous council decision.

Background

Per attached inventory breakdown, Sevenoaks Town Council has received an indication of the cost of upgrading obsolete mercury lanterns to LED from its approved contractor. The stock of 95 light are split into Adopted Lights, Sevenoaks Town Council Lights and Unadopted lights.

Adopted lights (Refer attached inventory for details): Of the 51 lights adopted, 48 lights are managed by Sevenoaks Town Council on behalf of residents (3 lights on Grassy Lane are maintained by residents directly).

Sevenoaks Town Council will present residents with the various options for their LED upgrade. This are excluded from the cost summary.

Sevenoaks Town Council (refer attached inventory for details): 26 lights which are either on roads with PROW status or which are on public footpaths. The inventory costing breakdown sets out 3 options for councillors to consider.

Unadopted roads (refer attached inventory for details): 18 lights which Sevenoaks Town Council had previously decided to remove if residents do not adopt. Officers have engaged with roads as well as conducted a poll on Woodside road in 2017 which indicated that majority on Woodside Road were unwilling to pay for lighting. Officers intend to conduct a similar poll on other unadopted roads.

Councillors are required to consider the outcome of the Woodside Road poll and whether planned removal as per **Minute No.61 F&GP 15.06.15** now needs to be followed through. For as long as lights remain and until a decision is made, Sevenoaks Town Council remains liable. All roads not willing to maintain streetlighting for their roads are usually notified prior to scheduling for removal.

Summary of options and costs for Sevenoaks Town Council lights and unadopted lights:

Type of Cost	Amount (£)	Available Earmarked funding (£)	Funding Shortfall (£)
LED Upgrade		6,073	
Option 1: Maintenance only	3,449		2,624 surplus
Option 2: Essential Maintenance & LED Upgrade using SL7 & SL8 lanterns	16,365		10,292 shortfall
Option 3: LED Upgrade plus match existing heritage style lighting on Rectory Lane & Judds Piece	17,790		11,717 shortfall
Sevenoaks Town Council -Removal of unadopted lights		5,000	
Permanent removal of columns	12,978		7,978 shortfall

Recommendation:

1. To proceed with LED Upgrade option 3 i.e. LED upgrade plus match existing heritage style lighting on Rectory Lane & Judds Piece at a cost of £17,790 noting that the Sevenoaks Town Council shortfall of £11,717 would need to be paid from Capital Reserves.
2. To proceed as per **Minute No.61 F&GP 15.06.15** for removal of lights on all unadopted roads at a cost of £12,978. There is a current minimum shortfall of £7,978 (this may be more depending on actual UK Power Network quotation)

Status	Street Roads	No. Of Lights	Maintenance options		LED Upgrade Earmarked funding	Options based on Contractor quotes				Comments
			General Maintenance if no lanterns are placed	Deposits received for adopted columns (£)		Option 1: LED Upgrade Maintenance Only (£)	Option 2: Essential Maintenance & LED Upgrade using SL7 & SL8 Lanterns (£)	Option 3: LED Upgrade plus match existing heritage style lighting on Rectory Lane & Judds Piece (£)	Removal of Unadopted Lights (£)	
Adopted light	Clarendon Road	3	195.00	600.00	195.00	2,025.00	3,450.00	Windsor style on inventory (square) and similar to existing light		
Adopted light	Quarry Hill	1	200.00	200.00	325.00	325.00	325.00			
Adopted light	Yeomans Meadow	3	600.00	600.00	2,025.00	2,025.00	2,025.00	Outside no.2		
Adopted light	Heathfield Road	1	65.00	200.00	65.00	325.00	325.00			
Adopted light	Garvock Drive	1	200.00	200.00	975.00	975.00	975.00			
Adopted light	Wildernesse Mount	3	292.75	600.00	292.75	2,025.00	2,025.00	Similar to existing lights		
Adopted light	Wood Drive	3	65.00	600.00	65.00	2,025.00	2,025.00	Similar to existing lights		
Adopted light	St Boltolphs Avenue	2	130.00	400.00	130.00	1,350.00	2,300.00	Windsor style on inventory (square) and similar to existing light		
Adopted light	St James Road	2	65.00	400.00	65.00	650.00	650.00			
Adopted light	The Glade	2	130.00	400.00	130.00	1,350.00	1,350.00			
Adopted light	South Park	4	90.00	800.00	90.00	2,700.00	2,700.00			
Adopted light	Harrison Way	9	606.50	1,800.00	606.50	6,075.00	6,075.00	Similar to existing lights		
Adopted light	Farnaby Drive	7	387.20	387.20				Upgrade project initiated-residents liaising with the Contractor. Contractor placed order on 14th May 2019		
Adopted light	Wildernesse Avenue	7	1,400.00	1,400.00				Separate Project with the Contractor. Post columns		
	Subtotal-Adopted Lights	48	1,639.25	8,587.20	1,639.25	21,850.00	24,725.00			
Sevenoaks Town Council Light	Rectory Lane	2	212.50		212.50	1,350.00	2,300.00	Windsor style on inventory (square) and similar to existing light. Shown as Public Footpath so therefore potentially PROW		
Sevenoaks Town Council Light	South Park	1				675.00	675.00	On footpath adjacent to high ranks		
Sevenoaks Town Council Light	St Nicholas Drive	1	442.50	200.00	442.50	325.00	325.00	Maintained by a resident until 2017. Resident informed they will no longer be paying. £200 paid by resident to be refunded. Potentially STC to take over due to location		
Sevenoaks Town Council Light (PROW)	Judds Piece	1				675.00	1,150.00	Windsor style on inventory (square) and similar to existing light. Potentially STC due to location within Hollybush Lane		
Sevenoaks Town Council Light (PROW)	Clockhouse Lane	2	1,190.00		1,190.00	1,865.00	1,865.00	Public footpath. Essential maintenance plus LED upgrade		
Subtotal-Sevenoaks Town Council Lights		26	3,449.00	200.00	3,449.00	16,365.00	17,790.00	Excludes 2 which have already been replaced		
Unadopted Light	Coombe Avenue	2				1,350.00	1,442.00	STC to engage with road		
Unadopted Light	Pineneedle Lane	3				975.00	2,163.00	STC to engage with road		
Unadopted Light	Heathfield Road (2)	1				325.00	721.00	Outside allotments lane opposite no.8		
Unadopted Light	Woodside Road (7)	7	490.00			4,725.00	5,047.00	STC engaged with the road, outcome of the poll indicated that the majority of residents were unwilling to pay for lights even though most want lighting for security reasons		
Unadopted Light	Lyle Park (4)	4	375.00			2,700.00	2,884.00	STC to engage with road		
Unadopted Light	Kincraig Drive (1)	1	1,085.00			1,410.00	721.00	Essential maintenance. STC to engage with road		
	Subtotal-Unadopted Lights	18	1,950.00			11,465.00	12,978.00			

Total no. of lights 92





LED POLE TOP AMENITY LUMINAIRES



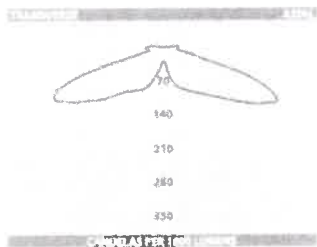
SPECIFICATION

- Die cast aluminium top and spigot adaptor finished full polyester RAL9006
- High impact UV stabilised polycarbonate cover rated IK10
- Integral high efficiency driver
- Extremely efficient and long system life up to 100,000 hours
- Pole top 76mm as standard
- Fitted with 6m flying lead
- Fitted with 4000K LEDs
- Photocell option

LED CHARACTERISTICS

Ra	°K	L70/B10	LL/CW 120.0
70	4000	100K	
P/U	%	R/Rx	PF
P	>85	R	>0.90

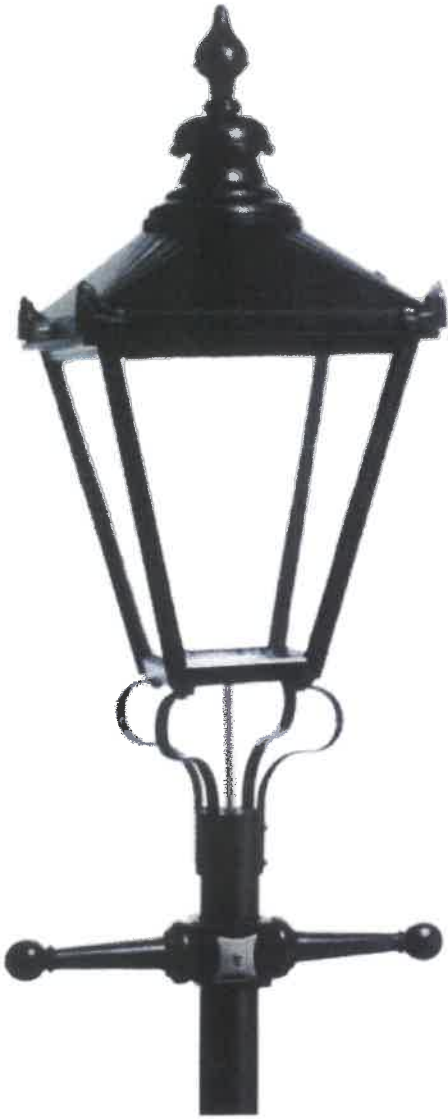
PHOTOMETRIC GUIDE



Beam diameter: 70, 140, 210, 280, 350
Beam angle: 50°

DIMENSIONS









1.0 Summary

The net income including Precept, is £21,531 against a budget of £38,421 resulting in a year to date net adverse variance of £16,890. 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 September 2019 is £285,347

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	8,818 (F)	Please refer to the variance report.
28	Vine Café	5,717 (A)	Please refer to the variance report.
31	Establishment	5,469 (F)	Please refer to the variance report.
36	Community Centre	14,320 (A)	Please refer to the variance report
39	Property	475 (A)	Timing on wayleaves

3.0 Cashflow

Since 1ST April 2019, there has been a net increase in cashflow of £1,525,402 resulting in a cash balance on 30th June 2019 of 3,986,673.

4.0 Working Capital (Appendix 2)

Including precept received in advance, there is a net increase in current assets of £1,360,089. 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.

The year to date expenditure on CIL includes £21,804 on Vine Pavilion windows (Allocations previously approved by Committee) other items were previously reported.

5.0 Fund Balances (Appendix 3)

The statement of fund balances as at 30 June 2019 shows funds totalling £3,986,673 (£3,087,993) at 30th June 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

Working Capital Summary as at 30th June 2019

	B/fwd 01-Apr-19 £	Movement* £	C/fwd 30-Jun-19 £	30-Jun-18 £
Current Assets				
Stock	3,075	-	3,075	1,041
Trade debtors	18,681	(6,201)	12,480	24,561
VAT	72,199	(48,434)	23,766	31,879
Prepayments and other debtors	67,867	(22,275)	45,592	43,758
Cash at bank and in hand	2,461,271	1,525,402	3,986,673	3,087,993
	<u>2,623,092</u>	<u>1,448,493</u>	<u>4,071,585</u>	<u>3,189,233</u>
Current Liabilities				
Trade creditors	203,297	(149,371)	53,926	70,697
Accruals and other creditors	115,568	(11,360)	104,208	141,570
Prior Mayors charity account	-	-	-	-
Precept received in advance of budget		285,347	285,347	272,148
Receipts in advance (rent and hall hire)	20,675	(11,986)	8,689	6,732
	<u>339,540</u>	<u>112,629</u>	<u>452,169</u>	<u>491,148</u>
Net Current Assets	<u>2,283,552</u>	<u>1,335,863</u>	<u>3,619,416</u>	<u>2,698,085</u>
Represented by:				
General Funds				
Revenue Reserves	318,758	(24,226)	294,532	268,129
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	179,555	1,320,130	1,739,096
CIL Earmarked Reserve	517,322	1,199,511	1,716,834	410,054
Capital Projects Reserve	-	-	-	-
No 8 bus Reserve	75,130	(9,926)	65,204	108,520
QH Allotments Key Reserve	4,115	(85)	4,030	4,005
Mayor's Charity Reserve	15,088	(8,967)	6,121	25,261
	<u>1,964,795</u>	<u>1,360,089</u>	<u>3,324,883</u>	<u>2,431,020</u>
	<u>2,283,552</u>	<u>1,335,863</u>	<u>3,619,416</u>	<u>2,699,149</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 4 months operational costs
- Note 2 Year to date net income over expenditure of £21,775 (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 £179,555 as HLF grant received for £238,398

Sevenoaks Town Council

Statement of Fund Balances as at 30 June 2019

S&P Rating 31/03/2019	
Long term	Short term

£ (2017/18)	Values £	Total Values £	Percent of Total Funds %	Interest rate
	0	0	0.00%	0.80%
	A+	A1		
Bank of Scotland	Treasury deposit (1m)			
750,000				
	A-	A2		
National Westminster Bank	Business Reserve Account	865		
496	Current Account	2,077,038		0.20%
712,209	Payroll Account	1,000		
725	HITB Youth café	1,000		
1,000	Sevenoaks Town Partnership	7,933		
7,873	Mayors Charity Account	12,009	52.67%	
26,021		2,099,845		
	AA-	A1+		
HSBC	Business money manager	50,275	1.26%	0.20%
50,191		50,275		
	AA-	A1+		
Handelsbanken	Deposit account	63,562		0.15%
62,817	35 day notice account	260,005	8.12%	0.25%
260,005		323,567		
	A	A1		
Nationwide	Instant Saver	1,501,954		0.60%
1,205,790	Sevenoaks Fund Instant Saver	10,111	37.93%	0.60%
10,054		1,512,065		
	BB	A2		
Clydesdale	Current account	1		
1		1		
		920	0.02%	
812	Petty Cash			
3,087,994		3,986,673	100.00%	

May 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	5,548	5,552	4	35,630	Largely tracking budget to date.
Open Spaces & Leisure Committee					
General	32,140	38,813	6,673	260,002	Positive variance in Gross Pay of £2,070 but will reduce in subsequent months due to 2 new starters. Expenditure of £21,055 on a new van to replace van (GL05XVU) was offset by a transfer of £20,00 from revenue reserves as agreed by F&GP committee minute(357a). Amounts not originally budgeted include £1,228 grant income for Lamp Post Repaint and income from Greatness Bouncy Ticket sales.
Cemetery	2,930	3,365	435	11,724	Largely tracking budget to date due to less expenses in general.
Allotments	941	876	(65)	135	Slight net increase in revenue due to new plot holders in May.
Street lighting/ general	4,130	4,087	(43)	21,626	Annual Maintenance contract invoice received, repairs to 2 lights in Linden Chase for £1,400 and few contributions received from roads. A slight increase in In Bloom Costs but overall a slight increase in revenue in general.
Vine Café	7,021	4,244	(2,777)	12,170	Adverse variance due salary increases after approved budget & additional overtime, (£1,173). Slight increase in Goods for resale. In addition tracking to budget on sales of goods in May.
Vine Grounds	1,585	2,763	1,178	20,000	

May 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	12,456	(232)	(12,688)	(1,134)	Adverse variance due to lower sales of goods than hire income lower than budgeted expenditure. This is due to the building not yet fully operational.
Establishments	92,060	96,499	4,439	667,540	Higher than expected Banner Income in April (£1,452). Most Renewal of subscriptions were paid this month. Contingency still has zero spend in May
General	260	1,000	740	30,200	Largely tracking budget to date.
Council Offices	3,406	7,606	4,200	47,485	Favourable variance on Gross Pay due to reduced cleaning costs (currently no caretaker)Favourable variance on Letting&Hire of Facilities of £488 due to increase bookings at the Chamber.
Community Centre	(2,301)	(8,702)	(6,401)	(38,432)	Adverse variance due to fewer bookings with some regular hirers already having re-located to other venues and the temporarily closure in June19.
Grants	271	832	561	57,000	Largely tracking budget to date.
Property	(1,313)	(1,350)	(37)	(7,900)	Largely tracking budget to date.

May 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	(1,471)	(3,769)	(2,298)	5,000	New STP website costs in April Computers code (£2,725)
Business Hub	1,575	-	(1,575)	(9,280)	Electricity Bills for the property
Youth Cafe	2,806	4,902	2,096	29,620	Round Table donation of (£2,922) increased income in April. A new cooker resulted in overspend in 6281/50.
Markets	5,170	1,962	(3,208)	-	Current adverse variance due to non-operation of the Friday Markets and annual market fees occurring in April.
Precept	(190,231)	(190,232)	(1)	(1,141,385)	Annual total is the same, but the budget and actual figures have been redone on an accruals basis, so it shows 1/12 of the precept per month.
Rolling Cap Budget	(189,862)	-	189,862	-	
Total (exc. capital items)	(23,017)	(31,784)	(8,767)		

Summary by Committee:

Planning	5,548	5,552	4	35,630
Open spaces & Leisure	41,726	49,904	8,178	313,487
Vine Café	7,021	4,244	(2,777)	12,170
Finance & General Purpose	112,919	98,748	(14,171)	780,099
Precept	(190,231)	(190,232)	(1)	(1,141,385)
Rolling Capital Budget	(189,862)	-	189,862	-
Total (exc. Capital items)	(23,017)	(31,784)	(8,767)	

June 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	8,327	8,331	4	35,630	Largely tracking budget to date.
Open Spaces & Leisure Committee					
General	57,397	66,215	8,818	260,002	Positive variance in Gross Pay of £2,070 but will reduce in subsequent months due to 2 new starters. Increase in Expenditure due to purchase of vehicle as previously mentioned in May and slight increase in Rent&Rates in general.
Cemetery	5,918	4,327	(1,591)	11,724	JCB Service & Repairs (£1,721.72) accounting for the adverse variance to date.
Allotments	1,460	1,659	199	135	Slight Increase due to new pot holders
Street lighting/ general	8,372	7,622	(750)	21,626	Less than budgeted in Bloom donations to date.
Vine Café	9,839	4,122	(5,717)	12,170	Adverse variance due essential staff cover (approved budget & overtime) of £3,464. Purchase of AC system which was not within budget originally.
Vine Grounds	2,486	3,393	907	20,000	Adverse variance on expenditure due to works on Windows for Vine Pavillion £21,804 which was offset by CIL allocation. Slight increase in income due to Ferrari event of £800.

June 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	17,754	(348)	(18,102)	(1,134)	Adverse variance due to lower sales of goods than hire income lower than budgeted expenditure. 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.
Establishments	135,192	140,661	5,469	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	440	2,360	1,920	30,200	Positive variance due to less spend on expenditure.
Council Offices	3,683	12,214	8,531	47,485	Favourable variance on Gross Pay due to reduced cleaning costs (currently no caretaker) and slight increase in Hire of Facilities.
Community Centre	(24,112)	(38,432)	(14,320)	(38,432)	Adverse variance due to fewer bookings with some regular hirers already having re-located to other venues and the temporarily closure in June 2019. 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.
Grants	28,671	30,998	2,327	57,000	Fewer than expected grant applications year to date
Property	(2,250)	(2,725)	(475)	(7,900)	Difference due to phasing of Wayleaves.

June 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	(1,418)	(3,078)	(1,660)	5,000	New STP website costs (£2,725)
Business Hub	1,575	-	(1,575)	(9,280)	Electricity Bills for the property which was expected to have been operational by now
Youth Cafe	5,472	7,228	1,756	29,620	Adverse variance due to increase in expenditure as previously mentioned in May and less income on Lettings and Hire of facilities.
Markets	5,011	2,380	(2,631)	-	Current adverse variance due to lower than expected income from Blighs & Wednesday Markets.
Precept	(285,347)	(285,348)	(1)	(1,141,385)	
Rolling Cap Budget	(189,862)	-	189,862	-	
Total (exc. capital items)	(21,531)	(38,421)	(16,890)		

Summary by Committee:

Planning	8,327	8,331	4	35,630
Open spaces & Leisure	75,633	83,216	7,583	313,487
Vine Café	9,839	4,122	(5,717)	12,170
Finance & General Purpose	170,018	151,258	(18,760)	780,099
Precept	(285,347)	(285,348)	(1)	(1,141,385)
Rolling Capital Budget	(189,862)	-	189,862	-
Total (exc. Capital items)	(21,531)	(38,421)	(16,890)	

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2019

Cost Centre Report

Month No : 3

	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
11 Planning - General									
4010 Gross Pay	2,767	2,767	0	8,300	8,301	1	33,200		24,900
6240 Computer/ Data Base/WP's	0	0	0	0	0	0	530		530
6630 Professional Fees	12	12	0	27	30	3	1,600		1,573
6720 Books and Periodicals	0	0	0	0	0	0	300		300
Planning - General :- Expenditure	2,779	2,779	0	8,327	8,331	4	35,630	0	27,303
Net Expenditure over Income									
21 O/ Spaces & Leisure - General									
4010 Gross Pay	16,373	14,174	-2,199	40,452	42,522	2,070	170,090		129,638
4270 Employers Pension Contribution	860	948	88	2,327	2,844	517	11,380		9,053
5013 Graffiti Removal	0	0	0	44	0	-44	1,000		956
5025 Lower St Johns Toilets	857	596	-261	2,741	1,788	-953	7,152		4,411
5026 Greatness Rec Convenience	206	333	127	603	999	396	4,000		3,397
5050 Seats And Litter Bins	111	0	-111	111	425	314	2,700		2,589
5060 Sevenoaks Common	0	0	0	0	0	0	3,600		3,600
5065 Tree Safety Survey	0	0	0	0	0	0	3,700		3,700
5070 Other Woodlands	0	760	760	0	760	760	3,300		3,300
5110 Raleys/ K P Pavilion	31	100	69	31	300	269	2,080		2,049
5120 Raleys/KP Pitch & Grnd Mfice.	0	127	127	1,010	1,127	117	5,000		3,990
5310 Miscellaneous Open Spaces	845	1,000	155	2,782	3,000	218	21,500		18,718
5316 Skatepark Maintenance	0	2,500	2,500	0	2,500	2,500	2,500		2,500
5317 Raleys Car Park	486	480	-6	486	480	-6	480		-6

