

# Sevenoaks TOWN Council



Budget 2020/21

version  
Final

Sevenoaks Town Council  
**2020/21 Revenue Budget Proposal**  
**Finance & General Purposes Committee**  
 Recommendation to committee 20th January 2020

Assumptions	2017/18	2018/19	2019/20	2020/21
General Inflation	2%	3%	3%	3%
Payroll	2%	2%	3%	3%
Income-Fees & Charges	3%	3%	3%	3%

Sevenoaks Town Council  
**Summary of 2020/21 Draft Proposals**

**FINANCIAL & GENERAL PURPOSES COMMITTEE SUMMARY**

	Ref.	Actual	Actual	Actual	Budget	Actual	Forecast	Budget	
		2017/18	2018/19	'2019/20		2019/20 YTD	2019/20	2020/21	% mvmt on previous budget
		£	£	£		£	£	£	
Vine Café	28	22,956	23,909	12,170				19,566	
Bat & Ball Station Building	30	-	12,559	(1,134)				(39)	
Central Services	31	629,373	631,435	673,540				639,931	-5%
Finance Costs	31	(8,225)	(12,844)	(6,000)				(8,000)	33%
General	32	22,597	30,753	30,200				29,500	-2%
Council Offices	33	32,458	45,018	47,485				50,321	6%
Community Grants	38	44,010	56,004	57,000				59,250	4%
Community Centre	36	(13,503)	(20,264)	(12,432)				3,737	-130%
Letting of Non-operational Property	39	(5,728)	(920)	(7,900)				(8,000)	1%
Sevenoaks Town Partnership	40	5,000	6,314	5,000				5,000	0%
Business Hub	41	-	-	(9,280)				800	
Youth Café	50	4,010	15,948	29,620				28,207	-5%
Markets	60	-	-	-				-	
		<b>732,949</b>	<b>787,912</b>	<b>818,268</b>		<b>0</b>	<b>0</b>	<b>820,273</b>	

% Mvmt on previous budget

**OPEN SPACES & LEISURE COMMITTEE SUMMARY**

	Ref.	Actual	Actual	Budget	Actual	Forecast	Budget	% mvmt on previous budget
		2017/18	2018/19	'2019/20	2019/20 YTD	2019/20	2020/21	
		£	£	£	£	£	£	
General	21	219,453	257,939	260,002			277,730	7%
Greatness Cemetery	22	1,575	18,613	11,724			34,782	197%
Allotments	23	1,328	(405)	135			1,213	799%
Street Lighting and General	26	16,719	19,878	21,626			20,709	-4%
Vine Grounds	29	15,394	22,142	20,000			21,472	7%
		<b>260,709</b>	<b>318,167</b>	<b>330,395</b>			<b>355,906</b>	

% Mvmt on previous budget

#### REVENUE FUND SUMMARY

	Ref.	Actual	Actual	Budget	Actual	Forecast	Budget	% mvmt on previous budget
		2017/18	2018/19	'2019/20	2019/20 YTD	2019/20	2020/21	
		£	£	£	£	£	£	
Planning Committee	1	32,082	33,387	35,630			36,785	3%
Open Spaces & Leisure Committee	2	254,469	318,167	313,487			355,906	14%
Finance/General Purposes Committee	3	732,949	787,912	818,268			828,586	1%
		<b>1,019,500</b>	<b>1,139,466</b>	<b>1,167,385</b>			<b>1,221,276</b>	
Less: Government Revenue Support Grant		-	-	-	-	-	-	
Add: Appropriation to/(from) Balances		-	-	(7,312)			(26,000)	
Transfer to Revenue Reserves							20,000	
Precept		<b>972,127</b>	<b>1,018,622</b>	<b>1,088,593</b>			<b>1,215,276</b>	
% Mvmt on previous budget								
Council Tax Base i.e. Band D equivalents		9,315	9,470	9,638			9,691	
Council Tax per year		<b>£110.53</b>	<b>£114.95</b>	<b>£118.43</b>			<b>£125.41</b>	
Increase (£)			£4.42	£3.48			£6.98	
% increase		4.74%	4.00%	3.03%			5.89%	
Council Tax per week		<b>£2.13</b>	<b>£2.21</b>	<b>£2.28</b>			<b>£2.41</b>	
Increase per week (£)			£0.08	£0.07			£0.13	

#### Note:

The number of Band D households information was received from Sevenoaks District Council in December 2019



## Sevenoaks Town Council

## 2020/21 Forecasts

## PLANNING COMMITTEE (including Licensing) Cost Centre 11

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Gross Pay - Administration	4010	31,301	31,920	33,200	16,600	33,200	33,376
Employer Pension Contribution	4270	-	-	-	-	-	1,565
Computer/database	6240	299	334	530	66	132	544
Professional Fees	6630	42	983	1,600	339	678	1,000
Books and Periodicals	6720	290	-	300	-	0	300
Sevenoaks Conservation Council	7500	150	150	-	-	-	-
		<b>32,082</b>	<b>33,387</b>	<b>35,630</b>	<b>17,005</b>	<b>34,010</b>	<b>36,785</b>
% Mvmt on previous budget							3%

