

9th September 2020

You are hereby summoned to attend a virtual meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** to be held **via Zoom** on Monday 14th September 2020 at 7.00 pm. 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 meeting will be live streamed on YouTube and that the proceedings 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.



Town Clerk

Arrangements During COVID 19

Sevenoaks Town Council is endeavouring where possible to continue with its day-to-day activities. Unfortunately, face-to-face meetings are suspended until further notice.

We are live streaming virtual meetings via YouTube: please see the link below which will enable you to listen and watch the meeting.

You Tube link

Sevenoaks Town Council Finance & General Purposes Committee

Monday 14th September 2020 at 7:00 p.m.

<https://youtu.be/nKsN6AYdIUE>

Comments are welcomed by email. Please submit your comments by 12noon on 14th September 2020 to: council@sevenoakstown.gov.uk

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

Committee Members:

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

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Town Clerk

AGENDA

PUBLIC QUESTIONS

To enable any questions previously submitted by members of the public on any matter to be drawn to the attention of the Town Council.

1	<p><u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.</p>	–
2	<p><u>REQUESTS FOR DISPENSATIONS</u> To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).</p>	
3	<p><u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this report.</p>	–
4	<p><u>MINUTES OF FINANCE & GENERAL PURPOSES COMMITTEE - 20TH JULY 2020</u> To receive and sign the minutes of the meeting of the Finance & General Purposes Committee held on 20th July 2020</p>	Attached
5	<p><u>FINANCE REPORTS</u> To receive and consider the Finance Officer's report and variance analysis, together with the Statement of Accounts:</p>	Attached
5.1	<p><u>Statement of Accounts</u> To receive and consider the Statement of Accounts, together with the Finance Officer's report and variance analysis for the periods 1st to 31st July 2020 and 1st to 31st August 2020</p>	Attached
5.2	<p><u>Suppliers' Accounts</u> To authorise payment of the accounts listed in the schedules for the periods 1st to 31st July 2020 and 1st to 31st August 2020</p>	Attached
5.3	<p><u>Payroll Account</u> To confirm payments from the account listed in the schedules for the periods 1st to 31st July 2020 and 1st to 31st August 2020</p>	Attached

5.4	<u>Petty Cash Account</u> To confirm payments from the account listed in the schedules for the periods 1 st to 31 st July 2020 and 1 st to 31 st August 2020	Attached
5.5	<u>Hospitality and Gifts Register</u> To receive and note Hospitality or Gifts received by Councillors or staff for the period 1 st to 31 st July and 1 st to 31 st August 2020	–
6	<u>GRANT BUDGET UPDATE AND GRANT APPLICATIONS RECEIVED</u> To note budget position and consider grant applications received	Report Attached. Grant applications in separate document
7	<u>REVIEW OF LEASE: SEVENOAKS RUGBY FOOTBALL CLUB</u>	Attached
8	<u>REVIEW OF LEASE: VINE CRICKET PAVILION AND TEA KIOSK</u>	Attached
9	<u>SEVENOAKS TOWN TEAM (FORMERLY TOWN PARTNERSHIP)</u> To receive and note the minutes of the meeting held on 19th August 2020.	Attached
10	<u>MARKETS – TEMPORARY COVID-19 PLANNING LEGISLATION</u>	Attached
11	<u>DARENT VALLEY COMMUNITY RAIL PARTNERSHIP – CREATION OF COMMUNITY INTEREST ORGANISATION</u>	Attached
12	<u>NO.8 BUS</u>	Attached
13	<u>STREETLIGHTING UPDATE</u>	Attached
14	<u>CURRENT MATTERS AND PRIORITIES</u> To receive and note a list of a) current matters b) priorities of the Town Council	Attached
15	<u>PRESS RELEASE</u> To consider any agenda item, which would be considered appropriate for a press release.	

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Sevenoaks Town Council
Minutes of Finance & General Purposes Committee held on 20th July 2020
Held via Zoom and Livestreamed on YouTube

Meeting commenced: 19:01

Meeting Concluded: 20:17

Present:

Cllr Keith Bonin	Present		Cllr Roderick Hogarth	Present
Cllr Nicholas Busvine OBE	Apologies		Cllr Tom Morris Brown	Present
Cllr Sue Camp	Absent		Cllr Robert Piper	Present
Cllr Dr Merilyn Canet	Present		Cllr Simon Raikes, Chairman	Apologies
Cllr Tony Clayton (In the Chair for this meeting)	Present		Cllr Edward Waite (7.05pm)	Present
Cllr Andrew Eyre	Present			

Substitute	For
Cllr Richard Parry	Cllr Simon Raikes

In attendance: Town Clerk, Responsible Financial Officer, Senior Committee Clerk

There were no representations received from Members of the Public.

110. Apologies for Absence

Apologies for absence were submitted and received as noted above.

111. Dispensations

There were no requests for dispensations.

112. Declaration of Interests

There were no Declarations of Interest.

113. Notes of Report to the Finance & General Purposes Committee on 8TH June 2020

RESOLVED: To receive and sign the Notes of the Report to the Finance and General Purposes Committee on 8th June 2020 as a true record.

114. Finance Reports**114.1 Management Accounts 1st to 31st May 2020**

The Committee received and noted, for the period 1st to 31st May 2020, the Finance Officer's Report with Variance Analysis, Working Capital Summary and Statement of Fund Balances, together with the:

- Suppliers Accounts, balance as at 31st May 2020 - £199,849.60
- Payroll Account, balance as at 31st May 2020 - £74,692.57
- Petty Cash Account, balance as at 31st May 2020 - £723.37

RESOLVED: To accept the Management Accounts 1st to 31st May 2020.

114.2 Management Accounts 1st to 30th June 2020

The Committee received and noted, for the period 1st to 30th June 2020, the Finance Officer's Report with Variance Analysis, Working Capital Summary and Statement of Fund Balances, together with the:

- Suppliers Accounts, balance as at 30th June 2020 - £192,847.97
- Payroll Account, balance as at 30th June 2020 - £87,378.25
- Petty Cash Account, balance as at 30th June 2020 - £708.85

It was noted that the year to date position at the end of June 2020, including the Precept, was a net surplus of £17,876 against a budgeted deficit of £11,024 resulting in a year to date net favourable variance of £28,900. The projected adverse impact of Covid-19 on income streams to end of Quarter 2 (September) had been reduced to £50,000 based on the reopening of the Café on the Vine, markets remaining open and receipt of the Coronavirus Job Retention Scheme grant.

RESOLVED: To accept the Management Accounts 1st to 30th June 2020.

114.3 Public Works Loan Board (PWLB) Repayment

The Committee considered a proposal to use the Capital Receipts Reserve for the PWLB loan repayments during 2020/21 to release £70,000 of budget to offset the impact of Covid-19 on the Town Council's revenue streams, partially cover the additional grant to the Stag or re-build revenue reserves.

RESOLVED: That Capital Receipts Reserve be used for PWLB repayments and interest during the 2020/21 financial year.

114.4 Hospitality and Gifts Register

Nothing to report.

115. Review of Internal Controls**115.1 Internal Audit Report for Year End Visit 2019/20**

The Committee congratulated the Town Clerk and the Responsible Financial Officer on a very successful Year End Internal Audit Report, noting that no concerns had been raised.

115.2 Annual Internal Audit Report 2019/20

The Committee received and noted the Annual Internal Audit Report 2019/20.

115.3 Statement on the System of Internal Control

The Committee reviewed the Statement on the System of Internal Control.

RESOLVED: That the Statement on the System of Internal Control be approved and signed by the Chairman, Cllr Simon Raikes.

116. Annual Return for Year Ended 31 March 2020

The Committee received and considered the Annual Governance and Accountability Return 2019/20.

**116.1 Annual Governance Statement 2019/20
(Previously recorded as Minute No.111.1)**

The Committee reviewed and confirmed the following statements:

1.	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Agreed
2.	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Agreed
3.	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	Agreed
4.	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Agreed
5.	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Agreed
6.	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Agreed
7.	We took appropriate action on all matters raised in reports from internal and external audit.	Agreed
8.	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	Agreed

RESOLVED: That the Annual Governance Statement 2019/20 be approved and recommended to Council for adoption.

**116.2 Accounting Statements 2019/20
(Previously recorded as Minute No.111.2)**

The Committee reviewed the Statement of Annual Accounts to 31st March 2020.

RESOLVED: That the Accounting Statements 2019/20 be approved and recommended to Council for adoption.

116.3 Supporting Papers for Submission to External Auditors

The Committee reviewed the supporting papers to be submitted to the External Auditors (Draft Annual Return).

RESOLVED: That the supporting papers for submission to the External Auditors (Draft Annual Return) be approved and recommended to Council for adoption.

117. Allotment Rents

It was noted that at the meeting of the Open Spaces and Leisure Committee held on 6th July 2020 [*Minute 93 refers*] it was agreed that the method of charging allotment tenants be changed from the “per rod” system to the more modern “per metre” system. It was noted that this would be more accurate and fairer for all plot holders. Councillors thanked the Allotment Manager for her hard work in accurately measuring all plots.

It was noted that the allotments were expected to realise a 16% loss in 2020/21 and was suggested that an increase in charges be considered.

RESOLVED: That allotment rents be increased from 16.4p (2020/21 rate) to 18p per square metre with effect from 1st October 2021

118. St John’s Public Toilets

At its meeting on 6th July 2020, the Open Spaces and Leisure Committee considered expenditure of the £7,608.52 Community Infrastructure Levy allocated by the Finance and General Purposes Committee. The Open Spaces and Leisure Committee agreed that it be spent on the refurbishment and adaption of the St John’s Public Toilets to create two unisex, accessible toilets (one on radar key) and recommended to the Finance and General Purposes Committee that the remaining £2,391.48 required be met from the Town Council’s Capital Reserves. [*Minute 96 refers*]

The Committee thanked the Town Clerk and the Open Spaces Team for keeping the public toilets open during the Covid-19 pandemic.

RESOLVED: That £2,391.48 be allocated to the St John’s Public Toilets Refurbishment from Capital Reserves.

119. Tonbridge Road Bus Shelter

It was noted that the bus shelter in Tonbridge Road needed replacing. Officers would apply for a grant from Kent County Council which would be applied retrospectively if successful.

RESOLVED: That £5,557 be allocated from Capital Receipts Reserve for a new bus shelter in Tonbridge Road.

120. Multi Use Games Area (MUGA) at Bat and Ball Centre

It was noted that the Chairman of the Finance and General Purposes Committee, the Chairman of the Community Infrastructure Committee, the Town Clerk and the Responsible Financial Officer had signed off on additional expenditure to increase the size of the netball court and to install electric lighting to meet netball sports body governing requirements. The revised cost for the MUGA was £139,000 after negotiated savings.

121. Local Government Association (LGA) Model Member Code of Conduct

The Committee considered the consultation draft of the LGA Model Member Code of Conduct.

RESOLVED: That the Local Government Association be advised that Sevenoaks Town Council supports the Model Member Code of Conduct.

122. Grants for Voluntary Organisations

It was noted that, following the launch of the Community Resilience Fund in March 2020, in response to the Covid-19 impact, the following grants had been awarded:

	Applicant	Grant Awarded	Total Grants Awarded	Balance
1.				£30,075
2.	Age UK Sevenoaks & Tonbridge	£2,000	£2,000	£28,075
3.	PSB Breastfeeding CIC	£780	£2,780	£27,295
4.	Citizens' Advice North & West Kent	£611	£3,391	£26,684
5.	The Hygiene Bank	£1,500	£4,891	£25,184
6.	Care for Our Community (Lockdown Larder)	£1,000	£5,891	£24,184
7.	Love Sevenoaks Branding – Sevenoaks Recovery Plan	£2,000	£7,891	£22,184

However, following the initial applications there had not been any more requests for grant aid from this Fund.

RESOLVED: That the £22,184 balance of the grants budget be returned to its original purpose, with the option to consider Community Resilience grant applications if requested, as follows:

- £5,795 unspent from 2019/20 budget to be held in reserves
- £3,811 to be allocated to the Youth Services Committee grant budget

- £12,578 to be allocated to the Finance and General Purposes Committee grant budget

123. Vine Cricket Pavilion and Tea Kiosk

It was noted that the annual rent for the five-year lease for the Vine Cricket Pavilion and Tea Kiosk had been due to be reviewed in 2018/19 but this had not happened. The current rent of £3,090 per annum was last increased in December 2013.

RESOLVED: That consideration of this matter be deferred for further detail to be obtained.

124. Notes of Town Team Meeting held on 17th June 2020

The Committee received and considered the Notes of the Town Team Meeting held on 17th June 2020.

125. Press Releases: None

There being no further business the Chairman closed the Meeting.

Signed

Dated

Chairman

Council Meeting 23rd March 2020 Minute 567 ii)

RESOLVED: To agree emergency measures that if it was not possible to convene a meeting of the Council or Committee in reasonable time or where restrictions are in place, the Town Clerk (and Deputy Town Clerk) shall have delegated authority under s.101 of the Local Government Act 1972 to make decisions on behalf of the Council where such decision cannot be reasonably deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out where possible by consultation with members by electronic means or telephone. The Town Clerk will further consult with the Mayor for guidance as necessary. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decision made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations.

1.0 Summary

The year to date position at the end of August including Precept, gives a net deficit of £633. Adjusted for agreed reserves movements for Bat & Ball Management & Maintenance reserve (£22,741 YTD), and CIL spend on Jubilee Clock (£4,128 YTD), the position is a surplus of £26,236 against adjusted budget deficit of £10,326 resulting in a year to date net favourable variance of £36,562.

This variance is mainly due to £36K PWLB budgeted repayment which has been covered by a reserves transfer.

Looking ahead to the end of Q2 of 2020/21 and considering the impact of Covid-19 on our income streams, the expected adverse impact has reduced to c£20K, from the original estimate of £100K, based on the reopening of Vine Café, markets remaining open, and receipt of CJRS grant. The original assumption looked at an impact for 6 months only. If Covid-19 continues to impact our income streams, with no further CJRS beyond October, the impact will be greater.

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 September 2020 is £101,273.

Highlights of income and expenditure variances year to date (+/- £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>
22	Cemetery	9,764 (A)	Please refer to the variance report.
30	Bat & Ball Station	6,011 (A)	Please refer to the variance report.
31	Establishment	49,934 (F)	Please refer to the variance report.
33	Council Offices	8,318 (A)	Please refer to the variance report.
50	HitB	7,691 (F)	Please refer to the variance report.

3.0 Working Capital (Appendix 2)

Including precept received in advance, there is a net decrease in current assets of £1,157,066.

This reduction is mainly due to year to date capital expenditure of £1.084M on the new Community Centre, also £26K on Bat & Ball Station, £3.5K on 3G Rugby and £2K on Northern Sevenoaks Masterplan (NDP), also £36K PWLB repayment and £65K grant to Stag. Offset by £50K CIL receipt to date, and £29K provision release.

4.0 Fund balances (Appendix 3) and Cashflow

The statement of fund balances at 31 August 2020 totals £2,815,995 (31 Mar 2020 £3,923,338).

£2,532,281 is available for instant access. The Council's policy is to retain not less than 3 months estimated working capital and capital requirements in current and deposits accounts giving immediate access.

Funds are deposited with NatWest, HSBC, Nationwide, Handelsbanken and CCLA. Interest rate ranges from 0.00% to 0.14%.

Sub ratings reviewed 31st August 2020.

August 2020 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 w/ Reserve Movements	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Planning Committee					
General	13,938	14,860	922	36,785	Largely in line with budget. Slight underspend on Gross Pay to date.
Open Spaces & Leisure Committee					
General	123,404	127,687	4,283	277,730	£8.6k underspend in Pay related partly due to less summer overtime. £1K no spend ytd on training. £5K CJRS grant; £3.6K budget phasing of sports hire income £2k underspend on Grass Seed due to no purchase of grass seed to date. £4K budget phasing of Tree safety work, and Sevenoaks Common maintenance. Overspend in 5310/21. Mainly due to £21k new equipment/surfacing/fencing at Pontoise play area. Partially offset by grant received & recognised in 2019/20 Overspend in Knole Paddock due to Eviction Notice served (£2,250). Revenue Grant income to offset purchase of new Electric Van (5550/21). Remaining costs of van offset by release of accrual from year end. £1.2K fuel saving
Cemetery	23,769	14,005	(9,764)	34,782	Adverse Cemetery Income (£4,878). Overspend in Gross Pay (£3,357) due to additional temporary Cemetery Administrator. New Sign & Post in New Equipment (£1,153). JCB Service (£1,712) causing the overspend in Equipment Maintenance. A Digital Map Package (£3,315) is causing the overspend in Computers. Positive variance due to insurance claim relating to 2019/20 (£1,458).
Allotments	(2,757)	(3,722)	(965)	1,213	Renewal invoicing for both allotment sites has now happened. Showing an overall positive variance (£502). Key deposits to be reviewed Overspend in Gross Pay (£723) due to additional on site work. Overspend in Repairs & General Maintenance due to the purchase of new keys (£675) and tree work (£503)
Street lighting/ general	21,453	19,617	(1,836)	20,709	More streetlight upgrades were done in April. To be offset by reserves and additional charges to residents in March 2021. Deposit for Public Clock repair works (£4,128) to be covered by CIL reserves. Large underspend on In Bloom to date (£5,432).
Vine Café	9,982	5,822	(4,160)	19,566	Q1 closure has resulted in less income (£13.8K adverse) and less spend on Goods For Resale to date (£2.8k favourable). After opening post-lockdown, sales have been fairly strong in July & August. Furlough Grant of £9K received.
Vine Grounds	4,711	9,598	4,887	21,472	£1.5K negative variance in 1805/29 due to Vine Tea Kiosk rent not coming in. Staff have been in touch with the Vine Club regarding this. They were given a 3 month extension to pay which has lapsed. Live on the Vine Income (Fundraising, 1500/29) and Expenditure (Summer Concerts, 6868/29) are causing the positive variance in this cost centre. This is due to be distributed to performers and Stag.

August 2020 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 w/ Reserve Movements	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Finance & General Purposes Committee					
Bat & Ball Station	22,741	16,730	(6,011)	42,693	Current closure has resulted in no income (£30K) and no spend on Goods For Resale to date (£8.3K). Underspend in Pay (£9.6K) due to no manager at present. Costs pertaining to Rates and upkeep of the building are still happening, but overall lower than budget. £11K Furlough Grant is offsetting some payroll costs. YTD deficit to be offset at year end by release from B&B M&M reserve.
Establishments	205,196	255,130	49,934	631,931	Favourable variance mainly due to capital reserves release to cover PWLB repayment £35,801. £7.3K Furlough grant received. £3K phasing of members expenses. £3K phasing of mayoral allowances £4.9K pay related partly due to budgetted payrise not happening until Sept. Also lots of general underspending due to Covid-19 - Overspend in Publicity caused by 10 weeks of Sevenoaks Team advertising & a Full Page Ad in the Sevenoaks Chronicle (£1,800). Additional costs in 6240/31 (£2,213) due to additional support and a new staff laptop. Income affected by Covid-19 as well (less people lookig to advertise, interest rates dropped).
General	3,957	2,710	(1,247)	29,500	No 8 bus hasn't been running which has impacted income & expenditure. The cost in 6491/32 is a WW2 Seat. Special Events this month due to Wind in the Willows Production (£2,100).
Council Offices	29,973	21,655	(8,318)	50,321	Current closure has resulted in no Chamber Hire income to date (£6.9k). Large adverse cost in Health & Safety due to cost of Guard Screens for desks (£2,652). Adverse variance in Rent & Rates due to costs related to previous water leak investigation. Offset partly by Furlough grant £2.3K
Community Centre	2,945	4,335	1,390	3,737	Currently construction works are still ongoing. Only expenses are related to ongoing costs for building. Large credit value in Gas (£1,092) due to rebilling of previous periods.
Grants	36,111	33,526	(2,585)	59,250	No Chamber hiring resulted in no Chamber Hire Grants. Overspend on Stag grants offset by EMR movement.
Property	(375)	(3,750)	(3,375)	8,000	Negative variance due to Rugby Club not having paid any rent for 2020/21. Extension to pay has been granted due to coronavirus, this has now lapsed.
Sevenoaks Town Partnership	830	(1,480)	(2,310)	5,000	The cancellation of the Business show, Business Awards & Wellbeing Show has resulted in a lack of surplus from the events (budgeted surplus was £2,725), offset slightly by other underspends in the cost centre.
Business Hub	1,074	199	(875)	800	Negative variance due to Rates not being included in the budgeted expenses for general upkeep of the building. To be reviewed for 2021 budget.
Youth Cafe	3,929	11,620	7,691	28,207	Negative variance in Gross Pay (£5k) possibly due to overstaffing prior to lockdown. Staffing levels to be reviewed upon return to work to ensure staffing levels are appropriate. Also £10K grant to be released from reserves to cover staff costs. The majority of Gross Pay is offset by the Furlough Grant Income, which is driving the favourable variance.

August 2020 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 w/ Reserve Movements	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Markets	6,117	4,879	(1,238)	8,313	Market's negative variance due to less income because of current lockdown. Markets have been improving.
Precept	(506,365)	(506,365)	-	(1,215,276)	
Rolling Cap Budget	1,116,787	-	(1,116,787)	-	
Totals	633	27,056	26,423		

Summary by Committee:

Planning	13,938	14,860	922	36,785
Open spaces & Leisure	170,580	167,185	(3,395)	355,906
Vine Café	9,982	5,822	(4,160)	19,566
Bat Ball Station	22,741	16,730	(6,011)	42,693
Finance & General Purpose	289,757	328,824	39,067	867,752
Precept	(506,365)	(506,365)	-	(1,215,276)
Rolling Capital Budget	1,116,787	-	(1,116,787)	-
Total (exc. Capital items)	630	27,056	26,426	