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2019

Cost Centre Report

Month No : 3

	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	0	0	0	0	0	1,200		1,200
5330 Grass Seed	0	0	0	2,043	2,000	-43	2,000		-43
5340 Plants	652	1,100	448	652	1,300	648	2,700		2,048
5410 Repairs & General Maintenance	161	125	-36	147	375	228	1,500		1,353
5500 Equipment Hired and New	1,485	712	-773	23,682	1,676	-22,006	8,000		-15,682
5525 Equipment Maintenance	87	1,270	1,183	271	2,010	1,739	8,000		7,729
5550 Vehicle Expenses	1,220	375	-845	1,998	1,125	-873	4,500		2,502
5700 Fuel	313	460	147	1,083	1,140	57	6,200		5,117
6000 Rent & Rates	3	160	158	76	160	84	1,600		1,524
6010 Light Heat & Cleaning	827	500	-327	724	850	126	2,100		1,376
6101 Telephone	20	17	-3	44	51	7	200		156
6104 Mobile Telephone	0	25	25	29	75	46	300		271
6320 Staff Training	0	0	0	953	1,000	48	2,500		1,548
6330 Welfare/Hospitality	24	17	-7	41	51	10	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	43	43	170		170
6900 Sundry Expenses	0	8	8	11	24	13	100		89
6922 Health&Safety/Risk Assessments	0	500	500	636	600	-36	1,500		864
6930 Alarm Maintenance	63	0	-63	63	0	-63	720		658
6931 CCTV Maintenance	0	0	0	0	0	0	1,200		1,200
6934 Waste Bin Collection-Dog Bins	655	700	45	655	700	45	2,800		2,145
6935 Waste Bin Disposal-Waste Bins	216	335	119	949	995	46	4,100		3,151
6952 Protective Clothing	55	117	62	636	351	-285	1,400		764
O/ Spaces & Leisure - General :- Expenditure	25,549	27,453	1,904	85,280	71,421	-13,859	293,672	0	208,392

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2019

Cost Centre Report

Month No : 3

	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	0	0	0	2,301	5,000	-2,699	30,000		
1316 Raleys Car Park Permits	0	0	0	8	0	8	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	292	51	241	24,345	206	24,139	720		
O/ Spaces & Leisure - General :- Income	292	51	241	27,883	5,206	22,677	33,670		
Net Expenditure over Income	25,257	27,402	2,145	57,397	66,215	8,818	260,002		
22 O/ Spaces & Leisure - Cemetary									
4010 Gross Pay	5,379	5,410	31	15,962	16,230	268	64,920		48,958
4270 Employers Pension Contribution	466	507	41	1,372	1,521	149	6,084		4,712
5210 Cemetary Chapel & Office	0	0	0	0	0	0	200		200
5230 Cemetary Wshop/Messroom Mtce	0	0	0	0	0	0	170		170
5410 Repairs & General Maintenance	0	83	83	43	250	207	1,000		957
5500 Equipment Hired and New	0	100	100	700	736	36	2,200		1,500
5525 Equipment Maintenance	1,722	208	-1,514	1,993	624	-1,369	2,500		507
5700 Fuel	52	79	27	110	237	127	950		840
6000 Rent & Rates	639	450	-189	1,651	1,555	-96	5,900		4,249
6010 Light Heat & Cleaning	50	100	50	240	300	60	1,200		960
6101 Telephone	61	62	1	175	186	11	740		565
6104 Mobile Telephone	8	8	0	25	24	-1	100		75
6200 Printing & Stationery	0	33	33	0	99	99	400		400
6240 Computer/ Data Base/WP's	0	0	0	0	0	0	390		390

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2019

Cost Centre Report

Month No : 3

	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
6320 Staff Training	0	0	0	318	500	183	1,500		1,183
6330 Welfare/Hospitality	0	13	13	46	38	-8	150		104
6500 Goods for Resale	0	17	17	0	51	51	200		200
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	353	800	447	597	1,100	503	3,000		2,403
6822 Roads Path & Boundaries	60	0	-60	373	300	-73	600		227
6832 Lawn/Wall of Remembrance	0	0	0	0	0	0	100		100
6900 Sundry Expenses	9	4	-5	9	12	4	50		42
6922 Health&Safety/Risk Assessments	0	0	0	250	250	0	970		720
6930 Alarm Maintenance	138	0	-138	719	850	131	1,150		431
6932 Cemetery Security	740	438	-302	1,121	1,314	193	5,250		4,129
6935 Waste Bin Disposal-Waste Bins	155	100	-55	462	300	-162	1,200		738
6952 Protective Clothing	0	50	50	0	150	150	600		600
O/ Spaces & Leisure - Cemetery :- Expenditure	9,832	8,462	-1,370	26,356	26,827	471	101,724	0	75,368
1700 Cemetery Income	6,845	7,500	-655	20,439	22,500	-2,061	90,000		
O/ Spaces & Leisure - Cemetery :- Income	6,845	7,500	-655	20,439	22,500	-2,061	90,000		
Net Expenditure over Income	2,987	962	-2,025	5,918	4,327	-1,591	11,724		
23 O/ Spaces & Leisure- Allotment									
4010 Gross Pay	491	225	-266	1,300	675	-625	3,500		2,200
4270 Employers Pension Contribution	33	18	-15	67	54	-13	210		143

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2019

Cost Centre Report

Month No : 3

	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	0	0	130	150	20	1,200		1,070
6000 Rent & Rates	0	240	240	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	300	300	0	300	300	300		300
O/ Spaces & Leisure- Allotment :- Expenditure	524	783	259	1,797	1,659	-138	6,910	0	5,113
1010 Rental Income	0	0	0	0	0	0	938		
1047 QH Allotments Income	4	0	4	336	0	336	5,837		
O/ Spaces & Leisure- Allotment :- Income	4	0	4	336	0	336	6,775		
Net Expenditure over Income	519	783	264	1,460	1,659	199	135		
26 Open Spaces-Street Lighting/Ge									
6861 Public Clock Maintenance	0	0	0	0	160	160	800		800
6862 Street Lighting	1,347	927	-420	4,792	4,654	-138	13,023		8,231
6865 In Bloom Costs	3,095	3,068	-27	4,231	4,068	-163	16,260		12,029
Open Spaces-Street Lighting/Ge :- Expenditure	4,442	3,995	-447	9,022	8,882	-140	30,083	0	21,061
1263 Cont'ns to street lighting	0	0	0	0	0	0	7,197		
1990 Other Income	200	460	-260	650	1,260	-610	1,260		
Open Spaces-Street Lighting/Ge :- Income	200	460	-260	650	1,260	-610	8,457		
Net Expenditure over Income	4,242	3,535	-707	8,372	7,622	-750	21,626		

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2019

Cost Centre Report

Month No : 3

	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
28 O/ Spaces & Leisure-Vine Cafe									
4010 Gross Pay	5,898	3,608	-2,290	14,288	10,824	-3,464	43,300		29,012
4270 Employers Pension Contribution	90	220	130	169	660	491	2,640		2,471
5410 Repairs & General Maintenance	0	42	42	180	126	-54	500		320
5500 Equipment Hired and New	103	150	47	3,179	450	-2,729	1,800		-1,379
5525 Equipment Maintenance	0	42	42	0	126	126	500		500
6000 Rent & Rates	-609	100	709	-406	300	706	1,200		1,606
6010 Light Heat & Cleaning	16	0	-16	466	400	-66	1,600		1,134
6101 Telephone	24	25	1	74	75	1	300		226
6200 Printing & Stationery	0	0	0	0	0	0	30		30
6210 Postage & Courier	0	160	160	0	160	160	160		160
6240 Computer/ Data Base/WP's	118	13	-105	129	39	-90	150		21
6320 Staff Training	0	0	0	0	150	150	300		300
6460 Publicity & Democratic notices	0	21	21	0	63	63	250		250
6500 Goods for Resale	1,532	3,000	1,468	5,730	7,095	1,365	20,000		14,270
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	51	-9	200		140
6922 Health&Safety/Risk Assessments	0	0	0	0	500	500	500		500
6930 Alarm Maintenance	15	0	-15	80	0	-80	500		420
6935 Waste Bin Disposal-Waste Bins	64	334	270	158	668	510	2,000		1,842
6976 Credit card charges	195	46	-149	276	137	-139	550		274
O/ Spaces & Leisure-Vine Cafe :- Expenditure	7,447	7,778	331	24,513	21,924	-2,589	76,880	0	52,367

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2019

Cost Centre Report

Month No : 3

	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	4,629	7,900	-3,271	14,474	17,802	-3,328	61,710		
1212 Events Management	0	0	0	200	0	200	3,000		
O/ Spaces & Leisure-Vine Cafe :- Income	4,629	7,900	-3,271	14,674	17,802	-3,128	64,710		
Net Expenditure over Income	2,818	-122	-2,940	9,839	4,122	-5,717	12,170		
29 O/Spaces & Leisure-Vine Ground									
4010 Gross Pay	1,020	717	-303	2,401	2,151	-250	8,600		6,199
4270 Employers Pension Contribution	45	43	-2	128	129	1	520		392
5010 Vine Area General Maintenance	35	292	257	278	876	598	3,500		3,222
5020 Vine Public Convenience	617	667	50	1,881	2,001	120	8,000		6,119
5412 Capital Refurbishments	21,804	0	-21,804	21,804	0	-21,804	0		-21,804
6000 Rent & Rates	-43	60	103	-4	180	184	720		724
6010 Light Heat & Cleaning	0	62	62	0	62	62	250		250
6460 Publicity & Democratic notices	0	250	250	0	250	250	250		250
6635 Professional Fees Licensing	0	0	0	0	0	0	100		100
6868 Summer Concerts	0	0	0	148	0	-148	3,100		2,953
6931 CCTV Maintenance	0	0	0	0	0	0	640		640
O/Spaces & Leisure-Vine Ground :- Expenditure	23,477	2,091	-21,386	26,635	5,649	-20,986	25,680	0	-955
1208 Other Events Income	0	666	-666	800	666	134	2,000		
1805 Tea Kiosk Rental & Pavilion	773	795	-23	1,545	1,590	-45	3,180		
1870 Vine Club Insurance Contrib.	0	0	0	0	0	0	500		
2012 CIL income allocation	21,804	0	21,804	21,804	0	21,804	0		
O/Spaces & Leisure-Vine Ground :- Income	22,577	1,461	21,116	24,149	2,256	21,893	5,680		
Net Expenditure over Income	901	630	-271	2,486	3,393	907	20,000		

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2019

Cost Centre Report

Month No : 3

30 F & G P - Bat & Ball Station

	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
4010 Gross Pay	5,615	8,433	2,818	19,074	25,299	6,225	101,200		82,126
4270 Employers Pension Contribution	218	533	315	716	1,599	883	6,400		5,684
5410 Repairs & General Maintenance	0	128	128	159	384	225	1,540		1,381
5500 Equipment Hired and New	988	0	-988	2,148	0	-2,148	0		-2,148
6000 Rent & Rates	0	412	412	1,329	1,236	-93	4,950		3,621
6011 Electricity	560	431	-129	1,070	1,293	223	5,170		4,100
6012 Gas	914	167	-747	862	501	-361	2,000		1,138
6013 Cleaning	16	1,312	1,296	102	3,936	3,834	15,748		15,646
6014 Water	0	249	249	0	747	747	2,990		2,990
6020 Insurance Cost	0	172	172	0	516	516	2,060		2,060
6101 Telephone	14	54	40	44	162	118	650		606
6200 Printing & Stationery	40	17	-23	61	51	-10	200		139
6320 Staff Training	0	0	0	0	0	0	250		250
6460 Publicity & Democratic notices	220	381	161	927	1,143	216	4,568		3,641
6500 Goods for Resale	1,587	5,450	3,863	4,227	16,350	12,123	65,396		61,169
6533 Copyright Fees/Royalties	0	46	46	0	138	138	550		550
6635 Professional Fees Licensing	0	46	46	0	138	138	550		550
6900 Sundry Expenses	26	50	24	137	150	13	600		463
6922 Health&Safety/Risk Assessments	87	85	-2	87	255	168	1,020		933
6930 Alarm Maintenance	28	102	74	432	306	-126	1,230		798
6931 CCTV Maintenance	0	52	52	0	156	156	620		620
6935 Waste Bin Disposal-Waste Bins	69	102	33	123	306	183	1,230		1,107
6952 Protective Clothing	-24	0	24	0	0	0	0		0

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2019

Cost Centre Report

Month No : 3

	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	120	42	-78	258	126	-132	500		242
F & G P - Bat & Ball Station :- Expenditure	10,478	18,264	7,786	31,754	54,792	23,038	219,422	0	187,668
1022 Letting & Hire of Facilities	2,442	4,756	-2,314	4,871	14,268	-9,397	57,074		
1211 Sale of Goods	2,739	13,624	-10,885	9,129	40,872	-31,743	163,482		
F & G P - Bat & Ball Station :- Income	5,181	18,380	-13,199	14,000	55,140	-41,140	220,556		
Net Expenditure over Income	5,298	-116	-5,414	17,754	-348	-18,102	-1,134		
31 F & G P - Establishments									
4010 Gross Pay	27,710	26,637	-1,073	79,174	79,911	737	319,640		240,466
4270 Employers Pension Contribution	2,818	3,377	559	8,533	10,131	1,598	40,520		31,987
4271 Pension Deficiency	5,917	5,917	0	17,750	17,751	1	71,000		53,250
5500 Equipment Hired and New	146	208	62	214	624	410	2,500		2,286
6020 Insurance Cost	1,077	1,400	323	6,752	7,400	648	20,000		13,248
6101 Telephone	461	492	31	1,382	1,476	94	5,900		4,518
6103 Fax	0	9	9	0	25	25	100		100
6200 Printing & Stationery	1,273	1,250	-23	3,977	3,750	-227	15,000		11,023
6210 Postage & Courier	278	416	138	1,200	1,252	52	5,000		3,800
6240 Computer/ Data Base/WP's	423	1,083	660	4,399	3,249	-1,150	13,000		8,601
6241 Website Costs	560	0	-560	560	0	-560	2,000		1,440
6242 I.T. Infrastructure	1,301	1,950	649	1,959	1,950	-9	6,500		4,541
6281 Furnishings,Furniture/Eqpt	0	0	0	0	0	0	1,400		1,400
6300 Computers Accountancy	290	0	-290	1,842	1,500	-342	3,300		1,458

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2019

Cost Centre Report

Month No : 3

	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
6315 Recruitment Costs	0	333	333	0	1,000	1,000	4,000		4,000
6320 Staff Training	751	416	-335	351	1,250	899	5,000		4,649
6321 Investors in People	0	0	0	0	0	0	800		800
6330 Welfare/Hospitality	283	158	-125	702	474	-228	1,900		1,198
6410 Civic Exps/Annual Reception	3	0	-3	873	825	-48	1,650		777
6415 Gifts/hospitality	176	55	-121	501	165	-336	400		-101
6420 Annual Parish Meeting	0	0	0	0	0	0	100		100
6421 Honour Bd. Badges & Insignia	0	15	15	222	115	-107	250		28
6422 Mayor Allowance 2019/20	215	487	272	760	974	214	5,360		4,600
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
6437 Mayors Allowance 2018/19	275	0	-275	0	0	0	0		0
6440 Press Notices	0	130	130	82	390	308	1,500		1,418
6450 Bye Laws	0	0	0	0	0	0	100		100
6460 Publicity & Democratic notices	567	50	-517	747	780	33	2,900		2,153
6461 Banner Costs	210	125	-85	630	375	-255	1,500		870
6610 Audit Fees	0	0	0	0	0	0	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	0	192	192	336	576	240	2,300		1,964
6720 Books and Periodicals	0	32	32	70	96	26	380		310
6730 Subscriptions	458	300	-158	3,962	3,470	-492	4,000		38
6889 Waste Sacks	534	0	-534	954	362	-592	1,450		496
6900 Sundry Expenses	4	42	38	7	126	119	500		493

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2019

Cost Centre Report

Month No : 3

	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
6922 Health&Safety/Risk Assessments	0	0	0	3,000	3,000	0	3,000		0
6975 Bank Charges	185	125	-60	478	375	-103	1,500		1,022
6976 Credit card charges	-58	58	116	117	174	57	700		583
7010 Election Expenses	0	0	0	0	0	0	3,000		3,000
7611 Contingency provision	0	0	0	0	0	0	108,330		108,330
7614 Stag reserve	0	0	0	0	0	0	1,000		1,000
F & G P - Establishments :- Expenditure	45,856	45,257	-599	141,902	143,946	2,044	680,680	0	538,778
1115 Interest on Deposits	2,396	500	1,896	4,423	1,500	2,923	6,000		
1231 Banner Income	174	387	-213	1,626	1,161	465	4,640		
1889 Waste Sacks Income	237	125	112	677	375	302	1,500		
1990 Other Income	-82	83	-165	-16	249	-265	1,000		
F & G P - Establishments :- Income	2,725	1,095	1,630	6,711	3,285	3,426	13,140		
Net Expenditure over Income	43,132	44,162	1,030	135,192	140,661	5,469	667,540		
32 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	9,926	9,285	-641	37,138		27,212
6869 Special Events	180	1,360	1,180	440	2,360	1,920	6,500		6,060
F & G P - General :- Expenditure	3,489	4,455	966	10,366	11,645	1,279	72,338	0	61,972
1490 Christmas Lights Switch On	0	0	0	0	0	0	5,000		
1495 Number 8 bus income	3,309	3,095	214	9,926	9,285	641	37,138		
F & G P - General :- Income	3,309	3,095	214	9,926	9,285	641	42,138		
Net Expenditure over Income	180	1,360	1,180	440	2,360	1,920	30,200		

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2019

Cost Centre Report

Month No : 3

	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
33 F & G P - Council Offices									
4010	196	2,305	2,109	546	6,915	6,369	27,660		27,114
4270	0	124	124	0	372	372	1,490		1,490
5410	92	172	81	162	516	355	2,060		1,899
6000	222	2,017	1,795	5,253	6,051	798	24,205		18,952
6010	79	515	436	1,165	1,545	380	6,180		5,015
6510	0	0	0	0	0	0	150		150
6900	0	8	8	0	24	24	100		100
6922	0	150	150	0	150	150	300		300
6930	691	655	-36	691	655	-36	1,400		709
6935	384	62	-322	540	186	-354	740		200
	1,664	6,008	4,344	8,357	16,414	8,057	64,285	0	55,928
1022	1,387	1,400	-13	4,674	4,200	474	16,800		
	1,387	1,400	-13	4,674	4,200	474	16,800		
	F & G P - Council Offices :- Income								
	277	4,608	4,331	3,683	12,214	8,531	47,485		
36 F & G P - Community Centre									
4010	2,772	2,667	-105	7,788	8,000	212	8,000		212
4270	175	150	-25	441	450	9	450		9
5410	5	167	162	254	500	246	500		246
6000	376	1,725	1,349	1,586	5,175	3,589	5,175		3,589
6011	144	225	81	254	675	421	675		421

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2019

Cost Centre Report

Month No : 3

	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
6012 Gas	0	155	155	405	465	60	465		60
6013 Cleaning	0	70	70	0	210	210	210		210
6101 Telephone	35	34	-1	107	100	-7	100		-7
6104 Mobile Telephone	8	28	20	17	80	63	80		63
6320 Staff Training	0	34	34	0	100	100	100		100
6520 Refreshments for Resale	18	59	41	97	175	78	175		78
6533 Copyright Fees/Royalties	0	565	565	0	565	565	565		565
6635 Professional Fees Licensing	0	220	220	0	220	220	220		220
6900 Sundry Expenses	0	17	17	0	50	50	50		50
6930 Alarm Maintenance	152	167	15	152	500	348	500		348
6931 CCTV Maintenance	0	0	0	0	78	78	78		78
6935 Waste Bin Disposal-Waste Bins	584	150	-434	724	450	-274	450		-274
6939 Healthcare Services	0	158	158	0	475	475	475		475
F & G P - Community Centre :- Expenditure	4,269	6,591	2,322	11,826	18,268	6,442	18,268	0	6,442
1022 Letting & Hire of Facilities	0	10,000	-10,000	9,306	30,000	-20,694	30,000		
1457 Indoor Activities	81	321	-240	632	700	-68	700		
1990 Other Income	26,000	26,000	0	26,000	26,000	0	26,000		
F & G P - Community Centre :- Income	26,081	36,321	-10,240	35,938	56,700	-20,762	56,700		
Net Expenditure over Income	-21,811	-29,730	-7,919	-24,112	-38,432	-14,320	-38,432		
38 F & G P - Grants									
6937 Annual Subsidy-Comm Centre	0	83	83	60	249	189	1,000		940

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2019

Cost Centre Report

Month No : 3

	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
6938 Annual Subsidy-Council Chamber	121	83	-38	231	249	18	1,000		769
7500 Local Organisations Grants	936	2,500	1,564	936	2,500	1,564	16,500		15,564
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	344	500	156	344	1,000	656	5,000		4,656
7555 Youth Council Support	0	0	0	100	0	-100	500		400
7556 Stag Community Arts Centre	27,000	27,000	0	27,000	27,000	0	27,000		0
F & G P - Grants :- Expenditure	28,401	30,166	1,765	28,671	30,998	2,327	57,000	0	28,329
Net Expenditure over Income	28,401	30,166	1,765	28,671	30,998	2,327	57,000		
39 F & G P - Property									
5410 Repairs & General Maintenance	0	0	0	0	25	25	100		100
F & G P - Property :- Expenditure	0	0	0	0	25	25	100	0	100
1046 SCC Ground Rents & Wayleaves	0	375	-375	375	750	-375	3,000		
1469 O/S Ground Rents & Wayleaves	938	1,000	-63	1,875	2,000	-125	5,000		
F & G P - Property :- Income	938	1,375	-438	2,250	2,750	-500	8,000		
Net Expenditure over Income	-938	-1,375	-438	-2,250	-2,725	-475	-7,900		
40 Sevenoaks Town Partnership									
6101 Telephone	0	8	8	0	24	24	100		100
6200 Printing & Stationery	0	8	8	0	24	24	100		100