## Sevenoaks Town Council

## 2020/21 Forecasts

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

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Gross Pay	4010	137,425	147,537	170,090	87,267	177,411	191,421
Employers Pension Contribution	4270	7,663	8,466	11,380	4,852	9,908	12,597
Graffiti and gum removal	5013	1,469	13	1,000	44	706	1,000
Lr St Johns WCs (rates, cleaning, water, repairs)	5025	5,588	12,677	7,152	5,206	9,902	10,500
Greatness Rec WCs (rates, cleaning, water, repairs)	5026		2,327	4,000	1,237	2,501	3,000
Seats & Litter Bins (Exc Vine)	5050	4,043	2,685	2,700	241	569	2,780
Tree Sev Common	5060	2,737	2,645	3,600	3,015	3,736	3,700
Tree Safety Survey	5065	4,150	2,505	3,700	2,350	2,350	3,800
Woodlands	5070	4,284	3,200	3,300	1,116	3,500	3,300
Knole Paddock and Pavilion	5110	264	1,972	2,080	421	1,010	1,500
Knole Paddock Pitch and ground maintenance	5120	5,396	2,433	5,000	1,010	2,424	3,500
Misc. Open Spaces and play areas	5310	60,464	62,681	20,000	16,746	33,492	15,600
Greensands Common	5310		-	1,500		0	1,500
Skate Park maintenance	5316	2,089	2,550	2,500	602	625	2,575
Raleys car park	5317	506	521	480	486	486	500
Fertilisers	5320	1,389	134	1,200		1,200	1,200
Grass Seed	5330	1,095	885	2,000	2,143	2,143	2,100
Plants	5340	3,089	2,165	2,700	1,001	2,013	2,500
Repairs and general maintenance	5410	1,498	5,196	1,500	240	1,007	1,500
Equipment - Hired & New	5500	6,857	6,611	8,000	23,923	28,055	8,250
Equipment Maintenance (incl tractor)	5525	8,448	7,304	8,000	1,452	7,500	8,000
Vehicle expenses (incl vans)	5550	2,681	4,638	4,500	2,491	4,500	4,500
Fuel	5700	5,500	6,170	6,200	2,393	6,000	6,200
Rent, Rates & Water	6000	1,250	(25)	1,600	310	1,000	1,200
Light Heat and Cleaning	6010	2,240	2,385	2,100	562	1,920	2,100
Telephone	6101	206	174	200	87	180	200
Mobile Telephone	6104	154	146	300	76	146	200
Staff Training	6320	2,078	3,470	2,500	1,653	2,500	3,000
Welfare/hospitality	6330	114	138	200	75	134	200
Subscriptions and professional fees	6730	141	282	200		0	200
Road Dues - Oakhill Rd/Woodside	6812	1,447	1,025	2,000	-	1,500	1,500
Bus Shelter Maintenance	6851	317	65	170		0	175
Sundry Expenses	6900	107	3	100	11	26	100
Health & Safety/ Risk Assessments	6922	664	795	1,500	806	1,526	1,550
Alarm maintenance	6930	812	764	720	63	701	740
CCTV Maintenance	6931	770	270	1,200		800	1,200
Waste collection - Dog bins	6934	2,457	3,167	2,800	1,310	2,620	2,800
Waste collection and disposal - Bins	6935	4,631	2,783	4,100	1,716	4,106	4,220
Protective clothing	6952	1,331	1,705	1,400	1,284	2,000	1,450
Letting and Hire of Facilities	1022	(30,694)	(33,732)	(30,000)	(3,310)	(30,000)	(30,900)
Raleys car park	1316	(1,823)	(1,468)	(1,750)	(17)	(1,791)	(1,750)
Grant Income	1350	(28,933)	(5,341)	-	(1,228)	(45,073)	-
Income from other depts.	1470		(25)	-		0	-
insurance Claims	1550	(3,011)		-		0	-
Log Sales	1850	(832)	(1,549)	(1,200)		(1,000)	(1,236)
Sundry Income	1990	(608)	(2,408)	(720)	(24,364)	(25,083)	(742)
		<b>219,453</b>	<b>257,939</b>	<b>260,002</b>	<b>137,270</b>	<b>217,250</b>	<b>277,730</b>
% Mvmt on previous budget				-1%			7%
% Mvmt on 2018/19 Forecast				13%			28%



## Sevenoaks Town Council

## 2020/21 Forecasts

## GREATNESS CEMETERY Cost Centre 22

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Gross Pay - Administration	4010	60,706	61,829	64,920	33,200	76,833	88,291
Employers Pension Contribution	4270	5,234	5,582	6,084	2,784	5,881	7,430
Cem - Chapel and Office	5210	292	1	200	-	0	206
Workshop/messroom maintenance	5230	131	1,057	170	187	250	175
Repairs & General Maint	5410	1,809	1,182	1,000	57	750	1,000
Equipment - Hired & New	5500	2,044	2,007	2,200	1,617	2,550	3,200
Equipment Maintenance	5525	2,340	3,748	2,500	2,103	3,000	2,500
Fuel	5700	796	939	950	284	588	700
Rent, Rates and Water	6000	4,585	6,246	5,900	3,169	6,403	6,570
Light Heat & Cleaning	6010	845	1,599	1,200	441	1,200	1,240
Telephone	6101	733	492	740	302	619	750
Mobile Telephone	6104	83	100	100	58	120	120
Printing Postage and Stationery	6200	9	369	400	-	0	100
Computer - cemetery database	6240	1,248	328	390	-	372	400
Training	6320	870	460	1,500	318	1,300	2,000
Welfare/hospitality	6330	145	166	150	98	160	170
Goods for Resale	6500	-	-	200	155	200	200
Professional fees	6630	-	90	100	95	190	100
Subscriptions	6730	68	90	100	95	190	100
Trees, Turf & Fertilisers	6802	2,623	1,772	3,000	1,057	1,620	3,000
Roads, Paths and Boundaries	6822	1,126	1,595	600	373	895	700
Lawn/ Wall of Remembrance	6832	147	-	100	-	0	100
Sundry expenses	6900	203	88	50	9	22	50
Health & Safety/ Risk Assessment	6922	-	467	970	1,101	1,101	1,000
Alarm Maintenance	6930	573	719	1,150	581	800	800
Cemetery security	6932	4,659	4,452	5,250	2,211	4,422	4,600
Waste collection and disposal	6935	1,122	1,071	1,200	850	1,374	1,230
Protective Clothing	6952	282	435	600	288	500	750
Cemetery Income	1700	(91,098)	(78,271)	(90,000)	(36,305)	(81,000)	(92,700)
Insurance Claims	1550	-	-	-	-	0	-
		<b>1,575</b>	<b>18,613</b>	<b>11,724</b>	<b>15,128</b>	<b>30,340</b>	<b>34,782</b>
% Mvmt on previous budget				<b>-42%</b>			<b>197%</b>