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Detailed Income & Expenditure by Phased Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>11</u> <u>Planning - General</u>										
4010 Gross Pay	2,307	2,781	474	12,739	13,905	1,166	33,376		20,637	
4270 Employers Pension Contribution	97	130	33	557	650	93	1,565		1,008	
6240 Computer/ Data Base/WP's	63	11	(52)	304	55	(249)	544		240	
6630 Professional Fees	59	0	(59)	59	250	192	1,000		942	
6720 Books and Periodicals	0	0	0	0	0	0	300		300	
6730 Subscriptions	0	0	0	280	0	(280)	0		(280)	
Planning - General :- Indirect Expenditure	2,526	2,922	396	13,938	14,860	922	36,785	0	22,847	0
Net Expenditure	(2,526)	(2,922)	(396)	(13,938)	(14,860)	(922)	(36,785)			
<u>21</u> <u>O/ Spaces & Leisure - General</u>										
1022 Letting & Hire of Facilities	464	0	(464)	5,568	2,000	(3,568)	30,900		0	
1316 Raleys Car Park Permits	38	0	(38)	42	0	(42)	1,750		0	
1350 Revenue Grant income	0	0	0	6,577	0	(6,577)	0		0	
1450 Furlough Grant Income	0	0	0	4,995	0	(4,995)	0		0	
1850 Log Sales	0	0	0	0	0	0	1,236		0	
1990 Other Income	34	0	(34)	421	360	(61)	742		0	
O/ Spaces & Leisure - General :- Income	535	0	(535)	17,601	2,360	(15,241)	34,628			0
4010 Gross Pay	14,326	15,952	1,626	72,170	79,760	7,590	191,421		119,251	
4270 Employers Pension Contribution	847	1,050	203	4,231	5,250	1,019	12,597		8,366	
5013 Graffiti Removal	0	0	0	0	334	334	1,000		1,000	
5025 Lower St Johns Toilets	1,218	875	(343)	4,933	4,375	(558)	10,500		5,567	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5026 Greatness Rec Convenience	352	250	(102)	1,008	1,250	242	3,000		1,992	
5050 Seats And Litter Bins	0	0	0	1,250	695	(555)	2,780		1,530	
5060 Sevenoaks Common	287	0	(287)	912	3,000	2,088	3,700		2,788	
5065 Tree Safety Survey	0	2,500	2,500	0	2,500	2,500	3,800		3,800	
5070 Other Woodlands	1,806	0	(1,806)	2,491	1,650	(841)	3,300		809	
5110 Knole Paddock & Pavilion	215	0	(215)	3,765	0	(3,765)	1,500		(2,265)	
5120 Knole Paddock Pitch & Grnd Mt	0	0	0	116	1,000	884	3,500		3,384	
5310 Miscellaneous Open Spaces	2,054	1,300	(754)	30,217	6,500	(23,717)	17,100		(13,117)	
5316 Skatepark Maintenance	0	1,000	1,000	0	2,000	2,000	2,575		2,575	
5317 Raleys Car Park	0	0	0	0	500	500	500		500	
5320 Fertilizers	0	0	0	208	0	(208)	1,200		992	
5330 Grass Seed	0	0	0	104	2,100	1,996	2,100		1,996	
5340 Plants	0	0	0	340	625	285	2,500		2,160	
5410 Repairs & General Maintenance	32	125	93	96	625	529	1,500		1,404	
5500 Equipment Hired and New	172	688	516	2,851	3,440	589	8,250		5,399	
5525 Equipment Maintenance	591	470	(121)	2,475	3,293	818	8,000		5,525	
5550 Vehicle Expenses	498	340	(158)	7,988	2,110	(5,878)	4,500		(3,488)	
5700 Fuel	358	517	159	1,350	2,585	1,235	6,200		4,850	
6000 Rent & Rates	0	150	150	239	600	361	1,200		961	
6010 Light Heat & Cleaning	0	0	0	498	525	27	2,100		1,602	
6013 Cleaning	0	0	0	655	0	(655)	0		(655)	
6101 Telephone	12	17	6	47	85	38	200		153	
6104 Mobile Telephone	22	17	(5)	112	85	(27)	200		88	
6320 Staff Training	0	0	0	0	1,000	1,000	3,000		3,000	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6330 Welfare/Hospitality	0	17	17	106	85	(21)	200		94	
6730 Subscriptions	0	0	0	236	200	(36)	200		(36)	
6812 Road Dues	0	0	0	0	0	0	1,500		1,500	
6851 Bus Shelter Maintenance	0	14	14	0	70	70	175		175	
6900 Sundry Expenses	0	8	8	10	40	30	100		90	
6922 Health&Safety/Risk Assessments	0	0	0	0	700	700	1,550		1,550	
6930 Alarm Maintenance	0	0	0	123	0	(123)	740		618	
6931 CCTV Maintenance	0	0	0	0	0	0	1,200		1,200	
6934 Waste Bin Collection-Dog Bins	0	0	0	655	700	45	2,800		2,145	
6935 Waste Bin Disposal-Waste Bins	673	352	(321)	1,188	1,760	572	4,220		3,032	
6952 Protective Clothing	10	121	111	630	605	(25)	1,450		820	
O/ Spaces & Leisure - General :- Indirect Expenditure	23,473	25,763	2,290	141,005	130,047	(10,958)	312,358	0	171,353	0
Net Income over Expenditure	(22,938)	(25,763)	(2,825)	(123,404)	(127,687)	(4,283)	(277,730)			
<u>22 O/ Spaces & Leisure - Cemetery</u>										
1550 Insurance Claims	0	0	0	1,458	0	(1,458)	0		0	
1700 Cemetery Income	6,971	7,725	754	33,747	38,625	4,878	92,700		0	
1990 Other Income	0	0	0	24	0	(24)	0		0	
O/ Spaces & Leisure - Cemetery :- Income	6,971	7,725	754	35,229	38,625	3,396	92,700			0
4010 Gross Pay	8,112	7,358	(754)	40,147	36,790	(3,357)	88,291		48,144	
4270 Employers Pension Contribution	588	619	31	2,915	3,095	180	7,430		4,515	
5210 Cemetery Chapel & Office	0	0	0	130	0	(130)	206		76	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5230 Cemetery Wshop/Messroom Mtce	0	175	175	0	175	175	175		175	
5410 Repairs & General Maintenance	52	83	31	302	415	113	1,000		698	
5500 Equipment Hired and New	146	267	121	1,867	1,335	(532)	3,200		1,333	
5525 Equipment Maintenance	1,732	208	(1,524)	1,880	1,040	(840)	2,500		620	
5700 Fuel	22	58	36	243	290	47	700		457	
6000 Rent & Rates	591	548	(43)	3,194	2,740	(454)	6,570		3,376	
6010 Light Heat & Cleaning	35	103	68	164	515	351	1,240		1,076	
6013 Cleaning	61	0	(61)	484	0	(484)	0		(484)	
6101 Telephone	45	62	17	278	310	32	750		472	
6104 Mobile Telephone	0	10	10	8	50	42	120		112	
6200 Printing & Stationery	0	8	8	0	40	40	100		100	
6240 Computer/ Data Base/WP's	3,315	0	(3,315)	3,315	0	(3,315)	400		(2,915)	
6320 Staff Training	85	0	(85)	225	500	275	2,000		1,775	
6330 Welfare/Hospitality	46	14	(32)	98	70	(28)	170		72	
6500 Goods for Resale	0	17	17	0	85	85	200		200	
6630 Professional Fees	0	100	100	95	100	5	100		5	
6730 Subscriptions	0	100	100	0	100	100	100		100	
6802 Trees Plants Turf & Fertilizer	0	0	0	14	750	736	3,000		2,986	
6822 Roads Path & Boundaries	0	0	0	0	175	175	700		700	
6832 Lawn/Wall of Remembrance	12	0	(12)	76	0	(76)	100		24	
6900 Sundry Expenses	0	4	4	5	20	15	50		45	
6922 Health&Safety/Risk Assessments	0	250	250	0	500	500	1,000		1,000	
6930 Alarm Maintenance	0	200	200	594	800	206	800		206	
6932 Cemetery Security	382	383	1	1,954	1,915	(39)	4,600		2,646	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6935 Waste Bin Disposal-Waste Bins	161	102	(59)	555	510	(45)	1,230		675	
6952 Protective Clothing	70	62	(8)	454	310	(144)	750		296	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	15,456	10,731	(4,725)	58,998	52,630	(6,368)	127,482	0	68,484	0
Net Income over Expenditure	(8,485)	(3,006)	5,479	(23,769)	(14,005)	9,764	(34,782)			
<u>23 O/ Spaces & Leisure- Allotment</u>										
1010 Rental Income	1,022	1,141	119	1,029	1,141	112	1,141		0	
1047 QH Allotments Income	6,052	6,376	324	6,991	6,376	(615)	6,376		0	
O/ Spaces & Leisure- Allotment :- Income	7,074	7,517	443	8,019	7,517	(502)	7,517			0
4010 Gross Pay	363	383	20	2,638	1,915	(723)	4,595		1,957	
4270 Employers Pension Contribution	15	15	(0)	119	75	(44)	184		65	
5410 Repairs & General Maintenance	503	0	(503)	1,631	600	(1,031)	1,200		(431)	
6000 Rent & Rates	0	146	146	530	730	200	1,751		1,221	
6002 QH Allotments Costs	245	0	(245)	345	175	(170)	700		355	
6922 Health&Safety/Risk Assessments	0	0	0	0	300	300	300		300	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	1,126	544	(582)	5,262	3,795	(1,467)	8,730	0	3,468	0
Net Income over Expenditure	5,947	6,973	1,026	2,757	3,722	965	(1,213)			
<u>26 Open Spaces-Street Lighting/Ge</u>										
1480 Streetlighting income	0	0	0	0	0	0	8,913		0	
1990 Other Income	0	0	0	0	1,200	1,200	1,200		0	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
1997 In Bloom Income	0	0	0	500	0	(500)	0		0	
Open Spaces-Street Lighting/Ge :- Income	0	0	0	500	1,200	700	10,113			0
6861 Public Clock Maintenance	31	0	(31)	4,184	727	(3,457)	2,908		(1,276)	
6862 Street Lighting	1,812	1,118	(694)	8,700	5,590	(3,110)	13,414		4,714	
6865 In Bloom Costs	2,501	5,000	2,499	9,068	14,500	5,432	14,500		5,432	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	4,343	6,118	1,775	21,953	20,817	(1,136)	30,822	0	8,869	0
Net Income over Expenditure	(4,343)	(6,118)	(1,775)	(21,453)	(19,617)	1,836	(20,709)			
<u>28 O/ Spaces & Leisure-Vine Cafe</u>										
1211 Sale of Goods	7,194	8,022	828	20,084	33,940	13,856	61,710		0	
1212 Events Management	0	0	0	0	500	500	1,500		0	
1450 Furlough Grant Income	0	0	0	9,400	0	(9,400)	0		0	
O/ Spaces & Leisure-Vine Cafe :- Income	7,194	8,022	828	29,484	34,440	4,956	63,210			0
4010 Gross Pay	6,010	5,108	(902)	26,045	24,352	(1,693)	49,646		23,601	
4270 Employers Pension Contribution	79	168	89	355	840	485	2,013		1,658	
5410 Repairs & General Maintenance	0	42	42	82	210	128	500		418	
5500 Equipment Hired and New	145	150	5	145	750	605	1,800		1,655	
5525 Equipment Maintenance	0	42	42	0	210	210	500		500	
6000 Rent & Rates	57	100	43	522	500	(22)	1,200		678	
6010 Light Heat & Cleaning	641	0	(641)	775	800	25	1,600		825	
6013 Cleaning	58	0	(58)	249	0	(249)	0		(249)	

Detailed Income & Expenditure by Phased Budget Heading 31/08/2020

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6101 Telephone	28	26	(2)	134	130	(4)	309		175	
6200 Printing & Stationery	0	0	0	54	0	(54)	30		(24)	
6210 Postage & Courier	9	0	(9)	19	40	22	160		142	
6240 Computer/ Data Base/WP's	0	0	0	131	38	(93)	150		19	
6320 Staff Training	0	0	0	0	0	0	300		300	
6460 Publicity & Democratic notices	0	0	0	0	62	62	250		250	
6500 Goods for Resale	2,354	2,600	246	8,236	11,000	2,764	20,000		11,764	
6505 Cafe consumables	282	0	(282)	1,146	0	(1,146)	0		(1,146)	
6533 Copyright Fees/Royalties	0	0	0	0	0	0	320		320	
6635 Professional Fees Licensing	0	0	0	135	150	15	150		15	
6900 Sundry Expenses	0	17	17	0	85	85	206		206	
6922 Health&Safety/Risk Assessments	0	0	0	534	0	(534)	500		(34)	
6930 Alarm Maintenance	75	0	(75)	200	0	(200)	515		315	
6935 Waste Bin Disposal-Waste Bins	131	172	41	438	860	422	2,060		1,622	
6976 Credit card charges	111	47	(64)	267	235	(32)	567		300	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	9,981	8,472	(1,509)	39,465	40,262	797	82,776	0	43,311	0
Net Income over Expenditure	(2,787)	(450)	2,337	(9,982)	(5,822)	4,160	(19,566)			
<u>29 O/Spaces & Leisure-Vine Ground</u>										
1208 Other Events Income	0	0	0	0	500	500	1,500		0	
1500 Fundraising	10,742	0	(10,742)	11,252	0	(11,252)	0		0	
1805 Tea Kiosk Rental & Pavilion	0	0	0	0	1,544	1,544	3,090		0	
1870 Vine Club Insurance Contrib.	0	400	400	0	400	400	400		0	
O/Spaces & Leisure-Vine Ground :- Income	10,742	400	(10,342)	11,252	2,444	(8,808)	4,990			0

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
4010 Gross Pay	751	758	7	3,488	3,790	302	9,092		5,604	
4270 Employers Pension Contribution	45	45	0	209	225	16	545		336	
5010 Vine Area General Maintenance	1,085	300	(785)	1,642	1,500	(142)	3,600		1,958	
5020 Vine Public Convenience	1,313	708	(605)	3,999	3,540	(459)	8,500		4,502	
6000 Rent & Rates	0	43	43	(2)	215	217	515		517	
6460 Publicity & Democratic notices	0	0	0	0	62	62	250		250	
6635 Professional Fees Licensing	0	100	100	70	100	30	100		30	
6868 Summer Concerts	5,959	1,250	(4,709)	5,959	1,950	(4,009)	3,200		(2,759)	
6869 Special Events	0	0	0	28	0	(28)	0		(28)	
6931 CCTV Maintenance	572	660	88	572	660	88	660		88	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	9,725	3,864	(5,861)	15,964	12,042	(3,922)	26,462	0	10,498	0
Net Income over Expenditure	1,017	(3,464)	(4,481)	(4,711)	(9,598)	(4,887)	(21,472)			
<u>30 F&G P - Bat & Ball Station</u>										
1022 Letting & Hire of Facilities	(63)	2,000	2,063	53	10,000	9,947	24,000		0	
1211 Sale of Goods	0	4,003	4,003	0	20,015	20,015	48,039		0	
1450 Furlough Grant Income	2,037	0	(2,037)	11,859	0	(11,859)	0		0	
F&G P - Bat & Ball Station :- Income	1,974	6,003	4,029	11,912	30,015	18,103	72,039			0
4010 Gross Pay	3,243	5,298	2,055	17,569	26,490	8,921	63,575		46,005	
4270 Employers Pension Contribution	63	183	120	195	915	720	2,202		2,006	
5410 Repairs & General Maintenance	0	132	132	10,940	660	(10,280)	1,586		(9,354)	
5500 Equipment Hired and New	0	125	125	0	625	625	1,500		1,500	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6000 Rent & Rates	270	238	(32)	1,351	1,190	(161)	2,860		1,509	
6011 Electricity	341	444	103	1,379	2,220	841	5,325		3,946	
6012 Gas	0	0	0	503	515	12	2,060		1,557	
6013 Cleaning	348	333	(15)	1,170	1,665	495	4,000		2,830	
6014 Water	0	0	0	0	500	500	2,000		2,000	
6101 Telephone	14	56	42	56	280	224	670		614	
6200 Printing & Stationery	6	17	11	43	85	42	206		163	
6241 Website Costs	0	0	0	285	0	(285)	0		(285)	
6320 Staff Training	0	0	0	0	64	64	258		258	
6460 Publicity & Democratic notices	0	167	167	0	835	835	2,000		2,000	
6500 Goods for Resale	0	1,667	1,667	0	8,335	8,335	20,000		20,000	
6533 Copyright Fees/Royalties	0	47	47	0	235	235	567		567	
6635 Professional Fees Licensing	0	0	0	0	0	0	567		567	
6900 Sundry Expenses	0	52	52	0	260	260	618		618	
6922 Health&Safety/Risk Assessments	66	0	(66)	637	526	(111)	1,051		414	
6930 Alarm Maintenance	0	600	600	0	600	600	1,267		1,267	
6931 CCTV Maintenance	0	0	0	0	0	0	639		639	
6935 Waste Bin Disposal-Waste Bins	121	106	(15)	394	530	136	1,267		873	
6976 Credit card charges	33	43	10	130	215	85	515		385	
F&G P - Bat & Ball Station :- Indirect Expenditure	4,505	9,508	5,003	34,653	46,745	12,092	114,732	0	80,079	0
Net Income over Expenditure	(2,530)	(3,505)	(975)	(22,741)	(16,730)	6,011	(42,693)			

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>31 F & G P - Establishments</u>										
1115 Interest on Deposits	167	667	500	2,134	3,335	1,201	8,000		0	
1231 Banner Income	0	398	398	(81)	1,990	2,071	4,779		0	
1450 Furlough Grant Income	1,169	0	(1,169)	7,339	0	(7,339)	0		0	
1889 Waste Sacks Income	0	175	175	267	875	608	2,100		0	
1990 Other Income	13	8	(5)	313	40	(273)	100		0	
F & G P - Establishments :- Income	1,348	1,248	(100)	9,971	6,240	(3,731)	14,979			0
4010 Gross Pay	23,702	24,291	589	118,548	121,455	2,907	291,497		172,949	
4270 Employers Pension Contribution	2,492	2,902	410	12,432	14,510	2,078	34,827		22,395	
4271 Pension Deficiency	6,417	6,417	0	32,083	32,085	2	77,000		44,917	
5500 Equipment Hired and New	14	208	194	34	1,040	1,006	2,500		2,466	
6020 Insurance Cost	1,233	1,428	195	9,502	9,998	496	20,000		10,498	
6101 Telephone	458	479	21	1,916	2,395	479	5,750		3,834	
6103 Fax	0	8	8	0	40	40	100		100	
6200 Printing & Stationery	69	1,250	1,181	6,146	6,250	104	17,000		10,854	
6210 Postage & Courier	999	429	(570)	2,008	2,145	137	5,150		3,142	
6240 Computer/ Data Base/WP's	1,933	1,116	(817)	8,609	5,580	(3,029)	13,390		4,781	
6241 Website Costs	0	1,000	1,000	927	1,500	573	2,000		1,073	
6242 I.T. Infrastructure	41	410	369	4,720	5,140	420	8,000		3,280	
6281 Furnishings,Furniture/Eqpt	3,032	0	(3,032)	3,082	188	(2,894)	750		(2,332)	
6300 Computers Accountancy	219	283	64	1,097	1,415	318	3,400		2,303	
6315 Recruitment Costs	0	167	167	0	835	835	2,000		2,000	
6320 Staff Training	0	250	250	100	1,250	1,150	3,000		2,900	

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6321 Investors in People	0	0	0	0	0	0	824		824	
6330 Welfare/Hospitality	7	167	160	41	835	794	2,000		1,959	
6410 Civic Exps/Annual Reception	0	0	0	0	900	900	1,750		1,750	
6415 Gifts/hospitality	0	33	33	0	165	165	400		400	
6420 Annual Parish Meeting	0	0	0	0	0	0	100		100	
6421 Honour Bd. Badges & Insignia	0	0	0	0	250	250	250		250	
6422 Mayor Allowance 2019/20	(40)	0	40	(40)	0	40	0		40	
6425 Mayor's Allowance 2020/21	0	502	502	0	2,008	2,008	5,525		5,525	
6426 Mayor's Car Allowance 2020/21	0	224	224	0	896	896	2,462		2,462	
6435 Members Expenses	0	3,000	3,000	0	3,000	3,000	4,120		4,120	
6440 Press Notices	0	125	125	0	625	625	1,500		1,500	
6450 Bye Laws	0	0	0	0	0	0	100		100	
6460 Publicity & Democratic notices	0	208	208	2,000	1,040	(960)	2,500		500	
6461 Banner Costs	0	129	129	86	645	559	1,545		1,459	
6610 Audit Fees	0	0	0	0	1,080	1,080	4,860		4,860	
6611 Quality Parish	0	0	0	300	0	(300)	0		(300)	
6620 Legal Expenses	0	0	0	1,387	1,500	113	3,000		1,613	
6635 Professional Fees Licensing	1,023	0	(1,023)	1,063	400	(663)	1,500		437	
6710 Conference Fees & Expenses	50	192	142	50	960	910	2,300		2,250	
6720 Books and Periodicals	0	32	32	0	160	160	380		380	
6730 Subscriptions	634	500	(134)	4,086	5,100	1,014	5,150		1,064	
6889 Waste Sacks	76	167	91	1,116	835	(281)	2,000		884	
6900 Sundry Expenses	14	42	28	14	210	196	500		486	
6922 Health&Safety/Risk Assessments	0	0	0	3,335	3,000	(335)	3,200		(135)	

Detailed Income & Expenditure by Phased Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6975 Bank Charges	115	129	14	442	645	204	1,550		1,109	
6976 Credit card charges	26	58	32	84	290	206	700		616	
7010 Election Expenses	0	0	0	0	0	0	5,000		5,000	
7611 Contingency provision	0	0	0	(0)	0	0	36,330		36,330	
7614 Stag reserve	0	0	0	0	0	0	1,000		1,000	
7617 PWLB Loan Repayment	0	0	0	35,801	31,000	(4,801)	72,000		36,199	35,801
F & G P - Establishments :- Indirect Expenditure	42,513	46,146	3,633	250,968	261,370	10,402	648,910	0	397,942	35,801
Net Income over Expenditure	(41,164)	(44,898)	(3,734)	(240,997)	(255,130)	(14,133)	(633,931)			
8001 plus Transfer from EMR	0			35,801						
Movement to/(from) Gen Reserve	(41,164)			(205,196)						
<u>32 F & G P - General</u>										
1490 Christmas Lights Switch On	0	0	0	0	0	0	6,000		0	
1495 Number 8 bus income	0	3,408	3,408	114	17,040	16,926	40,895		0	
F & G P - General :- Income	0	3,408	3,408	114	17,040	16,926	46,895			0
6490 Christmas Lights Switch On	0	0	0	0	0	0	26,000		26,000	
6491 Remembrance Day/Civic Serv.	100	0	(100)	1,657	0	(1,657)	3,000		1,343	
6495 Number 8 bus expenses	0	3,408	3,408	6,731	17,040	10,309	40,895		34,164	6,617
6869 Special Events	2,300	542	(1,758)	2,300	2,710	410	6,500		4,200	
F & G P - General :- Indirect Expenditure	2,400	3,950	1,550	10,688	19,750	9,062	76,395	0	65,707	6,617
Net Income over Expenditure	(2,400)	(542)	1,858	(10,574)	(2,710)	7,864	(29,500)			
8001 plus Transfer from EMR	0			6,617						
Movement to/(from) Gen Reserve	(2,400)			(3,957)						

Detailed Income & Expenditure by Phased Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
33 F & G P - Council Offices										
1022 Letting & Hire of Facilities	0	1,375	1,375	0	6,875	6,875	16,500		0	
1211 Sale of Goods	0	12	12	0	60	60	150		0	
1450 Furlough Grant Income	246	0	(246)	2,279	0	(2,279)	0		0	
F & G P - Council Offices :- Income	246	1,387	1,141	2,279	6,935	4,656	16,650			0
4010 Gross Pay	2,520	2,394	(126)	12,428	11,970	(458)	28,734		16,306	
4270 Employers Pension Contribution	135	116	(19)	635	580	(55)	1,393		758	
5410 Repairs & General Maintenance	0	177	177	52	885	833	2,120		2,068	
6000 Rent & Rates	4,834	2,114	(2,720)	12,962	10,570	(2,392)	25,370		12,408	
6010 Light Heat & Cleaning	1,298	530	(768)	2,308	2,650	342	6,365		4,057	
6013 Cleaning	65	0	(65)	158	0	(158)	0		(158)	
6510 Catering Expenses	0	8	8	0	40	40	100		100	
6900 Sundry Expenses	0	8	8	0	40	40	100		100	
6922 Health&Safety/Risk Assessments	0	0	0	2,652	0	(2,652)	300		(2,352)	
6930 Alarm Maintenance	0	0	0	696	1,400	704	1,400		704	
6935 Waste Bin Disposal-Waste Bins	131	91	(40)	362	455	93	1,090		728	
F & G P - Council Offices :- Indirect Expenditure	8,983	5,438	(3,545)	32,252	28,590	(3,662)	66,971	0	34,719	0
Net Income over Expenditure	(8,737)	(4,051)	4,686	(29,973)	(21,655)	8,318	(50,321)			
36 F & G P - Community Centre										
1022 Letting & Hire of Facilities	0	0	0	25	0	(25)	15,000		0	
1457 Indoor Activities	0	0	0	0	0	0	150		0	
F & G P - Community Centre :- Income	0	0	0	25	0	(25)	15,150			0

Detailed Income & Expenditure by Phased Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
4010 Gross Pay	0	0	0	0	0	0	7,266		7,266	
4270 Employers Pension Contribution	0	0	0	0	0	0	376		376	
5318 SCC Car Park	0	0	0	0	0	0	500		500	
5410 Repairs & General Maintenance	0	0	0	0	0	0	500		500	
6000 Rent & Rates	393	383	(10)	2,323	1,915	(408)	4,600		2,277	
6011 Electricity	163	83	(80)	973	415	(558)	1,000		27	
6012 Gas	(1,092)	0	1,092	(820)	360	1,180	720		1,540	
6013 Cleaning	0	0	0	0	0	0	210		210	
6101 Telephone	35	36	1	175	180	5	436		261	
6104 Mobile Telephone	0	0	0	17	0	(17)	80		63	
6200 Printing & Stationery	0	0	0	0	0	0	100		100	
6460 Publicity & Democratic notices	0	0	0	0	0	0	500		500	
6520 Refreshments for Resale	0	0	0	0	0	0	100		100	
6533 Copyright Fees/Royalties	0	0	0	0	500	500	500		500	
6635 Professional Fees Licensing	0	180	180	180	180	0	180		0	
6900 Sundry Expenses	27	0	(27)	27	0	(27)	50		23	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	500		500	
6930 Alarm Maintenance	0	620	620	252	620	368	620		368	
6935 Waste Bin Disposal-Waste Bins	(470)	33	503	(157)	165	322	400		557	
6939 Healthcare Services	0	0	0	0	0	0	250		250	
F & G P - Community Centre :- Indirect Expenditure	(944)	1,335	2,279	2,970	4,335	1,365	18,887	0	15,917	0
Net Income over Expenditure	944	(1,335)	(2,279)	(2,945)	(4,335)	(1,390)	(3,737)			

Detailed Income & Expenditure by Phased Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
38 F & G P - Grants										
6937 Annual Subsidy-Comm Centre	0	0	0	0	0	0	250		250	
6938 Annual Subsidy-Council Chamber	0	83	83	0	415	415	1,000		1,000	
7500 Local Organisations Grants	0	16,500	16,500	0	0	0	12,578		12,578	
7502 Sevenoaks Summer Festival	0	0	0	0	0	0	5,000		5,000	
7503 Community Resilience Fund	0	0	0	3,111	3,111	0	3,111		0	
7520 Twinning Support	0	0	0	0	0	0	1,000		1,000	
7552 Youth Outreach	0	3,332	3,332	0	0	0	3,811		3,811	
7555 Youth Council Support	0	0	0	0	0	0	500		500	
7556 Stag Community Arts Centre	0	0	0	92,000	27,000	(65,000)	27,000		(65,000)	65,000
7557 Community Rail Partnership	3,000	0	(3,000)	6,000	3,000	(3,000)	3,000		(3,000)	
F & G P - Grants :- Indirect Expenditure	3,000	19,915	16,915	101,111	33,526	(67,585)	57,250	0	(43,861)	65,000
Net Expenditure	(3,000)	(19,915)	(16,915)	(101,111)	(33,526)	67,585	(57,250)			
8001 plus Transfer from EMR	0			65,000						
Movement to/(from) Gen Reserve	(3,000)			(36,111)						
39 F & G P - Property										
1046 SCC Ground Rents & Wayleaves	0	0	0	375	750	375	3,000		0	
1469 O/S Ground Rents & Wayleaves	0	1,000	1,000	0	3,000	3,000	5,000		0	
F & G P - Property :- Income	0	1,000	1,000	375	3,750	3,375	8,000			0
Net Income	0	1,000	1,000	375	3,750	3,375	8,000			

Detailed Income & Expenditure by Phased Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>40</u> <u>Sevenoaks Town Partnership</u>										
1206 Business Awards	0	0	0	0	2,500	2,500	7,000		0	
1207 Business Show	0	0	0	0	3,000	3,000	3,000		0	
1209 Wellbeing show income	0	0	0	0	3,000	3,000	3,000		0	
1350 Revenue Grant income	0	0	0	0	0	0	1,000		0	
Sevenoaks Town Partnership :- Income	0	0	0	0	8,500	8,500	14,000			0
6101 Telephone	0	8	8	0	40	40	100		100	
6200 Printing & Stationery	0	8	8	0	40	40	100		100	
6240 Computer/ Data Base/WP's	65	42	(23)	285	210	(75)	500		215	
6244 Information Screens	0	0	0	0	0	0	1,500		1,500	
6322 Business Awards	0	500	500	0	1,000	1,000	7,725		7,725	
6323 Business Show	0	0	0	0	2,275	2,275	2,275		2,275	
6710 Conference Fees & Expenses	0	58	58	0	290	290	700		700	
6730 Subscriptions	0	0	0	545	0	(545)	0		(545)	
6900 Sundry Expenses	0	50	50	0	250	250	600		600	
7000 Reinvestment	0	0	0	0	0	0	2,000		2,000	
7608 Friends of Bat & Ball	0	83	83	0	415	415	1,000		1,000	
7616 Wellbeing show	0	0	0	0	2,500	2,500	2,500		2,500	
Sevenoaks Town Partnership :- Indirect Expenditure	65	749	684	830	7,020	6,190	19,000	0	18,170	0
Net Income over Expenditure	(65)	(749)	(684)	(830)	1,480	2,310	(5,000)			