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2019

Cost Centre Report

Month No : 3

	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
6240 Computer/ Data Base/WP's	53	42	-11	2,883	125	-2,758	500		-2,383
6244 Information Screens	0	125	125	0	375	375	1,500		1,500
6322 Business Awards	0	0	0	115	0	-115	7,500		7,385
6323 Business Show	0	0	0	1,454	2,500	1,046	2,500		1,046
6710 Conference Fees & Expenses	0	58	58	0	174	174	700		700
6900 Sundry Expenses	0	50	50	199	150	-49	600		401
7000 Reinvestment	0	0	0	0	0	0	2,500		2,500
7608 Friends of Bat & Ball	0	150	150	0	300	300	1,000		1,000
7609 Vintage Bus Expenses	0	0	0	0	0	0	10,000		10,000
7616 Wellbeing show	0	500	500	1,644	2,500	856	2,500		856
Sevenoaks Town Partnership :- Expenditure	53	941	888	6,294	6,172	-122	29,500	0	23,206
1206 Business Awards	0	250	-250	4,000	2,750	1,250	7,000		
1207 Business Show	0	0	0	2,400	3,000	-600	3,000		
1209 Wellbeing show income	0	0	0	1,300	3,500	-2,200	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	250	-250	7,713	9,250	-1,538	24,500		
Net Expenditure over Income	53	691	638	-1,418	-3,078	-1,660	5,000		
41 Business Hub									
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

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2019

Cost Centre Report

Month No : 3

	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	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		
50 Youth Cafe									
4010 Gross Pay	2,477	2,266	-211	7,318	6,798	-520	27,200		19,882
4270 Employers Pension Contribution	9	91	82	31	273	242	1,100		1,069
5410 Repairs & General Maintenance	0	83	83	120	249	129	1,000		880
6010 Light Heat & Cleaning	0	42	42	0	126	126	500		500
6101 Telephone	45	46	1	133	139	6	560		427
6200 Printing & Stationery	0	42	42	0	126	126	500		500

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2019

Cost Centre Report

Month No : 3

	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
6240 Computer/ Data Base/WP's	17	62	45	50	186	136	750		700
6281 Furnishings,Furniture/Eqpt	42	0	-42	973	0	-973	500		-473
6320 Staff Training	0	0	0	0	0	0	400		400
6340 Staff Uniforms	0	0	0	0	50	50	200		200
6460 Publicity & Democratic notices	0	42	42	0	125	125	500		500
6500 Goods for Resale	279	141	-138	503	423	-80	1,700		1,197
6635 Professional Fees Licensing	155	0	-155	285	200	-85	200		-85
6900 Sundry Expenses	0	13	13	40	39	-1	150		110
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	400		400
Youth Cafe :- Expenditure	3,023	2,828	-195	9,453	8,734	-719	35,660	0	26,207
1022 Letting & Hire of Facilities	217	311	-94	540	933	-393	3,740		
1211 Sale of Goods	141	191	-50	519	573	-54	2,300		
1350 Revenue Grant income	0	0	0	2,922	0	2,922	0		
Youth Cafe :- Income	357	502	-145	3,981	1,506	2,475	6,040		
Net Expenditure over Income	2,665	2,326	-339	5,472	7,228	1,756	29,620		
60 Markets									
4010 Gross Pay	205	242	37	549	726	177	2,900		2,351
5410 Repairs & General Maintenance	0	0	0	0	25	25	103		103
5420 Saturday market charges	1,097	1,201	104	3,567	3,603	36	14,420		10,853
5421 Wednesday Market charges	1,999	2,188	189	6,496	6,564	68	26,265		19,769
5423 Friday market charges	0	1,201	1,201	0	3,603	3,603	14,420		14,420

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2019

Cost Centre Report

Month No : 3

	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
6001 Blighs Market Charges	1,100	1,551	451	5,195	4,653	-542	18,615		13,420
6010 Light Heat & Cleaning	0	42	42	67	125	58	500		433
6460 Publicity & Democratic notices	0	200	200	1,341	1,700	359	3,500		2,159
7000 Reinvestment	0	0	0	0	0	0	-6,239		-6,239
Markets :- Expenditure	4,401	6,625	2,224	17,215	20,999	3,784	74,484	0	57,269
1017 Rental Income Sat Market	2,239	1,871	368	5,749	5,613	136	22,456		
1018 Rental Income Wed Market	760	1,148	-388	2,448	3,444	-997	13,774		
1019 Rental Income Blighs Market	1,560	2,040	-480	4,008	6,120	-2,113	24,480		
1024 Rental Income Friday Market	0	1,148	-1,148	0	3,442	-3,442	13,774		
Markets :- Income	4,559	6,207	-1,648	12,204	18,619	-6,415	74,484		
Net Expenditure over Income	-158	418	576	5,011	2,380	-2,631	0		
70 Precept									
1995 Precept	95,116	95,116	-1	285,347	285,348	-2	1,141,385		
Precept :- Income	95,116	95,116	-1	285,347	285,348	-2	1,141,385		
Net Expenditure over Income	-95,116	-95,116	-1	-285,347	-285,348	-2	-1,141,385		
Finance & General Purposes Expenditure	175,684	174,476	-1,208	449,344	456,686	7,342	1,876,316	0	1,426,972
Income	174,198	181,113	-6,915	470,875	495,107	-24,232	1,876,315		
Net Expenditure over Income	1,486	-6,637	-8,123	-21,531	-38,421	-16,890	1		

Sevenoaks Town Council

Working Capital Summary as at 31st May 2019

	B/fwd 01-Apr-19 £	Movement* £	C/fwd 31-May-19 £		30-May-18 £
Current Assets					
Stock	3,075	-	3,075		1,041
Trade debtors	18,681	6,595	25,276		34,786
VAT	72,199	(56,821)	15,379		22,858
Prepayments and other debtors	67,867	(18,666)	49,201		48,459
Cash at bank and in hand	2,461,271	1,703,461	4,164,731		3,207,464
	<u>2,623,092</u>	<u>1,634,569</u>	<u>4,257,662</u>		<u>3,314,609</u>
Current Liabilities					
Trade creditors	203,297	(126,536)	76,761		117,682
Accruals and other creditors	115,568	(6,753)	108,815		145,370
Prior Mayors charity account	-	-	-		-
Precept received in advance of budget	-	380,462	380,462	Note 1	362,865
Receipts in advance (rent and hall hire)	20,675	(11,365)	9,310		8,245
	<u>339,540</u>	<u>235,808</u>	<u>575,348</u>		<u>634,163</u>
Net Current Assets	<u>2,283,552</u>	<u>1,398,761</u>	<u>3,682,314</u>		<u>2,680,446</u>
Represented by:					
General Funds					
Revenue Reserves	318,758	3,291	322,048	Note 2	289,137
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	189,862	1,330,437	Note 5	1,750,403
CIL Earmarked Reserve	517,322	1,221,315	1,738,638		410,054
Capital Projects Reserve	-	-	-		-
No 8 bus Reserve	75,130	(6,617)	68,512	Note 3	57,520
QH Allotments Key Reserve	4,115	(65)	4,050		4,005
Mayor's Charity Reserve	15,088	(9,024)	6,064	Note 4	25,242
	<u>1,964,795</u>	<u>1,395,471</u>	<u>3,360,265</u>		<u>2,391,309</u>
	<u>2,283,552</u>	<u>1,398,761</u>	<u>3,682,314</u>		<u>2,680,446</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 4 months operational costs

Note 2 Year to date Revenue Reserves of £3,291 includes suspense account balance and an outflow transfer of £20,000 as per prior approval min 357a for purchase of van

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 £189,862 which is due to HLF grant received of £238,398. This is restricted to offset Bat & Ball Station expenditure only

Sevenoaks Town Council

Statement of Fund Balances as at 31 May 2019

S&P Rating 31/03/2019	
Long term	Short term

£ (2017/18)	Bank of Scotland	A+	A1	Values £	Total Values £	Percent of Total Funds %	Interest rate %
750,000	Treasury deposit (1m)			600,000	600,000	14.41%	0.80%
496	National Westminster Bank	A-	A2	865			0.20%
1,020,780	Business Reserve Account			1,656,065			
725	Current Account			1,000			
1,000	Payroll Account			1,000			
7,873	HITB Youth café			7,933			
37,303	Sevenoaks Town Partnership			11,929	1,678,792	40.31%	
	Mayors Charity Account						
50,183	HSBC	AA-	A1+	50,251	50,251	1.21%	0.20%
	Business money manager						
62,756	Handelsbanken	AA-	A1+	63,500			0.15%
260,005	Deposit account			260,005			0.25%
	35 day notice account				323,505	7.77%	
1,005,374	Nationwide	A	A1	1,501,214			0.60%
10,050	Instant Saver			10,106	1,511,320	36.29%	0.60%
	Sevenoaks Fund Instant Saver						
1	Clydesdale	BB	A2	1	1		
	Current account						
920	Petty Cash				862	0.02%	
3,207,464					4,164,731	100.00%	

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2019

Cost Centre Report

Month No : 2

	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
11 Planning - General									
4010 Gross Pay	2,767	2,767	0	5,533	5,534	1	33,200		27,667
6240 Computer/ Data Base/WP's	0	0	0	0	0	0	530		530
6630 Professional Fees	9	18	9	15	18	3	1,600		1,585
6720 Books and Periodicals	0	0	0	0	0	0	300		300
	2,776	2,785	9	5,548	5,552	4	35,630	0	30,082
Planning - General :- Expenditure									
	2,776	2,785	9	5,548	5,552	4	35,630		
Net Expenditure over Income									
	2,776	2,785	9	5,548	5,552	4	35,630		
21 O/ Spaces & Leisure - General									
4010 Gross Pay	13,445	14,174	729	24,079	28,348	4,269	170,090		146,011
4270 Employers Pension Contribution	782	948	166	1,467	1,896	429	11,380		9,913
5013 Graffiti Removal	0	0	0	44	0	-44	1,000		956
5025 Lower St Johns Toilets	963	596	-367	1,884	1,192	-692	7,152		5,268
5026 Greatness Rec Convenience	203	333	130	398	666	268	4,000		3,602
5050 Seats And Litter Bins	0	425	425	0	425	425	2,700		2,700
5060 Sevenoaks Common	0	0	0	0	0	0	3,600		3,600
5065 Tree Safety Survey	0	0	0	0	0	0	3,700		3,700
5070 Other Woodlands	0	0	0	0	0	0	3,300		3,300
5110 Raleys/ K P Pavilion	0	100	100	0	200	200	2,080		2,080
5120 Raleys/KP Pitch & Grnd Mtce.	1,010	1,000	-10	1,010	1,000	-10	5,000		3,990
5310 Miscellaneous Open Spaces	1,028	1,000	-28	1,937	2,000	63	21,500		19,563
5316 Skatepark Maintenance	0	0	0	0	0	0	2,500		2,500
5317 Raleys Car Park	0	0	0	0	0	0	480		480

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2019

Cost Centre Report

Month No : 2

	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	0	0	0	0	0	1,200		1,200
5330 Grass Seed	0	0	0	2,043	2,000	-43	2,000		-43
5340 Plants	0	200	200	0	200	200	2,700		2,700
5410 Repairs & General Maintenance	2	125	123	-14	250	264	1,500		1,514
5500 Equipment Hired and New	21,637	712	-20,925	22,197	964	-21,233	8,000		-14,197
5525 Equipment Maintenance	842	620	-222	185	740	555	8,000		7,815
5550 Vehicle Expenses	263	375	113	778	750	-28	4,500		3,723
5700 Fuel	499	180	-319	770	680	-90	6,200		5,430
6000 Rent & Rates	74	0	-74	74	0	-74	1,600		1,526
6010 Light Heat & Cleaning	0	175	175	-103	350	453	2,100		2,203
6101 Telephone	12	17	5	23	34	11	200		177
6104 Mobile Telephone	15	25	10	29	50	21	300		271
6320 Staff Training	0	0	0	953	1,000	48	2,500		1,548
6330 Welfare/Hospitality	13	17	4	16	34	18	200		184
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	29	29	170		170
6900 Sundry Expenses	7	8	1	11	16	5	100		89
6922 Health&Safety/Risk Assessments	636	50	-586	636	100	-536	1,500		864
6930 Alarm Maintenance	0	0	0	0	0	0	720		720
6931 CCTV Maintenance	0	0	0	0	0	0	1,200		1,200
6934 Waste Bin Collection-Dog Bins	0	0	0	0	0	0	2,800		2,800
6935 Waste Bin Disposal-Waste Bins	631	660	29	732	660	-72	4,100		3,368
6952 Protective Clothing	313	117	-196	581	234	-347	1,400		819
O/ Spaces & Leisure - General :- Expenditure	42,373	21,871	-20,502	59,731	43,968	-15,763	293,672	0	233,941

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2019

Cost Centre Report

Month No : 2

	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	2,252	5,000	-2,749	2,301	5,000	-2,699	30,000		
1316 Raleys Car Park Permits	4	0	4	8	0	8	1,750		
1350 Revenue Grant income	1,228	0	1,228	1,228	0	1,228	0		
1850 Log Sales	0	0	0	0	0	0	1,200		
1990 Other Income	22,553	0	22,553	24,053	155	23,898	720		
O/ Spaces & Leisure - General :- Income	26,037	5,000	21,037	27,591	5,155	22,436	33,670		
Net Expenditure over Income	16,336	16,871	535	32,140	38,813	6,673	260,002		
22 O/ Spaces & Leisure - Cemetery									
4010 Gross Pay	5,368	5,410	42	10,583	10,820	237	64,920		54,337
4270 Employers Pension Contribution	464	507	43	906	1,014	108	6,084		5,178
5210 Cemetery Chapel & Office	0	0	0	0	0	0	200		200
5230 Cemetery Wshop/Messroom Mtce	0	0	0	0	0	0	170		170
5410 Repairs & General Maintenance	0	83	83	43	167	124	1,000		957
5500 Equipment Hired and New	358	500	142	700	636	-64	2,200		1,500
5525 Equipment Maintenance	119	208	89	271	416	145	2,500		2,229
5700 Fuel	43	79	36	58	158	100	950		892
6000 Rent & Rates	506	450	-56	1,012	1,105	93	5,900		4,888
6010 Light Heat & Cleaning	190	100	-90	190	200	10	1,200		1,010
6013 Cleaning	-47	0	47	0	0	0	0		0
6101 Telephone	34	62	28	114	124	10	740		626
6104 Mobile Telephone	8	8	0	17	16	-1	100		83
6200 Printing & Stationery	0	33	33	0	66	66	400		400

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2019

Cost Centre Report

Month No : 2

	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
6240 Computer/ Data Base/WP's	0	0	0	0	0	0	390		390
6320 Staff Training	0	0	0	318	500	183	1,500		1,183
6330 Welfare/Hospitality	20	12	-8	46	25	-21	150		104
6500 Goods for Resale	0	17	17	0	34	34	200		200
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	244	0	-244	244	300	56	3,000		2,756
6822 Roads Path & Boundaries	313	300	-13	313	300	-13	600		287
6832 Lawn/Wall of Remembrance	0	0	0	0	0	0	100		100
6900 Sundry Expenses	0	4	4	0	8	8	50		50
6922 Health&Safety/Risk Assessments	250	250	0	250	250	0	970		720
6930 Alarm Maintenance	581	850	269	581	850	269	1,150		569
6932 Cemetary Security	381	438	57	381	876	495	5,250		4,869
6935 Waste Bin Disposal-Waste Bins	307	100	-207	307	200	-107	1,200		893
6952 Protective Clothing	0	50	50	0	100	100	600		600
O/ Spaces & Leisure - Cemetary :- Expenditure	9,140	9,461	321	16,524	18,365	1,841	101,724	0	85,200
1700 Cemetary Income	3,422	7,500	-4,078	13,594	15,000	-1,406	90,000		
O/ Spaces & Leisure - Cemetary :- Income	3,422	7,500	-4,078	13,594	15,000	-1,406	90,000		
Net Expenditure over Income	5,718	1,961	-3,757	2,930	3,365	435	11,724		
23 O/ Spaces & Leisure- Allotment									
4010 Gross Pay	519	225	-294	809	450	-359	3,500		2,691

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2019

Cost Centre Report

Month No : 2

	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
4270 Employers Pension Contribution	34	18	-16	34	36	2	210		176
5410 Repairs & General Maintenance	0	0	0	130	150	20	1,200		1,070
6000 Rent & Rates	0	0	0	239	240	1	1,700		1,461
6002 QH Allotments Costs	61	0	-61	61	0	-61	0		-61
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	300		300
O/ Spaces & Leisure- Allotment :- Expenditure	614	243	-371	1,273	876	-397	6,910	0	5,637
1010 Rental Income	0	0	0	0	0	0	938		
1047 QH Allotments Income	123	0	123	332	0	332	5,837		
O/ Spaces & Leisure- Allotment :- Income	123	0	123	332	0	332	6,775		
Net Expenditure over Income	491	243	-248	941	876	-65	135		
26 Open Spaces-Street Lighting/Ge									
6861 Public Clock Maintenance	0	0	0	0	160	160	800		800
6862 Street Lighting	3,159	927	-2,232	3,444	3,727	283	13,023		9,579
6865 In Bloom Costs	689	500	-189	1,136	1,000	-136	16,260		15,124
Open Spaces-Street Lighting/Ge :- Expenditure	3,848	1,427	-2,421	4,580	4,887	307	30,083	0	25,503
1263 Cont'ns to street lighting	0	0	0	0	0	0	7,197		
1990 Other Income	450	600	-150	450	800	-350	1,260		
Open Spaces-Street Lighting/Ge :- Income	450	600	-150	450	800	-350	8,457		
Net Expenditure over Income	3,398	827	-2,571	4,130	4,087	-43	21,626		

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2019

Cost Centre Report

Month No : 2

	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	6,719	3,608	-3,111	8,389	7,216	-1,173	43,300		34,911
4270	177	220	43	79	440	361	2,640		2,561
5410	0	42	42	180	84	-96	500		320
5500	94	150	56	3,076	300	-2,776	1,800		-1,276
5525	0	42	42	0	84	84	500		500
6000	102	100	-2	203	200	-3	1,200		997
6010	576	400	-176	450	400	-50	1,600		1,150
6101	24	25	1	51	50	-1	300		249
6200	0	0	0	0	0	0	30		30
6210	0	0	0	0	0	0	160		160
6240	11	13	2	11	26	15	150		139
6320	0	0	0	0	150	150	300		300
6460	0	21	21	0	42	42	250		250
6500	2,434	2,500	66	4,198	4,095	-103	20,000		15,802
6533	0	0	0	0	0	0	300		300
6635	0	0	0	130	100	-30	100		-30
6900	60	17	-43	60	34	-26	200		140
6922	0	0	0	0	500	500	500		500
6930	65	0	-65	65	0	-65	500		435
6935	94	0	-94	94	334	240	2,000		1,906
6976	13	45	32	81	91	10	550		469
	10,369	7,183	-3,186	17,066	14,146	-2,920	76,880	0	59,814
O/ Spaces & Leisure-Vine Cafe :- Expenditure									

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2019

Cost Centre Report

Month No : 2

	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	6,467	6,602	-135	9,845	9,902	-57	61,710		
1212 Events Management	200	0	200	200	0	200	3,000		
O/ Spaces & Leisure-Vine Cafe :- Income	6,667	6,602	65	10,045	9,902	143	64,710		
Net Expenditure over Income	3,702	581	-3,121	7,021	4,244	-2,777	12,170		
<u>29 O/Spaces & Leisure-Vine Ground</u>									
4010 Gross Pay	649	717	68	1,381	1,434	53	8,600		7,219
4270 Employers Pension Contribution	39	43	4	83	86	3	520		437
5010 Vine Area General Maintenance	166	292	126	243	584	341	3,500		3,257
5020 Vine Public Convenience	669	667	-2	1,264	1,334	70	8,000		6,736
6000 Rent & Rates	20	60	40	39	120	81	720		681
6010 Light Heat & Cleaning	0	0	0	0	0	0	250		250
6460 Publicity & Democratic notices	0	0	0	0	0	0	250		250
6635 Professional Fees Licensing	0	0	0	0	0	0	100		100
6868 Summer Concerts	148	0	-148	148	0	-148	3,100		2,953
6931 CCTV Maintenance	0	0	0	0	0	0	640		640
O/Spaces & Leisure-Vine Ground :- Expenditure	1,690	1,779	89	3,157	3,558	401	25,680	0	22,523
1208 Other Events Income	800	0	800	800	0	800	2,000		
1805 Tea Kiosk Rental & Pavilion	0	0	0	773	795	-23	3,180		
1870 Vine Club Insurance Contrib.	0	0	0	0	0	0	500		
O/Spaces & Leisure-Vine Ground :- Income	800	0	800	1,573	795	778	5,680		
Net Expenditure over Income	890	1,779	889	1,585	2,763	1,178	20,000		

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2019

Cost Centre Report

Month No : 2

	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
30 F & G P - Bat & Ball Station									
4010 Gross Pay	4,397	8,433	4,036	13,458	16,866	3,408	101,200		87,742
4270 Employers Pension Contribution	146	533	388	498	1,066	568	6,400		5,902
5410 Repairs & General Maintenance	120	128	8	159	256	97	1,540		1,381
5500 Equipment Hired and New	1,108	0	-1,108	1,160	0	-1,160	0		-1,160
6000 Rent & Rates	1,329	412	-917	1,329	824	-505	4,950		3,621
6011 Electricity	510	431	-79	510	862	352	5,170		4,660
6012 Gas	0	167	167	-52	334	386	2,000		2,052
6013 Cleaning	86	1,312	1,226	86	2,624	2,538	15,748		15,662
6014 Water	0	249	249	0	498	498	2,990		2,990
6020 Insurance Cost	0	172	172	0	344	344	2,060		2,060
6101 Telephone	15	54	39	30	108	78	650		620
6200 Printing & Stationery	9	17	8	20	34	14	200		180
6320 Staff Training	0	0	0	0	0	0	250		250
6460 Publicity & Democratic notices	605	381	-224	707	762	55	4,568		3,861
6500 Goods for Resale	1,506	5,450	3,944	2,640	10,900	8,260	65,396		62,756
6533 Copyright Fees/Royalties	0	46	46	0	92	92	550		550
6635 Professional Fees Licensing	0	46	46	0	92	92	550		550
6900 Sundry Expenses	88	50	-38	110	100	-10	600		490
6922 Health&Safety/Risk Assessments	0	85	85	0	170	170	1,020		1,020
6930 Alarm Maintenance	404	102	-302	404	204	-200	1,230		826
6931 CCTV Maintenance	0	52	52	0	104	104	620		620
6935 Waste Bin Disposal-Waste Bins	54	102	48	54	204	150	1,230		1,176
6952 Protective Clothing	24	0	-24	24	0	-24	0		-24