Sevenoaks Town Council  
2020/21 Forecasts  
ALLOTMENTS Cost Centre 23

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Gross Pay - Administration	4010	2,390	4,062	3,500	2,215	4,430	4,595
Employers Pension Contribution	4270	-	-	210	121	210	184
General Maintenance	5410	981	1,113	1,200	288	884	1,200
Equipment-Hired & New	5500		195	-		0	
Rent Rates & Water	6000	1,393	646	1,700	868	1,700	1,751
QH Allotment Costs	6002	669	682		734	762	700
Health & Safety/ Legal Advice	6922	-	-	300	-	-	300
BV Rental Income	1010	(894)	(843)	(938)	(1,000)	(1,000)	(1,141)
QH Rental Income	1047	(3,211)	(6,260)	(5,837)	(5,982)	(5,982)	(6,376)
Capital Expenditure	B/S						
		<b>1,328</b>	<b>(405)</b>	<b>135</b>	<b>(2,756)</b>	<b>2,346</b>	<b>1,213</b>
% Mvmt on previous budget				-96%			801%
% Mvmt on 2019/20 Forecast				-95%			-48%



**Sevenoaks Town Council**  
**2020/21 Forecasts**
**STREET LIGHTING AND GENERAL Cost Centre 26**

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Public Clock Maintenance	6861	314	1,836	800		827	2,908
Street Lighting	6862	13,208	8,796	13,023	14,677	20,691	13,414
In Bloom Costs	6865	13,687	16,789	16,260	13,388	14,038	14,500
Street Lighting - recharges	1263/1480	(6,660)	(5,313)	(7,197)	(8,623)	(15,820)	(8,913)
In Bloom - Contributions	1990/1266	(3,830)	(2,230)	(1,260)	(650)	(650)	(1,200)
Capex	B/S						
		<b>16,719</b>	<b>19,878</b>	<b>21,626</b>	<b>18,792</b>	<b>19,086</b>	<b>20,709</b>
% Mvmt on previous budget				1%			-4%



Sevenoaks Town Council  
2020/21 Forecasts  
CENTRAL SERVICES -VINE CAFÉ Cost Centre 28

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Gross pay - general	4010	46,735	43,921	43,300	29,221	49,642	49,646
Employers Pension Contribution - general	4270	893	1,124	2,640	312	687	2,013
Repairs & General Maintenance	5410	877	346	500	339	678	500
Equipment Hired & New	5500	2,457	2,071	1,800	3,601	3,751	1,800
Equipment Maintenance	5525		653	500	-	0	500
Rent, rates & water	6000	641	2,010	1,200	(97)	(194)	1,200
Light, heat & cleaning	6010	(956)	1,871	1,600	1,027	1,600	1,600
Telephone/broadband	6101	257	-	300	166	332	309
Printing & Stationery	6200		307	30	2	4	30
Postage & Courier	6210	-	60	160	-	0	160
Computer/Database/WPs	6240	104	-	150	129	150	150
Staff Training	6320	143	320	300	-	300	300
Publicity	6460	130	253	250	-	0	250
Goods for Resale	6500	18,325	18,805	20,000	10,275	15,413	20,000
Copyright Fees/Royalties	6533	155	-	300	307	307	320
Professional Fees Licensing	6635	433	431	100	130	130	150
Sundry Expenses	6900	241	179	200	61	200	206
Health & Safety/ Legal Advice	6922	200	54	500	-	500	500
Alarm Maintenance	6930	458	813	500	178	630	515
Vine CafeWaste collection and disposal	6935	936	1,012	2,000	502	1,004	2,060
Vine Café Credit card charges	6976	525	755	550	532	600	567
Sale of Goods	1211	(47,743)	(49,403)	(61,710)	(23,085)	(41,000)	(61,710)
Events Management	1212	(1,855)	(1,673)	(3,000)	-	-	(1,500)
Capital Expenditure	B/S						
		<b>22,956</b>	<b>23,909</b>	<b>12,170</b>	<b>23,600</b>	<b>34,734</b>	<b>19,566</b>
% Mvmt on previous budget							61%
% Mvmt on 2018/19 Forecast				-50%			-44%

## Sevenoaks Town Council

## 2020/21 Forecasts

## OPEN SPACES &amp; LEISURE -VINE GROUNDS Cost Centre 29

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Gross pay - general	4010	7,994	9,693	8,600	4,169	8,695	9,092
Employers Pension Contribution - general	4270	476	496	520	226	452	545
Vine Area -Gen. Maintenance	5010	4,127	4,804	3,500	815	1,630	3,600
Vine Public Conveniences	5020	1,376	7,035	8,000	3,866	7,732	8,500
Rent, rates & water	6000	634	439	720	44	88	515
Light & heat	6010	80	66	250	131	262	-
Publicity	6460	574	418	250	-	0	250
Professional Fees Licensing	6635	-	70	100	70	140	100
Summer concerts	6868	4,067	2,960	3,100	2,093	3,100	3,200
CCTV Maintenance	6931	833	1,124	640	651	1,302	660
Other events net income	1208	(1,337)	(1,523)	(2,000)	-	-	(1,500)
Rental income - Pavilion & Kiosk (was CC39)	1805	(3,090)	(3,090)	(3,180)	(2,318)	(3,090)	(3,090)
Vine Club Insurance Contrib. (was CC21)	1870	(340)	(350)	(500)	(382)	(764)	(400)
						0	
		<b>15,394</b>	<b>22,142</b>	<b>20,000</b>	<b>9,365</b>	<b>19,547</b>	<b>21,472</b>
% Mvmt on previous budget				-9%			7%

