

23rd February 2021

You are hereby summoned to attend a virtual meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** to be held **via Zoom on Monday 1st March 2021 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 proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: <https://youtu.be/L6RiSkqH9X8> and 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 of meetings is available online at sevenoakstown.gov.uk or by request.

Members of the public wishing to address the Committee should notify the Town Council by 12 noon on the day of the meeting. Zoom joining instructions will then be provided. Members of the public not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.



Town Clerk

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

Committee Members:

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

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	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	
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2	<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).	
3	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this report.	–
4	<u>MINUTES OF FINANCE & GENERAL PURPOSES COMMITTEE – 18th JANUARY 2021</u> To receive and sign the minutes of the meeting of the Finance & General Purposes Committee held on 18 th January 2021.	Attached
5	<u>FINANCE REPORTS</u> To receive and consider the Finance Officer's reports	Attached
5.1	<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 period 1 st to 31 st January 2021	Attached
5.2	<u>Suppliers' Accounts</u> To authorise payment of the accounts listed in the schedules for the period 1 st to 31 st January 2021	Attached
5.3	<u>Payroll Account</u> To confirm payments from the account listed in the schedules for the period 1 st to 31 st January 2021	Attached
5.4	<u>Petty Cash Account</u> To confirm payments from the account listed in the schedules for the period 1 st to 31 st January 2021.	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 January 2021: None	–
5.6	<u>Review of Internal Controls - Risk Assessment 2020/21</u> To agree the formation of a Working Party to review the Risk Assessment for 2021/2022: comprising Councillors, Responsible Finance Officer, Town Clerk and other senior management.	Attached
6	<u>CAPITAL RECEIPTS RESERVE (NOTING RELEASE OF £230K FOR 3G PITCH</u> To receive and consider the Capital Receipts Reserves, noting release of £230k for 3G pitch	Attached

7	<p><u>REQUEST FROM OPEN SPACES & LEISURE COMMITTEE – CIL FUNDING</u></p> <p>To consider request from Open Spaces & Leisure Committee for allocation of CIL funding for:</p> <ul style="list-style-type: none"> • Improvement of infrastructure of sports pitches at Knole Paddock and Raleys Field, and • New gates at Greatness Cemetery 	
8	<p><u>GRANT APPLICATIONS & REPORTS</u></p> <p>To consider grant applications received:</p> <ol style="list-style-type: none"> a) West Kent Mediation b) Sevenoaks Three Arts c) Friends of Pontoise d) Sevenoaks Volunteer Transport Group 	Attached
8.2	To receive and note reports from grant recipients 2020	See separate document
9	<p><u>CONSULTATION ON PROPOSALS TO REFORM STRAND 2</u></p> <ol style="list-style-type: none"> a) To note that MHCLG is currently consulting on proposals to reform Strand 2 (land owned by a local authority or certain other public bodies) of the Right to Contest under the Local Government, Planning and Land Act 1980 operated by the Ministry of Housing, Communities and Local Government b) To note that further information can be found at the following link: https://www.gov.uk/government/consultations/right-to-regenerate-reform-of-the-right-to-contest/right-to-regenerate-reform-of-the-right-to-contest c) To note that MHCLG deadline is 13th March 2021 d) To note the draft consultation response prepared following consideration at the Planning Committee held on 8th February 2021 e) To consider whether additional input to the response was required from this Committee 	Attached
10	<p><u>CURRENT MATTERS</u></p> <p>To receive and note a list of Current Matters</p>	Attached
11	<p><u>PRESS RELEASE</u></p> <p>To consider any agenda item, which would be considered appropriate for a press release.</p>	–

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Sevenoaks Town Council
Minutes of Finance & General Purposes Committee held on 18th January 2021.
Held via zoom.

Livestreamed on You Tube <https://www.youtube.com/watch?v=tv2wGzOlon0>

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 8.09 p.m.