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2019

Cost Centre Report

Month No : 2

	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	138	42	-96	138	84	-54	500		362
F & G P - Bat & Ball Station :- Expenditure	10,540	18,264	7,724	21,276	36,528	15,252	219,422	0	198,146
1022 Letting & Hire of Facilities	2,044	4,756	-2,712	2,429	9,512	-7,083	57,074		
1211 Sale of Goods	3,652	13,624	-9,972	6,390	27,248	-20,858	163,482		
F & G P - Bat & Ball Station :- Income	5,697	18,380	-12,683	8,820	36,760	-27,940	220,556		
Net Expenditure over Income	4,843	-116	-4,959	12,456	-232	-12,688	-1,134		
31 F & G P - Establishments									
4010 Gross Pay	25,690	26,637	947	51,465	53,274	1,809	319,640		268,175
4270 Employers Pension Contribution	2,817	3,377	560	5,715	6,754	1,039	40,520		34,805
4271 Pension Deficiency	5,917	5,917	0	11,833	11,834	1	71,000		59,167
5500 Equipment Hired and New	0	208	208	68	416	348	2,500		2,432
6020 Insurance Cost	1,077	1,500	423	5,675	6,000	325	20,000		14,325
6101 Telephone	463	492	29	922	984	62	5,900		4,978
6103 Fax	0	8	8	0	16	16	100		100
6200 Printing & Stationery	772	1,250	478	2,704	2,500	-204	15,000		12,296
6210 Postage & Courier	589	416	-173	922	836	-86	5,000		4,078
6240 Computer/ Data Base/WP's	3,042	1,083	-1,959	3,976	2,166	-1,810	13,000		9,024
6241 Website Costs	0	0	0	0	0	0	2,000		2,000
6242 I.T. Infrastructure	658	0	-658	658	0	-658	6,500		5,842
6281 Furnishings, Furniture/Eqpt	0	0	0	0	0	0	1,400		1,400
6300 Computers Accountancy	0	0	0	1,552	1,500	-52	3,300		1,748

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2019

Cost Centre Report

Month No : 2

	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	667	667	4,000		4,000
6320 Staff Training	-400	417	817	-400	834	1,234	5,000		5,400
6321 Investors in People	0	0	0	0	0	0	800		800
6330 Welfare/Hospitality	265	158	-107	419	316	-103	1,900		1,481
6410 Civic Exps/Annual Reception	0	0	0	870	825	-45	1,650		780
6415 Gifts/hospitality	99	55	-44	325	110	-215	400		75
6420 Annual Parish Meeting	0	0	0	0	0	0	100		100
6421 Honour Bd. Badges & Insignia	222	30	-192	222	100	-122	250		28
6422 Mayor Allowance 2019/20	545	487	-58	545	487	-58	5,360		4,815
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
6437 Mayors Allowance 2018/19	75	0	-75	-275	0	275	0		275
6440 Press Notices	82	130	48	82	260	178	1,500		1,418
6450 Bye Laws	0	0	0	0	0	0	100		100
6460 Publicity & Democratic notices	180	0	-180	180	730	550	2,900		2,720
6461 Banner Costs	420	125	-295	420	250	-170	1,500		1,080
6610 Audit Fees	0	0	0	0	0	0	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	0	192	192	336	384	48	2,300		1,964
6720 Books and Periodicals	0	32	32	70	64	-6	380		310
6730 Subscriptions	1,310	1,170	-140	3,504	3,170	-334	4,000		496
6889 Waste Sacks	0	0	0	420	362	-58	1,450		1,030
6900 Sundry Expenses	3	42	39	3	84	81	500		497

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2019

Cost Centre Report

Month No : 2

	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
6922 Health&Safety/Risk Assessments	3,000	3,000	0	3,000	3,000	0	3,000		0
6975 Bank Charges	101	125	24	293	250	-43	1,500		1,207
6976 Credit card charges	147	58	-89	176	116	-60	700		524
7010 Election Expenses	0	0	0	0	0	0	3,000		3,000
7611 Contingency provision	0	0	0	0	0	0	108,330		108,330
7614 Stag reserve	0	0	0	0	0	0	1,000		1,000
F & G P - Establishments :- Expenditure	47,074	47,243	169	96,046	98,689	2,643	680,680	0	584,634
1115 Interest on Deposits	1,239	500	739	2,027	1,000	1,027	6,000		
1231 Banner Income	0	387	-387	1,452	774	678	4,640		
1889 Waste Sacks Income	287	125	162	440	250	190	1,500		
1990 Other Income	-174	83	-257	67	166	-100	1,000		
F & G P - Establishments :- Income	1,353	1,095	258	3,986	2,190	1,796	13,140		
Net Expenditure over Income	45,721	46,148	427	92,060	96,499	4,439	667,540		
32 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	6,617	6,190	-427	37,138		30,521
6869 Special Events	0	450	450	260	1,000	740	6,500		6,240
F & G P - General :- Expenditure	3,309	3,545	236	6,877	7,190	313	72,338	0	65,461
1490 Christmas Lights Switch On	0	0	0	0	0	0	5,000		
1495 Number 8 bus income	3,309	3,095	214	6,617	6,190	427	37,138		

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2019

Cost Centre Report

Month No : 2

	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
1990 Other Income	-1,000	0	-1,000	0	0	0	0		
F & G P - General :- Income	2,309	3,095	-786	6,617	6,190	427	42,138		
Net Expenditure over Income	1,000	450	-550	260	1,000	740	30,200		
33 F & G P - Council Offices									
4010 Gross Pay	175	2,305	2,130	350	4,610	4,260	27,660		27,310
4270 Employers Pension Contribution	0	124	124	0	248	248	1,490		1,490
5410 Repairs & General Maintenance	70	172	102	70	344	274	2,060		1,990
6000 Rent & Rates	2,072	2,017	-55	5,031	4,034	-997	24,205		19,174
6010 Light Heat & Cleaning	1,920	515	-1,405	1,085	1,030	-55	6,180		5,095
6013 Cleaning	-820	0	820	0	0	0	0		0
6510 Catering Expenses	0	0	0	0	0	0	150		150
6900 Sundry Expenses	0	8	8	0	16	16	100		100
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	300		300
6930 Alarm Maintenance	0	0	0	0	0	0	1,400		1,400
6935 Waste Bin Disposal-Waste Bins	94	62	-32	156	124	-32	740		584
F & G P - Council Offices :- Expenditure	3,511	5,203	1,692	6,693	10,406	3,713	64,285	0	57,592
1022 Letting & Hire of Facilities	1,875	1,400	475	3,288	2,800	488	16,800		
F & G P - Council Offices :- Income	1,875	1,400	475	3,288	2,800	488	16,800		
Net Expenditure over Income	1,636	3,803	2,167	3,406	7,606	4,200	47,485		

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2019

Cost Centre Report

Month No : 2

	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
36 F & G P - Community Centre									
4010	2,291	2,667	376	5,016	5,333	317	8,000		2,984
4270	123	150	27	267	300	33	450		183
5410	154	167	13	249	333	84	500		251
6000	376	1,725	1,349	1,210	3,450	2,240	5,175		3,965
6011	111	225	114	111	450	339	675		564
6012	0	155	155	405	310	-95	465		60
6013	0	70	70	0	140	140	210		210
6101	36	33	-3	72	66	-6	100		28
6104	8	27	19	8	52	44	80		72
6320	0	33	33	0	66	66	100		100
6520	79	58	-21	79	116	37	175		96
6533	0	0	0	0	0	0	565		565
6635	0	0	0	0	0	0	220		220
6900	0	17	17	0	33	33	50		50
6930	0	167	167	0	333	333	500		500
6931	0	0	0	0	78	78	78		78
6935	128	150	22	141	300	159	450		309
6939	0	159	159	0	317	317	475		475
F & G P - Community Centre :- Expenditure									
1022	3,306	5,803	2,497	7,556	11,677	4,121	18,268	0	10,712
1457	931	10,000	-9,069	9,306	20,000	-10,694	30,000		
1990	329	321	8	551	379	172	700		
	0	0	0	0	0	0	26,000		
F & G P - Community Centre :- Income									
	1,260	10,321	-9,061	9,858	20,379	-10,521	56,700		
Net Expenditure over Income									
	2,046	-4,518	-6,564	-2,301	-8,702	-6,401	-38,432		

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2019

Cost Centre Report

Month No : 2

	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
38 F & G P - Grants									
6937	0	83	83	60	166	106	1,000		940
6938	59	83	25	111	166	56	1,000		890
7500	0	0	0	0	0	0	16,500		16,500
7502	0	0	0	0	0	0	5,000		5,000
7520	0	0	0	0	0	0	1,000		1,000
7552	-75	500	575	0	500	500	5,000		5,000
7555	150	0	-150	100	0	-100	500		400
7556	0	0	0	0	0	0	27,000		27,000
	134	666	533	271	832	562	57,000	0	56,730
	134	666	533	271	832	562	57,000		
39 F & G P - Property									
5410	0	0	0	0	25	25	100		100
	0	0	0	0	25	25	100	0	100
1046	0	0	0	375	375	0	3,000		
1469	0	0	0	938	1,000	-63	5,000		
	0	0	0	1,313	1,375	-63	8,000		
	0	0	0	-1,313	-1,350	-38	-7,900		

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2019

Cost Centre Report

Month No : 2

	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	16	16	100		100
6200 Printing & Stationery	0	8	8	0	16	16	100		100
6240 Computer/ Data Base/WP's	53	41	-12	2,830	83	-2,747	500		-2,330
6244 Information Screens	0	125	125	0	250	250	1,500		1,500
6322 Business Awards	0	0	0	115	0	-115	7,500		7,385
6323 Business Show	215	0	-215	1,454	2,500	1,046	2,500		1,046
6710 Conference Fees & Expenses	0	58	58	0	116	116	700		700
6900 Sundry Expenses	0	50	50	199	100	-99	600		401
7000 Reinvestment	0	0	0	0	0	0	2,500		2,500
7608 Friends of Bat & Ball	0	150	150	0	150	150	1,000		1,000
7609 Vintage Bus Expenses	0	0	0	0	0	0	10,000		10,000
7616 Wellbeing show	767	1,000	233	1,644	2,000	356	2,500		856
Sevenoaks Town Partnership :- Expenditure	1,035	1,440	405	6,242	5,231	-1,011	29,500	0	23,258
1206 Business Awards	4,000	2,500	1,500	4,000	2,500	1,500	7,000		
1207 Business Show	0	0	0	2,400	3,000	-600	3,000		
1209 Wellbeing show income	910	2,900	-1,990	1,300	3,500	-2,200	3,500		
1350 Revenue Grant income	0	0	0	0	0	0	1,000		
1435 Vintage Bus income	13	0	13	13	0	13	10,000		
Sevenoaks Town Partnership :- Income	4,923	5,400	-478	7,713	9,000	-1,288	24,500		
Net Expenditure over Income	-3,888	-3,960	-72	-1,471	-3,769	-2,298	5,000		

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2019

Cost Centre Report

Month No : 2

	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
41 Business Hub									
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	1,575	0	-1,575	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
	1,575	0	-1,575	1,575	0	-1,575	54,000	0	52,425
Business Hub :- Expenditure									
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		
	0	0	0	0	0	0	63,280		
Business Hub :- Income									
	1,575	0	-1,575	1,575	0	-1,575	-9,280		
Net Expenditure over Income									
	2,385	2,266	-119	4,841	4,532	-309	27,200		22,359
4010 Gross Pay	11	91	80	22	182	160	1,100		1,078
4270 Employers Pension Contribution	0	83	83	120	166	46	1,000		880
5410 Repairs & General Maintenance									

50 Youth Cafe

4010 Gross Pay	11	91	80	22	182	160	1,100		1,078
4270 Employers Pension Contribution	0	83	83	120	166	46	1,000		880
5410 Repairs & General Maintenance									

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2019

Cost Centre Report

Month No : 2

	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	0	42	42	0	84	84	500		500
6101	44	47	4	89	93	4	560		471
6200	0	42	42	0	84	84	500		500
6240	17	62	45	33	124	91	750		717
6281	0	0	0	931	0	-931	500		-431
6320	0	0	0	0	0	0	400		400
6340	0	0	0	0	50	50	200		200
6460	0	41	41	0	83	83	500		500
6500	0	141	141	224	282	58	1,700		1,476
6635	0	0	0	130	200	70	200		70
6900	40	13	-27	40	26	-14	150		110
6922	0	0	0	0	0	0	400		400
	2,496	2,828	332	6,430	5,906	-524	35,660	0	29,230
Youth Cafe :- Expenditure									
1022	157	311	-154	323	622	-299	3,740		
1211	317	191	126	379	382	-4	2,300		
1350	0	0	0	2,922	0	2,922	0		
	474	502	-28	3,624	1,004	2,620	6,040		
Net Expenditure over Income									
	2,023	2,326	303	2,806	4,902	2,096	29,620		
60 Markets									
4010	180	242	62	345	484	139	2,900		2,555
5410	0	25	25	0	25	25	103		103

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2019

Cost Centre Report

Month No : 2

	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
5420	1,372	1,201	-171	2,469	2,402	-67	14,420		11,951
5421	2,499	2,188	-311	4,497	4,376	-121	26,265		21,768
5423	0	1,201	1,201	0	2,402	2,402	14,420		14,420
6001	880	1,551	671	4,095	3,102	-993	18,615		14,520
6010	0	42	42	67	83	16	500		433
6460	26	0	-26	1,341	1,500	159	3,500		2,159
7000	0	0	0	0	0	0	-6,239		-6,239
	4,957	6,450	1,493	12,815	14,374	1,559	74,484	0	61,669
	Markets :- Expenditure								
1017	1,778	1,871	-93	3,510	3,742	-232	22,456		
1018	928	1,148	-221	1,688	2,296	-609	13,774		
1019	1,073	2,040	-968	2,448	4,080	-1,633	24,480		
1024	0	1,147	-1,147	0	2,294	-2,294	13,774		
	3,778	6,206	-2,428	7,645	12,412	-4,767	74,484		
	Markets :- Income								
	1,179	244	-935	5,170	1,962	-3,208	0		
	Net Expenditure over Income								
1995	95,116	95,116	-1	190,231	190,232	-1	1,141,385		
	95,116	95,116	-1	190,231	190,232	-1	1,141,385		
	Precept :- Income								
	-95,116	-95,116	-1	-190,231	-190,232	-1	-1,141,385		
	Net Expenditure over Income								
	148,745	136,191	-12,554	273,660	282,210	8,550	1,876,316	0	1,602,656
	Finance & General Purposes Expenditure								
	154,282	161,217	-6,935	296,677	313,994	-17,317	1,876,315		
	Income								
	-5,537	-25,026	-19,489	-23,017	-31,784	-8,767	1		
	Net Expenditure over Income								

70 Precept

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 3

Ledger No 1 for Month No 3

Supplier A/c Order

F&GP STC 2019 08 05

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	
25/06/2019	25814	25814	ART IN JUNE	ART001	250.00	0.00	250.00	7500	38	250.00	25814/Art in June
17/06/2019	17066	25768	BANKLINE	BANKL01	100.30	0.00	100.30	6975	31	100.30	25768/monthly serv fee-May
06/06/2019	3546669	25687	BOOKER	BOOK001	166.55	2.57	169.12	6500	28	166.55	25687/goods for resale
13/06/2019	3546971	25748	BOOKER	BOOK001	297.40	40.75	338.15	6500	28	297.40	25748/goods for resale
21/06/2019	3547344	25831	BOOKER	BOOK001	115.90	4.60	120.50	6500	28	115.90	25831/Food for resale
27/06/2019	3547607	25821	BOOKER	BOOK001	202.24	10.79	213.03	6500	30	202.24	25821/Food for resale
25/06/2019	3547477	25859	BOOKER	BOOK001	190.34	18.72	209.06	6500	28	190.34	25859/Food for resale
07/06/2019	3546720	25688	BOOKER	BOOK002	199.21	21.07	220.28	6500	50	199.21	25688/goods for resale
10/06/2019	SVO/349802	25757	BREWERS	BREW001	59.56	11.91	71.47	5310	21	19.57	25757/black gloss Vine railing
17/06/2019	VP4171457	25807	BT	BRIT002	29.10	1.71	30.81	6101	22	39.99	25757/green paint High St fenc
13/06/2019	0155553/A	25696	CASTLE WATER	CAS001	1,670.01	0.00	1,670.01	6000	33	1,670.01	25807/Telephoen June charges
13/06/2019	1410907/A	25694	CASTLE WATER	CAS001	703.39	0.00	703.39	6000	33	703.39	25696/Oct-Nov`18 charges
13/06/2019	1673013/A	25698	CASTLE WATER	CAS001	886.58	0.00	886.58	6000	33	886.58	25694/Jun-Sept`18 charges
13/06/2019	CN/0155555	25695	CASTLE WATER	CAS001	-2,046.35	0.00	-2,046.35	6000	33	-2,046.35	25698/charges January 2019
13/06/2019	CN/1410907	25693	CASTLE WATER	CAS001	-214.31	0.00	-214.31	6000	33	-214.31	25695/CN-wrong amount entered
13/06/2019	CN/1673013	25697	CASTLE WATER	CAS001	-5,207.44	0.00	-5,207.44	6000	33	-5,207.44	25693/CN-wrong amount entered
13/06/2019	1157581	25700	CASTLE WATER	CAS001	82.80	0.00	82.80	6000	33	82.80	25697/CN-wrong amount entered
13/06/2019	1588284	25699	CASTLE WATER	CAS001	2,274.51	0.00	2,274.51	6000	33	2,274.51	25700/May 2018 charges
14/06/2019	1121503	25703	CASTLE WATER	CAS001	180.78	0.00	180.78	6000	33	180.78	25699/Dec 2018 charges
14/06/2019	01242576	25704	CASTLE WATER	CAS001	464.13	0.00	464.13	6000	33	464.13	25703/charges April 2018
13/11/2018	00255552	25705	CASTLE WATER	CAS001	-107.88	0.00	-107.88	6000	28	-107.88	25704/charges May-Jun 2018
28/02/2019	01741631	25706	CASTLE WATER	CAS001	-777.23	0.00	-777.23	6000	28	-777.23	25705/CN-inv01466365
14/06/2019	01503013/A	25709	CASTLE WATER	CAS001	1,350.09	0.00	1,350.09	6000	28	1,350.09	25706/CN-Nov18-Mar19 charges
14/06/2019	CN/0150301	25708	CASTLE WATER	CAS001	-1,124.82	0.00	-1,124.82	6000	28	-1,124.82	25709/Apr-Nov 2018 charges
14/06/2019	CN/1407956	25707	CASTLE WATER	CAS001	-52.11	0.00	-52.11	6000	28	-52.11	25708/CN-wrong amount entered
14/06/2019	527825	25711	CASTLE WATER	CAS001	135.20	0.00	135.20	6000	28	135.20	25707/CN-inv 1407956
17/06/2019	CN/0141290	25712	CASTLE WATER	CAS001	-106.75	0.00	-106.75	5025	21	-106.75	25711/CW Move Invoice Account
											25712/CN-duplicate invoice

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 3

Ledger No 1 for Month No 3

Supplier A/c Order

F&GP STC 2019 08 05

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	
17/06/2019	CN/1690302	25713	CASTLE WATER	CAS001	-162.83	0.00	-162.83	5025	21	-162.83	25713/CN-duplicate invoice
13/11/2018	00254914	25715	CASTLE WATER	CAS001	-37.73	0.00	-37.73	6000	29	-37.73	25715/CN-inv1412058
17/06/2019	01502653A	25717	CASTLE WATER	CAS001	133.56	0.00	133.56	6000	29	133.56	25717/24May-12Nov charges
17/06/2019	CN/0150265	25716	CASTLE WATER	CAS001	-149.94	0.00	-149.94	6000	29	-149.94	25716/CN-wrong amount entered
19/06/2019	CN/0173735	25769	CASTLE WATER	CAS001	104.01	0.00	104.01	6000	21	104.01	25769/CN-on wrong account
19/06/2019	CN/1929771	25771	CASTLE WATER	CAS001	-73.90	0.00	-73.90	6000	21	-73.90	25771/CN-in wrong account
19/06/2019	REV/015555	25773	CASTLE WATER	CAS001	2,046.35	0.00	2,046.35	6000	33	2,046.35	25773/REV-incorrect account
19/06/2019	CN/1878180	25779	CASTLE WATER	CAS001	-45.05	0.00	-45.05	6000	28	-45.05	25779/CN-in wrong account
19/06/2019	CN/1942981	25781	CASTLE WATER	CAS001	-45.50	0.00	-45.50	6000	28	-45.50	25781/CN-in wrong account
19/06/2019	REV/002555	25775	CASTLE WATER	CAS001	107.88	0.00	107.88	6000	28	107.88	25775/Rev CN from wrong account
19/06/2019	REV/017416	25777	CASTLE WATER	CAS001	777.23	0.00	777.23	6000	28	777.23	25777/REV CN-in wrong account
19/06/2019	CN/0155555	25774	CASTLE WATER	CAS002	-2,046.35	0.00	-2,046.35	6000	33	-2,046.35	25774/CN-wrong pymt
01/06/2019	1979768	25794	CASTLE WATER	CAS003	20.23	0.00	20.23	6000	29	20.23	25794/water bill May
13/06/2019	2030452	25719	CASTLE WATER	CAS004	47.01	0.00	47.01	6000	28	47.01	25719/May charges
07/05/2019	1942981	25782	CASTLE WATER	CAS004	45.50	0.00	45.50	6000	28	45.50	25782/April water charges
19/06/2019	1878180	25780	CASTLE WATER	CAS004	45.05	0.00	45.05	6000	28	45.05	25780/March water chrgs
19/06/2019	00255552	25776	CASTLE WATER	CAS004	-107.88	0.00	-107.88	6000	28	-107.88	25776/CN inv 001466365
19/06/2019	01741631	25778	CASTLE WATER	CAS004	-777.23	0.00	-777.23	6000	28	-777.23	25778/CN-Nov`18-Feb`19 chrgs
01/06/2019	1979411	25795	CASTLE WATER	CAS005	203.02	0.00	203.02	5025	21	203.02	25795/water bill May
01/06/2019	1978028	25731	CASTLE WATER	CAS006	2.50	0.00	2.50	6000	21	2.50	25731/May charges
27/02/2019	01737357	25770	CASTLE WATER	CAS006	-104.01	0.00	-104.01	6000	21	-104.01	25770/CN-Dec18-Feb19charges
03/05/2019	1929771	25772	CASTLE WATER	CAS006	73.90	0.00	73.90	6000	21	73.90	25772/Cricket Gr Feb-Apr`19 ch
14/06/2019	CN/0124257	25701	CASTLE WATER	CASTLE002	-464.13	0.00	-464.13	6000	33	-464.13	25701/CN-wrong account
14/06/2019	CN/1121503	25702	CASTLE WATER	CASTLE002	-180.78	0.00	-180.78	6000	33	-180.78	25702/CN-on wrong account
14/06/2019	527825-REV	25710	CASTLE WATER	CASTLE002	-135.20	0.00	-135.20	6000	28	-135.20	25710/CW - Move account invoice
17/06/2019	CN/1121438	25714	CASTLE WATER	CASTLE002	-9.27	0.00	-9.27	6000	29	-9.27	25417/CN-duplicate invoice
19/06/2019	2077	25817	A CHAILI	CHAI001	90.00	0.00	90.00	5410	33	90.00	25817/Replace w.c Syphon gents
25/06/2019	2079	25842	A CHAILI	CHAI001	80.00	0.00	80.00	5025	21	80.00	25842/repair broken pipe
24/06/2019	24/06/2019	25788	A CHEESMAN	CHE001	94.98	0.00	94.98	6865	26	94.98	25788/Plants.sevnoaks in bloom

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 3

Ledger No 1 for Month No 3

Supplier A/c Order

Items marked with a * are disputed invoices.