## Sevenoaks Town Council

## 2020/21 Forecasts

## CENTRAL SERVICES -BAT &amp; BALL STATION (Café &amp; Hall Hire) Cost Centre 30

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Gross pay - general	4010	-	8,944	101,200	37,171	64,350	63,574
Employers Pension Contribution - general	4270	-	468	6,400	1,111	2,222	2,201
Plants	5340						
Repairs & General Maintenance	5410	-	855	1,540	1,887	3,774	1,586
Equipment Hired & New	5500	-	872	-	2,690	5,380	1,500
Equipment Maintenance	5525	-		-		-	-
Rent, rates & water	6000	-		4,950	613	1,226	2,860
Light & heat	6010	-	923			-	-
Electricity	6011			5,170	2,488	4,976	5,325
Gas	6012			2,000	1,554	3,108	2,060
Cleaning (inc. materials)	6013		498	15,748	347	694	4,000
Water	6014			2,990	-	-	2,000
Insurance Cost	6020	-		2,060	-	-	-
Telephone/broadband	6101	-		650	88	176	670
Printing & Stationery	6200	-	183	200	201	402	206
Staff Training	6320	-		250	160	320	258
Publicity	6460	-	458	4,568	727	1,454	2,000
Goods for Resale	6500	-	2,677	65,396	8,898	17,796	20,000
Copyright Fees/Royalties	6533	-		550	-	550	567
Professional Fees Licensing	6635	-	290	550	23	46	567
Sundry Expenses	6900	-	27	600	137	274	618
Health & Safety/ Risk Assessment	6922	-		1,020	1,133	2,266	1,051
Alarm Maintenance	6930	-		1,230	761	1,522	1,267
CCTV Maintenance	6931	-		620	-	620	639
Waste collection and disposal	6935	-		1,230	530	1,060	1,267
Credit card charges	6976	-		500	432	864	515
Letting and Hire of Facilities	1022	-	(216)	(57,074)	(9,132)	(18,264)	(24,000)
Sale of Goods	1211	-	(3,420)	(163,482)	(16,173)	(32,346)	(48,000)
Events Management	1212	-		-		-	-
		<b>0</b>	<b>12,559</b>	<b>(1,134)</b>	<b>35,646</b>	<b>62,470</b>	<b>42,732</b>
% Mvmt on previous budget				<b>-116%</b>			<b>-3868%</b>
Per Management & Maintenance Plan	340						<b>(42,732)</b>
		<b>0</b>	<b>12,559</b>	<b>(1,135)</b>	<b>35,646</b>	<b>62,470</b>	<b>(39)</b>



**Sevenoaks Town Council**  
**2020/21 Forecasts**  
**CENTRAL SERVICES Cost Centre 31**

	Ref.	Actual	Actual	Budget	Actual	Forecast	Budget
		2017/18	2018/19	2019/20	2019/20 YTD	2019/20	2020/21
		£	£	£	£	£	£
Gross Pay - Administration	4010	283,094	297,414	319,640	160,092	320,184	291,497
Employers Pension Contribution	4270	28,318	29,527	40,520	17,065	34,130	34,827
Pension Contribution - Deficiency	4271	68,000	70,000	71,000	35,500	71,000	77,000
Equipment Hired and New	5500	4,442	5,338	2,500	686	1,372	2,500
Insurance Cost	6020	14,286	15,212	20,000	10,260	16,750	20,000
Telephone	6101	5,009	6,004	5,900	2,738	5,476	5,750
Facsimile Costs	6103	114	-	100	-	-	100
Printing & Stationery	6200	16,604	14,353	15,000	6,558	13,116	15,000
Postage and Courier	6210	6,207	5,495	5,000	2,455	4,910	5,150
Computer/Database/WP's	6240	14,478	24,351	13,000	9,541	15,661	13,390
Website costs	6241	1,500	2,495	2,000	1,831	2,000	2,000
IT infrastructure development	6242	6,456	1,973	6,500	3,894	7,768	8,000
Office Furniture/ Machinery	6281	968	469	1,400	124	300	750
Computers Accountancy	6300	3,170	2,756	3,300	1,842	3,170	3,400
Recruitment costs	6315	4,424	4,710	4,000	-	0	2,000
Staff Training	6320	3,063	2,569	5,000	1,338	3,000	3,000
Investors in People	6321	775	790	800	-	800	824
Welfare / Hospitality	6330	3,354	2,065	1,900	1,181	1,900	2,000
Civic Expenses/Annual Reception/Xmas Council	6410	1,530	1,614	1,650	944	1,888	1,750
Gifts/Hospitality	6415	401	501	400	665	700	400
Annual Parish Meeting	6420	(100)	-	100	-	100	100
Honours Board, Badges, Insignia	6421	250	200	250	222	250	250
Members' Expenses and Allowces.	6435	3,030	2,526	4,000	3,792	4,070	4,120
Mayoral Allowances	6437	3,958	5,200	5,360	1,382	2,528	5,525
Mayoral Car/Travel Allowances	6438	2,300	2,340	2,400	-	2,400	2,462
Press Notices	6440	1,779	1,288	1,500	412	1,500	1,500
Bye Laws	6450	-	-	100	-	100	100
Publicity/Democratic notices	6460	1,788	4,965	2,900	788	1,576	2,500
Banner Costs	6461	2,160	2,225	1,500	675	1,500	1,545
Audit Fees - Internal and external	6610	4,818	3,780	4,000	2,800	4,720	4,860
Irrecoverable VAT	6619	7,400	-	6,000	-	6,000	-
Legal Expenses	6620	5,099	339	5,000	-	5,000	3,000
Professional Fees Licensing	6635	1,335	1,420	1,800	365	1,000	1,500
Bad Debts	6650	-	125	-	-	-	-
Conference Fees & Expenses	6710	2,674	2,141	2,300	929	2,300	2,300
Books and Periodicals	6720	239	383	380	103	380	380
Subscriptions	6730	4,073	3,393	4,000	4,957	5,000	5,150
Waste Sacks Exp	6889	1,476	1,914	1,450	1,794	2,000	2,000
Sundry Expenses	6900	776	619	500	106	500	500
Health & Safety/risk assessments	6922	2,607	3,165	3,000	3,100	3,100	3,200
Bank Charges	6975	1,520	1,876	1,500	901	1,500	1,550
Credit card charges	6976	642	732	700	223	650	700
Election Expenses	7010	3,000	3,000	3,000	11,298	3,000	5,000
Development Costs	7611	120,200	108,330	34,128	-	72,300	36,330
Loan Repayment	7617	-	-	74,202	-	36,000	72,000
Stag Reserve	7614	1,000	1,000	1,000	-	1,000	1,000
Banner income	1231	(4,740)	(3,753)	(4,640)	(2,348)	(4,696)	(4,779)
Grant income	1350	(189)	(500)	-	-	-	-
Waste Sacks Income	1889	(1,113)	(2,110)	(1,500)	(1,534)	(2,010)	(2,100)
Sundry Income	1990	(2,800)	(799)	(1,000)	(47)	(100)	(100)
Capital Expenditure	B/S	-	-	-	-	-	-
		<b>629,373</b>	<b>631,435</b>	<b>673,540</b>	<b>286,632</b>	<b>655,793</b>	<b>639,931</b>
% Mvmt on previous budget				6%			-5%