Committee

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

In attendance: Cllr Granville Baxter, Cllr Michaelides, Cllr Mrs Parry, Cllr Parry, Cllr Shea, Responsible Finance Officer and Town Clerk

Representations received from Members of the Public: none

370. Apologies for Absence

Received from Cllr Camp

371. Dispensations

There were no requests for Dispensations.

372. Declarations of Interest

Cllr Raikes declared a pecuniary interest in respect of the Current Matters report (Agenda Item 11.1), insofar as it related to the Streetlighting update, which was submitted for noting only.

373. Minutes of the Finance & General Purposes Committee held on 23rd November 2020.

RESOLVED: To receive and sign the Minutes of the Finance & General Purposes Committee held on 23rd November 2020 as a true record.

374. Finance Reports 1st to 30th November 2020 and 1st to 31st December 2020

i) Statement of Accounts

The current financial budget for the financial year was favourable by £13,897 the predicted balance for the end of the financial year was a negative £25,000.

The financial year continued to be challenging due to the pandemic and the budget had been impacted by the following.

- Loss of budgeted income from cafes, markets, hall hire and sports facilities.

- Increased costs (£25k to date) due to COVID-19
- Supporting community organisations – Stag £120k and other voluntary groups

The costs had been partly addressed by

- Obtaining furlough payments
- Obtaining business grants
- Reduction to staff pay increases.
- Using Capital Receipts Reserve for half of the PWLB loan

- ii) Suppliers Accounts £410,214.85
- iii) Payroll Accounts £82,218.17
- iv) Petty Cash Accounts £866.50
- v) Hospitality and Gifts Register – none to report.

RESOLVED: To accept the Finance Reports 1st to 30th November 2020 and 1st to 31st December 2020

375. Internal Audit First Visit Report

The report was circulated with the agenda.

RESOLVED: That the Internal Audit First Visit Report be received and noted.

376. Review of Internal Audit Plan 2021 / 22

RESOLVED: To adopt the proposed internal audit plan as circulated with the agenda and for KCC to remain as the internal auditors.

377. Update on the Bat & Ball Centre Capital Project and Capital Receipts Reserve

A report from the Responsible Finance Officer was circulated with the agenda and the following key points noted.

- i) Bat & Ball Centre
The Bat & Ball Centre spend at project completion was expected to be £2,916,825 (subject to final account) against a budget of £3,078,805.

The project had included the following uplifts to the original specification:

- Solar Panels
- Higher Specification external wood paneling
- Additional insulation

- Sprung floor
- AV equipment
- Safety wet pour surface outside small hall
- Hard landscaping
- Soft landscaping
- Resurfaced car park
- MUGA
- New kitchen equipment
- Curtains and blinds
- Furniture
- Demolition of old Sevenoaks Day Nursery

It was noted that external funding towards the project had been achieved £1.2m from SDC and £2.5k from KCC. The external funding reduced the cost to the Town Council to approximate £1.8m as per the original Community Investment Plan 2014.

It was also noted that due to the pandemic the facility could not be used for its intended purposes however was providing a much-needed Symptom Free Testing facility.

ii) Capital Receipts Reserve

The Capital Receipts Reserve balance previously reported in October 2020 £395k had some historic expenditure missing, this was expected to be mitigated by the predicted underspend of the Bat & Ball Centre and would leave the balance of the Capital Receipts Reserve at £231k.

RESOLVED: To note the finance reports relating to the Bat & Ball Centre project and Capital Receipts Reserve balance.

378. Request from KCC for Sevenoaks Town Council to provide a CIL (Community Infrastructure Levy) contribution towards Schools Sports Provision

RESOLVED: To confirm to KCC that the Town Council were not able to provide a CIL contribution to the project and recommend that they liaise with SDC to be able to use the Town Council's £150k s.106 contribution towards indoor cricket provision in Sevenoaks. KCC to also be requested to provide the Town Council with details of the sports provision proposed.