F&GP STC 2019 08 05

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
12/06/2019	INV-152844	25747	CURD & CURE	CHS001	110.52	1.80	112.32	6500	28	110.52	25747/goods for resale
01/06/2019	1680	25846	CJS PLANTS	CJS001	2,673.75	534.75	3,208.50	6865	26	2,673.75	25846/1 of 4 floral displ fees
10/06/2019	170894	25742	COBLANDS LANDSCAPES	COB002	30.60	6.12	36.72	6802	22	30.60	25742/peat free multipurpose
11/06/2019	170971	25741	COBLANDS LANDSCAPES	COB002	40.50	8.10	48.60	5340	22	15.00	25741/plants
31/05/2019	25171	25725	CTP COLIN TOMS&PRTRS	COL001	1,104.00	220.80	1,324.80	9072	91	1,104.00	25741/fertilizer-peat
30/06/2019	25252		CTP COLIN TOMS&PRTRS	COL001	460.00	92.00	552.00	9071	91	460.00	25725/12 hrs prof. services
13/06/2019	148861	25796	CONNECTAPHONE	CON001	439.19	87.84	527.03	6101	36	11.49	25252/recommendations for roof
											25796/May call charges
											25796/May call charges
											25796/May call charges
07/06/2019	07/06/2019	25686	CORBAN COFFEE	COR002	140.00	0.00	140.00	6500	30	140.00	25796/May call charges
11/06/2019	INV-0046	25819	CREATIVE PRODUCTIONS	CPR001	180.00	36.00	216.00	6869	32	20.00	25686/goods for resale
											25819/Banner summer play dates
31/05/2019	913029	25733	ERNEST DOE	DOE001	51.21	10.24	61.45	5525	21	51.21	25819/Flyers summer play dates
08/06/2019	913491	25907	ERNEST DOE	DOE001	1,721.72	344.34	2,066.06	5525	22	941.63	25733/ZS sprayer service
											25907/JCB repairs
											25907/JCB service
01/06/2019	H173BD377	25676	E-ON	E-ON	334.47	66.89	401.36	6862	26	334.47	25676/electricity may
06/06/2019	0002923553	25685	ELITE	EFS001	129.92	3.72	133.64	6500	30	129.92	25685/goods for resale
10/06/2019	0002926927	25684	ELITE	EFS001	89.86	0.00	89.86	6500	30	89.86	25684/goods for resale
12/06/2019	0002928937	25765	ELITE	EFS001	82.49	3.68	86.17	6500	28	82.49	25765/goods for resale
08/06/2019	0002935029	25804	ELITE	EFS001	-24.85	0.00	-24.85	6500	30	-24.85	25804/Food for resale credit
18/06/2019	0002934949	25798	ELITE	EFS001	47.69	0.00	47.69	6500	30	47.69	25798/food for resale
20/06/2019	0002937608	25799	ELITE	EFS001	102.03	2.10	104.13	6500	28	102.03	25799/Food for resale
19/06/2019	39489	25828	EJPFIREPROTECT	EJPFIRE001	64.00	12.80	76.80	6930	33	64.00	25828/Annual Fire Safety serv
19/06/2019	39490	25839	EJPFIREPROTECT	EJPFIRE001	138.00	27.60	165.60	6930	22	138.00	25839/Annual fire safety serv
19/06/2019	39491	25830	EJPFIREPROTECT	EJPFIRE001	152.00	30.40	182.40	6930	36	152.00	25830/Annual fire safety serv
19/06/2019	39492	25827	EJPFIREPROTECT	EJPFIRE001	28.00	5.60	33.60	6930	30	28.00	25827/Annual Fire Safety Serv

Ledger No 1 for Month No 3

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Supplier A/c Order

F&GP STC 2019 08 05

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
19/06/2019	39493	25838	EJPFIREPROTECT	EJPFIRE001	62.50	12.50	75.00	6930	21	62.50	25838/Annual fire safety serv
19/06/2019	39494	25829	EJPFIREPROTECT	EJPFIRE001	15.00	3.00	18.00	6930	28	15.00	25829/Annual fire safety serv
31/05/2019	23825	25728	ATLAS FM/EMPRISE SVS	EMP001	380.51	76.10	456.61	6932	22	380.51	25728/May lock-unlock charges
31/05/2019	23826	25727	ATLAS FM/EMPRISE SVS	EMP001	620.00	124.00	744.00	4010	21	620.00	25727/May lock&unlock HS Grdns
01/06/2019	25417	25793	ATLAS FM/EMPRISE SVS	EMP001	359.81	71.96	431.77	6932	22	359.81	25793/Cemetery lock June
01/06/2019	25418	25792	ATLAS FM/EMPRISE SVS	EMP001	600.00	120.00	720.00	4010	21	600.00	25792/High St Grdn Lock June
03/06/2019	810130	25735	EXPRESS FACTORS	EXPR001	15.00	3.00	18.00	5525	21	15.00	25735/WD40spray&copper ease
05/06/2019	810597	25737	EXPRESS FACTORS	EXPR001	77.18	15.44	92.62	5410	21	77.18	25737/various cable ties&hose
05/06/2019	810598	25736	EXPRESS FACTORS	EXPR001	39.81	7.96	47.77	5410	21	39.81	25736/cable ties x9
01/05/2019	04043371	25755	FAIRALLS	FAIR001	10.26	2.05	12.31	6865	26	10.26	25755/2x paving slabs
20/05/2019	04043975	25835	FAIRALLS	FAIR001	4.63	0.93	5.56	5110	21	4.63	25835/panel pins 30mm 500g x1
24/06/2019	1241781	25820	FATTORINI	FATT001	1,342.30	268.46	1,610.76	6421	31	1,342.30	25820/Past Mayor pendants x6
06/06/2019	10504	25760	FRESH ACRES	FRE001	651.52	109.51	761.03	5340	21	651.52	25760/plants
06/06/2019	10535	25761	FRESH ACRES	FRE001	281.92	48.48	330.40	6802	22	281.92	25761/plants
12/06/2019	3059	25739	FREEMAN BEESLEY LTD	FREE001	485.00	97.00	582.00	9072	91	485.00	25739/ramp lighting
07/06/2019	164	25665	GLENN BALL	GLE001	2,550.90	0.00	2,550.90	5412	29	2,550.90	25665/architectural services
21/06/2019	INV-2534	25848	GO COACH	GO001	380.00	0.00	380.00	7552	38	280.00	25848/Hire of vehicle 17 June
30/06/2019	INV-2537	25847	GO COACH	GO001	3,308.66	0.00	3,308.66	6330	31	100.00	25848/Hire of vehicle 1 June
06/06/2019	109978	25732	GODFREYS	GOD001	491.67	98.33	590.00	6495	32	4,524.86	25847/June expenses
06/06/2019	52228	25762	HAMILTON & PALMER	HAM001	1,146.67	229.33	1,376.00	1495	32	-1,216.20	25847/June income
31/05/2019	9849	25837	HARDWARE CENTRE	HARD001	36.09	7.21	43.30	5500	21	491.67	25732/Toro mower
								5550	21	347.50	25762/supplu&fir tracker
								5550	21	799.17	25762/5yr subscrption
								5525	21	4.92	25837/Fai Masonry Bits
								5010	29	5.56	25837/Stone foam block & pad
								5410	21	14.52	25837/tape,nuts,hooks,plug,
								5410	21	7.88	25837/socket,screws,bucket
								5410	21	3.21	25837/cotton,twine,tapes
31/05/2019	12236	25818	HELIOCENTRIX	HELI001	32.89	6.58	39.47	6240	31	32.89	25818/240GB SSD

Ledger No 1 for Month No 3

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Supplier A/c Order

F&GP STC 2019 08 05

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
28/06/2019	12285	25834	HELIOCENTRIX	HELI001	1,690.66	338.13	2,028.79	6240	31	1,690.66	25834/IT support June charges
25/06/2019	60185024	25812	INTERACTIVE PRO LTD	INT002	596.25	119.25	715.50	6320	31	596.25	25812/ACCA live tuition online
13/06/2019	985	25745	JANE CHURCHILL	JCH001	1,800.00	0.00	1,800.00	6630	30	1,800.00	25745/4 days prof fees
07/06/2019	1937	25677	JJ BROOKS	JB001	19,253.10	3,850.62	23,103.72	5412	29	19,253.10	25677/ramp/steps/sashwindow
06/06/2019	1004088	25661	KALL KWIK	KALL001	90.00	0.00	90.00	506	0	90.00	25661/A5 cocktail party flyers
31/05/2019	1004130	25726	KALL KWIK	KALL001	60.00	12.00	72.00	6865	26	60.00	25726/Herb poster design
13/05/2019	900087446	25763	KENT COUNTY COUNCIL	KCC002	99.00	0.00	99.00	6865	26	99.00	25763/hanging basket permit
05/06/2019	13406404	25666	KCC KCS	KCC003	97.65	19.53	117.18	6013	33	76.50	25666/toilet role & hand towel
05/06/2019	13406405	25667	KCC KCS	KCC003	147.00	29.40	176.40	6200	31	21.15	25666/silvine notebooks A4
19/06/2019	13417816	25802	KCC KCS	KCC003	124.35	24.87	149.22	6200	31	147.00	25667/paper pouches notes pens
22/06/2019	13421481	25797	KCC KCS	KCC003	38.95	7.79	46.74	6200	31	124.35	25802/Stationery
28/06/2019	13426112	25832	KCC KCS	KCC003	14.60	2.92	17.52	6200	31	38.95	25797/Stationery
30/06/2019	13427316	25833	KCC KCS	KCC003	86.90	17.38	104.28	6200	31	14.60	25832/Leaflet Dispenser set A4
26/06/2019	26/06/2019	25815	KENT PAINTERS GROUP	KENT014	436.00	0.00	436.00	7500	38	86.90	25833/Stationery for STC
03/06/2019	6949402	25683	KFF	KFF001	113.63	0.00	113.63	6500	30	436.00	25815/Kent Painters Group
10/06/2019	6955995	25751	KFF	KFF001	102.26	7.60	109.86	6500	30	113.63	25683/goods for resale
10/06/2019	6957607	25752	KFF	KFF001	-21.37	0.00	-21.37	6500	30	102.26	25751/goods for resale
11/06/2019	6956813	25753	KFF	KFF001	110.59	0.00	110.59	6500	30	-21.37	25752/CN-goods for resale
20/06/2019	1144918272	25805	KONICA MINOLTA	KMB001	230.97	46.19	277.16	6200	31	110.59	25753/goods for resale
21/06/2019	1144937449	25823	KONICA MINOLTA	KMB001	578.15	115.63	693.78	6200	31	230.97	25805/Jun-sep'19 Charges
19/06/2019	02057GR	25734	LOCUM LOCKS	LOC003	26.00	5.20	31.20	5110	21	578.15	25823/print chrges 03.19-06.19
30/05/2019	1390898-01	25729	MC TRUCK&BUS	MCT002	94.61	18.92	113.53	5550	21	26.00	25734/4x key cut
24/06/2019	24/06/2019	25808	MILK & MORE	MILK001	4.05	0.00	4.05	6330	31	94.61	25729/2x seat covers-new van
21/05/2019	CN21MAY2	25855	MILK & MORE	MILK001	-3.24	0.00	-3.24	6330	21	4.05	25808/Milk
24/06/2019	811184	25824	NALC	NALC001	375.00	75.00	450.00	6730	31	-3.24	25855/CN-duplicacte entry
17/06/2019	17/06/2019	25672	NAT WEST BANK	NAT002	100.30	0.00	100.30	6975	31	375.00	25824/LGA 01.07.19-31.03.20
17/06/2019	CN/17/06/20	25767	NAT WEST BANK	NAT002	-100.30	0.00	-100.30	6975	31	100.30	25672/May charges
07/06/2019	07/06/2019	25679	NATASHA NIELD	NIE001	440.00	0.00	440.00	9062	91	-100.30	25767/wrong supplier account
										440.00	25679/Victorian childs costume

Ledger No 1 for Month No 3

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F&GP STC 2019 08 05

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	
31/05/2019	310519	25730	OASIS LANDSCAPES	OAS001	270.00	0.00	270.00	4010	29	270.00	25730/weeding-tying flowerbed
30/06/2019	300619	25840	OASIS LANDSCAPES	OAS001	240.00	0.00	240.00	4010	21	240.00	25840/Gardening Vine Gardens
16/04/2019	0001/00033	25718	OBM	OBM001	60.10	12.02	72.12	6822	22	60.10	25718/10bags cold lay tarmac
28/06/2019	28JUN/ANN	25885	ONECARD	ONE002	2,892.05	334.81	3,226.86	6500	30	82.78	25885/goods for resale B&BCafe
								6500	30	7.72	25885/goods for resale B&BCafe
								6500	28	43.95	25885/goods for resale VineCaf
								6500	28	2.64	25885/goods for resale VineCaf
								6500	30	52.81	25885/goods for resale B&BCafe
								6500	28	76.10	25885/goods for resael VC
								6500	28	3.84	25885/goods for resael VC
								6500	30	52.55	25885/goods for resale
								6500	30	4.00	25885/goods for resale
								6500	28	49.35	25885/goods for resale VC
								6500	28	2.00	25885/goods for resale VC
								6500	30	35.60	25885/goods for resale
								6500	30	8.60	25885/goods for resale
								6500	30	64.80	25885/goods for resale
								6500	28	61.55	25885/goods for resale VC
								6500	28	4.00	25885/goods for resale VC
								6935	33	320.00	25885/skip hire-elec waste
								6935	36	505.00	25885/skips hire to clear out
								5500	28	61.59	25885/12W USB adaptor
								5500	31	51.56	25885/6x adhesive office signs
								5500	31	3.22	25885/battery
								5500	31	49.99	25885/Blackview mobile phone
								6240	40	10.95	25885/Acrobat standard licence
								6240	28	118.01	25885/website costs Vine Cafe
								6240	50	16.64	25885/Adobe illustrator
								6240	40	41.62	25885/creative cloud membersh

Ledger No 1 for Month No 3

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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	
								6415	31	200.00	25885/MD retirement present
								5317	21	486.00	25885/park warn.sign annu rent
								6104	36	8.34	25885/CC mobile
								6104	22	8.34	25885/cemetery mobile
								6101	21	8.34	25885/OS mobile BD
								6101	31	8.34	25885/main office mobile
								6101	31	8.34	25885/main office mobile
								6101	31	8.34	25885/LL ipad
								6101	31	-8.34	25885/main of. mob.topup refun
								5010	29	28.98	25885/1kg lawn feed for Vine G
								6010	28	16.12	25885/5ltr antibac cleaner
								6013	30	16.13	25885/5ltr antibac cleaner
								6200	30	31.48	25885/250x loyalty cards
								6200	31	31.27	25885/25x legal wallets
								6635	50	154.50	25885/TV licence renewal
								6320	31	155.00	25885/staff training CF
28/06/2019	28JUN/LIN	25886	ONECARD	ONE002	482.13	57.49	539.62	6415	31	11.20	25886/farwell gift BT
								6415	31	109.00	25886/retirement gift MD
								6415	31	10.50	25886/gift for work exp studen
								5500	30	77.55	25886/toilet signs
								5500	31	41.66	25886/Blackview mobile phone
								5500	28	41.66	25886/Blackview mobile phone
								6101	31	8.34	25886/LL ipad
								6281	50	41.66	25886/Blackview mobile phone
								6630	11	6.00	25886/inform request Land Reg
								6630	11	6.00	25886/inform request Land Reg
								6330	31	5.30	25886/Chairm Meet-refsment
								6330	31	0.68	25886/Chairm Meet-refsment
								7552	38	3.50	25886/refreshm YC visit HoC

Ledger No 1 for Month No 3

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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
03/06/2019	0000302867	25633	PLUSNET	PLUS01	18.50	3.70	22.20	7552	38	3.44	25886/refreshm YC visit HoC
04/06/2019	0000297694	25669	PLUSNET	PLUS01	23.58	4.72	28.30	7552	38	5.81	25886/refreshm YC visit HoC
04/06/2019	0000302865	25670	PLUSNET	PLUS01	44.51	8.90	53.41	7552	38	51.72	25886/refreshm YC visit HoC
08/06/2019	0000249844	25674	PLUSNET	PLUS01	47.50	9.50	57.00	506	0	28.50	25886/silent auc.item/Cockt P
09/06/2019	0000249846	25675	PLUSNET	PLUS01	23.98	4.80	28.78	9063	91	19.56	25886/site visit for pref cont
14/06/2019	172762	25789	PREMIER ALARMS	PREM001	562.46	112.49	674.95	9063	91	10.05	25886/site visit for pref cont
25/06/2019	173279	25822	PREMIER ALARMS	PREM001	65.00	13.00	78.00	6101	22	18.50	25633/internet June
04/06/2019	2925	25663	PRIMO	PRIMO001	136.50	1.30	137.80	6101	28	23.58	25669/internet charges june
28/06/2019	102351	25841	PROVENDER	PRO002	77.51	15.51	93.02	6101	50	44.51	25670/internet charge june
20/06/2019	AR-STC56	25810	ANDREW REDDEN	RED002	872.50	0.00	872.50	6101	31	47.50	25674/internet charges June
01/06/2019	SM20387	25671	RIALTAS	RIAL001	290.00	58.00	348.00	6101	36	23.98	25675/internet charges june
18/06/2019	RESTORATI	25811	ROGER LEE	ROG001	95.00	0.00	95.00	6930	33	562.46	25789/Ann renewal maint cont
28/06/2019	2053866	25860	SDC	SDC001	3,096.28	0.00	3,096.28	6930	33	65.00	25822/Investigated fire doors
25/03/2019	153873	25740	SDC DIRECT SERVICES	SDC002	76.60	0.00	76.60	6330	31	136.50	25663/2 cases coffee
06/06/2019	154909	25720	SDC DIRECT SERVICES	SDC002	216.15	0.00	216.15	6865	26	77.51	25841/Plants
06/06/2019	154973	25721	SDC DIRECT SERVICES	SDC002	78.60	0.00	78.60	5500	30	872.50	25810/map artwork of Sevenoaks
06/06/2019	154976	25750	SDC DIRECT SERVICES	SDC002	78.60	0.00	78.60	6300	31	290.00	25671/booking softw support
06/06/2019	155064	25749	SDC DIRECT SERVICES	SDC002	64.00	0.00	64.00	6500	30	95.00	25811/Books for resale
06/06/2019	155120	25723	SDC DIRECT SERVICES	SDC002	68.95	0.00	68.95	5421	60	1,998.86	25860/July rent
06/06/2019	155126	25722	SDC DIRECT SERVICES	SDC002	64.00	0.00	64.00	5420	60	1,097.42	25860/July rent
18/06/2019	155286	25800	SDC DIRECT SERVICES	SDC002	114.00	0.00	114.00	6935	22	76.60	25740/March 18 bin coll chrgs
27/06/2019	155367	25849	SDC DIRECT SERVICES	SDC002	420.00	0.00	420.00	6935	21	216.15	25720/May bin coll charges/4wk
								6935	22	78.60	25721/May bin coll charges/4wk
								6935	36	78.60	25750/May bin coll/4 wks chrgs
								6935	28	64.00	25749/May bin coll/4wks chrgs
								6935	30	68.95	25723/May bin coll chrgs/4 wks
								6935	33	64.00	25722/Mat bin coll chrgs/4wks
								6889	31	114.00	25800/paper recycling bags x3
								6889	31	420.00	25849/Waste sacks 30 bundles

Ledger No 1 for Month No 3

Supplier A/c Order

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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
28/06/2019	155335	25825	SDC DIRECT SERVICES	SDC002	655.20	131.04	786.24	6934	31	655.20	25825/Quart crge Apr-Jun '19
04/06/2019	9302968380	25668	SETON	SET001	8.99	1.80	10.79	6922	30	8.99	25668/1x toilet sign
02/06/2019	STC01	25743	SEV SOCIETY	SEV002	100.00	0.00	100.00	6500	30	100.00	25743/10x books for resale
02/06/2019	STC02	25744	SEV SOCIETY	SEV002	80.00	0.00	80.00	6500	30	80.00	25744/8x books for resale
24/06/2019	10521	25843	SEV MOWERS	SEV006	67.50	2.50	70.00	5525	21	12.50	25843/2.4mm trimmer line
								6952	21	55.00	25843/chainsaw helmet
04/06/2019	23	25738	WATER CHOICE	SEWAT001	133.20	0.00	133.20	6000	22	133.20	25738/Dec18-May19 water charge
25/06/2019	INV603015	25862	SG MEDIA	SG001	220.00	44.00	264.00	6460	30	220.00	25862/1/4 page Ad July 2019
22/05/2019	72353	25758	SGE	SGE001	12.42	0.62	13.04	5700	22	12.42	25758/gas oil
31/05/2019	72728	25759	SGE	SGE001	79.30	15.86	95.16	6865	26	79.30	25759/modify hanging baskets
31/05/2019	72668	25836	SGE	SGE001	3.20	0.64	3.84	5525	21	3.20	25836/bolts M10x50.washer.nuts
02/06/2019	3367323	25790	SHELL	SHEL001	97.79	19.55	117.34	5700	21	78.68	25790/Fuel
								5700	22	19.11	25790/Fuel
09/06/2019	3392916	25791	SHELL	SHEL001	46.13	9.22	55.35	5700	21	46.13	25791/Fuel
16/06/2019	3416803	25844	SHELL	SHEL001	53.22	10.64	63.86	5700	21	53.22	25844/Premium diesel
23/06/2019	3441060	25845	SHELL	SHEL001	154.96	30.99	185.95	5700	22	20.23	25845/fuel
								5700	21	134.73	25845/fuel
05/06/2019	8161928000	25678	SSE	SSE001	826.87	165.37	992.24	6010	21	826.87	25678/electricity 8/mar-4/june
06/06/2019	0061	25784	SSE	SSE006	50.00	2.50	52.50	6010	22	50.00	25784/elec chrg May 2019
05/06/2019	0029	25783	SSE	SSE007	69.30	3.46	72.76	5025	21	69.30	25783/elec chrg Mar-Jun '19
06/06/2019	0004	25785	SSE	SSE008	559.89	111.97	671.86	6011	30	559.89	25785/elec chrg May 2019
06/06/2019	0062	25786	SSE	SSE009	143.59	28.71	172.30	6011	36	143.59	25786/elec chrg May 2019
05/06/2019	0002	25787	SSE	SSE014	913.87	182.77	1,096.64	6012	30	913.87	25787/gas chrg Mar-Jun 2019
03/06/2019	6347	25664	STREETMASTER	STREE001	798.00	159.60	957.60	6935	21	798.00	25664/bin for greatness
11/06/2019	6377	25756	STREETMASTER	STREE001	111.00	22.20	133.20	5050	21	111.00	25756/slam lock for bins
10/06/2019	INV-0002	25764	S WILLIAMS	SWA001	900.00	180.00	1,080.00	9063	91	900.00	25764/work in May '19
12/06/2019	35366	25746	TAYWELL	TAY001	95.00	19.00	114.00	6500	28	95.00	25746/ice cream for resale
28/06/2019	35534	25858	TAYWELL	TAY001	76.00	15.20	91.20	6500	28	76.00	25858/Ice Creams
10/06/2019	1115/BBR/9	25724	THEIS KHAN	THEI001	2,500.00	500.00	3,000.00	9072	91	2,500.00	25724/architect serv/RIBAstg 5

Ledger No 1 for Month No 3

Items marked with a * are disputed invoices.