Detailed Income & Expenditure by Phased Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>41 Business Hub</u>										
6000 Rent & Rates	173	0	(173)	863	0	(863)	0		(863)	
6010 Light Heat & Cleaning	46	0	(46)	46	0	(46)	0		(46)	
6011 Electricity	(22)	0	22	165	125	(40)	500		335	
6012 Gas	0	0	0	0	62	62	250		250	
6014 Water	0	0	0	0	12	12	50		50	
Business Hub :- Indirect Expenditure	198	0	(198)	1,074	199	(875)	800	0	(274)	0
Net Expenditure	(198)	0	198	(1,074)	(199)	875	(800)			
<u>50 Youth Cafe</u>										
1022 Letting & Hire of Facilities	0	312	312	200	1,560	1,360	3,740		0	
1211 Sale of Goods	0	192	192	0	960	960	2,300		0	
1450 Furlough Grant Income	2,572	0	(2,572)	13,382	0	(13,382)	0		0	
Youth Cafe :- Income	2,572	504	(2,068)	13,582	2,520	(11,062)	6,040			0
4010 Gross Pay	3,126	2,138	(988)	15,699	10,690	(5,009)	25,661		9,962	
4270 Employers Pension Contribution	84	86	2	424	430	6	1,026		602	
5410 Repairs & General Maintenance	0	83	83	0	415	415	1,000		1,000	
6010 Light Heat & Cleaning	0	42	42	0	210	210	500		500	
6101 Telephone	44	47	4	238	235	(3)	560		322	
6200 Printing & Stationery	0	42	42	0	210	210	500		500	
6240 Computer/ Data Base/WP's	17	62	45	67	310	243	750		683	
6281 Furnishings,Furniture/Eqpt	0	42	42	0	210	210	500		500	

Detailed Income & Expenditure by Phased Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
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	210	210	500		500	
6500 Goods for Resale	0	142	142	0	710	710	1,700		1,700	
6635 Professional Fees Licensing	158	0	(158)	293	400	108	400		108	
6650 Bad debts	0	0	0	44	0	(44)	0		(44)	
6900 Sundry Expenses	0	12	12	0	60	60	150		150	
6922 Health&Safety/Risk Assessments	482	0	(482)	745	0	(745)	400		(345)	
Youth Cafe :- Indirect Expenditure	3,910	2,738	(1,172)	17,511	14,140	(3,371)	34,247	0	16,736	0
Net Income over Expenditure	(1,338)	(2,234)	(896)	(3,929)	(11,620)	(7,691)	(28,207)			
<u>60 Markets</u>										
1017 Rental Income Sat Market	2,645	1,871	(774)	7,077	9,355	2,278	22,456		0	
1018 Rental Income Wed Market	1,565	1,148	(417)	4,188	5,740	1,553	13,774		0	
1019 Rental Income Blighs Market	2,240	1,250	(990)	4,940	6,250	1,310	15,000		0	
1024 Rental Income Friday Market	0	1,148	1,148	0	5,740	5,740	13,774		0	
Markets :- Income	6,450	5,417	(1,033)	16,205	27,085	10,881	65,004			0
4010 Gross Pay	137	122	(15)	686	610	(76)	1,464		778	
5410 Repairs & General Maintenance	0	0	0	13	25	13	100		88	
5420 Saturday market charges	1,391	1,413	22	6,177	6,216	39	14,695		8,518	
5421 Wednesday Market charges	2,534	2,574	40	11,263	11,325	62	26,766		15,503	
5423 Friday market charges	0	1,148	1,148	0	5,740	5,740	13,774		13,774	

Detailed Income & Expenditure by Phased Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6001 Blighs Market Charges	1,100	990	(110)	4,140	7,088	2,948	14,018		9,878	
6010 Light Heat & Cleaning	0	0	0	43	125	82	500		457	
6460 Publicity & Democratic notices	0	167	167	0	835	835	2,000		2,000	
Markets :- Indirect Expenditure	5,162	6,414	1,252	22,322	31,964	9,642	73,317	0	50,995	0
Net Income over Expenditure	1,288	(997)	(2,285)	(6,117)	(4,879)	1,238	(8,313)			
<u>70 Precept</u>										
1995 Precept	101,273	101,273	0	506,365	506,365	0	1,215,276		0	
Precept :- Income	101,273	101,273	0	506,365	506,365	0	1,215,276			0
Net Income	101,273	101,273	0	506,365	506,365	0	1,215,276			
Grand Totals:- Income	146,379	143,904	(2,475)	662,912	695,036	32,124	1,687,191			
Expenditure	136,422	154,607	18,185	770,964	722,092	(48,872)	1,735,924	0	964,960	
Net Income over Expenditure	9,958	(10,703)	(20,661)	(108,051)	(27,056)	80,995	(48,733)			
plus Transfer from EMR	0			107,418						
Movement to/(from) Gen Reserve	9,958			(633)						

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Detailed Income & Expenditure by Phased Budget Heading 31/07/2020

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>11 Planning - General</u>										
4010 Gross Pay	2,567	2,781	214	10,432	11,124	692	33,376		22,944	
4270 Employers Pension Contribution	113	130	17	459	520	61	1,565		1,106	
6240 Computer/ Data Base/WP's	63	11	(52)	241	44	(197)	544		303	
6630 Professional Fees	0	0	0	0	250	250	1,000		1,000	
6720 Books and Periodicals	0	0	0	0	0	0	300		300	
6730 Subscriptions	0	0	0	280	0	(280)	0		(280)	
Planning - General :- Indirect Expenditure	<u>2,743</u>	<u>2,922</u>	<u>179</u>	<u>11,413</u>	<u>11,938</u>	<u>525</u>	<u>36,785</u>	<u>0</u>	<u>25,372</u>	<u>0</u>
Net Expenditure	<u>(2,743)</u>	<u>(2,922)</u>	<u>(179)</u>	<u>(11,413)</u>	<u>(11,938)</u>	<u>(525)</u>	<u>(36,785)</u>			
<u>21 O/ Spaces & Leisure - General</u>										
1022 Letting & Hire of Facilities	4,910	0	(4,910)	5,103	2,000	(3,103)	30,900		0	
1316 Raleys Car Park Permits	4	0	(4)	4	0	(4)	1,750		0	
1350 Revenue Grant income	0	0	0	6,577	0	(6,577)	0		0	
1450 Furlough Grant Income	1,613	0	(1,613)	4,995	0	(4,995)	0		0	
1850 Log Sales	0	0	0	0	0	0	1,236		0	
1990 Other Income	50	0	(50)	387	360	(27)	742		0	
O/ Spaces & Leisure - General :- Income	<u>6,577</u>	<u>0</u>	<u>(6,577)</u>	<u>17,066</u>	<u>2,360</u>	<u>(14,706)</u>	<u>34,628</u>			<u>0</u>
4010 Gross Pay	14,347	15,952	1,605	57,844	63,808	5,964	191,421		133,577	
4270 Employers Pension Contribution	878	1,050	172	3,385	4,200	816	12,597		9,213	
5013 Graffiti Removal	0	167	167	0	334	334	1,000		1,000	
5025 Lower St Johns Toilets	1,012	875	(137)	3,716	3,500	(216)	10,500		6,784	

Detailed Income & Expenditure by Phased Budget Heading 31/07/2020

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5026 Greatness Rec Convenience	236	250	14	656	1,000	344	3,000		2,344	
5050 Seats And Litter Bins	1,250	0	(1,250)	1,250	695	(555)	2,780		1,530	
5060 Sevenoaks Common	0	3,000	3,000	625	3,000	2,375	3,700		3,075	
5065 Tree Safety Survey	0	0	0	0	0	0	3,800		3,800	
5070 Other Woodlands	0	825	825	685	1,650	965	3,300		2,615	
5110 Knole Paddock & Pavilion	1,190	0	(1,190)	3,550	0	(3,550)	1,500		(2,050)	
5120 Knole Paddock Pitch & Grnd Mt	116	0	(116)	116	1,000	884	3,500		3,384	
5310 Miscellaneous Open Spaces	24,683	1,300	(23,383)	28,163	5,200	(22,963)	17,100		(11,063)	
5316 Skatepark Maintenance	0	1,000	1,000	0	1,000	1,000	2,575		2,575	
5317 Raleys Car Park	0	0	0	0	500	500	500		500	
5320 Fertilizers	0	0	0	208	0	(208)	1,200		992	
5330 Grass Seed	104	0	(104)	104	2,100	1,996	2,100		1,996	
5340 Plants	323	0	(323)	340	625	285	2,500		2,160	
5410 Repairs & General Maintenance	64	125	61	64	500	436	1,500		1,436	
5500 Equipment Hired and New	2,654	688	(1,966)	2,679	2,752	73	8,250		5,571	
5525 Equipment Maintenance	69	941	872	1,884	2,823	939	8,000		6,116	
5550 Vehicle Expenses	0	340	340	7,490	1,770	(5,720)	4,500		(2,990)	
5700 Fuel	535	517	(18)	992	2,068	1,076	6,200		5,208	
6000 Rent & Rates	0	150	150	239	450	211	1,200		961	
6010 Light Heat & Cleaning	0	0	0	498	525	27	2,100		1,602	
6013 Cleaning	188	0	(188)	655	0	(655)	0		(655)	
6101 Telephone	12	17	5	35	68	33	200		165	
6104 Mobile Telephone	22	17	(5)	90	68	(22)	200		110	
6320 Staff Training	0	0	0	0	1,000	1,000	3,000		3,000	

Detailed Income & Expenditure by Phased Budget Heading 31/07/2020

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6330 Welfare/Hospitality	31	17	(14)	106	68	(38)	200		94	
6730 Subscriptions	0	0	0	236	200	(36)	200		(36)	
6812 Road Dues	0	0	0	0	0	0	1,500		1,500	
6851 Bus Shelter Maintenance	0	14	14	0	56	56	175		175	
6900 Sundry Expenses	10	8	(2)	10	32	22	100		90	
6922 Health&Safety/Risk Assessments	0	0	0	0	700	700	1,550		1,550	
6930 Alarm Maintenance	123	0	(123)	123	0	(123)	740		618	
6931 CCTV Maintenance	0	0	0	0	0	0	1,200		1,200	
6934 Waste Bin Collection-Dog Bins	0	0	0	655	700	45	2,800		2,145	
6935 Waste Bin Disposal-Waste Bins	354	352	(2)	515	1,408	893	4,220		3,705	
6952 Protective Clothing	252	121	(131)	620	484	(136)	1,450		830	
O/ Spaces & Leisure - General :- Indirect Expenditure	48,452	27,726	(20,726)	117,531	104,284	(13,247)	312,358	0	194,827	0
Net Income over Expenditure	(41,876)	(27,726)	14,150	(100,465)	(101,924)	(1,459)	(277,730)			
<u>22 O/ Spaces & Leisure - Cemetery</u>										
1550 Insurance Claims	0	0	0	1,458	0	(1,458)	0		0	
1700 Cemetery Income	6,328	7,725	1,397	26,776	30,900	4,124	92,700		0	
1990 Other Income	0	0	0	24	0	(24)	0		0	
O/ Spaces & Leisure - Cemetery :- Income	6,328	7,725	1,397	28,258	30,900	2,642	92,700			0
4010 Gross Pay	4,934	7,358	2,424	32,035	29,432	(2,603)	88,291		56,256	
4270 Employers Pension Contribution	472	619	147	2,328	2,476	148	7,430		5,102	
5210 Cemetery Chapel & Office	0	0	0	130	0	(130)	206		76	

Detailed Income & Expenditure by Phased Budget Heading 31/07/2020

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5230 Cemetery Wshop/Messroom Mtce	0	0	0	0	0	0	175		175	
5410 Repairs & General Maintenance	74	83	9	249	332	83	1,000		751	
5500 Equipment Hired and New	34	267	233	1,720	1,068	(652)	3,200		1,480	
5525 Equipment Maintenance	122	208	86	148	832	684	2,500		2,352	
5700 Fuel	167	58	(109)	221	232	11	700		479	
6000 Rent & Rates	591	548	(43)	2,603	2,192	(411)	6,570		3,967	
6010 Light Heat & Cleaning	34	103	69	129	412	283	1,240		1,111	
6013 Cleaning	60	0	(60)	423	0	(423)	0		(423)	
6101 Telephone	125	62	(63)	234	248	14	750		516	
6104 Mobile Telephone	0	10	10	8	40	32	120		112	
6200 Printing & Stationery	0	8	8	0	32	32	100		100	
6240 Computer/ Data Base/WP's	0	0	0	0	0	0	400		400	
6320 Staff Training	0	0	0	140	500	360	2,000		1,860	
6330 Welfare/Hospitality	0	14	14	53	56	3	170		117	
6500 Goods for Resale	0	17	17	0	68	68	200		200	
6630 Professional Fees	0	0	0	95	0	(95)	100		5	
6730 Subscriptions	0	0	0	0	0	0	100		100	
6802 Trees Plants Turf & Fertilizer	14	0	(14)	14	750	736	3,000		2,986	
6822 Roads Path & Boundaries	0	0	0	0	175	175	700		700	
6832 Lawn/Wall of Remembrance	64	0	(64)	64	0	(64)	100		36	
6900 Sundry Expenses	0	4	4	5	16	11	50		45	
6922 Health&Safety/Risk Assessments	0	0	0	0	250	250	1,000		1,000	
6930 Alarm Maintenance	8	0	(8)	594	600	6	800		206	
6932 Cemetery Security	382	383	1	1,572	1,532	(40)	4,600		3,028	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6935 Waste Bin Disposal-Waste Bins	233	102	(131)	394	408	14	1,230		836	
6952 Protective Clothing	192	62	(130)	384	248	(136)	750		366	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	7,505	9,906	2,401	43,542	41,899	(1,643)	127,482	0	83,940	0
Net Income over Expenditure	(1,177)	(2,181)	(1,004)	(15,284)	(10,999)	4,285	(34,782)			
<u>23 O/ Spaces & Leisure- Allotment</u>										
1010 Rental Income	27	0	(27)	7	0	(7)	1,141		0	
1047 QH Allotments Income	103	0	(103)	939	0	(939)	6,376		0	
O/ Spaces & Leisure- Allotment :- Income	130	0	(130)	946	0	(946)	7,517			0
4010 Gross Pay	225	383	158	2,275	1,532	(743)	4,595		2,320	
4270 Employers Pension Contribution	14	15	1	104	60	(44)	184		80	
5410 Repairs & General Maintenance	678	300	(378)	1,128	600	(528)	1,200		72	
6000 Rent & Rates	0	146	146	530	584	54	1,751		1,221	
6002 QH Allotments Costs	100	0	(100)	100	175	75	700		600	
6922 Health&Safety/Risk Assessments	0	0	0	0	300	300	300		300	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	1,017	844	(173)	4,136	3,251	(885)	8,730	0	4,594	0
Net Income over Expenditure	(887)	(844)	43	(3,190)	(3,251)	(61)	(1,213)			
<u>26 Open Spaces-Street Lighting/Ge</u>										
1480 Streetlighting income	0	0	0	0	0	0	8,913		0	
1990 Other Income	0	0	0	0	1,200	1,200	1,200		0	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
1997 In Bloom Income	0	0	0	500	0	(500)	0		0	
Open Spaces-Street Lighting/Ge :- Income	0	0	0	500	1,200	700	10,113			0
6861 Public Clock Maintenance	4,128	0	(4,128)	4,154	727	(3,427)	2,908		(1,246)	
6862 Street Lighting	402	1,118	716	6,888	4,472	(2,416)	13,414		6,526	
6865 In Bloom Costs	3,069	5,000	1,931	6,567	9,500	2,933	14,500		7,933	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	7,599	6,118	(1,481)	17,609	14,699	(2,910)	30,822	0	13,213	0
Net Income over Expenditure	(7,599)	(6,118)	1,481	(17,109)	(13,499)	3,610	(20,709)			
<u>28 O/ Spaces & Leisure-Vine Cafe</u>										
1211 Sale of Goods	7,996	8,022	26	12,890	25,918	13,028	61,710		0	
1212 Events Management	0	0	0	0	500	500	1,500		0	
1450 Furlough Grant Income	165	0	(165)	9,400	0	(9,400)	0		0	
O/ Spaces & Leisure-Vine Cafe :- Income	8,161	8,022	(139)	22,290	26,418	4,128	63,210			0
4010 Gross Pay	4,840	5,108	268	20,035	19,244	(791)	49,646		29,611	
4270 Employers Pension Contribution	81	168	87	276	672	396	2,013		1,737	
5410 Repairs & General Maintenance	0	42	42	82	168	86	500		418	
5500 Equipment Hired and New	0	150	150	0	600	600	1,800		1,800	
5525 Equipment Maintenance	0	42	42	0	168	168	500		500	
6000 Rent & Rates	57	100	43	465	400	(65)	1,200		735	
6010 Light Heat & Cleaning	0	400	400	134	800	666	1,600		1,466	
6013 Cleaning	42	0	(42)	190	0	(190)	0		(190)	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6101 Telephone	31	26	(5)	106	104	(2)	309		203	
6200 Printing & Stationery	22	0	(22)	54	0	(54)	30		(24)	
6210 Postage & Courier	10	0	(10)	10	40	31	160		151	
6240 Computer/ Data Base/WP's	119	0	(119)	131	38	(93)	150		19	
6320 Staff Training	0	0	0	0	0	0	300		300	
6460 Publicity & Democratic notices	0	0	0	0	62	62	250		250	
6500 Goods for Resale	3,872	2,600	(1,272)	5,882	8,400	2,518	20,000		14,118	
6505 Cafe consumables	824	0	(824)	864	0	(864)	0		(864)	
6533 Copyright Fees/Royalties	0	0	0	0	0	0	320		320	
6635 Professional Fees Licensing	0	0	0	135	150	15	150		15	
6900 Sundry Expenses	0	17	17	0	68	68	206		206	
6922 Health&Safety/Risk Assessments	180	0	(180)	534	0	(534)	500		(34)	
6930 Alarm Maintenance	125	0	(125)	125	0	(125)	515		390	
6935 Waste Bin Disposal-Waste Bins	201	172	(29)	307	688	381	2,060		1,753	
6976 Credit card charges	112	47	(65)	156	188	32	567		411	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	<u>10,515</u>	<u>8,872</u>	<u>(1,643)</u>	<u>29,484</u>	<u>31,790</u>	<u>2,306</u>	<u>82,776</u>	<u>0</u>	<u>53,292</u>	<u>0</u>
Net Income over Expenditure	<u>(2,355)</u>	<u>(850)</u>	<u>1,505</u>	<u>(7,195)</u>	<u>(5,372)</u>	<u>1,823</u>	<u>(19,566)</u>			
<u>29 O/Spaces & Leisure-Vine Ground</u>										
1208 Other Events Income	0	0	0	0	500	500	1,500		0	
1500 Fundraising	511	0	(511)	511	0	(511)	0		0	
1805 Tea Kiosk Rental & Pavillon	0	0	0	0	1,544	1,544	3,090		0	
1870 Vine Club Insurance Contrib.	0	0	0	0	0	0	400		0	
O/Spaces & Leisure-Vine Ground :- Income	<u>511</u>	<u>0</u>	<u>(511)</u>	<u>511</u>	<u>2,044</u>	<u>1,533</u>	<u>4,990</u>			<u>0</u>

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
4010 Gross Pay	651	758	107	2,737	3,032	295	9,092		6,355	
4270 Employers Pension Contribution	39	45	6	164	180	16	545		381	
5010 Vine Area General Maintenance	537	300	(237)	557	1,200	643	3,600		3,043	
5020 Vine Public Convenience	1,413	708	(705)	2,686	2,832	146	8,500		5,814	
6000 Rent & Rates	0	43	43	(2)	172	174	515		517	
6460 Publicity & Democratic notices	0	0	0	0	62	62	250		250	
6635 Professional Fees Licensing	70	0	(70)	70	0	(70)	100		30	
6868 Summer Concerts	0	700	700	0	700	700	3,200		3,200	
6869 Special Events	28	0	(28)	28	0	(28)	0		(28)	
6931 CCTV Maintenance	0	0	0	0	0	0	660		660	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	<u>2,738</u>	<u>2,554</u>	<u>(184)</u>	<u>6,239</u>	<u>8,178</u>	<u>1,939</u>	<u>26,462</u>	<u>0</u>	<u>20,223</u>	<u>0</u>
Net Income over Expenditure	<u>(2,228)</u>	<u>(2,554)</u>	<u>(326)</u>	<u>(5,728)</u>	<u>(6,134)</u>	<u>(406)</u>	<u>(21,472)</u>			
<u>30 F&G P - Bat & Ball Station</u>										
1022 Letting & Hire of Facilities	53	2,000	1,947	115	8,000	7,885	24,000		0	
1211 Sale of Goods	0	4,003	4,003	0	16,012	16,012	48,039		0	
1450 Furlough Grant Income	2,354	0	(2,354)	9,822	0	(9,822)	0		0	
F&G P - Bat & Ball Station :- Income	<u>2,406</u>	<u>6,003</u>	<u>3,597</u>	<u>9,937</u>	<u>24,012</u>	<u>14,075</u>	<u>72,039</u>			<u>0</u>
4010 Gross Pay	3,736	5,298	1,562	14,327	21,192	6,865	63,575		49,248	
4270 Employers Pension Contribution	48	183	135	132	732	600	2,202		2,069	
5410 Repairs & General Maintenance	10,749	132	(10,617)	10,940	528	(10,412)	1,586		(9,354)	
5500 Equipment Hired and New	0	125	125	0	500	500	1,500		1,500	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6000 Rent & Rates	270	238	(32)	1,081	952	(129)	2,860		1,779	
6011 Electricity	340	444	104	1,038	1,776	738	5,325		4,287	
6012 Gas	0	0	0	503	515	12	2,060		1,557	
6013 Cleaning	252	333	81	822	1,332	510	4,000		3,178	
6014 Water	0	0	0	0	500	500	2,000		2,000	
6101 Telephone	14	56	42	42	224	182	670		628	
6200 Printing & Stationery	15	17	2	36	68	32	206		170	
6241 Website Costs	0	0	0	285	0	(285)	0		(285)	
6320 Staff Training	0	0	0	0	64	64	258		258	
6460 Publicity & Democratic notices	0	167	167	0	668	668	2,000		2,000	
6500 Goods for Resale	0	1,667	1,667	0	6,668	6,668	20,000		20,000	
6533 Copyright Fees/Royalties	0	47	47	0	188	188	567		567	
6635 Professional Fees Licensing	0	0	0	0	0	0	567		567	
6900 Sundry Expenses	0	52	52	0	208	208	618		618	
6922 Health&Safety/Risk Assessments	66	263	197	571	526	(45)	1,051		480	
6930 Alarm Maintenance	0	0	0	0	0	0	1,267		1,267	
6931 CCTV Maintenance	0	0	0	0	0	0	639		639	
6935 Waste Bin Disposal-Waste Bins	233	106	(127)	273	424	151	1,267		994	
6976 Credit card charges	33	43	11	98	172	75	515		418	
F & G P - Bat & Ball Station :- Indirect Expenditure	15,754	9,171	(6,583)	30,148	37,237	7,089	114,732	0	84,584	0
Net Income over Expenditure	(13,348)	(3,168)	10,180	(20,211)	(13,225)	6,986	(42,693)			