**Sevenoaks Town Council**  
**2020/21 Forecasts**
**FINANCE COSTS Cost Centre 31**

	Ref.	Actual 2017/18 £	Actual 2018/19 £	Budget 2019/20 £	Actual 2019/20 YTD £	Forecast 2019/20 £	Budget 2020/21 £
Interest - on deposits	1115	(8,225)	(12,844)	(6,000)	(8,636)	(15,000)	(8,000)
		<b>(8,225)</b>	<b>(12,844)</b>	<b>(6,000)</b>	<b>(8,636)</b>	<b>(15,000)</b>	<b>(8,000)</b>
% Mvmt on previous budget				0%			33%

**1115 Interest on deposits**

reflects amounts available to invest and the estimated return on

**Sevenoaks Town Council**  
**2020/21 Forecasts**
**F&GP - GENERAL Cost Centre 32**

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Repairs & maintenance	5410	-	-	-	-	-	-
Equipment new and hired	5500	-	-	-	-	-	-
Telephone & Broadband	6101	-	-	-	-	-	-
Christmas Lights Switch On	6490	24,004	29,318	26,000	100	26,000	26,000
Remembrance Day/Civic Services	6491	3,220	3,059	2,700	729	3,000	3,000
No 8 bus costs	6495	36,056	39,400	37,138	19,852	39,704	40,895
Subscriptions	6730	-	-	-	-	-	-
Events	6869	2,908	7,166	6,500	7,507	8,000	6,500
Protective clothing	6952	-	-	-	-	-	-
Grant income	1350	-	-	-	-	-	-
Contributions to Christmas Lights Switch On	1490	(7,535)	(8,790)	(5,000)	-	(6,000)	(6,000)
No 8 bus income	1495	(36,056)	(39,400)	(37,138)	(19,852)	(39,704)	(40,895)
Fundraising	1500	-	-	-	-	-	-
Sundry Income	1990	-	-	-	-	-	-
Capital Expenditure	B/S	-	-	-	-	-	-
		<b>22,597</b>	<b>30,753</b>	<b>30,200</b>	<b>8,336</b>	<b>31,000</b>	<b>29,500</b>
% Mvmt on previous budget				<b>15%</b>			<b>-2%</b>

**Sevenoaks Town Council  
2020/21 Forecasts**
**COUNCIL OFFICES Cost Centre 33**

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Gross pay	4010	11,836	14,469	27,660	2,884	16,930	28,733
Employers Pension Contribution	4270	277	344	1,490	78	658	1,392
Repairs & Gen. Maintenance	5410	1,142	2,636	2,060	347	700	2,120
Rent and rates	6000	24,872	33,141	24,205	15,125	24,205	25,370
Light Heat & Cleaning	6010	7,242	4,971	6,180	2,336	6,000	6,365
Electricity	6011						
Gas	6012						
Telephone & Broadband	6101	-	-	-	-	0	-
Catering Expenses	6510	-	-	150	-	150	100
Sundry Expenses	6900	-	106	100	48	100	100
Health & Safety/Risk Assessments	6922	114	75	300	150	300	300
Alarm Maintenance	6930	851	758	1,400	781	1,400	1,400
Waste Bin Disposal	6935	456	832	740	950	1,381	1,090
Healthcare services	6939	-	-	-	-	-	-
Letting and Hire of Facilities	1022	(14,332)	(12,314)	(16,800)	(7,856)	(15,712)	(16,500)
Sales of Goods	1211	-	-	-	(66)	-	(150)
Civil Ceremonies Income	1281	-	-	-	-	0	-
Capital Expenditure	B/S	-	-	-	-	-	-
		<b>32,458</b>	<b>45,018</b>	<b>47,485</b>	<b>14,777</b>	<b>36,112</b>	<b>50,321</b>
% Mvmt on previous budget		<b>26%</b>		<b>21%</b>			<b>6%</b>