Supplier A/c Order

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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	
07/06/2019	T0014	25662	TILTON SOLUTIONS LTD	TIL001	1,800.00	0.00	1,800.00	4010	31	1,800.00	25662/finance dep support
31/05/2019	4787678	25754	TRINTY (REACH)	TRM	82.34	16.47	98.81	6460	31	82.34	25754/June meetings notices
16/06/2019	4808899	25801	TRINTY (REACH)	TRM	234.00	46.80	280.80	6460	31	234.00	25801/ann return public notice
19/06/2019	2250790	25809	TRINTY (REACH)	TRM	83.16	0.00	83.16	6730	31	83.16	25809/Sevenoaks Chronicle
30/06/2019	4836033	25856	TRINTY (REACH)	TRM	250.75	50.15	300.90	6440	31	250.75	25856/AFD 10x4 Advert
18/06/2019	2013	25803	ULTRALITE	ULTRA001	210.00	42.00	252.00	6461	31	210.00	25803/Install&remove H.street
30/06/2019	VC30619	25857	V.C HANDYMAN	VCH001	1,100.00	0.00	1,100.00	6001	60	1,100.00	25857/Saturday Charges June
01/06/2019	9595	25635	VISION ICT	VISICT001	275.00	55.00	330.00	6241	31	275.00	25635/website hosting and supp
01/06/2019	9654	25634	VISION ICT	VISICT001	285.00	57.00	342.00	6241	31	285.00	25634/website host/supp-B&B
30/06/2019	134161	25887	WETTON CLEANING SERV	WET001	1,439.58	287.92	1,727.50	5026	21	205.64	25887/June toilet clean&lockup
								5020	29	616.97	25887/June toilet clean&lockup
03/06/2019	WM1080224	25673	WORLDPAY	WOR001	7.50	1.50	9.00	6976	31	7.50	25673/card charges June
31/05/2019	55676278	25806	WORLDPAY	WOR001	42.24	3.82	46.06	6976	30	42.24	25806/Trans charges March
30/06/2019	68284214	25890	WORLDPAY	WOR001	100.16	9.08	109.24	6976	28	100.16	25890/Transaction charges June
30/06/2019	68331566	25892	WORLDPAY	WOR001	29.21	4.90	34.11	6976	31	29.21	25892/transaction charges June
30/06/2019	68431135	25891	WORLDPAY	WOR001	77.56	10.57	88.13	6976	30	77.56	25891/Transaction charges June
13/06/2019	720	25766	YELLOW DUCK	YELL002	195.00	39.00	234.00	5500	21	195.00	25766/Greatness outdoor gym sg
28/06/2019	735	25826	YELLOW DUCK	YELL002	785.00	157.00	942.00	5310	21	785.00	25826/signs for Greatness
TOTAL INVOICES								73,055.58	10,674.26	83,729.84	73,055.58

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 2

Ledger No 1 for Month No 2

Supplier A/c Order

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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	
29/05/2019	61670	25591	APPOINTMENT BUS	APP001	94.57	18.91	113.48	6200	30	9.12	25591/Print counter charges
02/05/2019	35782	25432	ARK TRADING	ARK001	23.92	4.78	28.70	6200	31	85.45	25591/Print counter charges
10/05/2019	12271	25600	ARK TRADING	ARK001	192.50	38.49	230.99	6952	30	23.92	25432/caretaker uniform
10/04/2019	283500	25530	ASDAN LIMITED	ASDAN001	182.00	36.40	218.40	6952	21	192.50	25600/work clothes
23/05/2019	19249	25612	ATCM	ATCM01	495.00	99.00	594.00	6730	31	182.00	25530/short courses annual fee
15/05/2019	15/05/2019	25431	BANKLINE	BANKL01	100.70	0.00	100.70	6730	31	495.00	25612/Full band 1 membership
01/05/2019	3545141	25486	BOOKER	BOOK001	226.21	5.29	231.50	6975	31	100.70	25431/monthly service fee
08/05/2019	3545505	25480	BOOKER	BOOK001	183.84	6.27	190.11	6500	28	226.21	25486/goods for resale
15/05/2019	3545810	25547	BOOKER	BOOK001	219.75	24.83	244.58	6500	28	183.84	25480/goods for resale
30/05/2019	3546360	25609	BOOKER	BOOK001	280.63	21.99	302.62	6500	30	219.75	25547/goods for resale
30/05/2019	3546363	25608	BOOKER	BOOK001	202.08	11.23	213.31	6500	28	280.63	25609/goods for resale
17/05/2019	SVO/34913	25596	BREWERS	BREW001	33.37	6.67	40.04	6500	28	202.08	25608/goods for resale
14/05/2019	CN/SVO/349	25623	BREWERS	BREW001	-33.37	-6.67	-40.04	5010	29	33.37	25596/Paint Vine railings
14/05/2019	SVO/349315	25624	BREWERS	BREW001	33.37	6.67	40.04	5010	29	-33.37	25623/CN-Incorrect inv no
17/05/2019	SVO/349316	25636	BREWERS	BREW001	6.99	1.40	8.39	5010	29	33.37	25624/Paint for Vine railings
29/04/2019	34026	25574	BSP LIMITED	BSP001	210.00	42.00	252.00	5010	29	6.99	25636/paint railings
03/05/2019	1929771	25515	CASTLE WATER	CAS001	73.90	0.00	73.90	6935	21	210.00	25574/skip hire
03/05/2019	1931588	25514	CASTLE WATER	CAS001	196.48	0.00	196.48	6000	21	73.90	25515/Apr charges water
03/05/2019	1932285	25513	CASTLE WATER	CAS001	19.57	0.00	19.57	5025	21	196.48	25514/Apr charges water
07/05/2019	1942981	25564	CASTLE WATER	CAS001	45.50	0.00	45.50	6000	29	19.57	25513/Apr charges water
15/05/2019	INV-150745	25546	CURD & CURE	CHS001	74.93	0.00	74.93	6000	28	45.50	25564/April charges
15/05/2019	INV-150753	25545	CURD & CURE	CHS001	112.40	0.00	112.40	6500	30	74.93	25546/goods for resale
27/05/2019	INV-151575	25607	CURD & CURE	CHS001	79.20	15.84	95.04	6500	28	112.40	25545/goods for resale
08/05/2019	148787	25565	CONNECTAPHONE	CON001	447.63	89.53	537.16	6500	28	79.20	25607/goods for resale
								6101	21	11.68	25565/phone bill April 2019
								6101	22	15.38	25565/phone bill April 2019
								6101	36	11.49	25565/phone bill April 2019
								6101	30	15.43	25565/phone bill April 2019

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 2

Ledger No 1 for Month No 2

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Supplier A/c Order

F&GP STC 2019 08 05

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
08/05/2019	08MAY2019	25481	CORBAN COFFEE	COR002	140.00	0.00	140.00	6101	31	393.65	25565/phone bill April 2019
19/03/2019	INV-5017	25620	CREATIVE PRODUCTIONS	CPR001	182.00	36.40	218.40	6500	30	140.00	25481/coffee for B&B Cafe
								7616	40	91.00	25620/Banners
26/05/2019	INV-0006	25593	CREATIVE PRODUCTIONS	CPR001	60.00	12.00	72.00	6323	40	91.00	25620/ Banners
26/05/2019	INV-0008	25589	CREATIVE PRODUCTIONS	CPR001	155.00	31.00	186.00	7616	40	60.00	25593/x4 single sided posters
26/05/2019	INV-0009	25590	CREATIVE PRODUCTIONS	CPR001	147.50	29.50	177.00	6460	30	155.00	25589/design and supply banner
16/05/2019	160519	25542	CREATIVE CAKE STANDS	CRE002	199.50	0.00	199.50	6868	26	147.50	25590/logo and window stickers
								5500	30	90.00	25542/cake stands
01/05/2019	10524	25505	STREETLIGHTS	DIR001	1,381.45	276.29	1,657.74	5500	30	70.00	25542/cups,saucers,jugs
29/05/2019	10585	25652	STREETLIGHTS	DIR001	1,405.00	281.00	1,686.00	5500	30	30.00	25542/sugar bowls,side plates
29/05/2019	10587	25653	STREETLIGHTS	DIR001	49.25	9.85	59.10	5500	30	9.50	25542/delivery cost
10/05/2019	3260R	25538	ROBERT DRAPER	DRA001	150.00	30.00	180.00	6862	26	1,381.45	25505/maint.contract.fee.1
01/05/2019	H17EO195	25511	E-ON	E-ON	323.68	64.74	388.42	6862	26	1,405.00	25652/Linden chase
01/05/2019	0002890976	25488	ELITE	EFS001	53.59	0.00	53.59	6862	26	49.25	25653/Wildernesse Mount
13/05/2019	0002901327	25482	ELITE	EFS001	51.05	0.00	51.05	5410	36	150.00	25538/removal of piano from CC
08/05/2019	0002904572	25534	ELITE	EFS001	-93.30	0.00	-93.30	6862	26	323.68	25511/April elec charges
08/05/2019	0000289690	25533	ELITE	EFS001	178.12	2.10	180.22	6500	28	53.59	25488/goods for resale
15/05/2019	0002903356	25543	ELITE	EFS001	64.17	0.00	64.17	6500	30	51.05	25482/goods for resale
22/05/2019	0002910191	25603	ELITE	EFS001	128.36	3.16	131.52	6500	28	-93.30	25534/CN-goods for resale
24/05/2019	0002912679	25610	ELITE	EFS001	94.34	0.00	94.34	6500	28	178.12	25533/goods for resale
25/05/2019	0002913860	25604	ELITE	EFS001	138.55	20.77	159.32	6500	28	64.17	25543/goods for resale
30/05/2019	0002917128	25606	ELITE	EFS001	78.70	2.10	80.80	6500	30	128.36	25603/goods for resale
01/04/2019	SINV007914	25681	ELLIS WHITTAM	ELLI001	3,000.00	600.00	3,600.00	6500	28	94.34	25610/goods for resale
22/05/2019	22MAY2019	25622	EMAP	EMAP001	299.00	0.00	299.00	6500	28	138.55	25604/goods for resale
30/04/2019	22783	25558	ATLAS FM/EMPRISE SVS	EMP001	380.51	76.10	456.61	6922	31	78.70	25606/goods for resale
30/04/2019	22784	25559	ATLAS FM/EMPRISE SVS	EMP001	600.00	120.00	720.00	6500	28	3,000.00	25681/combnd service yr 2 of 3
								6730	31	299.00	25622/annual subscription LGC
								6932	22	380.51	25558/lock-unlock cem April
								4010	21	600.00	25559/lock-unlock High St G

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 2

Ledger No 1 for Month No 2

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Supplier A/c Order

F&GP STC 2019 08 05

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	
12/04/2019	SI191442	25618	FLEET LINE	FLEE001	1,029.27	205.85	1,235.12	5120	21	1,010.00	25618/500L Pitchmarker
23/05/2019	SC108645	25601	FLEET LINE	FLEE001	-19.27	-3.85	-23.12	5120	21	19.27	25618/Flozle
14/05/2019	14MAY2019	25539	GEOXPHERE	GEO001	280.00	56.00	336.00	6730	31	280.00	25601/Flozle credit
31/05/2019	INV-2482	25654	GO COACH	GO001	3,308.66	0.00	3,308.66	6495	32	4,490.46	25539/Parish Online subs
25/04/2019	102339	25549	GODFREYS	GOD001	14.18	2.83	17.01	1495	32	-1,181.80	25654/route 8 bus
21/05/2019	106886	25597	GODFREYS	GOD001	25.54	5.10	30.64	5625	21	14.18	25549/mower serv-vbelt,shield
21/05/2019	106887	25598	GODFREYS	GOD001	9.00	1.80	10.80	5525	21	25.54	25597/Husqvarna mower
07/05/2019	104425	25689	GODFREYS	GOD001	29.02	5.80	34.82	5500	21	9.00	25598/Blade Balancer
09/05/2019	104684	25690	GODFREYS	GOD001	33.91	6.78	40.69	5525	21	29.02	25689/spare parts for Stihl FS
01/05/2019	05/010272	25555	GREENHAM	GREE001	368.33	73.66	441.99	6002	23	33.91	25690/service&parts Stihl 360
11/05/2019	1221	25531	HARRY STEBBING	HAR001	913.00	182.60	1,095.60	6822	22	312.98	25555/5MPH& One Way arrow sign
30/04/2019	9806	25556	HARDWARE CENTRE	HARD001	5.78	1.15	6.93	5310	21	913.00	25555/signs,posts&poles
02/05/2019	72667	25487	HERBERT & WARD	HAW001	186.00	0.00	186.00	5525	21	2.46	25531/High St Gard.NoticeBoard
28/05/2019	72908	25605	HERBERT & WARD	HAW001	319.50	0.00	319.50	5525	21	2.49	25556/oil can
31/05/2019	12146	25629	HELIOCENTRIX	HELI001	204.30	40.86	245.16	5525	21	0.83	25556/sharpening stone
31/05/2019	12163	25627	HELIOCENTRIX	HELI001	989.23	197.85	1,187.08	6500	28	186.00	25556/needle file
31/05/2019	12170	25628	HELIOCENTRIX	HELI001	658.16	131.63	789.79	6240	31	204.30	25487/goods for resale
31/05/2019	12235	25630	HELIOCENTRIX	HELI001	1,848.75	369.75	2,218.50	6240	31	989.23	25605/goods for resale
28/05/2019	1004096	25680	KALL KWIK	KALL001	119.00	6.00	125.00	6240	31	658.16	25629/electric battery unit
20/05/2019	900087783	25522	KENT COUNTY COUNCIL	KCC002	480.00	96.00	576.00	6240	31	1,848.75	25627/monthly IT support May
02/05/2019	13385367	25504	KCC KCS	KCC003	8.00	1.60	9.60	6460	30	119.00	25628/office 365 subs May
10/05/2019	13390704	25516	KCC KCS	KCC003	88.20	17.64	105.84	6610	31	480.00	25630/ITsupp.extra hrs-Mar-May
08/05/2019	13388545	25573	KCC KCS	KCC003	17.20	3.44	20.64	6200	31	8.00	25680/A5 flyers x1000&Design
14/05/2019	13393142	25557	KCC KCS	KCC003	5.40	1.08	6.48	6200	31	480.00	25522/audit fee May

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Supplier A/c Order

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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
15/05/2019	13394409	25561	KCC KCS	KCC003	10.45	2.09	12.54	6200	31	10.45	25561/stationery
17/05/2019	13396665	25568	KCC KCS	KCC003	22.95	4.59	27.54	6013	30	22.95	25568/jumbo tissue roll x6 cas
21/05/2019	C049836	25616	KCC KCS	KCC003	80.00	16.00	96.00	6460	30	80.00	25616/tabletop display board
29/05/2019	13403339	25587	KCC KCS	KCC003	34.35	6.87	41.22	6013	30	22.95	25587/Jumbo tissue roll 2 ply
31/05/2019	13404082	25594	KCC KCS	KCC003	16.20	3.24	19.44	6013	33	11.40	25587/bleach and floor cleaner
31/05/2019	13404083	25595	KCC KCS	KCC003	7.00	1.40	8.40	6013	30	16.20	25594/Bleach & floor cleaner
31/05/2019	13404081	25638	KCC KCS	KCC003	15.85	3.17	19.02	6200	31	7.00	25595/Index dividers
21/05/2019	CN/CO49836	25691	KCC KCS	KCC003	-80.00	-16.00	-96.00	6922	21	15.85	25638/sterile dressing&wipes
21/05/2019	13398476	25692	KCC KCS	KCC003	80.00	16.00	96.00	6460	30	-80.00	25691/CN-wrong inv number used
07/05/2019	6924400	25485	KFF	KFF001	183.46	12.02	195.48	6500	30	80.00	25692/busyfold tabletop displ
17/05/2019	6935767	25544	KFF	KFF001	64.27	0.00	64.27	6500	30	183.46	25485/goods for resale
23/05/2019	6940548	25602	KFF	KFF001	176.15	9.59	185.74	6500	30	64.27	25544/goods for resale
31/05/2019	84257	25639	LANDSCAPE SUPPLY CO	LAND001	180.61	36.13	216.74	6952	21	176.15	25602/goods for resale
09/05/2019	912726	25520	LISTER WILDER	LIST002	550.00	110.00	660.00	5500	22	120.96	25639/saftey boots&specs
09/10/2018	730214	25532	LISTER WILDER	LIST002	20.63	4.13	24.76	5500	22	23.96	25639/FB1 padlock
28/05/2019	740434	25644	LISTER WILDER	LIST002	94.99	19.00	113.99	5525	21	35.69	25639/circle sprinkler
20/05/2019	IVJ03287	25625	MC TRUCK&BUS	MCT002	21,055.00	4,148.00	25,203.00	5525	21	550.00	25520/hire of seeder
31/05/2019	SESSIONON	25632	PHILIP MELDRUM	MEL001	75.00	0.00	75.00	5500	21	21,055.00	25625/new truck-GK19BYV
15/05/2019	15/05/2019	25494	MILK & MORE	MILK001	4.05	0.00	4.05	7552	38	75.00	25632/open MIC session May
15/05/2019	15MAY2019	25493	MILK & MORE	MILK001	3.28	0.00	3.28	6330	31	4.05	25494/milk delivery Apr 2019
21/05/2019	21MAY2019	25521	MILK & MORE	MILK001	3.24	0.00	3.24	6330	31	3.28	25493/milk delivery Aug 2018
25/05/2019	25MAY2019	25645	MILK & MORE	MILK001	3.24	0.00	3.24	6330	31	3.24	25521/milk delivery May
14/05/2019	14MAY2019	25523	MILJ CLOCKS	MJL001	220.00	0.00	220.00	6330	31	3.24	25645/milk delivery May
31/05/2019	1486/18/004	25660	MOULTON TAGGART	MOUL001	2,590.00	518.00	3,108.00	9062	91	220.00	25523/2x fusee clocks repair
02/05/2019	3083900	25537	NATIONAL TRUST	NAT006	115.00	23.00	138.00	9063	91	2,590.00	25660/quantity surveyor fee
02/05/2019	3083901	25536	NATIONAL TRUST	NAT006	57.50	11.50	69.00	506	0	115.00	25537/Knole tour fee
								506	0	57.50	25536/Knole event-refreshments

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 2

Ledger No 1 for Month No 2

Items marked with a * are disputed invoices.