Detailed Income & Expenditure by Phased Budget Heading 31/07/2020

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>31 F & G P - Establishments</u>										
1115 Interest on Deposits	317	667	350	1,967	2,668	701	8,000		0	
1231 Banner Income	0	398	398	(81)	1,592	1,673	4,779		0	
1450 Furlough Grant Income	1,405	0	(1,405)	6,170	0	(6,170)	0		0	
1889 Waste Sacks Income	0	175	175	267	700	433	2,100		0	
1990 Other Income	0	8	8	300	32	(268)	100		0	
F & G P - Establishments :- Income	1,722	1,248	(474)	8,623	4,992	(3,631)	14,979			0
4010 Gross Pay	26,956	24,291	(2,665)	94,846	97,164	2,318	291,497		196,651	
4270 Employers Pension Contribution	2,619	2,902	283	9,940	11,608	1,668	34,827		24,887	
4271 Pension Deficiency	6,417	6,417	0	25,667	25,668	1	77,000		51,333	
5500 Equipment Hired and New	20	208	188	20	832	812	2,500		2,480	
6020 Insurance Cost	1,233	1,428	195	8,269	8,570	301	20,000		11,731	
6101 Telephone	455	479	24	1,458	1,916	458	5,750		4,292	
6103 Fax	0	8	8	0	32	32	100		100	
6200 Printing & Stationery	4,094	1,250	(2,844)	6,077	5,000	(1,077)	17,000		10,923	
6210 Postage & Courier	0	429	429	1,009	1,716	707	5,150		4,141	
6240 Computer/ Data Base/WP's	3,136	1,116	(2,020)	6,677	4,464	(2,213)	13,390		6,713	
6241 Website Costs	652	0	(652)	927	500	(427)	2,000		1,073	
6242 I.T. Infrastructure	652	410	(242)	4,679	4,730	51	8,000		3,321	
6281 Furnishings,Furniture/Eqpt	0	0	0	50	188	138	750		700	
6300 Computers Accountancy	219	283	64	878	1,132	254	3,400		2,522	
6315 Recruitment Costs	0	167	167	0	668	668	2,000		2,000	
6320 Staff Training	0	250	250	100	1,000	900	3,000		2,900	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6321 Investors in People	0	0	0	0	0	0	824		824	
6330 Welfare/Hospitality	4	167	163	34	668	634	2,000		1,966	
6410 Civic Exps/Annual Reception	0	0	0	0	900	900	1,750		1,750	
6415 Gifts/hospitality	0	33	33	0	132	132	400		400	
6420 Annual Parish Meeting	0	0	0	0	0	0	100		100	
6421 Honour Bd. Badges & Insignia	0	0	0	0	250	250	250		250	
6425 Mayor's Allowance 2020/21	0	502	502	0	1,506	1,506	5,525		5,525	
6426 Mayor's Car Allowance 2020/21	0	224	224	0	672	672	2,462		2,462	
6435 Members Expenses	0	0	0	0	0	0	4,120		4,120	
6440 Press Notices	0	125	125	0	500	500	1,500		1,500	
6450 Bye Laws	0	0	0	0	0	0	100		100	
6460 Publicity & Democratic notices	1,800	208	(1,592)	2,000	832	(1,168)	2,500		500	
6461 Banner Costs	0	129	129	86	516	430	1,545		1,459	
6610 Audit Fees	0	0	0	0	1,080	1,080	4,860		4,860	
6611 Quality Parish	0	0	0	300	0	(300)	0		(300)	
6620 Legal Expenses	0	0	0	1,387	1,500	113	3,000		1,613	
6635 Professional Fees Licensing	40	0	(40)	40	400	360	1,500		1,460	
6710 Conference Fees & Expenses	0	192	192	0	768	768	2,300		2,300	
6720 Books and Periodicals	0	32	32	0	128	128	380		380	
6730 Subscriptions	333	100	(233)	3,452	4,600	1,148	5,150		1,698	
6889 Waste Sacks	0	167	167	1,040	668	(372)	2,000		961	
6900 Sundry Expenses	0	42	42	0	168	168	500		500	
6922 Health&Safety/Risk Assessments	0	0	0	3,335	3,000	(335)	3,200		(135)	
6975 Bank Charges	84	129	45	327	516	189	1,550		1,223	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6976 Credit card charges	20	58	38	58	232	174	700		642	
7010 Election Expenses	0	0	0	0	0	0	5,000		5,000	
7611 Contingency provision	(0)	0	0	(0)	0	0	36,330		36,330	
7614 Stag reserve	0	0	0	0	0	0	1,000		1,000	
7617 PWLB Loan Repayment	35,801	31,000	(4,801)	35,801	31,000	(4,801)	72,000		36,199	35,801
F & G P - Establishments :- Indirect Expenditure	<u>84,534</u>	<u>72,746</u>	<u>(11,788)</u>	<u>208,456</u>	<u>215,224</u>	<u>6,768</u>	<u>648,910</u>	<u>0</u>	<u>440,454</u>	<u>35,801</u>
Net Income over Expenditure	<u>(82,812)</u>	<u>(71,498)</u>	<u>11,314</u>	<u>(199,833)</u>	<u>(210,232)</u>	<u>(10,399)</u>	<u>(633,931)</u>			
8001 plus Transfer from EMR	35,801			35,801						
Movement to/(from) Gen Reserve	<u>(47,011)</u>			<u>(164,032)</u>						
<u>32 F & G P - General</u>										
1490 Christmas Lights Switch On	0	0	0	0	0	0	6,000		0	
1495 Number 8 bus income	0	3,408	3,408	114	13,632	13,518	40,895		0	
F & G P - General :- Income	<u>0</u>	<u>3,408</u>	<u>3,408</u>	<u>114</u>	<u>13,632</u>	<u>13,518</u>	<u>46,895</u>			<u>0</u>
6490 Christmas Lights Switch On	0	0	0	0	0	0	26,000		26,000	
6491 Remembrance Day/Civic Serv.	1,466	0	(1,466)	1,557	0	(1,557)	3,000		1,443	
6495 Number 8 bus expenses	0	3,408	3,408	6,731	13,632	6,901	40,895		34,164	6,617
6869 Special Events	0	542	542	0	2,168	2,168	6,500		6,500	
F & G P - General :- Indirect Expenditure	<u>1,466</u>	<u>3,950</u>	<u>2,485</u>	<u>8,288</u>	<u>15,800</u>	<u>7,512</u>	<u>76,395</u>	<u>0</u>	<u>68,107</u>	<u>6,617</u>
Net Income over Expenditure	<u>(1,466)</u>	<u>(542)</u>	<u>924</u>	<u>(8,174)</u>	<u>(2,168)</u>	<u>6,006</u>	<u>(29,500)</u>			
8001 plus Transfer from EMR	0			6,617						
Movement to/(from) Gen Reserve	<u>(1,466)</u>			<u>(1,557)</u>						

12:06

Detailed Income & Expenditure by Phased Budget Heading 31/07/2020

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>33 F & G P - Council Offices</u>										
1022 Letting & Hire of Facilities	0	1,375	1,375	0	5,500	5,500	16,500		0	
1211 Sale of Goods	0	12	12	0	48	48	150		0	
1450 Furlough Grant Income	375	0	(375)	2,033	0	(2,033)	0		0	
F & G P - Council Offices :- Income	375	1,387	1,012	2,033	5,548	3,515	16,650			0
4010 Gross Pay	2,495	2,394	(101)	9,907	9,576	(331)	28,734		18,826	
4270 Employers Pension Contribution	112	116	4	500	464	(36)	1,393		893	
5410 Repairs & General Maintenance	8	177	170	52	708	656	2,120		2,068	
6000 Rent & Rates	1,934	2,114	180	8,128	8,456	328	25,370		17,242	
6010 Light Heat & Cleaning	204	530	326	1,010	2,120	1,110	6,365		5,355	
6013 Cleaning	63	0	(63)	94	0	(94)	0		(94)	
6510 Catering Expenses	0	8	8	0	32	32	100		100	
6900 Sundry Expenses	0	8	8	0	32	32	100		100	
6922 Health&Safety/Risk Assessments	0	0	0	2,652	0	(2,652)	300		(2,352)	
6930 Alarm Maintenance	130	0	(130)	696	1,400	704	1,400		704	
6935 Waste Bin Disposal-Waste Bins	175	91	(84)	231	364	133	1,090		859	
F & G P - Council Offices :- Indirect Expenditure	5,120	5,438	318	23,269	23,152	(117)	66,971	0	43,702	0
Net Income over Expenditure	(4,745)	(4,051)	694	(21,236)	(17,604)	3,632	(50,321)			
<u>36 F & G P - Community Centre</u>										
1022 Letting & Hire of Facilities	0	0	0	25	0	(25)	15,000		0	
1457 Indoor Activities	0	0	0	0	0	0	150		0	
F & G P - Community Centre :- Income	0	0	0	25	0	(25)	15,150			0

Detailed Income & Expenditure by Phased Budget Heading 31/07/2020

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
4010 Gross Pay	0	0	0	0	0	0	7,266		7,266	
4270 Employers Pension Contribution	0	0	0	0	0	0	376		376	
5318 SCC Car Park	0	0	0	0	0	0	500		500	
5410 Repairs & General Maintenance	0	0	0	0	0	0	500		500	
6000 Rent & Rates	393	383	(10)	1,931	1,532	(399)	4,600		2,669	
6011 Electricity	175	83	(92)	810	332	(478)	1,000		190	
6012 Gas	0	180	180	272	360	88	720		448	
6013 Cleaning	0	0	0	0	0	0	210		210	
6101 Telephone	37	36	(1)	140	144	4	436		296	
6104 Mobile Telephone	8	0	(8)	17	0	(17)	80		63	
6200 Printing & Stationery	0	0	0	0	0	0	100		100	
6460 Publicity & Democratic notices	0	0	0	0	0	0	500		500	
6520 Refreshments for Resale	0	0	0	0	0	0	100		100	
6533 Copyright Fees/Royalties	0	0	0	0	500	500	500		500	
6635 Professional Fees Licensing	180	0	(180)	180	0	(180)	180		0	
6900 Sundry Expenses	0	0	0	0	0	0	50		50	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	500		500	
6930 Alarm Maintenance	252	0	(252)	252	0	(252)	620		368	
6935 Waste Bin Disposal-Waste Bins	233	33	(200)	313	132	(181)	400		87	
6939 Healthcare Services	0	0	0	0	0	0	250		250	
F & G P - Community Centre :- Indirect Expenditure	1,277	715	(562)	3,914	3,000	(914)	18,887	0	14,973	0
Net Income over Expenditure	(1,277)	(715)	562	(3,889)	(3,000)	889	(3,737)			

Detailed Income & Expenditure by Phased Budget Heading 31/07/2020

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>38 F & G P - Grants</u>										
6937 Annual Subsidy-Comm Centre	0	0	0	0	0	0	250		250	
6938 Annual Subsidy-Council Chamber	0	83	83	0	332	332	1,000		1,000	
7500 Local Organisations Grants	0	0	0	0	(16,500)	(16,500)	12,578		12,578	
7502 Sevenoaks Summer Festival	0	0	0	0	0	0	5,000		5,000	
7503 Community Resilience Fund	0	0	0	3,111	3,111	0	3,111		0	
7520 Twinning Support	0	0	0	0	0	0	1,000		1,000	
7552 Youth Outreach	0	417	417	0	(3,332)	(3,332)	3,811		3,811	
7555 Youth Council Support	0	0	0	0	0	0	500		500	
7556 Stag Community Arts Centre	65,000	0	(65,000)	92,000	27,000	(65,000)	27,000		(65,000)	65,000
7557 Community Rail Partnership	0	0	0	3,000	3,000	0	3,000		0	
F & G P - Grants :- Indirect Expenditure	65,000	500	(64,500)	98,111	13,611	(84,500)	57,250	0	(40,861)	65,000
Net Expenditure	(65,000)	(500)	64,500	(98,111)	(13,611)	84,500	(57,250)			
8001 plus Transfer from EMR	65,000			65,000						
Movement to/(from) Gen Reserve	0			(33,111)						
<u>39 F & G P - Property</u>										
1046 SCC Ground Rents & Wayleaves	0	0	0	375	750	375	3,000		0	
1469 O/S Ground Rents & Wayleaves	0	0	0	0	2,000	2,000	5,000		0	
F & G P - Property :- Income	0	0	0	375	2,750	2,375	8,000			0
Net Income	0	0	0	375	2,750	2,375	8,000			

Detailed Income & Expenditure by Phased Budget Heading 31/07/2020

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>40 Sevenoaks Town Partnership</u>										
1206 Business Awards	0	0	0	0	2,500	2,500	7,000		0	
1207 Business Show	0	0	0	0	3,000	3,000	3,000		0	
1209 Wellbeing show income	0	0	0	0	3,000	3,000	3,000		0	
1350 Revenue Grant income	0	0	0	0	0	0	1,000		0	
Sevenoaks Town Partnership :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>8,500</u>	<u>8,500</u>	<u>14,000</u>			<u>0</u>
6101 Telephone	0	8	8	0	32	32	100		100	
6200 Printing & Stationery	0	8	8	0	32	32	100		100	
6240 Computer/ Data Base/WP's	65	42	(23)	220	168	(52)	500		280	
6244 Information Screens	0	0	0	0	0	0	1,500		1,500	
6322 Business Awards	0	500	500	0	500	500	7,725		7,725	
6323 Business Show	0	0	0	0	2,275	2,275	2,275		2,275	
6710 Conference Fees & Expenses	0	58	58	0	232	232	700		700	
6730 Subscriptions	545	0	(545)	545	0	(545)	0		(545)	
6900 Sundry Expenses	0	50	50	0	200	200	600		600	
7000 Reinvestment	0	0	0	0	0	0	2,000		2,000	
7608 Friends of Bat & Ball	0	83	83	0	332	332	1,000		1,000	
7616 Wellbeing show	0	0	0	0	2,500	2,500	2,500		2,500	
Sevenoaks Town Partnership :- Indirect Expenditure	<u>610</u>	<u>749</u>	<u>139</u>	<u>765</u>	<u>6,271</u>	<u>5,506</u>	<u>19,000</u>	<u>0</u>	<u>18,235</u>	<u>0</u>
Net Income over Expenditure	<u>(610)</u>	<u>(749)</u>	<u>(139)</u>	<u>(765)</u>	<u>2,229</u>	<u>2,994</u>	<u>(5,000)</u>			

Detailed Income & Expenditure by Phased Budget Heading 31/07/2020

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>41 Business Hub</u>										
6000 Rent & Rates	173	0	(173)	690	0	(690)	0		(690)	
6011 Electricity	0	0	0	186	125	(61)	500		314	
6012 Gas	0	0	0	0	62	62	250		250	
6014 Water	0	0	0	0	12	12	50		50	
Business Hub :- Indirect Expenditure	173	0	(173)	877	199	(678)	800	0	(77)	0
Net Expenditure	(173)	0	173	(877)	(199)	678	(800)			
<u>50 Youth Cafe</u>										
1022 Letting & Hire of Facilities	(50)	312	362	200	1,248	1,048	3,740		0	
1211 Sale of Goods	0	192	192	0	768	768	2,300		0	
1450 Furlough Grant Income	2,745	0	(2,745)	10,809	0	(10,809)	0		0	
Youth Cafe :- Income	2,695	504	(2,191)	11,009	2,016	(8,993)	6,040			0
4010 Gross Pay	3,165	2,138	(1,027)	12,573	8,552	(4,021)	25,661		13,088	
4270 Employers Pension Contribution	86	86	0	340	344	4	1,026		686	
5410 Repairs & General Maintenance	0	83	83	0	332	332	1,000		1,000	
6010 Light Heat & Cleaning	0	42	42	0	168	168	500		500	
6101 Telephone	44	47	4	195	188	(7)	560		365	
6200 Printing & Stationery	0	42	42	0	168	168	500		500	
6240 Computer/ Data Base/WP's	17	62	45	50	248	198	750		700	
6281 Furnishings,Furniture/Eqpt	0	42	42	0	168	168	500		500	
6320 Staff Training	0	0	0	0	0	0	400		400	

Detailed Income & Expenditure by Phased Budget Heading 31/07/2020

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6340 Staff Uniforms	0	0	0	0	50	50	200		200	
6460 Publicity & Democratic notices	0	42	42	0	168	168	500		500	
6500 Goods for Resale	0	142	142	0	568	568	1,700		1,700	
6635 Professional Fees Licensing	0	0	0	135	400	265	400		265	
6650 Bad debts	0	0	0	44	0	(44)	0		(44)	
6900 Sundry Expenses	0	12	12	0	48	48	150		150	
6922 Health&Safety/Risk Assessments	66	0	(66)	263	0	(263)	400		137	
Youth Cafe :- Indirect Expenditure	<u>3,377</u>	<u>2,738</u>	<u>(639)</u>	<u>13,601</u>	<u>11,402</u>	<u>(2,199)</u>	<u>34,247</u>	<u>0</u>	<u>20,646</u>	<u>0</u>
Net Income over Expenditure	<u>(682)</u>	<u>(2,234)</u>	<u>(1,552)</u>	<u>(2,591)</u>	<u>(9,386)</u>	<u>(6,795)</u>	<u>(28,207)</u>			
<u>60 Markets</u>										
1017 Rental Income Sat Market	1,083	1,871	788	4,432	7,484	3,052	22,456		0	
1018 Rental Income Wed Market	985	1,148	163	2,623	4,592	1,970	13,774		0	
1019 Rental Income Blighs Market	1,300	1,250	(50)	2,700	5,000	2,300	15,000		0	
1024 Rental Income Friday Market	0	1,148	1,148	0	4,592	4,592	13,774		0	
Markets :- Income	<u>3,368</u>	<u>5,417</u>	<u>2,049</u>	<u>9,755</u>	<u>21,668</u>	<u>11,914</u>	<u>65,004</u>			<u>0</u>
4010 Gross Pay	137	122	(15)	549	488	(61)	1,464		915	
5410 Repairs & General Maintenance	13	0	(13)	13	25	13	100		88	
5420 Saturday market charges	1,113	1,130	17	4,786	4,803	17	14,695		9,909	
5421 Wednesday Market charges	2,027	2,059	32	8,729	8,751	22	26,766		18,037	
5423 Friday market charges	0	1,148	1,148	0	4,592	4,592	13,774		13,774	
6001 Blighs Market Charges	1,600	990	(610)	3,040	6,098	3,058	14,018		10,978	

Detailed Income & Expenditure by Phased Budget Heading 31/07/2020

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6010 Light Heat & Cleaning	43	0	(43)	43	125	82	500		457	
6460 Publicity & Democratic notices	0	167	167	0	668	668	2,000		2,000	
Markets :- Indirect Expenditure	<u>4,933</u>	<u>5,616</u>	<u>683</u>	<u>17,160</u>	<u>25,550</u>	<u>8,390</u>	<u>73,317</u>	<u>0</u>	<u>56,157</u>	<u>0</u>
Net Income over Expenditure	<u>(1,565)</u>	<u>(199)</u>	<u>1,366</u>	<u>(7,406)</u>	<u>(3,882)</u>	<u>3,524</u>	<u>(8,313)</u>			
<u>70 Precept</u>										
1995 Precept	101,273	101,273	0	405,092	405,092	0	1,215,276		0	
Precept :- Income	<u>101,273</u>	<u>101,273</u>	<u>0</u>	<u>405,092</u>	<u>405,092</u>	<u>0</u>	<u>1,215,276</u>			<u>0</u>
Net Income	<u>101,273</u>	<u>101,273</u>	<u>0</u>	<u>405,092</u>	<u>405,092</u>	<u>0</u>	<u>1,215,276</u>			
Grand Totals:- Income	133,546	134,987	1,441	516,533	551,132	34,599	1,687,191			
Expenditure	262,813	160,565	(102,248)	634,542	567,485	(67,057)	1,735,924	0	1,101,382	
Net Income over Expenditure	<u>(129,267)</u>	<u>(25,578)</u>	<u>103,689</u>	<u>(118,009)</u>	<u>(16,353)</u>	<u>101,656</u>	<u>(48,733)</u>			
plus Transfer from EMR	100,801			107,418						
Movement to/(from) Gen Reserve	<u>(28,466)</u>			<u>(10,591)</u>						

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Sevenoaks Town Council

Working Capital Summary as at 31st August 2020

	B/fwd 01-Apr-20 £	Movement* £	C/fwd 31-Aug-20 £	31-Aug-19 £
Current Assets				
Stock	606	-	606	3,075
Trade debtors	17,194	5,689	22,883	7,569
VAT	133,876	(6,103)	127,773	29,621
Prepayments and other debtors	60,147	(4,187)	55,960	30,699
PWLB loan received in July 2019	1,378,339	(21,880)	1,356,460	-
Cash at bank and in hand	2,544,998	(1,085,463)	1,459,535	-
Total Cash at Bank	3,923,338	(1,107,342)	2,815,995	1,399,510
	4,135,160	(1,111,943)	3,023,217	1,470,473
Current Liabilities				
Trade creditors	52,772	(7,043)	45,729	0
Accruals and other creditors	115,124	(43,651)	71,472	0
Precept received in advance of budget	-	101,273	101,273	95,288
Receipts in advance (rent and hall hire)	13,529	(5,457)	8,072	0
	181,425	45,122	226,547	165,119
Net Current Assets	3,953,736	(1,157,066)	2,796,670	1,305,354
Represented by:				
General Funds				
Revenue Reserves	383,872	(35,724)	348,148	Note 1 -
Earmarked/Designated Funds				
Council Offices Reserve	16,398	-	16,398	-
Pension Reserve	2,814	-	2,814	-
Rolling Capital Prog Revenue Reserve	34,478	-	34,478	-
Street Lighting Reserve	4,937	-	4,937	2,814
Community Centre Reserve	-	-	-	44,419
Stag Winding Up Reserve	7,000	-	7,000	7,737
Planning Fees Reserve	12,500	-	12,500	16,398
Youth Activities Reserve	11,500	-	11,500	7,000
Contingency Provision Reserve	-	-	-	12,500
Capital Receipts Reserve	922,004	(68,364)	853,640	Note 2 120,196
Bat & Ball Management & Maintenance reserve	320,903	-	320,903	Note 3 -
PWL repayment reserve	1,378,339	(1,084,224)	294,115	Note 2 -
CRF reserve	5,795	-	5,795	-
CIL Earmarked Reserve	747,054	49,847	796,900	Note 4 -
No 8 bus Reserve	85,426	(6,617)	78,808	Note 5 1,694,022
QH Allotments Key Reserves	4,100	(15)	4,085	-
Mayor's Charity Reserve	16,617	(11,968)	4,648	Note 6 58,586
	3,569,864	(1,121,342)	2,448,522	1,963,672
	3,953,736	(1,157,066)	2,796,670	1,963,672

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

- Note 1 YTD movement is a net deficit of £633 and £65,000 revenue reserves released to cover Stag grant offset by released provisions of £29,467 and cashbook suspense of £439.
- Note 2 YTD expenditure mainly on community centre £1.084M to be funded from PWL, plus £26K on Bat & Ball Stn, £3.5K on 3G Rugby & £2K on NDP, and £36K PWL repayment and interest
- Note 3 YTD B&B café deficit 23K to be covered by reserves release
- Note 4 CIL income received £49,847
- Note 5 Balance in No.8 Reserve is reduced monthly to offset operational costs of £3,308.66 per month. Funding temporarily ceased after P2 due to coronavirus.
- Note 6 Balance in mayor's charity reserve relates to donations and net event income collected for the mayor's charities, adverse movement is due to fundraising proceeds distributed to charities

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Sevenoaks Town Council

Statement of Fund Balances as at 31 August 2020

£ (2019/20)		S&P Rating 31/08/2020		Values £	Total Values £	Percent of Total Funds %	Interest rate
		Long term	Short term				
1,200,000	<u>Bank of Scotland</u> Treasury deposit (1m)	A+	A1	<u>0</u>	0	0.00%	0.10%
865	<u>National Westminster Bank</u> Business Reserve Account	A	A1	876			
1,462,256	Current Account			412,891			0.01%
1,000	Payroll Account			1,000			
1,000	HITB Youth café			1,000			
7,901	Sevenoaks Town Partnership			8,101			
9,212	Mayors Charity Account			<u>4,544</u>	428,411	15.21%	
50,275	<u>HSBC</u> Business money manager	A+	A1	<u>50,375</u>	50,375	1.79%	0.01%
63,688	<u>Handelsbanken</u> Deposit account	AA-	A1+	64,292			0.00%
260,005	35 day notice account			<u>260,005</u>	324,297	11.52%	0.00%
2,003,863	<u>Nationwide</u> Instant Saver	A	A1	1,001,847			0.05%
10,122	Sevenoaks Fund Instant Saver			<u>10,160</u>	1,012,007	35.94%	0.05%
0	<u>CCLA</u> Business money manager	AAA (Fitch only)		<u>1,000,000</u>	1,000,000	35.51%	0.14%
1	<u>Clydesdale</u> Current account	BBB+	A2	<u>1</u>	1		
1,059	<u>Petty Cash</u>				903	0.03%	
<u>5,071,247</u>					<u>2,815,995</u>	<u>100.00%</u>	

Instant access funds

2,532,281

STC strategy requires that funds equivalent to not less than three months' estimated working capital. Capital requirements are retained in current and deposit accounts giving immediate access

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Purchase Ledger for Month No 5

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
03/08/2020	030820	28153	1ST CLASS	1ST001	271.00	0.00	271.00	9063	91	271.00	28153/kitchen equipment
03/08/2020	03082020	28154	1ST CLASS	1ST001	3,189.25	0.00	3,189.25	9063	91	3,189.25	28153/kitchen equipment
30/07/2020	30/07/20	28171	AMEX	AME001	2.52	0.00	2.52	6976	31	2.52	28171/Jul credit card chgs
28/08/2020	64507	28204	APPOINTMENT BUS	APP001	46.50	9.30	55.80	6200	31	40.14	28204/printing charges
								6200	30	6.36	28204/printing charges
19/08/2020	13309	28178	ARK TRADING	ARK001	20.00	0.00	20.00	6952	22	10.00	28178/work trousers x 2
								6952	21	10.00	28178/work trousers x 2
17/08/2020	17/08/2020	28146	BANKLINE	BANKL01	91.80	0.00	91.80	6975	31	91.80	28146/Aug bank chgs
03/08/2020	0001017112	28086	BJF CONNECTIONS LTD	BJF002	259,199.93	51,839.99	311,039.92	9063	91	259,199.93	28086/B&B Redevelopment app 10
23/07/2020	3560800	28143	BOOKER	BOOK001	111.34	12.38	123.72	6013	28	11.37	28143/cleaning equipment
								6500	28	99.97	28143/goods for resale
06/08/2020	3561197	28124	BOOKER	BOOK001	352.54	48.48	401.02	6013	28	4.99	28124/cleaning equipment
								6500	28	347.55	28124/goods for resale
13/08/2020	3561383	28159	BOOKER	BOOK001	205.45	37.30	242.75	6500	28	167.98	28159/goods for resale
								6013	28	37.47	28159/cleaning equipment
17/08/2020	M114JW	28139	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	28139/Aug telephone chgs
31/07/2020	36008	28132	BSP LIMITED	BSP001	210.00	42.00	252.00	6935	21	210.00	28132/skip hire
06/08/2020	3824	28111	BURSLEM	BUR001	292.00	58.40	350.40	5010	29	292.00	28111/replace letter @ war mem
19/08/2020	0000004202	28156	CHERWELL SIGNS	CHE002	416.18	83.24	499.42	6922	50	416.18	28156/sneeze guards
05/08/2020	INV-184126	28121	CURD & CURE	CHS001	71.06	10.63	81.69	6500	28	71.06	28121/goods for resale
12/08/2020	INV-184747	28158	CURD & CURE	CHS001	71.67	0.00	71.67	6500	28	71.67	28158/goods for resale
01/08/2020	2341	28018	CJS PLANTS	CJS001	2,588.75	517.75	3,106.50	6865	26	2,588.75	28018/plants
05/08/2020	2971	28112	COMMUNITY RAIL NETWO	COM001	80.00	16.00	96.00	6730	31	80.00	28112/C.RailNetwork Membership
18/08/2020	149951	28183	CONNECTAPHONE	CON001	448.92	89.78	538.70	6101	36	11.49	28183/Jul call chgs
								6101	22	17.73	28183/Jul call chgs
								6101	21	11.50	28183/Jul call chgs
								6101	30	13.99	28183/Jul call chgs
								6101	31	394.21	28183/Jul call chgs