## Sevenoaks Town Council

## 2020/21 Forecasts

## COMMUNITY CENTRE Cost Centre 36

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Gross Pay	4010	31,794	31,309	8,000	7,798	7,798	7,266
Employers Pension Contribution	4270	1,023	1,475	450	610	610	376
Flashpark	5318						500
Buildings Repairs & Maint.	5410	4,967	1,994	500	254	254	500
Equipment Hired and New	5500	-		-		0	-
Rates and water	6000	6,348	7,345	5,175	1,921	4,494	4,600
Electricity	6011	3,355	2,635	675	420	980	1,000
Gas	6012	589	1,850	465	686	858	720
Cleaning (Incl. Materials)	6013	-	573	210		0	210
Telephone	6101	496	479	100	212	424	436
Mobile Phone	6104	25	67	80	42	60	80
Printing and Stationery	6200	64	233	-	-	0	100
Postage & Courier	6210	-		-		0	-
Office Furniture/ Machinery	6230	557	-	-	-	0	-
Computers	6240	-	41	-	-	0	-
Furnishings, Furniture & Equipment	6281	1,139	174	-	-	0	-
Training	6320	191	-	100	-	0	-
Publicity/Democratic notices	6460	-	-	-	-	0	500
Refreshments For Resale	6520	680	517	175	97	97	100
Copyright Fees/Royalties	6533	563	28	565	-	0	500
Professional fees - licensing	6635	180	180	220	180	180	180
Bad debts	6650	-		-		-	-
Grounds Maintenance	6842	12	-	(500)	-	0	-
Sundry Expenses	6900	75	75	21	-	0	50
Health & Safety/ Risk assessments	6922	1,932	(828)	-	-	0	500
Alarm Maintenance	6930	2,225	456	500	602	602	620
CCTV Maintenance	6931	340	300	78	-	0	-
Waste Disposal	6935	1,554	1,348	450	1,176	1,176	400
Healthcare Services	6939	1,042	948	475	-	0	250
Letting and Hire of Facilities	1022	(69,663)	(74,259)	(30,000)	(9,306)	(9,306)	(15,000)
Sale of Refreshments	1250	-		-		0	-
Grant income	1350	-		-		0	-
Outdoor Activities	1445	(105)		-		0	-
Indoor Activities	1457	(2,886)	2,796	(700)	(632)	(632)	(150)
Capital Expenditure	B/S						
		<b>(13,503)</b>	<b>(20,264)</b>	<b>(12,432)</b>	<b>4,060</b>	<b>7,595</b>	<b>3,737</b>
% Mvmt on previous budget				117%			-130%
% Mvmt on 2018/19 Forecast				40%			-51%

**Sevenoaks Town Council**  
**2020/21 Forecasts**
**COMMUNITY GRANTS Cost Centre 38**

	Ref.	Actual 2016/17	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Grant subsidies for SCC	6937	740	819	1,000	60	940	250
Grant subsidies for Council Chamber	6938	1,369	1,545	1,000	551	1,000	1,000
Local Organisations and Youth Grants	7500	8,731	17,850	16,500	8,827	16,500	16,500
Sevenoaks Summer Festival	7502	5,000	5,000	5,000	-	5,000	5,000
Twinning Support	7520	500	500	1,000	-	1,000	1,000
Youth Outreach	7550/7552	170	2,870	5,000	4,096	5,000	5,000
Youth Council	7555	500	420	500	230	500	500
Stag Community Arts Centre	7556	27,000	27,000	27,000	27,000	27,000	27,000
Community Rail Partnership							3,000
Capital Expenditure	B/S						
		<b>44,010</b>	<b>56,004</b>	<b>57,000</b>	<b>40,764</b>	<b>56,940</b>	<b>59,250</b>
% Mvmt on previous budget				<b>0%</b>			<b>4%</b>

**Sevenoaks Town Council**  
**2020/21 Forecasts**
**LETTING OF NON-OPERATIONAL PROPERTY Cost Centre 39**

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Vine Band Practice Room	5012	-	-	-	-	-	-
Cem. Lodge Maintenance	5211	-	-	-	-	-	-
Repairs and General Maintenance	5410	1,881	-	100	-	-	-
Rent, Rates & Water	6000	1,049	1,826	-	-	-	-
Light Heat & Cleaning	6010	87	1,961	-	-	-	-
Rental income - Lodge	1012	-	-	-	-	-	-
Rental income - Bungalow	1013	-	-	-	-	-	-
Rental income - Red Cross	1014	(50)	-	-	-	-	-
Rental income - Raleys Centre	1016	(10)	-	-	-	-	-
Knole Paddock ground rents, wayleaves	1044	-	(8,663)	-	-	-	-
Vine ground rents, wayleaves	1045	-	-	-	-	-	-
SCC ground rents, wayleaves	1046	(1,500)	(1,500)	(3,000)	(1,125)	(3,000)	(3,000)
Open Spaces rents and wayleaves	1469	(7,185)	5,456	(5,000)	(3,746)	(5,000)	(5,000)
Capital Expenditure	B/S	-	-	-	-	-	-
		<b>(5,728)</b>	<b>(920)</b>	<b>(7,900)</b>	<b>(4,871)</b>	<b>(8,000)</b>	<b>(8,000)</b>
% Mvmt on previous budget				<b>-80%</b>			<b>1%</b>