Supplier A/c Order

F&GP STC 2019 08 05

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	
08/05/2019	18952871	25503	NISBETS	NIS001	915.59	183.11	1,098.70	5500	30	915.59	25503/Kitchen equipment
28/05/2019	19079427	25611	NISBETS	NIS001	97.59	19.51	117.10	6010	28	9.88	25611/Dishwasher detergent
29/05/2019	19088784	25586	NISBETS	NIS001	17.15	3.43	20.58	6330	31	17.15	25611/cups and thermometer
01/05/2019	SI/04414456	25519	NOMIX ENVIRO	NOMIX001	354.60	70.92	425.52	5525	21	23.60	25586/Banquet roll MD ret.tea
								5525	21	5.50	25519/battery for pro 800
								5500	21	320.00	25519/ delivery charge
								5500	21	5.50	25519/pesticide sprayer
28/05/2019	28MAY/ANN	25647	ONECARD	ONE002	1,837.82	57.67	1,895.49	6104	21	8.34	25519/ delivery charge
								6104	22	8.34	25647/OS mobile NC
								6104	36	8.34	25647/cemetery mobile
								6104	31	6.25	25647/CC mobile
								6500	30	46.90	25647/OS ipad
								6500	30	46.90	25647/goods for resale B&B cfe
								6500	30	1.25	25647/goods for resale B&B cfe
								6500	28	52.30	25647/goods for resale VC
								6500	28	1.67	25647/goods for resale VC
								6500	30	51.90	25647/goods for resale B&B caf
								6500	30	64.20	25647/Goods for resale B&B Cfe
								6500	30	4.84	25647/Goods for resale B&B Cfe
								6500	28	58.45	25647/Goods for resale VC
								6500	30	71.60	25647/goods for resale B&B cfe
								6500	30	0.67	25647/goods for resale B&B cfe
								6500	30	-3.60	25647/goods for resale B&B cfe
								6500	30	-3.60	25647/refund goods for resale
								6500	28	68.83	25647/goods for resale VC
								6500	30	77.66	25647/goods for resale B&B cfe
								6500	30	6.04	25647/goods for resale B&B cfe
								6500	28	63.75	25647/goods for resale B&B cfe
								6500	28	1.25	25647/goods for resale VC
								6240	40	10.95	25647/goods for resale VC
											25647/Acrobat standard licence

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 2

Ledger No 1 for Month No 2

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Supplier A/c Order

F&GP STC 2019 08 05

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	
								6240	50	16.64	25647/Adobe illustrator - HITB
								6240	40	41.62	25647/creative cloud membership
								6240	28	11.32	25647/Annual domain fee
								9062	91	40.00	25647/gift voucher YPS winner
								9062	91	110.23	25647/HD RIBA awards attend.
								6101	31	8.34	25647/LL ipad
								6101	31	6.67	25647/main office ipad
								6101	31	6.67	25647/tesco ipad
								6630	11	6.00	25647/register&title plan view
								6630	11	3.00	25647/register&title plan view
								5550	21	262.50	25647/vehicle tax for LS55CKL
								6900	28	39.86	25647/HITB Art equipment
								6900	28	60.00	25647/Annual delivery pass
								6865	26	30.00	25647/deliv charge Thyme Plant
								6865	26	35.00	25647/tray of x100 Thyme Plant
								5310	21	115.13	25647/draining HSG Pavilion
								5500	21	-147.50	25647/refund x1 water butt VG
								6421	31	127.41	25647/21 plastic signs
								6210	31	150.00	25647/drop and go card top up
								6210	31	305.00	25647/5 x 100 2nd class stamps
28/05/2019	28MAY/LIN	25646	ONECARD	ONE002	124.67	8.55	133.22	6330	31	41.00	25646/get well gift AM
								6330	31	32.00	25646/get well gift SM
								6330	31	5.50	25646/fruit and milk
								6330	31	12.79	25646/flower,greeting card,bag
								6330	31	2.40	25646/cookies
								6330	31	25.83	25646/get well gift AC
30/04/2019	115906	25554	PALMSTEAD	PALM002	266.55	48.86	315.41	6200	31	5.15	25646/stationery
								5010	29	125.84	25554/plants
								6802	22	140.71	25554/plants

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 2

F&GP STC 2019 08 05

Supplier A/c Order

Ledger No 1 for Month No 2

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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
03/05/2019	99467	25541	PHC	PHC001	870.00	174.00	1,044.00	6939	22	250.00	25541/health surveillance
03/05/2019	0000302867	25509	PLUSNET	PLUS01	18.50	3.70	22.20	6101	22	18.50	25541/health surveillance
04/05/2019	0000297694	25507	PLUSNET	PLUS01	24.04	4.81	28.85	6101	28	24.04	25509/monthly charge internet
04/05/2019	0000302865	25508	PLUSNET	PLUS01	43.50	8.70	52.20	6101	50	43.50	25507/monthly bill internet
08/05/2019	0000249844	25510	PLUSNET	PLUS01	47.50	9.50	57.00	6101	31	47.50	25508/monthly bill internet
09/05/2019	0000249846	25615	PLUSNET	PLUS01	24.25	4.85	29.10	6101	36	24.25	25510/monthly charges internet
30/04/2019	171930	25562	PREMIER ALARMS	PREM001	65.00	13.00	78.00	6930	28	65.00	25615/Internet bill May
14/05/2019	172091	25569	PREMIER ALARMS	PREM001	581.46	116.29	697.75	6930	22	581.46	25562/reset system after error
31/03/2019	171268	25682	PREMIER ALARMS	PREM001	404.48	80.90	485.38	6930	30	404.48	25569/annual renew maint contr
31/05/2019	99733	25640	PROVENDER	PRO002	103.46	20.70	124.16	6802	22	103.46	25682/alarms set up cost
13/05/2019	9058788718	25570	ROYAL MAIL	ROYA002	1.06	0.00	1.06	6210	31	1.06	25640/plants&slow release feed
03/05/2019	19-040	25566	RUSSELL HARPER	RUS001	150.00	30.00	180.00	6323	40	150.00	25570/response services x2
20/05/2019	19-047	25579	RUSSELL HARPER	RUS001	150.00	30.00	180.00	7616	40	150.00	25566/photography
13/05/2019	19-054	25588	RUSSELL HARPER	RUS001	180.00	36.00	216.00	6460	31	180.00	25579/photography
08/05/2019	4/0	25484	SDC	SDC001	101.92	0.00	101.92	6000	30	101.92	25588/Mayor portrait. 4 prints
08/05/2019	3/0	25560	SDC	SDC001	1,227.50	0.00	1,227.50	6000	30	1,227.50	25484/rates March 2018 B&B St
16/05/2019	2053512	25613	SDC	SDC001	577.50	3.00	580.50	6460	30	15.00	25560/business rates 2019/20
30/05/2019	2053719	25655	SDC	SDC001	3,096.28	0.00	3,096.28	6200	31	562.50	25613/banner design
29/04/2019	154340	25540	SDC DIRECT SERVICES	SDC002	192.00	0.00	192.00	5421	60	1,998.86	25613/Town Crier March
08/05/2019	154407	25527	SDC DIRECT SERVICES	SDC002	268.10	0.00	268.10	5420	60	1,097.42	25655/wednesday markets june
08/05/2019	154470	25528	SDC DIRECT SERVICES	SDC002	114.90	0.00	114.90	6935	22	192.00	25540/1000gall. from cesspool
08/05/2019	154473	25525	SDC DIRECT SERVICES	SDC002	114.90	0.00	114.90	6935	21	229.80	25527/6 weeks bin collection
08/05/2019	154560	25524	SDC DIRECT SERVICES	SDC002	93.60	0.00	93.60	6935	21	38.30	25527/2x 1100L bin empty
08/05/2019	154615	25529	SDC DIRECT SERVICES	SDC002	54.00	0.00	54.00	6935	22	114.90	25528/6 weeks bin collection
08/05/2019	154621	25526	SDC DIRECT SERVICES	SDC002	93.60	0.00	93.60	6935	36	114.90	25525/6 weeks bin collection
08/05/2019								6935	28	93.60	25524/bin collection April
								6935	30	54.00	25529/unsued contracted bins
								6935	33	93.60	25526/6 weeks bin collection

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 2

F&GP STC 2019 08 05

Ledger No 1 for Month No 2

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
25/03/2019	153809	25592	SDC DIRECT SERVICES	SDC002	153.20	0.00	153.20	6935	21	153.20	25592/Bin collection
01/05/2019	224301	25483	SEV GLAZING	SEV001	115.00	23.00	138.00	5410	30	115.00	25483/safety glass supp&repair
30/04/2019	10062	25619	SEV MOWERS	SEV006	24.58	4.92	29.50	5525	22	24.58	25619/Trimmer line
01/05/2019	CN/SH00200	25433	SEVENOAKS FLORIST	SEV009	-83.33	-16.67	-100.00	506	0	-83.33	25433/CN-flower for Chevening
01/05/2019	SH002000/2	25434	SEVENOAKS FLORIST	SEV009	100.00	0.00	100.00	506	0	100.00	SH002000/2/25434/Sevenoaks Flo
17/04/2019	71745	25551	SGE	SGE001	12.03	2.41	14.44	5525	22	2.50	25551/axe wedges
17/04/2019	71746	25552	SGE	SGE001	6.07	1.21	7.28	5525	22	7.53	25551/tap-1/2 hose union
17/04/2019	71756	25553	SGE	SGE001	15.70	1.28	16.98	5410	21	2.00	25551/variou bolts
30/04/2019	71988	25550	SGE	SGE001	15.43	1.22	16.65	5700	22	4.32	25552/broom handle
28/04/2019	3227893	25572	SHELL	SHEL001	80.42	16.08	96.50	5700	21	1.75	25552/washer flat x 25
05/05/2019	3256718	25571	SHELL	SHEL001	141.42	28.28	169.70	5700	21	12.42	25553/gas oil
12/05/2019	3282127	25617	SHELL	SHEL001	43.89	8.77	52.66	5700	21	3.28	25553/carb hook, s hook
19/05/2019	3306248	25599	SHELL	SHEL001	137.65	27.53	165.18	5700	21	12.42	25550/gas oil
26/05/2019	3337562	25637	SHELL	SHEL001	113.44	22.69	136.13	5700	21	3.01	25550/super glue
14/05/2019	11937	25495	SLCC	SLCC001	-400.00	-80.00	-480.00	6320	31	57.16	25571/fuel
07/05/2019	4815822740	25518	SSE	SSE001	126.11	6.30	132.41	6010	22	18.26	25571/fuel
07/05/2019	7315981070	25517	SSE	SSE001	110.57	5.52	116.09	6011	36	5.00	25571/guard card
07/05/2019	731774430/	25563	SSE	SSE001	509.65	101.93	611.58	6011	30	141.42	25571/fuel-diesel&unleaded
14/05/2019	231618890/	25567	SSE	SSE001	489.51	97.90	587.41	6010	33	43.89	25617/Unleaded and diesel
16/05/2019	211719833/	25578	SSE	SSE001	1,426.80	285.36	1,712.16	6011	41	137.65	25599/Diesel
16/05/2019	601721778/	25577	SSE	SSE001	148.48	7.42	155.90	6011	41	113.44	25637/fuel&guard card
16/05/2019	981579265/	25576	SSE	SSE001	598.93	119.78	718.71	6010	33	-400.00	25495/refund of webinar train.
										126.11	25518/Apr electricity bill
										110.57	25517/Apr electricity bill
										509.65	25563/electricity bill April
										489.51	25567/gas bill Feb-May 2019
										1,426.80	25578/chrages Feb-May 2019
										148.48	25577/cahrges Feb-May 2019
										598.93	25576/electricity Feb-May 2019

Sevenoaks Town Council

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 2

F&GP STC 2019 08 05

Ledger No 1 for Month No 2

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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
22/05/2019	4815782330	25583	SSE	SSE001	59.92	2.99	62.91	5020	29	59.92	25583/Elec charges 27/02-21/05
22/05/2019	9816486720	25584	SSE	SSE001	565.64	113.12	678.76	6010	28	565.64	25584/Elec charges 27/02-21/05
21/05/2019	19088784	25585	STREETMASTER	STREE001	395.00	79.00	474.00	6935	21	395.00	25585/Brecon bin with lid
21/05/2019	6313	25649	STREETMASTER	STREE001	395.00	79.00	474.00	6935	21	395.00	25649/Brecon bin-single post m
21/05/2019	CN19088784	25648	STREETMASTER	STREE001	-395.00	-79.00	-474.00	6935	21	-395.00	25648/CN-incorrect inv nr used
10/05/2019	40	25490	S WILLIAMS	SWA001	450.00	90.00	540.00	9063	91	450.00	25490/architect fees April
05/05/2019	INV-000008	25428	TANDEM CATERING	TAN001	1,244.00	248.80	1,492.80	506	0	1,244.00	25428/Chevening meals
05/05/2019	CN/INV-	25435	TANDEM CATERING	TAN001	-1,244.00	-248.80	-1,492.80	506	0	-1,244.00	25435/CN-meals for Chevening
05/05/2019	INV-	25436	TANDEM CATERING	TAN001	1,492.80	0.00	1,492.80	506	0	1,492.80	25436/meals for Chevening lun.
16/05/2019	139998	25535	JS TAYLOR	TAYL001	70.00	0.00	70.00	5410	33	70.00	25535/supply-fit light main of
05/02/2019	24061	25621	TELESHORE UK	TELE003	398.00	79.60	477.60	5525	22	75.50	25621/dust caps&shoring fluid
01/05/2019	T0012	25430	TILTON SOLUTIONS LTD	TIL001	900.00	0.00	900.00	9062	91	322.50	25621/speed braces&T adaptor
01/05/2019	T0013	25429	TILTON SOLUTIONS LTD	TIL001	225.00	0.00	225.00	4010	31	900.00	25430/services - March
05/05/2019	4751539	25512	TRINITY (REACH)	TRM	82.32	16.46	98.78	6440	31	225.00	25429/financial dep support
29/05/2019	29/05/2019	25581	TTAC	TTA001	200.00	0.00	200.00	6460	30	82.32	25512/public notice ad
08/05/2019	2005	25489	ULTRALITE	ULTRA001	210.00	42.00	252.00	6461	31	200.00	25581/Costume hire deposit
01/05/2019	1996	25491	ULTRALITE	ULTRA001	600.00	120.00	720.00	6865	26	210.00	25489/inst&remove Moonlight ba
20/05/2019	2010	25548	ULTRALITE	ULTRA001	210.00	42.00	252.00	6461	31	600.00	25491/test hanging baskets
31/05/2019	VC/31519	25631	V.C HANDYMAN	VCH001	880.00	0.00	880.00	6001	60	210.00	25548/inst&remove banner-KO
31/05/2019	LAO117580	25651	VEOLIA	VEOL001	12.82	2.56	15.38	6935	36	880.00	25631/setting up stalls May
15/05/2019	18192	25614	WEDDLE & CO	WEDD001	95.00	19.00	114.00	6421	31	12.82	25651/bin collection May
31/05/2019	133779	25642	WETTON CLEANING SERV	WET001	27.79	5.56	33.35	5020	29	95.00	25614/Mayor name inscription
31/05/2019	133780	25643	WETTON CLEANING SERV	WET001	1,364.53	272.91	1,637.44	5020	29	11.91	25642/feminine hygiene units
31/05/2019	133850	25641	WETTON CLEANING SERV	WET001	27.77	5.55	33.32	5020	29	11.91	25642/feminine hygiene units
										3.97	25642/feminine hygiene units
										584.80	25643/daily clean&lockup serv
										584.80	25643/daily clean&lockup serv
										194.93	25643/daily clean&lockup serv
										11.90	25641/daily clean&lock up serv

PURCHASE LEDGER INVOICE LISTING FOR MONTH No 2

Ledger No 1 for Month No 2

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Supplier A/c Order

F&GP STC 2019 08 05

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	
23/05/2019	3040R05FEE	25626	WICKSTEEDS	WICK002	7,762.50	1,552.50	9,315.00	5025	21	11.90	25641/daily clean&lock up serv
02/05/2019	WM1076564	25506	WORLDPAY	WOR001	7.50	1.50	9.00	5026	21	3.97	25641/daily clean&lock up serv
30/04/2019	59553265	25575	WORLDPAY	WOR001	57.41	8.11	65.52	9062	91	7,762.50	25626/Ramp & steps work
31/05/2019	63976849	25656	WORLDPAY	WOR001	80.77	8.63	89.40	6976	30	57.41	25506/monthly service fee
31/05/2019	63998404	25659	WORLDPAY	WOR001	108.51	11.51	120.02	6976	30	80.77	25575/transaction charges Apri
31/05/2019	64057026	25658	WORLDPAY	WOR001	30.65	4.96	35.61	6976	31	108.51	25656/card transaction charges
31/05/2019	64135659	25657	WORLDPAY	WOR001	13.49	0.02	13.51	6976	31	30.65	25659/card transaction charges
								6976	28	13.49	25657/card transaction charges
TOTAL INVOICES										81,596.51	
										12,420.35	
										94,016.86	
										81,596.51	

Date: 13/06/2019

Sevenoaks Town Council

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Time: 12:04

Cash Book 5

User : MB

Payroll A/c

For Month No : 2

Receipts for Month 2

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 : 01/05/2019	3,067.36					
	Nat West - Current Account	3,067.36			205	3,067.36	April L&G Pensions
	Banked on : 24/05/2019	49,250.09					
	Nat West - Current Account	49,250.09			205	49,250.09	May Salaries Tfrs
	Banked on : 28/05/2019	24,230.33					
	Nat West - Current Account	24,230.33			205	24,230.33	Monthly HMRC/Pensions Tfr May
	Banked on : 30/05/2019	186.66					
	Nat West - Current Account	186.66			205	186.66	May Nest Pensions
Total Receipts for Month		76,734.44	0.00	0.00		76,734.44	
Cash Book Totals		<u>77,734.44</u>	<u>0.00</u>	<u>0.00</u>		<u>77,734.44</u>	

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Sevenoaks Town Council

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Cash Book 5

User: MB

Payroll A/c

For Month No : 2

Payments for Month 2

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
01/05/2019	NatWest Bank	DD1/5	3,067.36			516	3,067.36	April L&G Pensions
24/05/2019	NatWest Bank	BACS24/5-	49,044.84			520	49,044.84	May Salary Payments
24/05/2019	NatWest Bank	BACS24/5-	205.25			520	205.25	May Mayor's Car Allowance
28/05/2019	NatWest Bank	BACS28/5	24,230.33			516	9,945.10	May KCC Pensions
						515	14,285.23	May HMRC
30/05/2019	NatWest Bank	DD30/5	186.66			516	186.66	May NEST Pensions
Total Payments for Month			76,734.44	0.00	0.00		76,734.44	
Balance Carried Fwd			1,000.00					
Cash Book Totals			77,734.44	0.00	0.00		77,734.44	

Date: 12/07/2019

Sevenoaks Town Council

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Cash Book 5

User: MB

Payroll A/c

For Month No : 3

Receipts for Month 3

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 : 04/06/2019	3,265.10					
	Nat West - Current Account	3,265.10			205	3,265.10	May Legal General Transfer
	Banked on : 25/06/2019	52,947.72					
	Nat West - Current Account	52,947.72			205	52,947.72	June Salaries
	Banked on : 26/06/2019	24,431.14					
	Nat West - Current Account	24,431.14			205	24,431.14	June HMRC/KCC
	Banked on : 28/06/2019	3,668.21					
	Nat West - Current Account	3,668.21			205	3,668.21	June Nest/Legal&General
	Total Receipts for Month	84,312.17	0.00	0.00		84,312.17	
	Cash Book Totals	85,312.17	0.00	0.00		85,312.17	

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Sevenoaks Town Council

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Cash Book 5

User : MB

Payroll A/c

For Month No : 3

Payments for Month 3

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>
04/06/2019	LEGAL&GENERAL	DD 040619	3,265.10			516	3,265.10	MAY LEGAL&GENERAL
25/06/2019	STC EMPLOYEES	BAC	52,755.76			520	52,755.76	June STC Monthly Salaries
25/06/2019	MAYOR	BAC	191.96			520	191.96	June Mayor Allowance
26/06/2019	HMRC&KCC	BAC	24,431.14			516	9,966.52	June KCC
						515	14,464.62	June HMRC
28/06/2019	NEST	DD 280619	203.65			516	203.65	June NEST paymen
28/06/2019	LEGAL&GENERAL	DD 2806/02	3,464.56			516	3,464.56	June L&G Payment
Total Payments for Month			84,312.17	0.00	0.00		84,312.17	
Balance Carried Fwd			1,000.00					
Cash Book Totals			<u>85,312.17</u>	<u>0.00</u>	<u>0.00</u>		<u>85,312.17</u>	

Date: 13/06/2019

Sevenoaks Town Council

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Cash Book 6

User : MB

Petty Cash

For Month No : 2

Receipts for Month 2

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		1,056.28				1,056.28	
Banked on : 08/05/2019		184.66					
	Nat West - Current Account	184.66			210	184.66	top up petty cash
Banked on : 14/05/2019		0.94					
Correction	Overs & Unders	0.94			299	0.94	Overpayment reversal
Banked on : 17/05/2019		293.39					
	Nat West - Current Account	293.39			210	293.39	top up petty cash
Total Receipts for Month		478.99	0.00	0.00		478.99	
Cash Book Totals		1,535.27	0.00	0.00		1,535.27	

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Sevenoaks Town Council

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Cash Book 6

User : MB

Petty Cash

For Month No : 2

Payments for Month 2

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
01/05/2019	Community Centre	334	42.54			6520 36	42.54	tea,milk,cakes
01/05/2019	Open Spaces	335	1.75			6900 21	1.75	1 pair of latex gloves
01/05/2019	Bat&Ball Station	336	14.00			5410 30	14.00	deposit for framing 3 pictures
07/05/2019	Bat&Ball Station Cafe	337/A	60.37			6500 30	60.37	goods for resale
07/05/2019	Bat&Ball Station cafe	337/B	6.50		1.08	5500 30	5.42	bowls,boards
07/05/2019	Bat&Ball Station Cafe	337/C	2.55		0.43	6500 30	2.12	goods for resale
07/05/2019	Bat&Ball Station Cafe	337/D	0.79		0.13	6013 30	0.66	bin liners
07/05/2019	Bat&Ball Station Cafe	337/E	0.09			6900 30	0.09	carrier bag
07/05/2019	Vine Cafe	338	22.35			6500 28	22.35	goods for resale
09/05/2019	Cemetery	339/A	19.30			6330 22	19.30	milk,sugar,coffee,te
09/05/2019	Cemetery	339/B	1.00		0.16	6330 22	0.84	squash
09/05/2019	Cemetery	339/C	11.29			5500 22	11.29	light bulb&paint brushes
09/05/2019	Open Spaces	340/A	13.05			6330 21	13.05	milk,sugar,coffee
09/05/2019	Open spaces	340/B	4.99			6900 21	4.99	marker pens
10/05/2019	Bat&Ball Station Cafe	341/A	25.00			6900 30	25.00	keys
10/05/2019	Bat&Ball Station Cafe	341/B	6.51		1.09	5410 30	5.42	wood glue
10/05/2019	Bat&Ball Station cafe	341/C	10.10		1.68	6013 30	8.42	cleaning supplies
10/05/2019	Open Spaces	342	40.00			520	40.00	salary advance
13/05/2019	establishments	343/A	40.00		6.66	6330 31	33.34	wine for ATM meeting
13/05/2019	establishments	343/B	11.50		1.92	6330 31	9.58	juice for ATM meeting
13/05/2019	establishment	343/C	2.20			6330 31	2.20	milk for ATM meetin
14/05/2019	Bat&Ball Station Cafe	344/A	42.48			6500 30	42.48	goods for resale
14/05/2019	Bat&Ball Station Cafe	344/B	4.50			6013 30	4.50	broom
14/05/2019	Bat&Ball Station Cafe	344/C	4.25			6900 30	4.25	flowers
15/05/2019	Council offices	345	3.50			6330 31	3.50	tea bags
15/05/2019	Bat&Ball Station	346	13.20			9062 91	13.20	LR train ticket to HOD
15/05/2019	markets	347	19.50			1019 60	19.50	return of float
15/05/2019	Town Partnership	348	21.96			7616 40	21.96	supplies for Wellbeing Show
20/05/2019	Vine Cafe	349/A	8.00		1.33	5500 28	6.67	cake boxes,liners&board
20/05/2019	Vine Cafe	349/B	27.65			6500 28	27.65	goods for resale
20/05/2019	Bat&Ball Station	350/A	7.99		1.32	6900 30	6.67	photo fram,table clothes
20/05/2019	Bat&Ball Station	350/BV	5.50			6900 30	5.50	parking@WBS to promote B&B.St
21/05/2019	QH Allotments	351	6.00			6002 23	6.00	parking@WBS to promote QH A
21/05/2019	In Bloom	352	24.57		0.71	6865 26	23.86	plants
29/05/2019	Community Centre	353/A	3.79			5410 36	3.79	battery
29/05/2019	Community Centre	353/B	36.55			6520 36	36.55	cakes,milk,coffee
30/05/2019	establishments	354	3.00			6900 31	3.00	parking