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Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
27/05/2020	11445	28150	STREETLIGHTS	DIR001	1,190.00	238.00	1,428.00	6862	26	1,190.00	28150/C.house Ln light maint
16/07/2020	11508	28149	STREETLIGHTS	DIR001	206.25	41.25	247.50	6862	26	206.25	28149/Oakhill path light maint
02/07/2020	934451	28179	ERNEST DOE	DOE001	1,712.00	342.39	2,054.39	5525	22	1,712.00	28179/JCB 8013 service
23/07/2020	935804	28131	ERNEST DOE	DOE001	12.36	2.47	14.83	5525	22	12.36	28131/belt for toro mower
28/07/2020	936052	28130	ERNEST DOE	DOE001	54.36	10.87	65.23	5500	22	54.36	28130/tape,saw,patio cleaner
01/08/2020	H18C350AFC	28107	E-ON	E-ON	415.69	83.14	498.83	6862	26	415.69	28107/Jul electricity chgs
01/08/2020	0003246495	28074	ELITE	EFS001	156.97	0.00	156.97	6500	28	156.97	28074/goods for resale
06/08/2020	0003250412	28120	ELITE	EFS001	158.64	3.40	162.04	6500	28	158.64	28120/goods for resale
13/08/2020	0003256825	28141	ELITE	EFS001	203.09	9.67	212.76	6500	28	203.09	28141/goods for resale
31/07/2020	SINV018968	28122	ELLIS WHITTAM	ELLI001	1,028.00	205.60	1,233.60	6635	31	1,028.00	28122/consultation via zoom
01/08/2020	45651	28071	ATLAS FM/EMPRISE SVS	EMP001	382.09	76.42	458.51	6932	22	382.09	28071/Cemetery lock up cgs Aug
01/08/2020	45652	28088	ATLAS FM/EMPRISE SVS	EMP001	987.66	197.53	1,185.19	5310	21	987.66	28088/Aug lockup chgs Pontoise
01/08/2020	45653	28087	ATLAS FM/EMPRISE SVS	EMP001	658.44	131.69	790.13	5310	21	658.44	28087/lock up chgs Aug
27/07/2020	04055248	28182	FAIRALLS	FAIR001	7.50	1.50	9.00	5500	22	7.50	28182/tape measure x 2
07/08/2020	INV473431	28127	GAZA TIMBER	GAZA001	107.72	21.54	129.26	5010	21	107.72	28127/bench base build at vine
14/08/2020	NO.246	28157	GRAHAM UPTON	GRAH001	100.00	0.00	100.00	6491	32	100.00	28157/white dove painting
07/08/2020	1976	28100	H2 PRODUCTIONS	H2P001	1,000.00	200.00	1,200.00	6868	29	1,000.00	28100/LOTV tech support
31/07/2020	10242	28177	HARDWARE CENTRE	HARD001	98.55	19.71	118.26	5010	29	4.96	28177/hose connector,hooks
								5010	29	26.62	28177/glue,brush,discs,strip
								5010	29	6.47	28177/Vatable goods
								5500	21	12.65	28177/Pliers, drill bits
								5410	21	32.04	28177/tape,hooks
								5110	21	15.81	28177/disc, door handle
03/08/2020	76432	28123	HERBERT & WARD	HAW001	172.00	26.60	198.60	6505	28	133.00	28123/cups
								6500	28	39.00	28123/goods for resale
12/08/2020	76501	28142	HERBERT & WARD	HAW001	360.00	7.00	367.00	6500	28	325.00	28142/goods for resale
								6505	28	35.00	28142/cup lids
03/08/2020	13980	28075	HELIOCENTRIX	HELI001	701.09	140.22	841.31	6240	31	701.09	28075/laptop for B&B Centre
31/07/2020	13993	28167	HELIOCENTRIX	HELI001	495.64	99.13	594.77	6240	31	264.00	28167/remote access license x8

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Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6240	31	231.64	28167/LogMeln license 03-07 x6
06/08/2020	14071	28104	HELIOCENTRIX	HELI001	159.98	32.00	191.98	6240	31	159.98	28104/2 webcam &headphone sets
12/08/2020	14075	28184	HELIOCENTRIX	HELI001	799.90	159.98	959.88	6240	31	799.90	28184/10 headsets with mics
20/08/2020	14083	28168	HELIOCENTRIX	HELI001	-231.64	-46.33	-277.97	6240	31	-231.64	28168/LogMeln License credit
05/08/2020	HC202001	28072	HOWLIN COMEDY CLUB	HOW002	533.58	0.00	533.58	6868	29	533.58	28072/LOTV performance
30/06/2020	CNZ5184168	28113	INFORMATION COMMISS	ICO	-40.00	0.00	-40.00	6635	31	-40.00	28114/CN-in wrong account
30/06/2020	Z5184168	28114	ICO	ICO002	35.00	0.00	35.00	6635	31	35.00	28114/data protect.renew fee
19/08/2020	20-65	28160	JJ BROOKS	JJB001	260.00	52.00	312.00	9071	91	260.00	28160/Acro prop hire 18/6-12/8
27/08/2020	1434998831	28203	KALC	KALC	50.00	10.00	60.00	6710	31	50.00	28203/KALC conference ticket
27/07/2020	1004870	28083	KALL KWIK	KALL001	1,559.00	311.80	1,870.80	6200	31	1,559.00	28083/banners,posters,badges
05/08/2020	1004881	28099	KALL KWIK	KALL001	372.00	74.40	446.40	6868	29	372.00	28099/banners for LOTV
01/08/2020	13638769	28069	KCC KCS	KCC003	20.58	4.12	24.70	6013	33	20.58	28069/surface cleaner x 6
13/08/2020	13641447	28166	KCC KCS	KCC003	168.36	33.67	202.03	5020	29	168.36	28166/hand dryer
14/08/2020	13641883	28151	KCC KCS	KCC003	89.85	17.97	107.82	6200	31	13.73	28151/stationery
								6889	31	76.12	28151/waste sacks
17/08/2020	13642168	28165	KCC KCS	KCC003	3.72	0.74	4.46	6013	22	3.72	28165/air fresher x 2
20/08/2020	13643096	28172	KCC KCS	KCC003	50.31	10.06	60.37	6200	31	15.17	28172/stationery
								6013	33	35.14	28172/hand towel,air freshener
25/08/2020	13644266	28180	KCC KCS	KCC003	57.64	11.53	69.17	6013	22	57.64	28180/cleaning equipment
28/08/2020	13646089	28205	KCC KCS	KCC003	9.00	1.80	10.80	6013	33	9.00	28205/all purpose cleaner x 1
22/08/2020	195	28209	KICK IN THE HEAD PRO	KIC001	2,100.00	0.00	2,100.00	6869	32	2,100.00	28209/Wind in the Willows Prod
11/05/2020	91438	28133	LANDSCAPE SUPPLY CO	LAND001	138.94	27.79	166.73	5500	21	138.94	28133/lock,key,rake,secateurs
14/08/2020	93858	28162	LANDSCAPE SUPPLY CO	LAND001	144.26	28.86	173.12	6952	22	59.95	28162/boots for SM
								5500	22	84.31	28162/hose and brass couplings
17/08/2020	1889	28155	LAV HIRE LTD	LAV001	200.00	40.00	240.00	6869	32	150.00	28155/portaloos x 2
								6869	32	50.00	28155/hand sanitiser stand
29/07/2020	760734	28134	LISTER WILDER	LIST002	546.49	109.30	655.79	5525	21	546.49	28134/GRCL75 service
25/06/2020	02683GR	28181	LOCUM LOCKS	LOC003	199.62	39.92	239.54	5110	21	199.62	28181/locks x2 & 10 keys coded
14/08/2020	ML20060	28163	MANT LEISURE	MAN001	115.00	23.00	138.00	5310	21	115.00	28163/safety buckle for swing

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Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/07/2020	1486/18/013	28092	MOULTON TAGGART	MOUL001	2,473.00	494.60	2,967.60	9063	91	2,473.00	28092/surveyor expenses
03/08/2020	385854	28152	NATIONAL LEAFLET CO	NAT010	176.46	35.29	211.75	6210	31	176.46	28152/leaflet delivery
03/08/2020	385859	28073	NATIONAL LEAFLET CO	NAT010	689.97	137.99	827.96	6210	31	689.97	28073/Town Crier delivery
30/07/2020	21472669	28093	NISBETS	NIS001	146.12	29.22	175.34	9063	91	146.12	28093/folding table
28/07/2020	28/JUL/ANN	28090	ONECARD	ONE002	638.97	47.70	686.67	6101	31	10.00	28090/LL ipad data usage
								6104	21	6.67	28090/OS ipad data usage
								6104	21	8.34	28090/NC mobile usage
								6104	21	6.67	28090/OS ipad usage
								6240	11	10.95	28090/Acrobat standard licence
								6240	50	16.64	28090/Adobe illustrator - HITB
								6240	40	41.62	28090/Creative cloud subs
								6210	28	3.00	28090/Sainsbury's delivery fee
								6210	28	3.00	28090/Sainsbury's delivery fee
								6210	28	3.00	28090/sainsbury's delivery fee
								6500	28	49.32	28090/goods for resale
								6500	28	86.06	28090/goods for resale
								6500	28	46.67	28090/goods for resale
								6500	28	-4.00	28090/goods for resale credit
								6500	28	1.42	28090/goods for resale
								6500	28	55.90	28090/goods for resale
								6635	50	157.50	28090/TV Licence for hitb
								6013	28	2.09	28090/cleaning equipment
								6013	28	2.50	28090/oven cleaner
								5550	21	110.83	28090/tailgate for LS55 CKL
								5500	21	20.79	28090/mole repellents - Raleys
28/07/2020	28/JUL/ANN/2	28212	ONECARD	ONE002	638.97	47.68	686.65	299	0	638.97	28212/Correction of Ann Jul OC
28/07/2020	28/JUL/ANN/REV	28211	ONECARD	ONE002	-638.97	-47.70	-686.67	299	0	-638.97	28211/Rev Ann Jul Onecard
28/07/2020	28/JUL/LIN	28089	ONECARD	ONE002	1,347.32	249.60	1,596.92	6242	31	40.82	28089/Graphics package for BT
								6630	11	58.50	28089/B&B.C development order

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Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								9063	91	1,248.00	28089/4 X 8W LED uplighters
10/08/2020	SIN036661	28126	ONLINE PLAYGROUNDS	ONP001	293.00	58.60	351.60	5310	21	62.00	28126/25kg green crumb
								5310	21	3.00	28126/pack of pins
								5310	21	54.00	28126/swing seat
								5310	21	156.00	28126/cradle seat
								5310	21	18.00	28126/delivery fee
17/08/2020	127726	28192	PEAR TECHNOLOGY	PEA002	3,400.00	680.00	4,080.00	6320	22	85.00	28192/digital map training
								6240	22	3,315.00	28192/digital map package
15/08/2020	569374	28206	PIN BINS	PINB001	245.00	49.00	294.00	6002	23	245.00	28206/12 yd skip hire
08/08/2020	00002498449-028	28106	PLUSNET	PLUS01	47.50	9.50	57.00	6101	31	47.50	28106/Aug telephone chgs
09/08/2020	00002498468-028	28105	PLUSNET	PLUS01	23.50	4.70	28.20	6101	36	23.50	28105/Aug telephone chgs
04/08/2020	00002976949-028	28094	PLUSNET	PLUS01	28.27	5.65	33.92	6101	28	28.27	28094/Aug telephone chgs
04/08/2020	00003028653-028	28095	PLUSNET	PLUS01	43.50	8.70	52.20	6101	50	43.50	28095/Aug telephone chgs
03/08/2020	00003028673-028	28096	PLUSNET	PLUS01	18.50	3.70	22.20	6101	22	18.50	28096/Aug telephone chgs
17/08/2020	183142	28186	PREMIER ALARMS	PREM001	75.00	15.00	90.00	6930	28	75.00	28186/alarm reset
11/08/2020	S79383	28196	RAWSTONE HIRE	RAW001	23.56	4.71	28.27	5525	21	7.96	28196/flap disc x 4
								5525	21	15.60	28196/grinding disc x 3
10/07/2020	2059077	28081	SDC	SDC001	3,000.00	0.00	3,000.00	7557	38	3,000.00	28081/ann contrib DVCR20/21
05/08/2020	2059867	28118	SDC	SDC001	5,232.75	0.00	5,232.75	5420	60	1,854.64	28118/Aug Sat market rent
								5421	60	3,378.11	28118/Aug Sat market rent
04/08/2020	2059690	28108	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	30	80.60	28108/bin collection 22.6-19.7
04/08/2020	2059808	28080	SDC DIRECT SERVICES	SDC002	282.10	0.00	282.10	6935	21	282.10	28080/bin collection 22.6-19.7
04/08/2020	2059809	28077	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	22	80.60	28077/bin collection 22.6-19.7
04/08/2020	2059810	28076	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	33	65.60	28076/bin collection 22.6-19.7
04/08/2020	2059817	28079	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	28	65.60	28079/bin collection 22.6-19.7
26/08/2020	2060378	28202	SDC DIRECT SERVICES	SDC002	40.30	0.00	40.30	6935	30	40.30	28202/bin collection 20/7-16/8
26/08/2020	2060493	28188	SDC DIRECT SERVICES	SDC002	181.35	0.00	181.35	6935	21	181.35	28188/bin collection 20/7-16/8
26/08/2020	2060494	28190	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	22	80.60	28190/bin collection 20/7-16/8
26/08/2020	2060495	28189	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	33	65.60	28189/bin collection 20/7-16/8

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Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
26/08/2020	2060501	28187	SDC DIRECT SERVICES	SDC002	65.60	0.00	65.60	6935	28	65.60	28187/bin collection 20/7-16/8
17/08/2020	11640	28161	SECURE ENGINEERING	SEC001	556.00	111.20	667.20	6931	29	556.00	28161/Yr 2/3 CCTV maintenance
21/07/2020	79022	28135	SGE	SGE001	13.49	2.70	16.19	5410	22	13.49	28135/tap,nuts,washers,screws
29/07/2020	79164	28128	SGE	SGE001	21.60	1.08	22.68	5700	22	21.60	28128/gas oil
31/07/2020	79222	28129	SGE	SGE001	8.00	1.60	9.60	5525	22	8.00	28129/axe handle,hammer wedge
31/07/2020	79342	28117	SGE	SGE001	21.40	4.28	25.68	5525	21	21.40	28117/weld handle x 1
02/08/2020	5537198	28116	SHELL	SHEL001	152.22	30.44	182.66	5700	21	152.22	28116/fuel
09/08/2020	5570316	28164	SHELL	SHEL001	59.91	11.98	71.89	5700	21	59.91	28164/fuel
23/08/2020	5631816	28195	SHELL	SHEL001	145.76	29.15	174.91	5700	21	145.76	28195/fuel
01/08/2020	MEM230132	28011	SLCC	SLCC001	525.00	0.00	525.00	6730	31	525.00	28011/SLCC membership fee
20/08/2020	0032	28208	SSE	SSE002	880.67	176.13	1,056.80	6010	33	880.67	28208/Electric chgs 16/5-18/8
26/08/2020	0030	28200	SSE	SSE003	87.21	4.36	91.57	5020	29	87.21	28200/Electric chgs 19/5-24/8
26/08/2020	0035	28201	SSE	SSE004	640.66	128.13	768.79	6010	28	640.66	28201/Electric chgs 22/5-24/8
06/08/2020	0075	28109	SSE	SSE006	35.11	1.75	36.86	6010	22	35.11	28019/Jul Electric chgs
06/08/2020	0018	28110	SSE	SSE008	341.00	68.20	409.20	6011	30	341.00	28110/Jul electric chgs
11/08/2020	0076	28145	SSE	SSE009	163.01	32.60	195.61	6011	36	163.01	28145/Jul electricity chgs
20/08/2020	0006	28185	SSE	SSE010	50.66	2.53	53.19	6010	41	50.66	28185/Electric chgs 16/05-18/8
17/08/2020	0006	28173	SSE	SSE011	-136.22	-6.81	-143.03	6010	41	-136.22	28173/Electric credit - 02-05
17/08/2020	0007	28174	SSE	SSE011	71.77	3.58	75.35	6010	41	71.77	28174/Electric chgs- 14/5-15/5
17/08/2020	0008	28175	SSE	SSE011	60.27	3.01	63.28	6010	41	60.27	28175/Electric chgs- 16/5-24-7
27/08/2020	0031	28198	SSE	SSE013	-853.84	-170.76	-1,024.60	6012	36	-853.84	28198/Gas credit 29/1-29/4
27/08/2020	0032	28199	SSE	SSE013	-1,194.10	-238.82	-1,432.92	6012	36	-1,194.10	28199/Gas credit Oct19-Jan20
27/08/2020	0034	28197	SSE	SSE013	23.75	4.75	28.50	6012	36	23.75	28197/Gas chgs 29/1-29/4
18/08/2020	0023	28169	SSE	SSE015	417.02	20.85	437.87	6010	33	417.02	28169/Gas chgs - 14/05-14/08
18/08/2020	0002	28170	SSE	SSE016	30.77	1.53	32.30	6861	26	30.77	28170/Elect chgs - 14/05-14/08
24/07/2020	00374401	28085	STAGE ELECTRICS	STA001	2,400.67	480.15	2,880.82	9063	91	2,400.67	28085/portable stage
24/07/2020	CN00374401	28084	STAGE ELECTRICS	STAGE001	-2,400.67	-480.15	-2,880.82	9063	91	-2,400.67	28084/CN-in wrong account
14/08/2020	INV-0077	28147	S WILLIAMS	SWA001	1,800.00	360.00	2,160.00	9063	91	1,800.00	28147/architect fees
17/08/2020	344021	28148	SYBRON UK LTD	SYB001	114.36	22.87	137.23	6505	28	114.36	28148/sandwich bags&food boxes

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Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
04/08/2020	001012	28070	TAMILLEK TREE CARE	TAM001	1,437.00	0.00	1,437.00	5410	23	503.12	28070/tree work at Quaker Hall
								5010	29	646.88	28070/tree work at the Vine
								5060	21	287.00	28070/tree work at the common
04/08/2020	001014	28091	TAMILLEK TREE CARE	TAM001	1,805.80	0.00	1,805.80	5070	21	1,805.80	28091/Tree work at Mill Pond
06/08/2020	37985	28119	TAYWELL	TAY001	86.24	17.25	103.49	6500	28	86.24	28119/goods for resale
11/08/2020	38046	28140	TAYWELL	TAY001	117.60	23.52	141.12	6500	28	117.60	28140/goods for resale
27/07/2020	CN1004870	28082	TAYWELL	TAY001	-1,559.00	-311.80	-1,870.80	6200	31	-1,559.00	28082/CN-in wrong account
25/07/2020	5231	28103	ALLAN UPSHER LTD	UPS001	3,032.00	606.40	3,638.40	6281	31	3,032.00	28103/22 chairs upholstered
12/08/2020	1036	28138	WATER MANAGEMENT S	WAT002	2,900.52	580.10	3,480.62	6000	33	2,900.52	28138/water leak investigation
30/07/2020	138901	28176	WETTON CLEANING SERV	WET001	962.87	192.57	1,155.44	5026	21	120.36	28176/Jul WC cleaning chgs
								5025	21	361.08	28176/Jul WC cleaning chgs
								5020	29	361.08	28176/Jul WC cleaning chgs
								6013	30	120.35	28176/Jul WC cleaning chgs
31/07/2020	139002	28137	WETTON CLEANING SERV	WET001	1,822.39	364.48	2,186.87	5026	21	227.80	28137/Jul toilet clean&lock up
								5025	21	683.40	28137/Jul toilet clean&lock up
								5020	29	683.39	28137/Jul toilet clean&lock up
								6013	30	227.80	28137/Jul toilet clean&lock up
31/07/2020	139003	28136	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5026	21	4.31	28136/Jul toilet bins emptying
								5025	21	12.94	28136/Jul toilet bins emptying
								5020	29	12.95	28136/Jul toilet bins emptying
31/07/2020	116381686	28097	WORLDPAY	WOR001	110.81	13.83	124.64	6976	28	110.81	28097/Jul card trans chgs
31/07/2020	116417400	28115	WORLDPAY	WOR001	32.59	6.52	39.11	6976	30	32.59	28115/card trans chgs Jul
31/07/2020	116572259	28098	WORLDPAY	WOR001	13.77	0.05	13.82	6976	31	13.77	28098/Jul card trans chgs
01/08/2020	WM11281149	28101	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	28101/card machine sub fees
10/08/2020	975	28102	YELLOW DUCK	YELL002	145.00	29.00	174.00	5500	28	145.00	28102/replacement door cover
10/08/2020	976	28125	YELLOW DUCK	YELL002	465.00	93.00	558.00	5550	21	465.00	28125/van logo for GK20 DYM
10/08/2020	977	28144	YELLOW DUCK	YELL002	120.00	24.00	144.00	6865	26	120.00	28144/seed box graphics x 3
26/08/2020	989	28207	YELLOW DUCK	YELL002	50.00	10.00	60.00	5550	21	50.00	28207/vinyl for electric van

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30/07/2020	64317	28068	APPOINTMENT BUS	APP001	120.92	24.19	145.11	6200	31	6.62	28050/July printing cgs
								6200	31	114.30	28050/July printing cgs
20/07/2020	13257	28045	ARK TRADING	ARK001	27.50	5.50	33.00	6869	29	27.50	28045/hi-wis wests LOTV
15/07/2020	37200	28017	ARK TRADING	ARK001	146.03	29.21	175.24	6952	21	33.26	28017/work clothes
								6952	22	112.77	28017/work clothes
10/04/2020	298267	28022	ASDAN LIMITED	ASDAN001	195.00	39.00	234.00	6730	31	195.00	28022/programmes centre fee
10/07/2020	67101	27955	ASTRA SECURITY	AST001	674.20	133.44	807.64	5410	23	674.20	27955/keys x 30
30/06/2020	22209	27942	ATCM	ATCM01	545.00	109.00	654.00	6730	40	545.00	27942/full band membership 1yr
15/07/2020	15/07/2020	28003	BANKLINE	BANKL01	84.20	0.00	84.20	6975	31	84.20	28003/July bank chgs
10/07/2020	0001017058	27914	BJF CONNECTIONS LTD	BJF002	159,547.78	31,909.56	191,457.34	9063	91	159,547.78	27914/application 9
09/07/2020	3443527	27969	BOOKER	BOOK001	-5.99	-1.20	-7.19	6013	28	-5.99	27969/CN-mop/inv3560363
08/07/2020	3560363	27960	BOOKER	BOOK001	100.22	13.29	113.51	6500	28	80.46	27960/goods for resale
								6013	28	19.76	27960/cleaning products
16/07/2020	3560586	28001	BOOKER	BOOK001	104.85	15.72	120.57	6500	28	73.82	28001/Goods for resale
								6013	28	21.55	28001/cleaning equipment
								6505	28	9.48	28001/kitchen equipment
31/07/2020	3561023	28064	BOOKER	BOOK001	222.45	44.13	266.58	6500	28	177.46	28064/goods for resale
								6505	28	44.99	28064/compostable food box
17/07/2020	M113F9	27957	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	27957/July 2020 charges
08/07/2020	3767	27905	BURSLEM	BUR001	482.52	96.50	579.02	5010	29	482.52	27905/repair Vine War Memorial
08/07/2020	2098	27974	A CHAILI	CHAI001	200.00	0.00	200.00	5025	21	200.00	27974/supp&fit cistern
24/06/2020	INV-180377	27888	CURD & CURE	CHS001	41.73	0.00	41.73	6500	28	41.73	27888/goods for resale
07/07/2020	INV-181392	27961	CURD & CURE	CHS001	47.47	1.80	49.27	6500	28	47.47	27961/goods for resale
15/07/2020	INV-182243	27962	CURD & CURE	CHS001	65.47	5.40	70.87	6500	28	65.47	27962/goods for resale
22/07/2020	INV-182829	27999	CURD & CURE	CHS001	121.85	0.00	121.85	6500	28	121.85	27999/goods for resale
29/07/2020	INV-183427	28062	CURD & CURE	CHS001	92.74	1.66	94.40	6500	28	92.74	28062/goods for resale
29/07/2020	INV-183428	28060	CURD & CURE	CHS001	4.34	0.00	4.34	6500	28	4.34	28060/goods for resale
01/07/2020	2315	27931	CJS PLANTS	CJS001	2,588.75	517.75	3,106.50	6865	26	2,588.75	27931/floral displ inv 2of4

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Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
09/07/2020	149872	27989	CONNECTAPHONE	CON001	445.83	89.17	535.00	6101	21	11.58	27989/phone chrgs Jun2020
								6101	22	17.69	27989/phone chrgs Jun2020
								6101	30	13.99	27989/phone chrgs Jun2020
								6101	36	13.06	27989/phone chrgs Jun2020
								6101	31	389.51	27989/phone chrgs Jun2020
02/06/2020	932403	27976	ERNEST DOE	DOE001	5.53	1.11	6.64	5525	22	5.53	27976/kicker for Toro mower
17/06/2020	933465	27975	ERNEST DOE	DOE001	0.67	0.13	0.80	5525	21	0.67	27975/mower blade -price diff
23/06/2020	185165	27934	DAVID OGILVIE	DOEL001	1,465.50	293.10	1,758.60	6491	32	1,465.50	27934/WWII seat,boltkit,bin
02/07/2020	H18A691075	27912	E-ON	E-ON	402.28	80.46	482.74	6862	26	402.28	27912/elec chrgs Jun2020
31/07/2020	18800	28066	EDEN PARK	EDEN001	208.20	20.80	229.00	5120	21	104.00	28066/soil and line marker
								5330	21	104.20	28066/grass seed 20KG
27/07/2020	25619	27994	EDWARD TYRRELL	EDW002	100.00	20.00	120.00	6002	23	100.00	27994/emergency fence repair
03/07/2020	0003227416	27887	ELITE	EFS001	105.55	0.00	105.55	6500	28	105.55	27887/goods for resale
08/07/2020	0003229441	27922	ELITE	EFS001	89.33	0.00	89.33	6500	28	89.33	27922/goods for resale
11/07/2020	0003231670	27958	ELITE	EFS001	63.35	0.00	63.35	6500	28	63.35	27958/goods for resale
16/07/2020	0003234428	27959	ELITE	EFS001	231.92	11.95	243.87	6500	28	231.92	27959/goods for resale
22/07/2020	0003238711	27991	ELITE	EFS001	117.02	1.70	118.72	6500	28	117.02	27991/goods for resale
24/07/2020	0003240570	28042	ELITE	EFS001	92.60	0.00	92.60	6500	28	92.60	28042/goods for resale
29/07/2020	0003243807	28043	ELITE	EFS001	139.66	0.00	139.66	6500	28	139.66	28043/goods for resale
22/07/2020	41192	28008	EJPFIREPROTECT	EJPFIRE001	252.00	50.40	302.40	6930	36	252.00	28008/fire safety equip maint
22/07/2020	41193	28007	EJPFIREPROTECT	EJPFIRE001	129.50	25.90	155.40	6930	33	129.50	28007/fire safety equip maint
22/07/2020	41194	28006	EJPFIREPROTECT	EJPFIRE001	125.00	25.00	150.00	6930	28	125.00	28006/fire safety equip maint
22/07/2020	41195	28005	EJPFIREPROTECT	EJPFIRE001	122.50	24.50	147.00	6930	21	122.50	28005/extinguishers serviced
01/07/2020	44835	27902	ATLAS FM/EMPRISE SVS	EMP001	382.09	76.42	458.51	6932	22	382.09	27902/July lock/unlock
01/07/2020	44836	27981	ATLAS FM/EMPRISE SVS	EMP001	987.66	197.53	1,185.19	5310	21	987.66	44836/unlock-lockPontoise July
01/07/2020	44837	27941	ATLAS FM/EMPRISE SVS	EMP001	658.44	131.69	790.13	5310	21	658.44	27941/un/lock Jul20 High st gd
19/06/2020	881081	27928	EXPRESS FACTORS	EXPR001	38.45	7.69	46.14	5410	21	38.45	27928/cable ties
10/06/2020	04053889	27977	FAIRALLS	FAIR001	11.97	2.39	14.36	5120	21	11.97	27977/postfix 20kg
31/07/2020	2611	28067	K M FINCH	FINC001	1,190.00	238.00	1,428.00	5110	21	1,190.00	28067/Paddock window grill fit