## Sevenoaks Town Council

## 2020/21 Forecasts

## SEVENOAKS TOWN PARTNERSHIP Cost Centre 40

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Telephone	6101	19	13	100	-	80	100
Printing & Stationery	6200	-	35	100	-	20	100
Computer/Database and other costs	6240	575	1,449	587	2,975	3,475	500
Information Screens	6244	1,434	1,070	1,500	1,275	1,500	1,500
Business Awards	6322	5,885	7,154	7,500	7,630	7,730	7,725
Business Show	6323	1,945	1,538	2,500	1,480	1,480	2,275
Professional Fees	6630	5,000	-	-	-	-	-
Conference Fees & Exps	6710	-	495	700	190	700	700
Special Events	6869	-	135	-	-	-	-
Sundry expenses	6900	649	1,696	600	199	300	600
Christmas gift guide expenses	7607	-	-	-	-	-	-
Friends of Bat & Ball	7608	(926)	80	1,000	-	1,000	1,000
Park & Panto	7615	-	-	-	-	-	-
Wellbeing Show	7616	1,389	1,073	2,500	1,644	1,644	2,500
Business Awards	1206	(6,445)	(6,328)	(7,000)	(5,534)	(5,534)	(7,000)
Business Show	1207	(4,120)	(2,730)	(3,000)	(1,770)	(1,770)	(3,000)
Wellbeing Show Income	1209	(1,830)	(2,890)	(3,500)	(1,930)	(1,930)	(3,000)
Grant income	1350	-	-	(1,000)	-	(1,000)	(1,000)
Christmas gift guide income	1436	-	-	-	-	-	-
Pak & Panto income	1437	-	-	-	-	-	-
Sundry income	1990	(5,000)	(1,477)	-	-	-	-
Income and Donations receivable	7610	-	-	-	-	-	-
Capital Expenditure	B/S						
		(1,425)	1,313	2,500	6,159	7,695	3,000
Movement in STC reinvestment funds	7000/40	6,425	2,936	2,500	(1,146)	(2,695)	2,000
Friends of Bat & Ball reinvestment fund	7608/40	-	-	-	-	-	-
Vintage Bus Expenses	7609	9,865	6,393	10,000	-	0	5,000
Vintage Bus income	1435	(9,865)	(5,641)	(10,000)	(13)	-	(5,000)
		<b>5,000</b>	<b>6,314</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
% Mvmt on previous budget				<b>0%</b>			<b>0%</b>



Sevenoaks Town Council  
2020/21 Forecasts

**BUSINESS HUB Cost Centre 41**

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Gross pay	4010			10,000			-
Employers Pension Contribution	4270			2,000			-
Repairs & Gen. Maintenance	5410			6,000			-
Equipment Hired & New	5500						-
Rent & Rates	6000			4,000			-
Light Heat & Cleaning	6010			-	(1,028)		-
Electricity	6011			9,000	1,575		500
Gas	6012			7,000			250
Cleaning (inc. materials)	6013			10,000			-
Water	6014			4,000			50
Telephone & Broadband	6101			-			-
Printing & Stationery	6200						-
Office Furniture & Machinery	6230						-
Computers & licences	6240						-
IT Infrastructure	6242			2,000			-
Office Furniture & Machinery	6281			-			-
Sundry Expenses	6900			-			-
Health & Safety/Risk Assessments	6922			-			-
Alarm Maintenance	6930			-			-
CCTV Maintenance	6931			-			-
Waste Bin Disposal	6935			-			-
Healthcare services	6939			-			-
Hire of Facilities	1022			(4,000)			-
Provision of postal/Business address	1025			(1,200)			-
Hot desking facility	1026			(24,960)			-
Dedicated Desk x 12	1027			(33,120)			-
		-	-	(9,280)	547	-	800

% Mvmt on previous budget

To be reviewed in 2020 as yet to be Operational

**Sevenoaks Town Council**  
**2020/21 Forecasts**
**YOUTH CAFÉ Cost Centre 50**

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Gross Pay	4010	41,112	24,546	27,200	15,272	29,695	25,661
Employers Pension Contribution	4270	296	287	1,100	200	697	1,026
Repairs and General Maintenance	5410	1,259	1,220	1,000	504	1,008	1,000
Cleaning	6010	500	(456)	500	6	500	500
Telephone	6101	503	525	560	271	542	560
Printing & Stationery	6200	4	477	500	-	500	500
Postage & courier	6210	-	-	-	-	-	-
Computer/Database/WPS	6240	1,464	1,031	750	100	100	750
Furnishings, furniture/Eqpt	6281	4,461	831	500	973	973	500
Recruitment Costs	6315	-	-	-	-	-	-
Staff Training	6320	-	265	400	-	400	400
Welfare/Hospitality	6330	-	-	-	-	-	-
Staff Uniforms	6340	220	50	200	146	200	200
Publicity/Democratic notices	6460	644	364	500	-	500	500
Goods for resale	6500	1,856	1,084	1,700	997	1,700	1,700
Catering Expenses	6510	-	-	-	-	-	-
Soundwaves Expenditure	6550	-	-	-	-	-	-
Course Material	6568	-	-	-	-	-	-
Music Equipment	6571	-	-	-	-	-	-
IT Equipment	6572	-	-	-	-	-	-
Youth Magazine Expenditure	6573	-	-	-	-	-	-
New Blood DJ workshops	6574	-	-	-	-	-	-
Professional fees licensing	6635	226	260	200	397	397	400
Subscriptions	6730	-	-	-	-	-	-
Special Events	6869	-	-	-	-	-	-
Sundry Expenses	6900	104	239	150	132	150	150
Health & Safety/Legal Advice	6922	14	8	400	-	400	400
Protective clothing	6952	-	-	-	-	-	-
Bank charges	6975	-	-	-	-	-	-
Letting and Hire of Facilities	1022	(3,755)	(3,148)	(3,740)	(1,100)	(3,000)	(3,740)
Soundwaves Income	1242	-	-	-	-	-	-
Sale of Goods	1211	(2,700)	(1,635)	(2,300)	(994)	(1,988)	(2,300)
Grant Income	1350	(33,184)	(10,000)	-	(2,922)	(2,922)	-
Educational kits income	1351	-	-	-	-	-	-
Fundraising	1500	(9,014)	-	-	-	-	-
Sundry Income	1990	-	-	-	-	-	-
		<b>4,010</b>	<b>15,948</b>	<b>29,620</b>	<b>13,982</b>	<b>29,852</b>	<b>28,207</b>
Tfr of annual grant allocation from Youth Outreach	1350/50	-	-	-	-	-	-
		<b>4,010</b>	<b>15,948</b>	<b>29,620</b>	<b>13,982</b>	<b>29,852</b>	<b>28,207</b>
% Mvmt on previous budget				<b>117%</b>			<b>-5%</b>