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Sevenoaks Town Council

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Cash Book 6

User : MB

Petty Cash

For Month No : 2

Payments for Month 2

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>
30/05/2019	Bat&Ball Station	355	25.00			5500 30	25.00	mirror
31/05/2019	Bat&Ball Station Cafe	356/A	75.19			6500 30	75.19	goods for resale
31/05/2019	Bat&Ball Station cafe	356/B	5.00			6013 30	5.00	handwash
Total Payments for Month			673.51	0.00	16.51		657.00	
Balance Carried Fwd			861.76					
Cash Book Totals			<u>1,535.27</u>	<u>0.00</u>	<u>16.51</u>		<u>1,518.76</u>	

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Sevenoaks Town Council

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Cash Book 6

User: MB

Petty Cash

For Month No : 3

Receipts for Month 3

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	861.76				861.76	
	Banked on : 06/06/2019	295.35					
	Nat West - Current Account	295.35			210	295.35	top up petty cash
	Banked on : 21/06/2019	225.98					
	Nat West - Current Account	225.98			210	225.98	Top up Petty Cash
	Total Receipts for Month	521.33	0.00	0.00		521.33	
	Cash Book Totals	<u>1,383.09</u>	<u>0.00</u>	<u>0.00</u>		<u>1,383.09</u>	

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Sevenoaks Town Council

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Cash Book 6

User : MB

Petty Cash

For Month No : 3

Payments for Month 3

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
04/06/2019	Cemetery	357	4.00			6900 22	4.00	Swellgel
04/06/2019	Vine Cafe	358/A	45.99			6500 28	45.99	Goods for resale
04/06/2019	Vine Cafe	358/B	0.10			6900 28	0.10	Bag
05/06/2019	Council offices	359/A	1.09			6330 31	1.09	milk
05/06/2019	Council offices	359/B	3.44		0.57	6013 33	2.87	hand wash x4
05/06/2019	Council offices	360	35.00			6330 31	35.00	graved tankard retirement gift
06/06/2019	community centre	361/A	6.24		1.04	5410 36	5.20	screwdriver
06/06/2019	community centre	361/B	18.25			6520 36	18.25	cakes, milk, tea
06/06/2019	council offices	362	3.00			6900 31	3.00	parking
10/06/2019	Youth cafe	363/A	38.11			6500 50	38.11	Goods for resale
10/06/2019	Youth cafe	363B	0.10		0.02	6900 50	0.08	Carrier bag
10/06/2019	Open spaces	364	50.00			520	50.00	salary advance
11/06/2019	B&B Station cafe	365/A	47.69			6500 30	47.69	Goods for resale
11/06/2019	B&B Station Cafe	365/B	5.00		0.83	6500 30	4.17	Goods for resale
11/06/2019	B&B Station Cafe	365/C	0.09		0.01	6900 30	0.08	Carrier bag
12/06/2019	B&B Station Cafe	366/A	8.80			6500 30	8.80	Goods for resale
12/06/2019	B&B Station cafe	366/B	4.50			5500 30	4.50	cookie cutters
12/06/2019	Vine Cafe	366/C	6.56			6500 28	6.56	Goods for resale
13/06/2019	council offices	367	1.50			5410 33	1.50	picture hooks
13/06/2019	Open spaces	368	27.55			6330 21	27.55	milk, tea, coffee, sugar
13/06/2019	Open spaces	369	18.75			5410 21	18.75	new keys
14/06/2019	council offices	370	7.40			6210 31	7.40	postage
19/06/2019	Open spaces	371/A	4.50			6900 22	4.50	Swellgel
19/06/2019	QH Allotments	371/B	5.43			6210 31	5.43	Postage
24/06/2019	Open spaces	372	3.10			6410 31	3.10	1x ball jute string
24/06/2019	B&B Station Cafe	373/A	52.10			6500 30	52.10	Goods for resale
24/06/2019	B&B Station Cafe	373/B	2.10			6900 30	2.10	Carrier bags
24/06/2019	B&B Station Cafe	373/C	11.00			5500 30	11.00	Kitchen Equipment
24/06/2019	B&B Station Cafe	373/D	9.00			6200 30	9.00	Stationery
25/06/2019	Youth Cafe	374/A	35.33			6500 50	35.33	Goods for resale
25/06/2019	Youth Cafe	374/B	0.20		0.04	6900 50	0.16	Carrier bags
26/06/2019	Youth Cafe	375	6.17			6500 50	6.17	Goods for resale
26/06/2019	council offices	376	1.00			6900 31	1.00	parking

Total Payments for Month

463.09

0.00

2.51

460.58

Balance Carried Fwd

920.00

Cash Book Totals

1,383.09

0.00

2.51

1,380.58

Sevenoaks Town Council**Finance & General Purposes Committee 22nd July 2019****Hospitality Report**

	Date of Offer	By Whom	Hospitality Details	To	Value
1	21.6.19	Wagamama	Voucher	Mayor	£40
2	21.6.19	Wagamama	Voucher	Town Clerk	£40

Sevenoaks Town Council

Press Policy

1. Introduction

Sevenoaks Town Council welcomes enquiries from the Press and Media and recognises its relationship with the press helps communication with residents. The Council seeks to be as transparent as possible, cooperating always with the press and using the opportunities of the media to publicise events, projects and works being organised. The press is permitted to attend all meetings of the Council and its committees, unless excluded under the Public Bodies Admission to Meetings Act 1960.

2. Purpose

The aim of the policy is to ensure that Sevenoaks Town Council communicates through the press in the best way possible, reflecting the corporate view of the Council, without inhibiting councillor's individual roles.

3. Scope

The Media Policy includes:

- Official council press releases
- Councillor press correspondence
- Press protocol
- Social Media

The same principles apply for the written press, radio, television and other media.

4. Policy

a) Council Press Releases

i) Press releases and statements will be prepared and issued by the Town Clerk in consultation with Members as required;

ii) The Town Clerk will act as the Council's Press Officer. Any official contact with the media concerning the Council's policies, the decisions it makes and services it provides are to be initiated through the Town Clerk or delegated officers;

iii) Members who identify a media opportunity should discuss this with the Town Clerk who will, in consultation with other Members as appropriate, decide how this will be followed up;

iv) If a Member or an employee receives an approach or enquiry from the media about any matter relating to the Town Council, it should be referred to the Town Clerk;

v) Where possible, press releases will include a quote from the Mayor or relevant Committee Chair.

vi) Press releases should include a relevant picture, in a print quality digital file type attached as a separate document to the text document.

vii) All press releases will be uploaded to the Town Council's website.

b) Councillor Press Correspondence

i) Individual Councillors can make their own statements relating to local issues and this policy is not designed to prevent any Member expressing a personal opinion through the media. Indeed, engaging directly with the press and social media can be a key tool for members seeking to engage with residents, represent local views and take part in public debate. However, Members must make it clear that any views expressed which differ from Council policy are their own personal views and should be recorded as such;

ii) Such releases, political or non-political, should bear no reference whatsoever to the Council or any officer and must not use the Council logo. Neither the Council address, telephone number nor website should be included as a point of contact;

iii) Where a journalist wishes to confirm what was said by an individual Councillor during a Council meeting, they will be referred to the Town Clerk.

c) Press Protocol

i) The Town Clerk is responsible for issuing official press releases on behalf of the Town Council;

ii) When the media seeks information on an issue that is, or likely to be, subject to legal proceedings then where necessary advice will be obtained from the Council's solicitor before any response is made;

iii) All press releases and other materials are filed for reference by the Town Clerk.

5. The Legal Framework

- a. The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988, The Freedom of Information Act 2000 and the Transparency Code 2015, as a minimum.
- b. The Council must also have regard to the government's Code of Recommended Practice on Local Authority Publicity.
- c. The Town Council's adopted Standing Orders should be adhered to.
- d. The Town Council's GDPR / Data Protection Policy should be adhered to.

Social Media & Networking Policy

PURPOSE

This policy is provided so that users are aware of the Council's stance and their personal responsibilities for the appropriate use of social media facilities they may access.

Within the policy scope are the uses of both the intranet and other external websites and online blogging facilities. This policy is necessary since many employees and volunteers enjoy sharing their knowledge and experience with others of similar roles and interests. Sevenoaks Town Council encourages these online activities and acknowledges that staff can improve their personal skills and experience through relevant interactions with others outside the Council. However, the Council has responsibility to ensure the operational effectiveness of its business, including its public image and for the protection of its information assets of all kinds. This involves ensuring confidentiality and maintaining security in accordance with good practice.

Staff whose role includes establishing, contributing to and maintaining official blogs and websites are guided via their individual job descriptions and related work instructions.

SCOPE

This policy applies to all employees employed by and working on behalf of Sevenoaks Town Council including contracted, non-contracted, temporary, honorary, secondments, bank, agency, or volunteers.

Users who are found to breach this policy on use of social media will be managed in line with the Council's Disciplinary Policy.

3.0 GUIDANCE

Social Media is the term commonly used for web-based and other mobile communications technologies that enable messages and opinions to be shared in dialogue with others.

Social Networking is the use of interactive web-based sites or social media sites, allowing individuals on-line interactions that mimic some of the interactions between people with similar interests that occur in life. Popular examples include Facebook.com, Twitter.com and LinkedIn.com.

Social Engineering is the method whereby an attacker uses human interaction (social skills) to deceive others to obtain information about an organisation and its information assets. An attacker may potentially masquerade as a respectable and plausible person claiming bona fide interest in the information concerned e.g. posing as a member of the organisation's staff or maintenance contractor etc.

Blogging or Tweeting is using a public website to write an on-line diary (known as a blog) or sharing thoughts and opinions on various subjects. Blogs and Tweets are usually maintained by an individual with regular entries of commentary, descriptions of events, and may include other material such as graphics or video. Many blogs and tweets are interactive allowing visitors to respond leaving comments or to potentially send messages to others. It is increasingly common for blogs to feature advertisements to financially benefit the blogger or to promote a blogger's favourite cause. The word blog is derived from the phrase Web LoG. Examples of these websites include Twitter.com and Blogging.com.

3.2 Private use of Social Media:

Never update your status telling people you are on holiday or not at home. For reason of personal security and insurance companies view this as not taking 'all precautions necessary to prevent a theft' and as such your home insurance could be void should your property be broken into.

The internet is a public resource; once you put something on a social networking site the site owns all the rights to the information including the copy rights to all photographs.

Employees **may** use their designated facilities (e.g. normal workstation) for their private social media purposes during their work breaks **ONLY**. This access is based on trust which may be removed if trust is breached. Please be aware a breach of these rules may lead to formal disciplinary action.

Users are ultimately responsible for their own online behaviour. Staff and volunteers must take care to avoid online content or actions that are inaccurate, libellous, defamatory, harassment, threatening or may otherwise be illegal. It is possible for staff or contractors to be subject to civil proceedings or criminal prosecution.

It is important to remember that adhering to the Confidentiality Clauses in your contract applies equally whilst not at work as at work when any inference is made to work, either specifically or indirectly.

Users are not authorised on any social network to communicate by any means on behalf of the Council unless authorised in writing by the Mayor, or Town Clerk.

Where the Council allows access to the internet accessing any social networks is at the sole discretion of the Council and this is a privilege which may be removed without notice.

3.3 Sensitive and Confidential Information:

Users and contractors who use social media must not disclose information relating to the Council or which may be:

- Sensitive or
- Confidential or
- That is subject to a non-disclosure contract or agreement.

This applies to information about staff, Councillors, volunteers, local people. Suppliers and other information about the council and its day to day activities.

3.4 Departments considering using Social Media

The Clerk or Deputy Clerk may choose that using social media as means for communication has a benefit; however certain considerations must be made when scoping the use of social media.

Moderating the site must be done on the 5 working days of each week (Monday-Friday), in order that any malicious or malevolent comments are removed as soon as possible. This must be undertaken within the Council.

- Disclaimers on a social media sites do not remove the Council's obligations to accuracy and implications.
- Comments made to a social network site belong to the Council can be disclosed under the Freedom of Information Act 2000.
- A fully risk assessed business case must be completed identifying how the former issues are going to be addressed.

Sevenoaks Town Council

Finance & General Purposes Committee 5th August 2019

Public Works Loan Board

Sevenoaks Town Council received funds of £1.4m into its bank from the Public Works Loan Board on 15th July 2019.

The funds will be invested in line with Sevenoaks Town Council's Investment Policy until required for payments for the new Bat & Ball Centre.

**Minutes of Sevenoaks Town Partnership Meeting held at the Town Council Chamber
On Wednesday 10th July 2019 at 6.30 p.m.**

Executive Board:**Executive Board**

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

Mary Hayward – National Trust, Knole

Cllr Richard Parry – Sevenoaks Town Council

Cllr Victoria Granville-Baxter – Sevenoaks Town Council

Susan Evans – Sevenoaks Visual Arts Forum

Richard Baxter – Sevenoaks Society

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

Nominees have all been informed, with judging taking place on Tuesday 6th August. Eddie the Eagle has been confirmed as guest speaker on 13th September.

6. Member Organisations

Glenn Ball – Vine Pavilion Ramp completed and was recently opened by the Mayor followed by Afternoon Tea.

Go-Coach – Enjoying a busy time and are preparing for the Sevenoaks Bus Network Consultation which takes place on the 25th July from 1-3.30pm at STC offices.

Senior Citizens Forum – Working on a loneliness and isolation report and research into transportation.

Sevenoaks Society – Thanked STC for the sponsorship of their recent exhibition which was a huge success. They now have a slideshow of the event available on their website.

Warners – Noted that they are enjoying a busy time at the moment.

Chamber of Commerce – Noted that they have had a busy few weeks with their annual golf day, which was a huge success raising over £2,000 for Lavender Fields and money for their three charities, along with their Summer reception at Wildernesse House, which was well attended and lots of fun. Also the Mixed Generation event and a Work Experience Week, Liz Dolding, speaking on behalf of Julie Phillips thanked Go-Coach and STC for providing transportation. The first Wednesday event will be held on the 7th August at the Vine Pavilion.

Knole – Reported a very busy June in which they held a Conservation Week, with 14 school visits and 31 group visits. They also held story telling and Babychino coffee mornings which proved to be a great success. Four tours were organised for visually impaired visitors. They have also been busy with their VIP/Celebration events as part of the evaluation process of the completion of their Heritage Lottery Funding.

Sevenoaks Visual Arts Forum – This group of 80 artists operate within the Kaleidoscope Gallery at Sevenoaks Library. They aim to network and are hoping to produce signage to help make more people aware of the space they work within.

Pink Week – The organisation of Pink Week is picking up speed with lots of new events being added to this year’s calendar. Sevenoaks Boxing Club will be holding a men’s and ladies boxing event, with the ladies theme being ‘Fight Like a Girl.’ Talks are ongoing to organise a cooking competition and some pamper evenings.

Sevenoaks Town Council – Work has been delayed on the ramp at Bat & Ball Station due to problems with Network Rail and the HV and Doo cables. Construction of the Bat & Ball centre will begin soon. The Neighbourhood Development Plan will be resurrected, with the Arts Quarter of particular interest and aiming to hold a referendum in February 2020. The Community Rail Partnership is aiming to launch in September 2019. STC continue lobbying SDC to move the Wednesday market to the High Street.

Stag – Managed to secure the film Vita & Virginia, starting on Friday 12th July. The film was filmed at Knole over three days last year and it would be good to get lots of promotion for the film. The Stag Arts Festival will take place during the month of September, with a flag initiative to mark the 10 years since the Town Council took the lease on the Stag.

7. Date of next meeting

The next STP meeting will take place on 4th September at 6.30pm at the Town Council Chamber.

8. Press Release

None suggested.

There being no further business the Chairman closed the meeting at 7.40 pm.

Sevenoaks Town Council

Current Matters

Agenda Item 15 (a)

Item	Minute No		Status	Latest update
1	08 – F&GP 3.4.2017 263 – F&GP 18.9.2017 222 - OSL 3.9.18	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>Full report to 05.08.2019 F&GP.</i></p>
2	CIC Minute 395	Bat & Ball Station		<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> <p><i>The Network Rail requirements and associated delays have added considerably</i></p>

Item	Minute No		Status	Latest update
				<p>to the coast of the project – full extent to be confirmed.</p> <p>Ancillary Works 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>Feasibility report prepared. Funding application made to KCC. Temporary repair to roof to be carried out.</p> <p>South Eastern Local Enterprise Partnership – to be reviewed on 8th March 2019 re application for £265,000. £25,000 CIL funds set aside New Planning Application submitted</p> <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. The Town Council has applied to HMRC for Option to Tax on Business Hub. SELEP Funding unsuccessful in March potential for funding in June or CIL Funding in July 2019.</p> <p><i>SELEP funding bid was also unsuccessful in June 2019. CIL Funding applications delayed until at least October 2019, criteria changed.</i></p>
4	33(i) – CIC 23.4.2018	Sevenoaks Day Nursery		<p>The Sevenoaks Day Nursery have finalised its plans for a replacement portable buildings on the community centre site. STC has provided a 25-year peppercorn lease and 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.</p>

Item	Minute No		Status	Latest update
				<p>This matter is currently being finalised to be able to complete the lease. Sevenoaks Day Nursery hope to start its installation from the beginning of June 2019. <i>Delayed until July 2019.</i></p>
5	33(i) – CIC 23.4.2018 27 (i) CIC 20.08.18	Bat & Ball Centre		<p>Planning Application granted 8.11.2018 Amended planning application for materials submitted. 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>
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

Item	Minute No		Status	Latest update
				<p>thereby enabling the District Council additional revenue income</p> <ul style="list-style-type: none"> 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 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 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. The Town Council has been informed by the Market Traders that they submitted a</p>

Item	Minute No		Status	Latest update
				<p>petition on this topic to Sevenoaks District Council.</p> <p>The Town Council are putting in place plans for the annual national Love Your Local Market Campaign which takes place between 17th – 29th May. It is hoped that all the Market Traders will support this initiative.</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 to be 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>

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>

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 10 (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> <p><u>Ancillary Works</u> The Cycle Racks, additional streetlight and signage post had been installed adjacent to platform 2.</p>

Agenda Item 10 (b)

No	Project	Details	Proposed target timescale	£	Update / comment
	CIC 15.4.2019 Minute 31				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. Access to Otford Road. Details to be drawn up. Kent County Council are currently being consulted on land requirements.
3	Greatness Football Pavilion	Review under proposals for improvements to Greatness area	March 2015	£1,500,000 £50,000*	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 and community space for hire. Consideration to be given to joint management of facility.
4	Neighbourhood Development Plan for Sevenoaks	To provide a long term sustainable plan for the Sevenoaks	March 2017	£20,000 approx	New public toilets installed. CIL Funding allocated towards this facility. 3G Official launch Saturday 9 th September 2018. Questionnaire for public on line and distributed to all households from 11.04.2014. Children competition – excellent entries received. Questionnaire responses being analysed.

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 10 (b)

No	Project	Details	Proposed target timescale	£	Update / comment
	CIC 07.01.2019 Minute 393 (x)			£300,000 (Cap projects)	<p>SDC circulating questionnaire re Economic Development and willing to share data. 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>Original Draft Timetable Draft Plan present to NDP Cttee Feb 2018 Public consultation on draft plan July 2018 Amendments Aug 2018 Submission to SDC examination Sept 2018 Pre examination consultation Oct 2018 Amendments Dec 2018 Referendum Feb 2019 Plan is made Early / mid 2019</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. SDC had stated should be delayed until Local Plan completed.</p> <p>Liaison meeting arranged for May 2019.</p>

Agenda Item 10 (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: (TBC)</i>
6	Business Hub	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. The Town Council has also submitted an Expression of Interest to the SELEP (South Eastern Local Enterprise Partnership) for a grant of £265,400. The Expression of Interest has been accepted and the Town Council completed a full application which was to be reviewed on 7 th December 2018. 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

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

Agenda Item 10 (b)

No	Project	Details	Proposed target timescale	£	Update / comment
	CIC 15.04.2019 Minute No 30 v)				<p>8th 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.</p> <p>14 tenders were returned 5th April 2019.</p> <p>The Town Council has applied to HMRC for Option to Tax on Business Hub.</p> <p>The SELP funding had not been granted in March 2019. IT was possible that it could be available in June 2019. <i>Unsuccessful.</i></p> <p>Alternatively the Town Council could consider applying for a CIL grant in July 2019. <i>Delayed until October 2019.</i></p>

PRIORITY TWO**Agenda Item 10 (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'.

PRIORITY THREE**Agenda Item 10 (b)**

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.

Sevenoaks Town Council

Priorities [Note updated with 2015 Blue Skies Proposals]

No	Project	Details	Proposed target timescale	£	Update / comment	Agenda Item 10 (b)
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]

COMPLETED

Agenda Item 10 (b)

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 10 (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.

F&GP Committee 31.07.2019
Sevenoaks Town Council

Agenda Item 10 (b)

Priorities [Note updated with 2015 Blue Skies Proposals]

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>
				30,000	<p>Replacement flat roof. Quotations obtained and agreed. CIL funding allocated. Order placed. Work completed.</p>
				35,000	<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>