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02/07/2020	INV471282	27929	GAZA TIMBER	GAZA001	38.88	7.78	46.66	5410	22	38.88	27929/arris fix bracket 75mm
16/07/2020	INV472173	28035	GAZA TIMBER	GAZA001	29.23	5.85	35.08	5010	29	29.23	28035/pine&oak dowels
06/07/2020	05/047969	27986	GREENHAM	GREE001	110.78	22.15	132.93	5310	21	85.92	27986/line marking spray COV19
								5310	21	24.86	27986/road marking tape COV19
07/07/2020	05/048125	27985	GREENHAM	GREE001	68.46	13.70	82.16	5310	21	68.46	27985/stencil kits-COV19
31/05/2020	10219	27924	HARDWARE CENTRE	HARD001	9.90	1.98	11.88	5020	29	6.20	27924/bolts,nuts,washers
								5410	23	3.70	27924/hinges,netting staples
30/06/2020	10231	27983	HARDWARE CENTRE	HARD001	65.14	13.02	78.16	5500	21	31.22	27983/trowel,trough,knives
								5010	21	25.60	27983/hose,screw,washer,hooks
								5525	21	8.32	27983/watering set
20/06/2020	76076	27954	HERBERT & WARD	HAW001	456.20	64.44	520.64	6500	28	134.00	27965/goods for resale
								6505	28	322.20	27965/cups&lids,straws
26/06/2020	76090	27891	HERBERT & WARD	HAW001	16.00	1.60	17.60	6500	28	16.00	27891/goods for resale
09/07/2020	76200	27997	HERBERT & WARD	HAW001	329.00	8.00	337.00	6500	28	244.00	27997/goods for resale
								6505	28	85.00	27997/cups & lids
17/07/2020	76254	27956	HERBERT & WARD	HAW001	130.00	8.00	138.00	6505	28	130.00	27956/cups&lids
22/07/2020	76292	28002	HERBERT & WARD	HAW001	352.00	0.00	352.00	6500	28	262.00	28002/goods for resale
								6505	28	90.00	28002/cups
28/07/2020	76344	28059	HERBERT & WARD	HAW001	166.00	8.00	174.00	6505	28	40.00	28059/cups
								6500	28	126.00	28059/goods for resale
30/07/2020	76367	28063	HERBERT & WARD	HAW001	35.00	0.00	35.00	6500	28	35.00	28063/goods for resale
30/06/2020	13842	27896	HELIOCENRIX	HELI001	1,702.90	340.58	2,043.48	6240	31	1,051.20	27896/IT support fee June2020
								6241	31	651.70	27896/Office365 fee Jun2020
21/07/2020	13942	28039	HELIOCENRIX	HELI001	750.00	150.00	900.00	6240	31	750.00	28039/laptop AF
31/07/2020	13961	28055	HELIOCENRIX	HELI001	276.25	55.25	331.50	6240	31	276.25	28055/July remote IT support
31/07/2020	13982	28056	HELIOCENRIX	HELI001	1,702.90	340.58	2,043.48	6240	31	1,051.20	28056/July IT support
								6242	31	651.70	28056/July office 365 package
30/06/2020	T1523	27933	HELIOCENRIX	HELI001	39.90	7.98	47.88	6101	22	39.90	27933/mob wifi Jun2020 fee
31/07/2020	T1556	28065	HELIOCENRIX	HELI001	39.90	7.98	47.88	6101	22	39.90	28065/July Cemetery wifi

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30/06/2020	Z5184168	28010	INFORMATION COMMISS	ICO	40.00	0.00	40.00	6635	31	40.00	28010/data protection fee
07/07/2020	20-58	27915	JJ BROOKS	JJB001	130.00	26.00	156.00	9071	91	130.00	27915/4wks 13acro prop hire
08/07/2020	1004855	27921	KALL KWIK	KALL001	116.00	23.20	139.20	6200	31	116.00	27921/NALC supp local bsn sign
14/07/2020	1004858	27950	KALL KWIK	KALL001	15.00	3.00	18.00	6200	30	15.00	27950/A3 photo prints
30/07/2020	1004872	28049	KALL KWIK	KALL001	600.00	120.00	720.00	6200	31	380.00	28049/Loving 7oaks 9.5hrs
								6200	31	220.00	28049/Zero van graphics
29/07/2020	900113131	28030	KENT COUNTY COUNCIL	KCC002	480.00	96.00	576.00	6610	31	480.00	28030/YE audit visit 19/20
03/07/2020	13619368	27973	KCC KCS	KCC003	1.64	0.33	1.97	6330	21	1.64	27973/first aid leaflet
16/07/2020	13629632	27945	KCC KCS	KCC003	155.30	31.06	186.36	6013	21	95.15	27945/cleaning products
								6013	22	60.15	27945/cleaning products
16/07/2020	13629633	27984	KCC KCS	KCC003	93.33	18.67	112.00	6013	21	25.84	27984/hand towel disp-COV19
								6013	21	9.12	27984/antibac soap disp-COV19
								6013	21	58.37	27984/gel hand sanitiser-COV19
21/07/2020	13633249	28002	KCC KCS	KCC003	13.63	2.73	16.36	6013	33	13.63	28002/surface cleaner
24/07/2020	13636878	28016	KCC KCS	KCC003	82.54	5.74	88.28	6952	21	53.84	28016/face mask
								5500	21	28.70	28016/litter picker x 2
28/07/2020	13637456	28048	KCC KCS	KCC003	40.18	8.04	48.22	6013	33	40.18	28048/hand soap x 6
30/07/2020	13638226	28037	KCC KCS	KCC003	19.34	3.87	23.21	6200	31	10.34	28037/stationery
								6013	33	9.00	28037/cleaning product
30/07/2020	13638227	28038	KCC KCS	KCC003	23.27	4.65	27.92	6200	31	23.27	28038/statinery
30/06/2020	1151501636	27913	KONICA MINOLTA	KMB001	230.97	46.19	277.16	6200	31	230.97	27913/print&software19/6-18/9
10/07/2020	93048	27978	LANDSCAPE SUPPLY CO	LAND001	133.66	26.73	160.39	6952	21	104.90	27978/safety boots/gloves
								6952	22	28.76	27978/safety boots/gloves
22/07/2020	93307	28020	LANDSCAPE SUPPLY CO	LAND001	131.82	26.37	158.19	6952	22	37.99	28020/safety helmet
								6952	21	59.95	28020/safety boots
								5500	22	33.88	28020/hose and pipe
26/06/2020	SL002894	27895	LENGARD LTD	LENG001	12,483.25	2,496.65	14,979.90	9062	91	2,032.00	27895/additional works
								5410	30	10,451.25	27895/additional works
26/05/2020	757142	28034	LISTER WILDER	LIST002	1,875.00	375.00	2,250.00	5500	21	1,875.00	28034/battery x2,charger

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26/06/2020	02688GR	27930	LOCUM LOCKS	LOC003	60.00	12.00	72.00	5410	30	60.00	27930/toilet door service
17/07/2020	ML20054	27980	MANT LEISURE	MAN001	30,000.00	6,000.00	36,000.00	9063	91	30,000.00	27980/deposit-floodlighting
30/06/2020	1486/18/012	27923	MOULTON TAGGART	MOUL001	2,473.00	494.60	2,967.60	9063	91	2,473.00	27923/services fee
06/07/2020	06JUL2020	27938	NALC	NALC001	54.00	0.00	54.00	6730	31	54.00	27938/4x membership subs 1 yr
20/07/2020	20JUL2020	28040	NATIONAL ALLOTMENT	NAS001	55.00	11.00	66.00	6730	31	55.00	28040/ann local auth membersh.
13/07/2020	385863	27995	NATIONAL LEAFLET CO	NAT010	1,433.00	0.00	1,433.00	6200	31	1,433.00	27995/Town Crier summer print
30/07/2020	21472670	28051	NISBETS	NIS001	141.51	8.81	150.32	6010	33	141.51	28051/masks, wipes, sanitiser
31/07/2020	21480049	28052	NISBETS	NIS001	62.90	12.58	75.48	6010	33	62.90	28052/hand sanitiser x 10
13/07/2020	974254	28036	OAKS PLANT HIRE	OAKS001	65.28	13.06	78.34	5310	21	51.00	28036/line marking paint
								5525	21	14.28	28036/9"grinding blade
28/06/2020	28JUN/ANN	27987	ONECARD	ONE002	1,826.66	213.50	2,040.16	6101	31	10.00	27987/LLipad
								6101	31	8.34	27987/main office mobile
								6922	28	179.96	27987/face masks
								6104	21	6.67	27987/OS ipad
								6104	36	8.34	27987/KW mobile
								6104	21	8.34	27987/NC mobile
								6104	21	6.67	27987/OS ipad
								6240	11	10.95	27987/Acrobat Standard Licence
								6240	28	119.00	27987/ann domain pymnt
								6240	50	16.64	27987/Adobe illustrator
								6240	40	41.62	27987/Creative Cloud membersh
								5500	21	535.00	27987/500L water tank NC truck
								5500	31	19.68	27987/traffic mirror 4 hallway
								6500	28	136.00	27987/goods for resale
								6500	28	56.05	27987/goods for resale
								6500	28	57.33	27987/goods for resale
								6500	28	88.48	27987/goods for resale
								6500	28	-3.00	27987/refund-goods for resale
								6500	28	3.71	27987/goods for resale

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Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6500	28	107.00	27987/goods for resale
								6013	28	2.00	27987/washing up liquid
								6013	28	3.34	27987/oven cleaner
								6832	22	63.90	27987/roses for Wall of Rememb
								6210	28	2.50	27987/delivery fee
								6210	28	4.00	27987/delivery fee
								6210	28	3.00	27987/delivery fee
								5340	21	322.80	27987/plants
								6930	22	8.34	27987/cemetery alarm
15/07/2020	50032	28015	PLAYSAFETY	PLAY001	655.00	131.00	786.00	5310	21	655.00	28015/play equip inspections
08/07/2020	00002498449-027	27906	PLUSNET	PLUS01	47.50	9.50	57.00	6101	31	47.50	27906/internet Jul2020
09/07/2020	00002498468-027	27916	PLUSNET	PLUS01	23.50	4.70	28.20	6101	36	23.50	27916/internet Jul2020
04/07/2020	00002976949-027	27936	PLUSNET	PLUS01	30.91	6.18	37.09	6101	28	30.91	27936/internet Jul2020
04/07/2020	00003028653-027	27935	PLUSNET	PLUS01	43.50	8.70	52.20	6101	50	43.50	27935/internet Jul2020
03/07/2020	00003028673-027	27937	PLUSNET	PLUS01	18.50	3.70	22.20	6101	22	18.50	27937/internet Jul2020
11/06/2020	122480	28028	PROVENDER	PRO002	107.50	21.50	129.00	5310	21	35.00	28028/clay granules 40L
								5310	21	43.75	28028/soil-bulk bag
								5310	21	15.00	28028/sulphate of potash 5kg
								6802	22	13.75	28028/watergel pouch 400g
27/07/2020	SIN002657	28021	PROLUDIC	PRO006	20,616.01	4,123.20	24,739.21	5310	21	20,616.01	28021/Pontoise playground work
08/07/2020	807	27939	ROLL AND SCROLL	ROL001	1,250.00	0.00	1,250.00	5050	21	1,250.00	27939/NHS bench w/plaque
30/04/2020	INSU00024951	27897	SAVILLS	SAV001	3,500.00	700.00	4,200.00	9065	91	3,500.00	27897/planning appeal services
02/07/2020	2058798	27952	SDC	SDC001	2,702.48	0.00	2,702.48	5421	60	2,702.48	27952/Wed market rent July2020
14/07/2020	2059133	27988	SDC	SDC001	0.00	-300.00	-300.00			0.00	..**VAT Only Inv
15/07/2020	2059149	27953	SDC	SDC001	1,483.72	0.00	1,483.72	5420	60	1,483.72	27953/Sat market rent July2020
21/07/2020	2059365	28031	SDC	SDC001	180.00	0.00	180.00	6635	36	180.00	28031/premises licence
21/07/2020	2059375	28032	SDC	SDC001	70.00	0.00	70.00	6635	29	70.00	28032/premises licence
09/07/2020	2058917	27946	SDC DIRECT SERVICES	SDC002	232.60	0.00	232.60	6935	30	80.60	27946/bin coll 25/5-21/6 2020
								6935	30	152.00	27946/ann duty of care fee

Purchase Ledger for Month No 4

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
09/07/2020	2059035	27917	SDC DIRECT SERVICES	SDC002	353.50	0.00	353.50	6935	21	161.20	27917/Knole P bin coll Jun20
								6935	21	152.00	27917/Knole P duty of care fee
								6935	21	40.30	27917/Knole P add 1100ltr bin
09/07/2020	2059036	27920	SDC DIRECT SERVICES	SDC002	232.60	0.00	232.60	6935	22	80.60	27920/bin coll 25/05-21/6 2020
								6935	22	152.00	27920/ann duty of care fee
09/07/2020	2059037	27918	SDC DIRECT SERVICES	SDC002	168.40	0.00	168.40	6935	33	65.60	27918/bin coll 25/5-21/6 2020
								6935	33	152.00	27918/ann duty of care fee
								6935	33	-49.20	27918/660 Ltr bin
09/07/2020	2059043	27919	SDC DIRECT SERVICES	SDC002	232.60	0.00	232.60	6935	36	80.60	27919/bin coll 25/5-21/6 2020
								6935	36	152.00	27919/ann dury of care fee
09/07/2020	2059044	27904	SDC DIRECT SERVICES	SDC002	201.20	0.00	201.20	6935	28	65.60	27904/bin coll25/05-21/06
								6935	28	152.00	27904/ann duty of care fee
								6935	28	-16.40	27904/660 Ltr bin
02/07/2020	GAC32182	28033	SETYRES	SETY001	12.50	2.50	15.00	5410	60	12.50	28033/400x8" tube-market cabin
02/07/2020	12559	27979	SEV MOWERS	SEV006	40.24	8.05	48.29	5700	22	18.33	27979/alkylate fuel 5L
								5525	21	21.91	27979/eyelets,trimmer line
27/07/2020	V31 V32	28009	SEVENOAKS ART SHOP	SEV015	218.33	43.67	262.00	5410	30	218.33	28009/framed image
29/05/2020	78221	27901	SGE	SGE001	12.00	2.40	14.40	5410	22	12.00	27901/8mm x 70 thunderbolt x12
17/06/2020	78425	27964	SGE	SGE001	10.80	0.54	11.34	5700	22	10.80	27964/gas oil
17/06/2020	78426	27965	SGE	SGE001	11.80	0.74	12.54	5700	22	10.80	27965/gas oil
								5525	22	1.00	27965/hammer wedge
31/05/2020	78481	27900	SGE	SGE001	23.60	4.72	28.32	5410	22	23.60	27900/2x steel plates for bins
25/06/2020	78591	27966	SGE	SGE001	26.17	5.23	31.40	5525	22	26.17	27966/tap&clip
25/06/2020	78592	27967	SGE	SGE001	21.60	1.08	22.68	5700	22	21.60	27967/gas oil
25/06/2020	78594	27968	SGE	SGE001	49.46	9.89	59.35	5500	21	49.46	27968/LED light board 4trailer
12/07/2020	1068211	28014	SHELL	SHEL001	107.88	21.57	129.45	5700	21	107.88	28014/fuel
14/06/2020	5291238	27884	SHELL	SHEL001	222.93	44.58	267.51	5700	21	222.93	27884/fuel
21/06/2020	5318857	27943	SHELL	SHEL001	65.71	13.14	78.85	5700	21	48.05	27943/fuel
								5700	22	17.66	27943/fuel

Purchase Ledger for Month No 4

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
28/06/2020	5358415	28024	SHELL	SHEL001	49.48	9.89	59.37	5700	21	49.48	28024/fuel
05/07/2020	5396396	28023	SHELL	SHEL001	64.28	12.86	77.14	5700	22	64.28	28023/fuel
12/07/2020	5428216	28026	SHELL	SHEL001	107.88	21.57	129.45	5700	21	107.88	28026/fuel
19/07/2020	5458067	28013	SHELL	SHEL001	107.15	21.42	128.57	5700	21	107.15	28013/fuel
26/07/2020	5498690	28041	SHELL	SHEL001	23.80	4.76	28.56	5700	22	23.80	28041/fuel,guard card
12/07/2020	CN/1068211	28025	SHELL	SHEL001	-107.88	-21.57	-129.45	5700	21	-151.02	28025/CN-wrong invoice number
								5700	21	43.14	28025/CN-wrong invoice number
14/07/2020	0000114481	27949	SMITH OF DERBY	SMIT003	4,128.00	825.60	4,953.60	6861	26	4,128.00	27949/30%deposit-repair work
10/06/2020	SI-2569662	27927	SPALDINGS	SPAL001	198.25	39.65	237.90	6952	22	12.50	27927/latex gloves
								5525	21	24.00	27927/strimmer cord
								5525	22	27.00	27927/rubber rings,hose coupl.
								5500	21	134.75	27927/builders bag,hose troll.
06/07/2020	0074	27910	SSE	SSE006	33.75	1.68	35.43	6010	22	33.75	27910/elec chrgs Jun2020
06/07/2020	0017	27911	SSE	SSE008	339.87	67.97	407.84	6011	30	339.87	27911/elec chrgs Jun2020
08/07/2020	0075	27907	SSE	SSE009	174.51	34.90	209.41	6011	36	174.51	27907/elec chrgs Jun2020
09/07/2020	0012	27951	SSE	SSE012	43.26	2.16	45.42	6010	60	43.26	27951/elec chrgs 1Apr-30Jun20
14/07/2020	00374272	27948	STAGE ELECTRICS	STA001	30,080.70	6,016.14	36,096.84	9063	91	30,080.70	27948/30%deposit-stage equipm
31/07/2020	00374490	28027	STAGE ELECTRICS	STA001	50,134.51	10,026.90	60,161.41	9063	91	50,134.51	28027/50% contract-stage equip
24/07/2020	00374401	28004	STAGE ELECTRICS	STAGE001	2,400.67	480.15	2,880.82	9063	91	2,400.67	28004/portable stage
14/07/2020	INV-0076	27947	S WILLIAMS	SWA001	2,700.00	540.00	3,240.00	9063	91	2,700.00	27947/3days work
01/07/2020	338999	27885	SYBRON UK LTD	SYB001	102.82	20.56	123.38	6505	28	102.82	27885/take away box&bags
03/06/2020	37572	28057	TAYWELL	TAY001	117.60	23.52	141.12	6500	28	117.60	28057/goods for resale
17/06/2020	37602	27892	TAYWELL	TAY001	147.00	29.40	176.40	6500	28	147.00	27892/ice cream for resale
25/06/2020	37660	27890	TAYWELL	TAY001	63.70	12.74	76.44	6500	28	63.70	27890/ice cream for resale
26/06/2020	37671	27889	TAYWELL	TAY001	83.30	16.66	99.96	6500	28	83.30	27889/ice cream for resale
08/07/2020	37733	27963	TAYWELL	TAY001	137.20	27.44	164.64	6500	28	137.20	27963/ice cream for resale
22/07/2020	37830	28000	TAYWELL	TAY001	147.00	29.40	176.40	6500	28	147.00	28000/goods for resale
24/07/2020	37856	28044	TAYWELL	TAY001	78.40	15.68	94.08	6500	28	78.40	28044/ice cream for resale
30/07/2020	37905	28061	TAYWELL	TAY001	127.40	25.48	152.88	6500	28	127.40	28061/goods for resale

Purchase Ledger for Month No 4

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
27/07/2020	1004870	28058	TAYWELL	TAY001	1,559.00	311.80	1,870.80	6200	31	1,559.00	28058/banners,posters,badges
14/07/2020	29727	28019	TELESHORE UK	TELE003	62.00	12.40	74.40	5525	22	62.00	28019/hydraulic fluid 5L x 2
28/07/2020	28/07/20	28029	TERRY MALONE	TERR001	480.00	0.00	480.00	6865	26	480.00	28029/3x seed libraries
30/06/2020	5278706	27940	REACH PLC	TRM	800.00	160.00	960.00	6460	31	800.00	27940/10wks Town Team adv
31/07/2020	5302690	28047	REACH PLC	TRM	1,000.00	200.00	1,200.00	6460	31	1,000.00	28047/Jul Page ad in Sev Chron
30/06/2020	VC/30.6.7.20	27996	V.C HANDYMAN	VCH001	720.00	0.00	720.00	6001	60	720.00	27996/June market chgs
31/07/2020	VC/31.7.2020	28054	V.C HANDYMAN	VCH001	880.00	0.00	880.00	6001	60	880.00	28054/July market chgs
31/07/2020	LAO1211399	28053	VEOLIA	VEOL001	6.60	1.32	7.92	6935	33	6.60	28053/July glass collection
01/07/2020	226484	27899	WARNERS SOLICITORS	WARN001	560.00	112.00	672.00	9063	91	560.00	27899/professional chrgs
01/07/2020	226485	27898	WARNERS SOLICITORS	WARN001	280.00	56.00	336.00	9072	91	280.00	27898/professional chrgs
16/06/2020	138559	27926	WETTON CLEANING SERV	WET001	18.35	3.67	22.02	5026	21	18.35	27926/3%incr add chrg-May2020
16/06/2020	138560	27925	WETTON CLEANING SERV	WET001	0.31	0.06	0.37	5026	21	0.31	27925/add chrgs to May inv
30/06/2020	138709	27970	WETTON CLEANING SERV	WET001	1,738.27	347.65	2,085.92	5026	21	212.90	27970/toilet clean Jun2020
								5025	21	638.67	27970/toilet clean Jun2020
								5020	29	638.67	27970/toilet clean Jun2020
								6013	30	248.03	27970/toilet clean Jun2020
30/06/2020	138710	27971	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5020	29	12.95	27971/fem hyg unit clean Jun20
								5025	21	12.94	27971/fem hyg unit clean Jun20
								5026	21	4.31	27971/fem hyg unit clean Jun20
16/07/2020	138874	27982	WETTON CLEANING SERV	WET001	1,441.94	288.39	1,730.33	5310	21	1,441.94	27982/init sanit clean COV19
26/06/2020	3040R13FEE	27894	WICKSTEEDS	WICK002	1,518.75	303.75	1,822.50	9063	91	1,518.75	27894/professional services
26/06/2020	304033SFEE	27893	WICKSTEEDS	WICK002	1,181.25	236.25	1,417.50	9062	91	1,181.25	27893/professional services
30/06/2020	112242616	27903	WORLDPAY	WOR001	112.00	13.94	125.94	6976	28	112.00	27903/Jun2020 trans chrgs
30/06/2020	112437565	27908	WORLDPAY	WOR001	2.69	0.03	2.72	6976	31	2.69	27908/Jun2020 trans chrgs
30/06/2020	112449309	27909	WORLDPAY	WOR001	32.50	6.50	39.00	6976	30	32.50	27909/term fee/serv feeJun2020
01/06/2020	WM11224495	27886	WORLDPAY	WOR001	7.50	1.50	9.00	6976	31	7.50	27886/monthly subs fee Jun2020
01/07/2020	WM11252942	27932	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	27932/subs fee Jul2020

Receipts for Month 5

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,000.00					1,000.00	
	Banked: 25/08/2020	49,227.50						
BACS25/8	Nat West - Current Account	49,227.50			201		49,227.50	Monthly Salaries Aug '20
	Banked: 26/08/2020	22,885.00						
BACS26/8	Nat West - Current Account	22,885.00			201		22,885.00	Monthly HMRC/KCC Aug '20
	Banked: 28/08/2020	184.01						
DD28/8	Nat West - Current Account	184.01			201		184.01	Monthly NEST Aug '20
Total Receipts for Month		72,296.51	0.00	0.00			72,296.51	
Cashbook Totals		<u>73,296.51</u>	<u>0.00</u>	<u>0.00</u>			<u>73,296.51</u>	

Payments for Month 5

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
25/08/2020	Employees	BACS25/8	49,227.50			520		49,227.50	Monthly Salaries Aug '20
26/08/2020	HMRC/KCC	BACS26/8	22,885.00			515		12,888.20	Monthly HMRC Aug '20
						516	0	9,996.80	Monthly KCC Aug '20
28/08/2020	NEST	DD28/8	184.01			516		184.01	Monthly NEST Aug '20
Total Payments for Month			72,296.51	0.00	0.00			72,296.51	
Balance Carried Fwd			1,000.00						
Cashbook Totals			<u>73,296.51</u>	<u>0.00</u>	<u>0.00</u>			<u>73,296.51</u>	