**Sevenoaks Town Council**  
**2020/21 Forecasts**
**MARKETS Cost Centre 60**

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Gross Pay	4010	2,374	2,202	2,900	961	1,922	1,464
Employers Pension Contribution	4270	-	-	-	-	-	-
Repairs & general maintenance	5410	-	262	103	13	100	100
Saturday Market Charges	5420	13,802	14,083	14,420	7,133	14,266	14,695
Wednesday Market Charges	5421	19,938	25,539	26,265	12,993	25,986	26,766
Vine Farmers Market	5422	-	-	-	-	-	-
Friday Market Charges	5423	-	-	14,420	-	-	13,774
Equipment new and hired	5500	-	-	-	-	-	-
Blighs market rent	6001	10,383	11,218	18,615	8,055	14,360	14,018
Light, Heat & Cleaning	6010	(300)	169	500	122	500	500
Equipment Maintenance	5525	-	-	-	-	-	-
Furnishings, furniture/Eqpt	6281	-	-	-	-	-	-
Publicity/Democratic notices	6460	220	1,178	3,500	1,315	2,630	2,000
Subscriptions	6730	-	-	-	-	-	-
Sundry Expenses	6900	-	(132)	-	-	-	-
Rental Income Sat Market	1017	(23,760)	(22,774)	(22,456)	(11,178)	(22,356)	(22,456)
Rental Income Weds Market	1018	(14,469)	(10,766)	(13,774)	(4,865)	(9,730)	(13,774)
Rental Income Blighs Market	1019	(16,436)	(14,258)	(24,480)	(7,167)	(14,334)	(15,000)
Vine Farmers Market Income	1021	-	-	-	-	-	-
Rental Income Friday Market	1024	-	-	(13,774)	-	-	(13,774)
Other income	1990	(166)	(6,721)	-	-	-	-
Capital Expenditure	B/S	-	-	-	-	-	-
		(8,414)	-	6,239	7,382	13,344	8,313
Movement in general reinvestment fund	7000	8,414	-	(6,239)	-	(13,344)	
		-	-	-	7,382	-	8,313
% Mvmt on previous budget				0%			0%

**Sevenoaks Town Council  
2020/21 Forecasts**
**FINANCIAL & GENERAL PURPOSES COMMITTEE SUMMARY**

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Vine Café	28	22,956	23,909	12,170	23,600	34,734	19,566
Bat & Ball Station Building	30	-	12,559	(1,134)	35,646	62,470	(39)
Central Services	31	629,373	631,435	673,540	286,632	655,793	639,931
Finance Costs	31	(8,225)	(12,844)	(6,000)	(8,636)	(15,000)	(8,000)
General	32	22,597	30,753	30,200	8,336	31,000	29,500
Council Offices	33	32,458	45,018	47,485	14,777	36,112	50,321
Community Grants	38	44,010	56,004	57,000	40,764	56,940	59,250
Community Centre	36	(13,503)	(20,264)	(12,432)	4,060	7,595	3,737
Letting of Non-operational Property	39	(5,728)	(920)	(7,900)	(4,871)	(8,000)	(8,000)
Sevenoaks Town Partnership	40	5,000	6,314	5,000	5,000	5,000	5,000
Business Hub	41	-	-	(9,280)	547	-	800
Youth Café	50	4,010	15,948	29,620	13,982	29,852	28,207
Markets	60	-	-	-	7,382	-	8,313
		<b>732,949</b>	<b>787,912</b>	<b>818,268</b>	<b>427,219</b>	<b>896,496</b>	<b>828,586</b>
% Mvmt on previous budget				<b>12%</b>			<b>1%</b>

**Sevenoaks Town Council**  
**2020/21 Forecasts**
**OPEN SPACES & LEISURE COMMITTEE SUMMARY**

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
General	21	219,453	257,939	260,002	137,270	217,250	277,730
Greatness Cemetery	22	1,575	18,613	11,724	15,128	30,340	34,782
Allotments	23	1,328	(405)	135	(2,756)	2,346	1,213
Street Lighting and General	26	16,719	19,878	21,626	18,792	19,086	20,709
Vine Grounds	29	15,394	22,142	20,000	9,365	19,547	21,472
		<b>254,469</b>	<b>318,167</b>	<b>313,487</b>	<b>177,799</b>	<b>288,569</b>	<b>355,906</b>
% Mvmt on previous budget				-5%			14%

**Sevenoaks Town Council  
2020/21 Forecasts**
**REVENUE FUND SUMMARY**

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Planning Committee	1	32,082	33,387	35,630	17,005	34,010	36,785
Open Spaces & Leisure Committee	2	254,469	318,167	313,487	177,799	288,569	355,906
Finance/General Purposes Committee	3	732,949	787,912	818,268	427,219	896,496	828,586
		<b>1,019,500</b>	<b>1,139,466</b>	<b>1,167,385</b>	<b>622,023</b>	<b>1,219,075</b>	<b>1,221,276</b>
Add: Appropriation to/(from) Balances							
Note: Movement from Reserves to offset loss income for Community Centre closure for 9 months							
Revenue Reserves Movement							20,000
Precept		<b>1,019,500</b>	<b>1,139,466</b>	<b>1,141,385</b>	<b>622,023</b>	<b>1,219,075</b>	<b>1,215,276</b>
% Mvmt on previous budget				5%			6%
Council Tax Base ie. Band D Equivalents		9,315	9,470	9,638			9,691
Council Tax		<b>£110.53</b>	<b>£114.95</b>	<b>£118.43</b>			<b>£125.41</b>
% increase		4.74%	4.00%	3.03%			5.89%
Council Tax per year				<b>£3.48</b>			<b>£6.98</b>
Council Tax per week		<b>£2.13</b>	<b>£2.21</b>	<b>£2.28</b>			<b>£2.41</b>
increase per week		<b>£0.10</b>	<b>£0.08</b>	<b>£0.07</b>			<b>£0.13</b>

**Note:**

Number of Band D households (1916) provided by  
SDC by Dec-19