379. Review of Internal Controls

- i) Finance Regulations 2021/2022
- ii) Investment Strategy Policy 2021/2022
- iii) Reserves Policy 2021/2022

RESOLVED:

- i) To adopt the updated Finance Regulations 2021 / 2022.

- ii) To adopt the existing Investment Strategy Policy noting investment in the CCLA Public Sector Deposit Fund would continue into 2021 /2022.
- iii) To adopt the Reserves Policy 2021/2022 with the amendment 'The current policy of Sevenoaks Town Council is to work towards a general reserves fund *up to* 6 months of the current precept.'

380. Revenue Estimates and Precept Proposal 2021 / 2022

i) Revenue Estimates 2021/2022

The Committee noted the following recommendation from the previous meeting.

Minute 317.2

RESOLVED: That the Draft Revenue Estimates 2021/ 2 be approved in principle, subject to further review at the meeting of the Committee to be held on 18th January 2021.

ii) Draft Capital Programme 2021/2022

It was noted that the Capital Programme had been agreed in principle at the meeting on 23rd November 2020.

iii) Draft Property Maintenance Programme

It was noted that due to the current unusual work commitments the item was deferred to a future meeting.

iv) Band D Reductions

The Committee received and considered the Band D calculations provided by Sevenoaks District Council and the impact on the Town Council's precept.

v) Precept 2021/2022

The Committee considered the Recommended Precept for 2021/2022 Financial Year of £1,239,898.

RESOLVED:

- i) To note and accept the Revenue Estimates 2021/2022, Draft Capital Programme 2021/2022
- ii) To note and accept the Report on Band D Reductions which changed the proposed Precept increase on previous year per Band D from 2% to 2.47%.
- iii) To note that the draft Property Maintenance Programme would be presented to a future meeting.
- iv) It was unanimously agreed for the Precept for 2021/2022, being a 2% increase in total on the previous year to be set at £1,239,898, this equates to a Band D

equivalent of £128.50 per annum, which is approximately £2.47 per week an increase of 6p per week.

381. Sevenoaks Town Team

RESOLVED: to note the Notes of the Meeting of the Sevenoaks Town Team held on 16th December 2020.

382. Current Matters

The Committee received and considered the report on the following Current Matters

- i) Risk Assessment Review
- ii) Streetlighting
- iii) Business Hub
- iv) Bat & Ball Centre
- v) Markets
- vi) Wayleaves

RESOLVED: To note and accept the report

383. Sevenoaks Town Council Priorities

The Committee received and considered the report on the updates on the Town Council’s priorities

RESOLVED: To note and accept the report

384. Press Release

RESOLVED: For an information leaflet to be produced relating to the Precept to be distributed to public and press. The Mayor to write a public letter relating to the use of the Bat & Ball Centre as a COVID-19 Symptom Free Test Centre.

There being no further business the Chairman closed the Meeting.

Signed
Chairman

Dated

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1.0 Summary

The year to date position at the end of January including precept, gives a net deficit of £23,538. Adjusted for required Bat & Ball Management & Maintenance reserves movement (£37,326 YTD), the position is a surplus of £13,788 against adjusted budget deficit of £1,798 resulting in a year to date net favourable variance of £15,586.

The biggest variances to budget are £60K matched funding granted to the Stag, offset by £72K of CJRS grant received, and £36K budgeted PWLB loan repayment covered by capital reserves transfer.

We originally looked at the impact of Covid-19 on our income streams only. Lost income for the first 6 months was originally estimated at £100K. Based on the reopening of Vine Café, markets remaining open, and receipt of CJRS grant, revenue impact has not been as bad as anticipated.

The coronavirus pandemic has also required unbudgeted expenditure (currently approx. £26K) including adapting buildings and facilities to be Covid safe, additional cleaning, and IT kit to enable remote working and meetings. The council has managed to absorb these costs by making savings elsewhere including not giving staff their budgeted pay rise for the first half of the year and reducing FTE by 1.