Receipts for Month 4

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,000.00					1,000.00	
577PPO0161	Banked: 02/07/2020	9,972.69						
577PPO0161	HMRC	9,972.69			1450	31	9,972.69	HMRC JRS Grant for June
	Banked: 24/07/2020	48,931.52						
BACS24/7	Nat West - Current Account	48,931.52			201		48,931.52	Monthly Salaries July '20
	Banked: 27/07/2020	22,526.07						
BACS27/7	Nat West - Current Account	22,526.07			201		22,526.07	Monthly HMRC/KCC July '20
	Banked: 29/07/2020	184.01						
DD29/7	Nat West - Current Account	184.01			201		184.01	Monthly NEST July '20
	Banked: 30/07/2020	3,289.14						
DD30/7	Nat West - Current Account	3,289.14			201		3,289.14	Monthly L&G July '20
Total Receipts for Month		84,903.43	0.00	0.00			84,903.43	
Cashbook Totals		<u>85,903.43</u>	<u>0.00</u>	<u>0.00</u>			<u>85,903.43</u>	

Payments for Month 4

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/07/2020	Nat West - Current Account	HMRC JRS G	9,972.69			201		9,972.69	HMRC JRS Grant for June
24/07/2020	Employees	BACS24/7	48,931.52			520		48,931.52	Monthly Salaries July '20
27/07/2020	HMRC/KCC	BACS27/7	22,526.07			515		12,454.55	Monthly HMRC July '20
						516	0	10,071.52	Monthly KCC July '20
29/07/2020	NEST	DD29/7	184.01			516		184.01	Monthly NEST July '20
30/07/2020	Legal & General	DD30/7	3,289.14			516		3,289.14	Monthly L&G July '20
Total Payments for Month			84,903.43	0.00	0.00			84,903.43	
Balance Carried Fwd			1,000.00						
Cashbook Totals			85,903.43	0.00	0.00			85,903.43	

Receipts for Month 5

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	789.12					789.12	
	Banked: 11/08/2020	257.66						
001731	Nat West - Current Account	257.66			201		257.66	top up petty cash
	Banked: 26/08/2020	354.66						
001732	Nat West - Current Account	354.66			201		354.66	petty cash top up
Total Receipts for Month		612.32	0.00	0.00			612.32	
Cashbook Totals		<u>1,401.44</u>	<u>0.00</u>	<u>0.00</u>			<u>1,401.44</u>	

Payments for Month 5

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
05/08/2020	Cemetery	564	26.00		4.34	5410	22	21.66	Fence paint
11/08/2020	Council Offices	565/A	6.68			6101	31	6.68	AW phone usage during lockdown
11/08/2020	Council Offices	565/B	17.00		2.83	5500	31	14.17	storage box for events
11/08/2020	Council Offices	565/C	7.10			6330	31	7.10	milk, tea
12/08/2020	Vine Cafe	566/A	39.51			6500	28	39.51	goods for resale
12/08/2020	Vine Cafe	566/B	42.45		7.07	6500	28	35.38	goods for resale
13/08/2020	Vine Cafe	567/A	69.01			6500	28	69.01	goods for resale
13/08/2020	Vine Cafe	567/B	52.60		8.76	6500	28	43.84	goods for resale
19/08/2020	Cemetery	568/A	3.00		0.50	5550	21	2.50	Permit card holders
19/08/2020	Cemetery	568/B	14.95		2.49	6832	22	12.46	plaque for ashes casket
19/08/2020	Cemetery	568/C	13.80		2.30	6330	22	11.50	squash
19/08/2020	Cemetery	568/D	34.10			6330	22	34.10	milk, coffee, sugar, tea
19/08/2020	Bat and Ball Centre	569	31.95		4.66	6900	36	27.29	uniform shirts for DM x 2
20/08/2020	Vine Gardens	570	18.99		3.17	6931	29	15.82	USB sticks x3 for CCTV
26/08/2020	Council Offices	571	13.52			6900	31	13.52	postage for RK
26/08/2020	Open Spaces	572	20.78		3.47	5410	22	17.31	fence paint and brackets
27/08/2020	Vine Cafe	573	86.60			6500	28	86.60	goods for resale
Total Payments for Month			498.04	0.00	39.59			458.45	
Balance Carried Fwd			903.40						
Cashbook Totals			<u>1,401.44</u>	<u>0.00</u>	<u>39.59</u>			<u>1,361.85</u>	

Receipts for Month 4

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	708.85					708.85	
	Banked: 21/07/2020	382.85						
001730	Nat West - Current Account	382.85				201	382.85	top up petty cash
Total Receipts for Month		382.85	0.00	0.00			382.85	
Cashbook Totals		<u>1,091.70</u>	<u>0.00</u>	<u>0.00</u>			<u>1,091.70</u>	

Payments for Month 4

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
06/07/2020	Council Offices	557	4.00			6330	31	3.34	tea bags
						6330	31	0.66	tea bags
17/07/2020	Vine Cafe	558/A	84.50			6500	28	84.50	goods for resale
17/07/2020	Vine Cafe	558/B	4.20		0.69	6500	28	3.51	goods for resale
17/07/2020	Council Offices	559	9.00		1.50	5410	33	7.50	key
21/07/2020	Open Spaces	560/A	29.60			6330	21	29.60	coffee,tea,sugar,milk
21/07/2020	Open Spaces	560/B	31.00		5.16	5410	21	25.84	key
23/07/2020	Bat&Ball Cafe	561/A	22.91		3.81	5410	30	19.10	hinge,door sign,tape
23/07/2020	Bat&Ball Cafe	561/B	5.20		0.86	6013	30	4.34	hand wash
29/07/2020	Open Spaces	562	9.99			6900	21	9.99	postage
31/07/2020	Vine Cafe	563/A	26.55		4.43	6200	28	22.12	loyalty cards
31/07/2020	Vine Cafe	563/B	1.00		0.16	6013	28	0.84	washing up liquid
31/07/2020	Vine Cafe	563/C	74.63			6500	28	74.63	goods for resale
Total Payments for Month			302.58	0.00	16.61			285.97	
Balance Carried Fwd			789.12						
Cashbook Totals			<u>1,091.70</u>	<u>0.00</u>	<u>16.61</u>			<u>1,075.09</u>	

Sevenoaks Town Council
Finance & General Purposes Committee 14th September 2020

Grant Budget Update and Grant Applications from Local Community Groups

1. Update on Grants Awarded in March 2020

In February and March this year a range of grants were awarded by the Youth Services Committee (*Minute 492(ii) 12.02.2020 YSC refers*) and this Committee (*Minute 522(ii) 02.03.2020 F&GP refers*) from the 2019/20 budget.

The following grants were awarded for running costs/ongoing projects:

- Sevenoaks Voluntary Transport Group
- Friends of Rheinbach
- Friends of Pontoise
- Sevenoaks 2020 (Photographing Sevenoaks)
- WK Mediation
- Citizens Advice NWK

However, other grants awarded were for specific events which have been unable to take place due to the public health guidelines arising from the Covid-19 pandemic: the current status of those grants is noted in the **table overleaf**.

Sevenoaks Literary Festival has recently advised that a virtual Literary Festival would be taking place but will be limited to five events in September and October and would not include the Schools event for which their grant was awarded.

RECOMMENDATION

That the grant of £350 awarded to the Sevenoaks Literary Festival for the cost of the speaker at the annual free event for local schools be rolled forward to the 2021 event.

Sevenoaks Town Council
Finance & General Purposes Committee 14th September 2020

GRANTS AWARDED IN MARCH 2020 FOR EVENTS IMPACTED BY COVID-19 RESTRICTIONS				
Grant Recipient	Award	Purpose	Status of Event	Status of Grant
Sevenoaks Summer Festival - £5000 (approved 25.11.19)	£5000	Core funding for Summer arts festival	Cancelled	Agreed grant to roll forward to 2021 festival
Kent Youth Jazz Orchestra	£500	Workshop during Summer Festival	Cancelled	Agreed grant to roll forward to 2021 event
Three Arts Festival	£600	Hire of piano and performance space	Cancelled but some competition being run digitally	Agreed that grant could be used to meet alternative costs following the changing of the event, due to Covid-19, to a digital based festival. These costs include the syllabus printing and distributing in January, website costs, the on-line entry charges, paypal charges and insurance.
Art in June	£500	Towards costs of printing guidebook	Cancelled	Agreed grant to roll forward to 2021 event
Kent Painters Group	£200	Towards purchase of reusable signs	Cancelled	Agreed grant to roll forward to 2021 event
Sevenoaks Literary Festival	£350	Cost of speaker at annual free event for local schools	Cancelled	Recommended that grant rolls forward to 2021 event (see above).
Sevenoaks Bookshop for the Young Readers Festival	£1,750 (not paid)	Towards funding free open access entertainment for Young Readers Festival, event on The Vine	Cancelled	Grant approved but not issued following notification from applicants that event not taking place as the bookshop was focusing on its expansion into the next-door premises and had therefore scaled down festival events.

Sevenoaks Town Council
Finance & General Purposes Committee 14th September 2020

2. Community Resilience Fund

In March 2020, in response to the Covid-19 pandemic, available grant funds for 2020/21 were allocated to the Community Resilience Fund (CRF). The following grants have been awarded from that Fund.

	Applicant	Grant Awarded	Total Grants Awarded 2019/20	Total Grants Awarded 2020/21	Balance
					£30,075
1.	Age UK Sevenoaks & Tonbridge	£2,000	£2,000		£28,075
2.	PSB Breastfeeding CIC	£780	£2,780		£27,295
3.	Citizens' Advice North & West Kent	£611		£611	£26,684
4.	The Hygiene Bank	£1,500		£2,111	£25,184
5.	Care for Our Community (Lockdown Larder)	£1,000		£3,111	£24,184
6.	Love Sevenoaks Branding – Sevenoaks Recovery Plan	£2,000*		£5,111	£22,184
		Total	£2,780	£5,111	

* *It was also agreed that £2000 of this budget be allocated to the Love Sevenoaks branding, by means of a budget virement from CRF grants budget to Establishment Marketing budget.*

At the meeting of Finance and General Purposes Committee on 20th July [*Minute 122, 20.07.2020 F&GP refers*] it was noted that following the initial applications there had not been any more requests for grant aid from this Fund and it was

RESOLVED: That the £22,184 balance of the grants budget be returned to its original purpose, with the option to consider Community Resilience grant applications if requested, as follows:

- £5,795 unspent from 2019/20 budget to be held in reserves
- £3,811 to be allocated to the Youth Services Committee grant budget
- £12,578 to be allocated to the Finance and General Purposes Committee grant budget

Sevenoaks Town Council
Finance & General Purposes Committee 14th September 2020

3. Budget – Grants to Local Voluntary Organisation 2020/21

The overall budget for grants to local voluntary organisations for 2020/2021, and the balance to date is as follows:

Budget	2020/21	
	2020/21 Budget £	Balance July 2020 £
Community Resilience Fund	5,111	0
Budget Local Organisations F & GP & Youth Support Services <i>Of which Play Days £2,000</i>	12,578	12,578
Twinning Support	1,000	1,000
Grant Subsidies Chamber	1,000	1,000
Sevenoaks Summer Festival	5,000	5000
Grant Subsidies Sevenoaks Community Centre	250	250
Youth Outreach	3,811	3,811
Youth Council Support	500	500
Stag	27,000	0
Community Rail Partnership	3,000	0
Total	59,250	24,139

NB:

- £65,000 additional grant paid to the Stag, funded from revenue reserves.
- £5,795 unspent grant budget from 2019/20 is held in reserves for CRF or other approved grants.

Sevenoaks Town Council
Finance & General Purposes Committee 14th September 2020

4. Youth Services Committee

The Youth Services Committee has delegated authority to

- Approve grants within the Youth Outreach Budget; and
- Recommend to Finance and General Purposes Committee decision on grants exceeding the above budget.

The following grant application is being considered at the meeting of the Youth Services committee on 9th September 2020 (**application form attached for information**). This Committee will be advised of the outcome of the consideration following that meeting.

Grant Ref No	Organisation Name & Charity Reg No If Applicable	Purpose of award	Previous grant history to 2018/19	Grants 2019/20	Current Grant Application	Notes
6	Sevenoaks Three Arts Festival Charity Reg. 1031815	First prize offered in the Young Musician of the Year Competition 2021	2007 to 2019 (Autumn) £500/£600 per year for prize for Young Musician of the Year 2007 to 2019 (Spring) £600 per year for hire of piano and performance space.	11.09.19 £600 12.02.20 £600	£1,000	Outcome to be reported following Youth Services Committee 09.09.2020

Sevenoaks Town Council
Finance & General Purposes Committee 14th September 2020

5. Applications for Consideration

This Committee is requested to consider the following Grant Applications received (**application forms attached**):

Grant Ref No	Organisation Name & Charity Reg No If Applicable	Purpose of award	Previous grant history to 2018/19	Grants 2019/20	Current Grant Application	Notes
57	PSB Breastfeeding CIC	Provision of Babywearing Peer Supporter training for 10 existing volunteers and 5 new local parents. To pay for training, room rental & equipment, plus supervision and further enrichment for volunteers once trained.	n/a	£1401 (16.09.19) <i>Additional management and supervision of trained volunteers; and also to pay volunteer expenses and 3 enrichment sessions.</i> £780 (March 2020 - CRF) <i>£780 awarded from Community Resilience Fund in March 2020 to cover the cost of 5 breast pumps and 30 disposable breast milk collection kits.</i>	£1000	Gazebo on Vine Gardens provided free of charge to enable socially distanced in-person support. 2 mornings in July, Aug and Sept 2020.
11	Sevenoaks Counselling	Supplement bursary fund which assists clients who	2018 - £1,500 2017 - £1,200 2016 - £2,000	£1500 16.09.20	£1,500	

Sevenoaks Town Council
Finance & General Purposes Committee 14th September 2020

Grant Ref No	Organisation Name & Charity Reg No If Applicable	Purpose of award	Previous grant history to 2018/19	Grants 2019/20	Current Grant Application	Notes
	Charity Reg. 288191	cannot afford full cost of counselling.	Funding since 2008, between £1,000 and £2,000			
42	Bradbourne Residents Association	Part fund purchase of a second heavy duty picnic table made from 100% recycled plastic.	£250 2014/15 £250 2016/17	n/a	£250	
	Sevenoaks Vine Cricket Club	Works necessary to return Vine outfield to useable and sustainable condition for all levels of cricket. Approach taken will be subject to funding and outcome of test area.	n/a	n/a	£16-£25k	
Total grant funding requested					£18,750 – 27,750	

RECOMMENDATION

The Committee is asked to consider the grant applications detailed above.

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**Sevenoaks Town Council
Finance & General Purposes Committee 14th September 2020**

Sevenoaks Town Council (STC) Lease of land to Sevenoaks Rugby Football Club (SRFC) for their Clubhouse

SRFC have a lease from STC for the land on which its club house is situated.

The lease was from 7th July 2011 with tenancy to end on 5th October 2020.

Town Councillors Resolved on 20th January 2020 to renew the Lease as per following:

- Annual Rent £3,750
- Term 25 years with landlord’s break options
- Rent Review upwards only every fifth year of term
- Other Terms as per the existing Lease (subject to reasonable modernisation)

Due to financial constraints in relation to COVID-19 Sevenoaks Town Council granted a three-month extension of payment. The Responsible Financial Officer contacted the club on 3rd August 2020 and to date has not received a reply.

STC served a Section 25 and 40 (1) Notice of the Landlord and Tenant Act 1954 for the renewal of the lease on SRFC in March 2020. Due to COVID-19 SRFC took longer to respond and the following response was not received until August 2020.

SRFC responded to the Section 25 notice (Reply not received to Section 40 (1) Notice) with a ‘Without Prejudice’ email requesting the following:

- A term of 25 years has been proposed and we would prefer 30 years
- We would like the rent review to not be upwards only
- We would ideally like a rent-free period of one year given the impact of COVID-19
- Should be grateful if our position could be raised with Councillors on 14th September which will still give us time to agree and apply to the court (which I sincerely hope and expect will not be necessary) before 5th October.

Sevenoaks Town Council has the current lease policy – to date it has not provided leases beyond 25 years:

Finance & General Purposes Committee 13th January 2014

Sevenoaks Town Council Leases

Sevenoaks Town Council set a standard policy of 10-year term with suitable break clauses. There will be exceptions to the 10 years if the tenant makes a credible case for an investment plan.

Recommended: Sevenoaks Town Council reiterates the terms of the lease resolved on 20th January 2020. The 25-year term lease is in line with leases provided to other voluntary organisations who have financial investment involved.

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**Sevenoaks Town Council
Finance & General Purposes Committee 14th September 2020**

Vine Cricket Pavilion and Tea Kiosk

Finance & General Purposes Committee 20th July 2020

118. Vine Cricket Pavilion and Tea Kiosk

It was noted that the annual rent for the five-year lease for the Vine Cricket Pavilion and Tea Kiosk had been due to be reviewed in 2018/19 but this had not happened. The current rent of £3,090 per annum was last increased in December 2013.

RESOLVED: That consideration of this matter be deferred for further detail to be obtained.

The further details referred centered around the reason for the rent not being reviewed for seven years since 2013 and clarification requested. Officers have previously stated that the Lease rent review was not subject to annual rent reviews and scheduled for rent review in 2018 / 19 and was unfortunately missed during change of personnel.

Due to financial constraints in relation to COVID-19, Sevenoaks Town Council granted a three-month extension of payment. The Responsible Financial Officer contacted the club on 3rd August 2020 and to date has not received a reply.

From Cllr Bonin

In relation to Finance & General Purposes Committee Minutes item **118. Vine Cricket Pavilion and Tea Kiosk**, I would like to make a motion, for the next Finance & General Purposes Committee meeting, that the rent is increased by 13.3% to £3,500 p.a.

The current rent of £3,090 rent was last increased in December 2013. Over the period from December 2013 to June 2020:

- The UK Consumer Price Index (CPI) has increased by 9.0%
- UK average weekly earnings have increased by 13.2% (this reflects a 3% COVID related decrease since Jan 2020)
- The UK Retail price Index (RPI) has increased by 15.5%
- The STC precept has increased by 55.3%

Recommendation: The annual rent be increased to £3,500.

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**Notes of Sevenoaks Town Partnership Meeting held via Zoom
on Wednesday 19th August 2020 at 6.30pm.**

Executive Board

Representing	Number	Current Member	Current Organisation	
Sevenoaks Town Council	3	CEO / Town Clerk		Present
		Cllr Victoria Granville-Baxter		Present
		Cllr Simon Raikes		Apologies
Sevenoaks District Council	1	Cllr Avril Hunter		Present
Transport	3	Tony Clayton	Sevenoaks Rail Travellers Association	Present
		Austin Blackburn	Go Coach	Apologies
		Elliott Waters	Southeastern	Present
Leisure Facilities	3	Jane Parish CEO	Sencio	Apologies
		Andrew Eyre (Chairman)	Stag	Present
		Hannah Kay	Knole	Present
Chamber of Commerce	1	Julie Phillips	CEO Sevenoaks & District Chamber of Commerce	Present
Bligh's Meadow	1		Savills, agent for Bligh's owners Standard Life Investments	Apologies
Sevenoaks Chronicle	1			Apologies
Sevenoaks Society	1	Roger Walshe		Present
Large Business	2	Maxine Morgans (Vice Chairman)	Specsavers	Present
		Elizabeth Dolding	Warners Solicitors	Present
Small Independent Business	2	Roberta Ware	Francis Jones Jewellers	Present
		Glenn Ball	Local Architect	Apologies
Resident Association	1	Elizabeth Purves	Hollybush Residents Association	Present
Round Table	1			Apologies
Police	1			Apologies
	21			

Also, in Attendance:

Stephanie Harrison – Committee Clerk & Pink Week

John Levett – Sevenoaks Summer Festival

Richard Baxter- Sevenoaks Society

Cllr Parry – Sevenoaks Town Council

Cllr Busvine – Mayor & Sevenoaks Town Council

Jim Hughes – Local Resident

1. Apologies for Absence

As noted above.

2. Minutes

The minutes of the Sevenoaks Town Partnership meeting held on 17th June were received and agreed.

3. Sevenoaks Recovery Plan**i) Recovery Plan – KCC Response to Proposal for Traffic Regulation order to Highway to create One Way traffic system and increased pavement widths**

During the consultation on the Town Team's Draft Sevenoaks Town Recovery Plan it was proposed to request KCC to put in place a temporary Traffic Regulation Order for the High Street and London Road to operate on a one way traffic system enabling the pavements to be wider to enable social distancing and encourage more walking, cycling and pop up businesses and entertainment. The proposal was supported by KCC Councillor Margaret Crabtree.

Please see below response from KCC dated 7th August 2020:

Thank you for your email regarding the Emergency Active Travel Fund. Tim is currently on leave, but hopefully I can help provide some information to assist Sevenoaks Town Council.

I am aware that there was some confusion raised by various groups in Sevenoaks about how much funding was available in the Emergency Active Travel Fund, and regarding how this funding could be spent. Hopefully, both of those items have been addressed in Roger's earlier response.

Please be assured that KCC officers have worked tirelessly to analyse and sort through the more than 700 scheme suggestions which have been submitted throughout the County in the very short timescales that the Department for Transport (DfT) has set, which was only 12 weeks from the day that KCC were told that the Tranche 1 funding bid was successful. All the while officers also have had to continue to deliver their routine workloads and manage other challenges due to the Covid pandemic.

The main emphasis on all the Active Travel Schemes is that they must promote walking and cycling, the fund is not for the purpose of enhancing social distancing measures. Any suggestions which did not clearly highlight benefits of walking and cycling did not fulfil the criteria set by the DfT. Although political support was not part of the criteria when deciding what schemes were to be taken forward in Tranche 1 of the Active Travel Fund, all elected county Members and the District / Borough Council Leaders were made aware of what schemes had been submitted and what was proposed to be taken forward in Tranche 1. KCC ensured, although it is not required to do so based on the DfT criteria, that at least one scheme was included within the Tranche 1 list for each district, but in some cases schemes have been removed / amended and updated following discussions with Leaders and elected officials. All the Tranche 1 schemes will be installed as trials and experimental projects, which will allow them to be quickly amended, or removed, if necessary. The trial will also

form the consultation period, as due to the short timescales we have been unable to consult on these projects in the normal way.

Details of the Tranche 1 list will be made available in a press release due to be released either today, or early next week.

ii) **Highways & Social Distancing:**

There was a strong belief that some people that they were still wary about using the town and its shops due to no real social distancing measures. Original plans to use planters and other ideas would just cause less room and therefore would be superfluous to requirements. Although some are feeling safer outside, many are still reluctant to come to town due to the perception that it is not safe without clear guidelines.

iii) **Communication & Engagement:**

Highway and railing banners with the 'Love it or Lose it' branding have been produced, alongside badges and posters. Tote bags will be in production soon, with possible sponsorship from Manak Solicitors.

iv) **Supporting Key Attractions – Stag and Knole**

Knole advised that there will be no events for the rest of 2020 and provided details about the difficulties within National Trust operations generally.

The Stag will resume with some live events during the August Bank Holiday period and the cinema is already open.

v) **Town Trail:**

Steph has followed -up with volunteers, however not received responses. The Town Team will try to organise something in house or speak with an intern at The Stag to see if this is something we can put together. The trail stop-off points have been agreed, so it is just the technology that needs to be organised.

vi) **Proposals for Cultural Quarter:**

The Shambles is undergoing some redecoration and repair.

vii) **Events:**

Live on the Vine takes place every weekend and is proving to be a huge success. Wind in the Willows took place over three days in August.

viii) **Utilising Public Open Spaces:**

Cllr Hunter suggested that the area of Buckhurst 2 has been offered to Sevenoaks Town Council to use for a continuous open market space. This is being investigated, as it would allow businesses to come outside and may encourage more footfall into town.

- ix) **Markets:**

All market areas have seen an increase in trade recently. Blighs now has a waiting list of people looking for stalls. This is due to the feeling of safety many feel when outside. The Christmas market is already proving hugely popular and taking lots of bookings. High St continues to thrive, although we are one stall down, due to allowing more space for people to walk.
- x) **Promoting Businesses:**

Sevenoaks Town Council has started the 'Love it or Lose it' initiative, promoting the town and its businesses. A weekly newsletter was started to help promote all businesses and services in the town and this will continue.
- xi) **Offers of Support from Local Businesses:**

Following offers, there has been little confirmation of support, although some businesses do continue to sponsor initiatives.
- xii) **Consider Virtual Business Awards Event:**

A virtual award ceremony to celebrate the businesses that have gone above and beyond during the lockdown was greeted with approval. Executive Board members have been asked to nominate three business, with potentially voting to follow. Sponsors for the event and prizes for winners to be sourced.
- xiii) **Business Hub**

This has gone out to tender. Due to the change in work conditions this is needed even more by those working from home who will be looking for a space to work or hold meetings, so interest is expected to be high.
- xiv) **Santa Projection Show**

Logistically and financially this will not fit into the plans this year but can be looked at in the future.

7. Members Organisations

Knole: The carpark is now open on a booking system, which may continue indefinitely. The café is open for takeaways and it has been a monumental task getting it ready. The new shop opened recently, and initial signs are looking good regarding trading figures. The courtyards and orangery are also open, with volunteers speaking with visitors about the history of the property. Sadly, there is likely to be many redundancies, with possibly more to come.

South Eastern: - Numbers have increased, but still quiet with only 20/25 % of usual travellers. Random testing undertaken recently resulted in a 100% pass regarding Covid-19 compliance. There will be more prominent action taken against anti-social behaviour and the checking of tickets. Timetable changes take place on the 6th September and they are liaising with local schools to gauge numbers. A specialist

Covid cleaner will be hired to supplement the work already being undertaken. Cllr Parry complimented Elliott Waters on the Covid-19 safety standards at Sevenoaks Station and the trains.

Warners: Now back in the office and is very busy, especially with residential work, due to reduction in stamp duties.

Francis Jones: Although sales are small, there is a big demand for repairs. Contact with customers' jewellery results in regular sanitation and hand washing. Masks are always worn. Considers Sevenoaks District Council has not done enough to help the town in regards signage and social distancing initiatives.

Sevenoaks Summer Festival: Looking forward to the Summer Festival going ahead next year. Helping with Live on the Vine and trying to get more entertainment to the public. Unhappy at lack of support from KCC.

Specsavers: Taking lots of measures to keep the staff and customers safe by wearing PPE and complying with all government advice, which their survey shows customers are very grateful for. Fully booked until October.

Hollybush Residents Association: Nothing to report.

Sevenoaks District Council: The reception area at the council offices are now open.

Kaleidoscope Gallery: The 20/20 exhibition is expected to open on the 7th September. More information to follow.

Mayor: Nothing to add.

Sevenoaks Society: Concentrating on problems relating to lack of improvements for signage and social distancing in the town.

Sevenoaks Rail Traveller's Association: All quiet and gently returning to a new normality.

Sevenoaks & District Chamber of Commerce: The chamber is very busy, with an increase in membership. It has started to run monthly networking meetings virtually and received positive feedback. Future meetings will promote the venues with videos and competitions to raise the profile of the venue.

Stag: Is in the process of preparing the theatre and bars for the Bank Holiday weekend opening and looking forward to welcoming visitors back.

Sevenoaks Town Council: All attempting and expected to work as normal when life is not normal at all. Bat & Ball centre is near completion and landscaping of the carpark will begin soon. The Town Clerk has offered to show the Executive Board around the centre soon and December 4th remains the official opening date. It was hoped that the Chamber of Commerce regular networking event could take place at the centre on Wednesday 6th January 2021.

There being no further business the Chairman closed the meeting at 8.20pm.

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**Sevenoaks Town Council
Finance & General Purposes Committee 14th September 2020**

Markets – Temporary COVID-19 Planning Legislation

The Planning Committee recently reviewed the Town and Country Planning (Permitted Development and Miscellaneous Amendments) (England) (Coronavirus) Regulations 2020 and recommended that the matter be referred to the Finance & General Purposes Committee regarding the following:

2.1. These Regulations amend the Town and Country Planning (General Permitted Development) (England) Order 2015 (S.I. 2015/596) (“the General Permitted Development Order”) to allow development to assist in supporting the Government’s economic renewal package following the coronavirus outbreak. They provide an additional allowance for the temporary use of land from 1st July 2020 to 31st December 2020. They also introduce a new permitted development right to allow a local authority to hold a market for an unlimited number of days without the requirement to submit an application for planning permission beginning with 25th June 2020 and ending with 23rd March 2021.

It was suggested that the above might enable the Town Council to move its Wednesday Market to the High Street.

In relation to this the following points are provided:

1. The ability to hold a market in the High Street would require the landowners, Sevenoaks District Council’s permission.
2. All the current stalls on the Wednesday market would not fit into the High Street Market location.
3. The current Wednesday market has been suffering from lack of footfall for a long time, the closure of Tesco and COVID-19 has made this even more of a problem.
4. Sevenoaks District Council have offered Sevenoaks Town Council the use of Buckhurst 1 car park on a full-time basis (including Wednesday market) up to March 2021. The summer season has been missed however it could be possible to convert the space into more of market / leisure facility for the Christmas season. Resources permitting areas could be designated similar to a ‘parklet’ by using the cycle planters, a busking space provided, and wooden sheds installed for Christmas fayre. Officers are currently talking to Sevenoaks District Council about licensing requirements.

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**Sevenoaks Town Council
Finance & General Purposes Committee 14th September 2020**

Darent Valley Community Rail Partnership (DVCRP) and creation of Community Interest Organisation (CIO)

The DVCRP was created from the Bat & Ball Station Project and has the following aims:

- Bringing together six separate stations; Swanley, Eynsford, Shoreham, Otford, Bat & Ball and Sevenoaks
- Sharing promotion to encourage passengers to use the stations to visit local tourism attractions.
- Increasing footfall to local tourism attractions at each station
- Linking the use of the train to other non-car forms of transport e.g. walking and cycling
- Raising awareness of local heritage and culture including the artist Samuel Palmer

Last September an Accountable Body was required to sign agreements with funding bodies on the launch of the Community Rail Partnership and it was considered in the short term that Sevenoaks District Council should do this.

The DVCRP Board has resolved to the creation of a CIO, Sevenoaks Town Council has been to date strongly supportive of this mechanism for the governance of the DVCRP.

The CIO to be created it requires an 'Accountable Body'. Sevenoaks District Council have stated that the following:

"At our last meeting, we discussed the DVCRP's decision to set up a Charitable Incorporated Organisation (CIO) as they wished to be independent from Sevenoaks District Council (as the current accountable body), but also to gain greater access to funding available to charities.

... The Meldreth, Shepreth & Foxton CRP is a separate CIO, but their Community Rail Officer was originally appointed by South Cambridgeshire District Council and has remained under an employment contract with the district council. The CIC was set-up by the chair who sought out the other independent board members.

I would suggest that as the DVCRP voted for independence from the District Council, it would be more appropriate for the DVCRP members in favour of the CIO model to be the ones to take forward its formation as they will be the people named as charity trustees and the ones who have to complete the official paperwork - the guidance to start this process is here <https://www.gov.uk/setting-up-charity/register-your-charity>.

**Sevenoaks Town Council
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Sevenoaks District Council can then continue its focus on inducting ... new employee, getting to grips with the requirements of Southeastern and confirming work for the activity plan. The District Council is happy to continue supporting the employment arrangement for the Community Rail Officer post”.

Membership of the DVCRP includes representatives from the following organisations:

- Sevenoaks District Council
- Sevenoaks Town Council
- Swanley Town Council
- Eynsford Parish Council
- Shoreham Parish Council
- Otford Parish Council
- Darent Valley LPS
- Southeastern
- Govia Thameslink
- Go Coach

The CIO will ultimately become its own Accountable Body, but if this is to happen it needs an Accountable Body to progress this matter until it reaches that point. It is understood at present that other members of the DVCRP are not offering to be the Accountable Body.

RECOMMENDED: That Sevenoaks Town Council become the Accountable Body for the creation of the Darent Valley Community Rail Partnership Community Interest Organisation.

**Sevenoaks Town Council
Finance & General Purposes Committee 14th September 2020**

No. 8 Bus

Following a review of the feedback from the Neighbourhood Development Plan questionnaire to all households the need for a circular bus service connecting outlying residential premises with the town centre was identified.

Following discussion with members of the local community a rough figure of 8 preferred route was identified. This is the reason the bus was named No. 8.

In 2015 KCC provided s.106 funding to operate a No. 8 Bus Route for three years. KCC also provided a bus transferred to Go Coach for this purpose.

When the funding finished in 2018 further funding was provided by KCC to operate the bus with KCC paying 50% and Sevenoaks Town Council paying 50%. Funding was due to end in January 2021.



The original daily passenger target was up to 100 per day. Pre COVID-19 daily passenger numbers were reaching up to 130. Since COVID -19 the normal bus route has not been operating and the bus repurposed for the Go2 Demand taxi service. The normal service will resume in due course.

**Sevenoaks Town Council
Finance & General Purposes Committee 14th September 2020**

KCC have provided confirmation that they will fund the No. 8 Bus route at 100% for two years £51,000 per annum, total £101,000 from January 2021.

KCC and Sevenoaks Town Council will continue to review grant funding opportunities for funding the conversion to an Electric Bus Vehicle for the No. 8 bus route as identified in Sevenoaks Town Council's climate change priorities.

Sevenoaks Town Council
Finance & General Purposes Committee 14th September 2020

Streetlighting update

2019/20 invoices

Of the invoices raised for 2019-20, we are still awaiting payment from:

- Pineneedle Lane
- Wilderness Ave
- South Park
- The Glade
- SDC re Harrison Way

Other updates:

Kincraig Drive has been disconnected

Coombe Ave – Western end light to be removed as per previous decision. Cllr Clayton & Cllr Canet are in favour of keeping Eastern end light as it lights the footway leading from The Moors Road.

Proposal: STC to vote on whether to keep this light.

Woodside Road – this has stalled and is taking considerable admin effort as there is no residents association or single point of contact.

RFO last sent out requests for streetlight choice in March 2020 & has received no further replies.

Status as at March is: 22 out of 40 households have responded that they want to keep the lights and are willing to pay if more than 50% of households will contribute.

Of those 22 positive replies, 11 have not expressed a preference for upgrade lantern, 10 have chosen SL8 type light. Of these, 8 have requested that upgrade cost is split over 3 years.

Proposal: Decision to be made whether to go ahead with lighting upgrade as per responses received – SL8, split over 3 years, charges paid by 22 households.

Finance concern is that with no single point of contact this will require admin effort to collect/ chase/ deal with any change of house ownership.

Kippington Lane footpath – repairs have been paid for by STC.

Light not in STC inventory, RFO checking with SDC if adopted by them.

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Sevenoaks Town Council

Current Matters

Item	Minute No		Status	Latest update
1	08 – F&GP 3.4.2017 263 – F&GP 18.9.2017 222 - OSL 3.9.18 197 – F&GP 05.08.19	Street Lighting	Ongoing	<p>Invoices were sent prior to the financial year end (March).</p> <p>Upgrades to streetlights in Linden Chase (PROW) have been completed.</p> <p>197. Streetlighting The Committee received and considered the report from the Responsible Financial Officer and note the Town Council's policy as set out in Minute No. 61 of the Finance & General Purposes Committee held on 15th June 2015.</p> <p>The following private roads had adopted their streetlights:</p> <ul style="list-style-type: none"> • Clarendon Road • Quarry Hill • Yeomans Meadow • Heathfield Road • Garvock Drive • Wildernesse Mount • Wood Drive • St Botolphs Avenue • St James Road • The Glade • South Park • Harrison Way • Farnaby Drive • Wildernesse Avenue <p>The following private roads had not adopted their streetlights:</p> <ul style="list-style-type: none"> • Coombe Avenue • Pineneedle Lane • Heathfield Road • Woodside Road • Lyle Park • Kinncraig Drive <p>RESOLVED:</p> <p>i) To proceed with LED upgrade option 3 i.e. LED upgrade plus match existing heritage style lighting on Rectory Land and Judd's Piece at a cost of £17,790 noting that the Sevenoaks</p>

Item	Minute No		Status	Latest update
	280 – F&GP 16.09.19			<p>Town Council shortfall of £11,717 to be met from Capital Reserves.</p> <p>ii) To write to remaining private roads who have chosen to not adopt their streetlights providing one month's notice that the Town Council intends to proceed as per Minute No.61 F&GP 15th June 205 for removal of all lights on all private roads with unadopted lights at a cost of £12,978. Noted that the projected budget shortfall of £7,978 would be met from Revenue Reserves.</p> <p>iii) To all private roads entering into the scheme to also be charged from the time that the last road entered into the scheme.</p> <p>F&GP Committee 16.09.19 (Minute 280):</p> <p>RESOLVED:</p> <p>i) That residents of Woodside Road, Coombe Avenue and Heathfield Road be advised that the decision whether to pay for the street lights, together with payment, was required by 31st October 2019 latest or the Town Council would proceed to removal of the lights;</p> <p>ii) That residents of Lyle Park and Pineneedle Lane be advised that the response date to request to pay for the lights be extended to 30th November 2019; and</p> <p>iii) The Responsible Financial Officer recirculate to Town Councillors documents relating to charges for maintenance and upgrade to street lights.</p>
	377 – F&GP 25.11.19			<p>F&GP Committee 25.11.19 (Minutes 377):</p> <p>RESOLVED that:</p> <p>1) It be noted that residents of Pineneedle and Lyle Park had agreed to adopt their lights and discussions were therefore concluded;</p> <p>2) Following notification by residents of Kinncraig Drive that they would not adopt their lights, the lights be removed;</p> <p>3) That the lights in Coombe Avenue be removed, subject to local ward members ascertaining whether one light needs to be retained for safety purposes;</p> <p>4) The 15 households in Woodside Road be asked whether they would form a group to</p>

Item	Minute No		Status	Latest update
	407 – Council 09.12.19			<p>administer payments to the Town Council; and</p> <p>5) That the Council be asked to rescind the following Resolution, removing the requirement for residents of Heathfield Road to pay outstanding charges for the last two years: “To all private roads entering into the scheme to also be charged from the time that the last road entered into the scheme.” (Minute 197 (iii) 05.08.19 refers)</p> <p>Council 09.12.19 (Minute 407) RESOLVED:</p> <p>That the following Resolution 197(iii) of the Finance and General Purposes Committee held on 5th August 2019 be rescinded:</p> <p>“To all private roads entering into the scheme to also be charged from the time that the last road entered into the scheme.”</p>
2	- CIC 7.8.2017 CIC 15.04.2019 Minute No 30 v) 284 - F&GP 16.09.19	Business Hub		<p>8th April 2019 planning permission for Business Hub was granted with some conditions. Restricted use of external seating area plus installation of two electric vehicle charging points.</p> <p>14 tenders were returned 5th April 2019.</p> <p>HMRC <i>confirmed</i> Option to Tax on Business Hub.</p> <p>SELEP Funding unsuccessful.</p> <p>CIL Funding unsuccessful.</p> <p>Documents for a “revised tender” were uploaded to the Government Contract Finder on 5th August 2020, with tenders due to be returned on 14th September 2020.</p> <p>The Community Infrastructure Committee held on 17th August 2020 RESOLVED:</p> <p>1) That authority be delegated to the Chairman (Vice- Chairman) of CIC, Chairman (Vice- Chairman) of F&GP, Chief Executive and Responsible Finance Officer to review the tenders received and prepare a shortlist; and</p> <p>2) That this Committee [CIC] review the shortlist and decide whether the project should go ahead.</p>

Item	Minute No		Status	Latest update
3	33(i) – CIC 23.4.2018	Sevenoaks Day Nursery		<p>Sevenoaks Day Nursery moved into its new building at the beginning of 2020.</p> <p><i>It was agreed that SDN could retain one of the smaller buildings subject to community use. The main old building has been demolished.</i></p>
4	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> <p>On 1st August 2019 BJF Group were appointed as the contractor for the Bat and Ball Centre – contract value £1,559,953.56.</p> <p>Contractors currently working on site.</p> <p>Burial of Time Capsule took place on 1st November 2019.</p> <p><i>The exterior landscaping including paths and water feature, gates, new car park surface etc has commenced.</i></p>

Item	Minute No		Status	Latest update
				<p><i>Quotation of £95,941 in respect of the Multi Use Games Area for the Bat and Ball Centre accepted June 2020. Work due to commence October 2020.</i></p> <p><i>Chairman of the Finance and General Purposes Committee, the Chairman of the Community Infrastructure Committee, the Town Clerk and the Responsible Financial Officer signed off on additional expenditure to increase the size of the netball court and to install electric lighting to meet netball sports body governing requirements. The revised cost for the MUGA was £139,000 after negotiated savings.</i></p> <p><i>Opening 4th December 2020. Some internal "trial" events will take place before that date – subject to Covid guidelines</i></p>
5	F&GP 361	Markets		<p>RESOLVED: unanimously to formally request Sevenoaks District Council to permit the Wednesday market to operate on the 'Charter Market' site in the High Street. The Committee requested that negotiations include:</p> <ul style="list-style-type: none"> • reduction in charge as the Town Council would vacate the Buckhurst 1 Car Park thereby enabling the District Council additional revenue income • the same process on Wednesday as exists for the Saturday Market to include parking in the High Street for traders for the three spaces. <p>Sevenoaks District Council wrote to the Town Council on 5th March 2019: - Unfortunately, the contract was made under EU procurement rules (found in the Public Contracts Regulations 2015), meaning that out options are tightly regulated. The invitation to tender was originally advertised nationally and across the EU. The EU procurement rules set out some principles to make sure that it is an even playing field for all and that favourable contracts are not granted to particular companies. Changes to a contract should only be allowed where all companies know this beforehand and are given a chance to bid on that basis.</p> <p>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</p>

Item	Minute No		Status	Latest update
				<p>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.</p> <p>The Town Council has been informed by the Market Traders that they submitted a petition on this topic to Sevenoaks District Council.</p> <p>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.</p> <p>Meeting took place with SDC 17th February 2020. SDC considering temporary relocation of Wednesday market.</p> <p>No further information received.</p>
7	F&GP Min 472	Wayleaves		The Responsible Financial Officer to provide an information report to a future meeting.

Sevenoaks Town Council

Priorities [Note updated with 2019 Blue Skies Proposals]

PRIORITY ONE

No	Project	Details	Proposed target timescale	£	Update / comment
1	Climate Change / Carbon Neutral	<p>To recognise the Government and KCC declarations for aiming for Zero Carbon.</p> <p>To integrate this within the vision and throughout the Neighbourhood Development Plan (NDP) and within the Town Council's general operation.</p>			<p>Consideration of an Environmental Committee (or add to Terms of Reference for Committee) to create an Action Plan to review:</p> <ul style="list-style-type: none"> • Reducing cars / traffic particularly in relation to school traffic. • STC new buildings to be as sustainable and eco-friendly as possible. Existing buildings to be improved to be more sustainable with reduced carbon footprint where practicable. • Include planting of more trees, where possible fruit and nut trees • Continue to promote Refill Scheme and Sevenoaks Plastic Free Pledge • Cycle racks / planters to be installed • Install drinking fountains where possible at STC sites • Increased safety for pedestrians and cyclists • NDP Transport Strategy recommendations including 20 mph, one-way system in town centre and shared space. • Link STC open spaces together with 'green routes' • Encourage increased use of public transport – buses and trains by having improved facilities including live running information. • Install electric car charging points at STC sites • Consider enabling community initiatives for sustainable living e.g. Toy Library, Zero Waste Shop, Community Orchards, Community Cycle Workshops, Repair Café, promotion of alternative resources e.g. nappies.

Sevenoaks Town Council**Priorities** [Note updated with 2019 Blue Skies Proposals]

No	Project	Details	Proposed target timescale	£	Update / comment
2	Bat & Ball Centre	Construction of new multipurpose community centre	December 2020	£3,078,805	On 1 st August 2019 BJJ Group were appointed as the contractor for the Bat and Ball Centre, work commenced on 14 th October 2019.
3	Bat & Ball Station building	STC acquire station building on long peppercorn lease. Use as community building.	December 2019	£1,500,000 approx.	<p>The majority of the Bat & Ball Station / HLF refurbishment is completed. There are some snagging to take place.</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 this can be viewed at www.batandballstation.com .</p> <p><u>Access Ramp</u> Opened on 30th September 2019.</p> <p><u>Ancillary Works</u> The Cycle Racks, additional streetlight and signage post had been installed adjacent to platform 2.</p> <p>Installation of the Cycle Racks on the Community Centre site to be installed October 2020.</p> <p>Access to Otford Road. Details to be drawn up. Kent County Council has not responded on land requirements.</p>
4	Neighbourhood Development Plan (NDP) for Sevenoaks Includes:	To provide a long-term sustainable plan for the Sevenoaks	December 2020	£100,000 (initial budget)	<p>Second draft of NDP to be reviewed and public round of consultation with aim for referendum in 2020.</p> <p>6-week public consultation commenced 31st January 2020. Postponed due to Covid-19.</p>

Sevenoaks Town Council**Priorities** [Note updated with 2019 Blue Skies Proposals]

No	Project	Details	Proposed target timescale	£	Update / comment
	<ul style="list-style-type: none"> • Northern Sevenoaks Masterplan • Cultural Quarter • Transport Strategy • Sports Strategy 				
5	Business Hub	Convert old Red cross building to Business Hub for new start-up of small businesses	June 2020	£373,000	<p>Planning Permission obtained.</p> <p>To seek external funding towards the project. Grant application to be considered 9th December 2019.</p> <p>To allocate STC CIL funding £25,000 and £50,000 towards the project.</p> <p>SDC declined to consider for its CIL Board funding due to it not being a priority.</p> <p>New tenders expected 14.09.2020.</p>
6	Business Improvement District (BID)	To progress a BID to ensure that Sevenoaks remains a competitive environment to do business.	Tbc	Tbc	<p>Referendum to be on hold until after the NDP referendum</p> <p>Postponed due to Covid-19</p>
7	Greatness Football Pavilion	Review under proposals for improvements to Greatness area	Unknown	£1,500,000	Football Club submitting planning application for new pavilion and seeking funding. Consultation needed with football club(s) and residents. GRA prefer this ambitions scheme and are submitting scheme for pre-planning advice to have separate building to replace current portacabins, current pavilion adjacent to pitch 2 refurbished to accommodate public toilets, café and community

Sevenoaks Town Council**Priorities** [Note updated with 2019 Blue Skies Proposals]

No	Project	Details	Proposed target timescale	£	Update / comment
					<p>space for hire. Consideration to be given to joint management of facility. Would release current pavilion building, adjacent to pitch 2 for alternative use.</p> <p>Planning application due to be submitted. STC agreed current pavilion to be retained by STC as Community Hub. Project to be considered at OSL meeting 6th July 2020.</p> <p>New public toilets installed. CIL Funding allocated towards this facility. 3G Official launch Saturday 9th September 2018.</p>
8	3G Pitch at Knole Paddock	Identifies as part of the Sevenoaks Sports Strategy.	Tbc	Tbc	Refused planning permission 2019. SRFC considering appeal.
9	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.			<p>CLRs to be asked to provide information of such buildings within their wards</p> <p>Registration process for Stag. Completed.</p> <p>Registration process for Bradbourne Lakes completed.</p> <p>To Register Kaleidoscope (Library)</p>

Sevenoaks Town Council

Priorities [Note updated with 2019 Blue Skies Proposals]

PRIORITY TWO

No	Project	Details	Proposed target timescale	£	Update / comment
1	South East in Bloom	Provide action plan for obtaining gold award.			Budget and plans for 2020 to start January 2020. Desktop exercise due to Covid-19 Theme: 'edible gardening' to continue for second year. 2020, Sevenoaks to be entered for first time into national Britain in Bloom competition. Postponed due to Covid-19
2	MUGA Multi Use Games Area	Install to replace facility at Community centre	September 2020	£139,000	Install new MUGA on current community site in new location. To be installed October 2020
3	Tarmac Site	Develop community facility provision as part of the NDP / Local Plan	Tbc	Tbc	Ensure community facilities are delivered as outlined in the Northern Sevenoaks Masterplan. Invest in feasibility and project design where appropriate particularly in relation to Oast House. Tarmac presented to Planning Committee 13 th January 2020.
4	Markets	Long term aim for Sevenoaks Town Council to take over control of the markets.	Tbc	Tbc	Currently 'owned' by Sevenoaks District Council
5	St John's car park public toilets	Refurbish	2020	£10,000	Potentially from future CIL receipts. Following consideration of lower cost option, OS&L Committee on 06.07.2020 RESOLVED THAT: 1) The Open Spaces & Leisure Committee use £7,608.52 [CIL allocation] towards the refurbishment and adaption of

Sevenoaks Town Council**Priorities** [Note updated with 2019 Blue Skies Proposals]

No	Project	Details	Proposed target timescale	£	Update / comment
					<p>the St John's Public Toilets to create two unisex, accessible toilet (one on Radar key).</p> <p>2) A request be made to the Finance & General Purposes Committee for the remaining £2,391.48 to be met from Sevenoaks Town Council's Capital Reserves.</p> <p>F&GP Committee on 20.02.2020 RESOLVED: That £2,391.48 be allocated to the St John's Public Toilets Refurbishment from Capital Reserves.</p> <p>Permission needed from Sevenoaks District Council who lease the public toilets to Town Council.</p>
6	Electric Bus	To convert No.8 bus to meet sustainable agenda	2020	£300,000	To initially seek grant funding.
7	Darent Valley Community Rail Partnership	Support and be involved in the development.	2019	£3,000 p.a.	<p>Launched in September 2019, working in partnership with Sevenoaks District Council, representatives from six stations, Southeastern and GTR.</p> <p>STC assisting with administration support January – March 2020 whilst SDC recruit member of staff.</p>

Sevenoaks Town Council

Priorities [Note updated with 2019 Blue Skies Proposals]

PRIORITY THREE

No	Project	Details	Proposed target timescale	£	Update / comment
1	Bradbourne Lakes	To seek continued improvements with facility			<p>To work with SDC to achieve this.</p> <p>Bradbourne Residents Association had started to create a plan. SDC agreed at Town Forum 10.03.2014 to involve STC.</p> <p>SDC produced Consultation document.</p> <p>Town Clerk met with SDC on 26.02.2019 to discuss potential joint working.</p> <p>Asset to remain in SDC ownership.</p>
2	Night-time economy	To seek to develop night-time economy via Sevenoaks Town Partnership initiatives, entertainment on the Vine one evening per week			<p>Programme being put in place for bands on Vine Bandstand. Long term, evening bands to be funded by presence of arts and craft stalls, now premises licence in place.</p> <p>Preparing application for Purple Flag Award. To be considered within proposed BID.</p>
3	Library (Kaleidoscope)	Research feasibility for taking over the management of facility and operating with volunteers like the Stag.	Ongoing		To liaise with KCC and register as a Community Asset (see Priority 1).
4	Stag	Freehold and Capital Improvements	Tbc	Tbc	Aspirations to buy lease if it becomes available. 15 years left on current lease.

Sevenoaks Town Council**Priorities** [Note updated with 2019 Blue Skies Proposals]

No	Project	Details	Proposed target timescale	£	Update / comment
					Improvements to building (Fly Tower, 4 th Storey, Walkway from front to back enabling additional basement area, Nightclub?) subject to funding, planning permission and ownership. Linked to Cultural Quarter – improved walkway from London Road to South Park car park.
5	Nightclub for Sevenoaks	Support provision of nightclub in Sevenoaks	Tbc	Tbc	
6	Community Events	Continue to promote the town to residents and visitors via community events.	Tbc	Tbc	
7	Cafes	Continue to operate and promote	Ongoing		Noted the benefits of ongoing community service and crime reduction.
8	Youth Provision	HitB Youth Café Partners New provision if viable Youth Council	Ongoing		To continue to provide the HitB Youth Café facilities To work with partners to provide youth provision If viable to extend youth provision. To continue to support the development of the Youth Council.