Together this has helped mitigate the financial impact of Covid-19 to date.

In December, the updated view of the impact of Covid on income was £25K. This was on the assumption that we would remain in a lockdown/ Tier 4 situation for the rest of the financial year, KCC would use the B&B Ctr for 6 weeks, Vine Café would remain open for takeaway, & markets would continue to remain open.

KCC have extended their use of the B&B Ctr for 4 weeks, Vine Café remains open, and markets remain restricted to essential stalls only. Based on this view, the adverse impact on income is likely to be £18K adverse.

Cemetery budgeted income was increased for 2020/21 compared with previous years. Actual cemetery income continues to be low, at the lowest monthly average for 4 years. Continuing at this trend, forecast income for the year is likely to be £15K adverse to budget.

STC continue to make cost savings, particularly in staff costs, and these measures, together with the planned release of £36K from CRR to cover the second PWLB repayment, mean that we should manage to come in on budget full year.

We are in uncertain times and there are risks in this forecast that further restrictions will impact on our few remaining income streams and drive further costs, but we will hopefully manage any further impacts on income by not spending remaining contingency budget and continuing cost savings.

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 February- March 2021 is £202,546.

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>
21	OSL General	26,521 (F)	Please refer to the variance report.
22	Cemetery	5,821 (A)	Please refer to the variance report.
28	Vine Cafe	14,207 (A)	Please refer to the variance report.
30	Bat & Ball Station	7,962 (A)	Please refer to the variance report.
31	Establishment	73,273 (F)	Please refer to the variance report.
33	Council Offices	12,534 (A)	Please refer to the variance report.
38	Grants	62,016 (A)	Please refer to the variance report.
50	HitB	20,495 (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 £1,999,106.

This reduction is mainly due to year to date capital expenditure of £1.791M on the new Community Centre, also £45K on Bat & Ball Station & cycle store, £36K on Cemetery Messroom, £39K on Business Hub and £16K on Vine Outfield, also £72K PWLB repayment and £125K grant to Stag. Offset by £78K CIL receipt to date, and £29K provision release.

4.0 Fund balances (Appendix 3) and Cashflow

The statement of fund balances as at 31st January 2021 totals £2,074,023 (31 Mar 2020 £3,923,338).

£1,790,239 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 deposit accounts giving immediate access.

Funds are deposited with NatWest, HSBC, Nationwide, Handelsbanken and CCLA. Interest rate ranges from 0.00% to 0.05%.

Sub ratings reviewed 31st January 2021.

5.0 Risk Assessment 2021/22

It is a requirement of the Annual Governance and Accountability return that the members of Sevenoaks Town Council perform an annual assessment of risks.

The draft risk assessment is included as Agenda item 9.

Recommendation: Given the length of the assessment, a working party of Councillors, RFO, Town Clerk & necessary senior management is formed to review and work through the risk assessment as a separate exercise.

Reviewed draft to be brought to next F&GP for approval.

January 2021 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	25,752	30,682	4,930	36,785	Underspend on Gross Pay to date due to reduced hours worked by planning assistant
Open Spaces & Leisure Committee					
General	200,153	226,674	26,521	277,730	£18k underspend in Pay related partly due to less summer & cricket related overtime. £2K no spend ytd on training. £5K CJRS grant; £2k no purchase of grass seed to date. £2k no Skatepark maintenance to date; £2.5K budget phasing of Tree safety work. £8.4K less equipment hired & maintenance. £2.5K less fuel. £1.3K less spend on waste bin collections, £1.3K less spend on road dues. No spend YTD on CCTV (£1.2K) or risk assessments (£1.4K). Overspend in Knole Paddock due to Eviction Notice served (£2,250). Overspend in 5310/21. Mainly due to £21k Pontoise play area equipment/surfacing/fencing. Offset by Enover grant. Overspend in 5550 - Vehicle expenses, due to remaining cost of eVan (balance in 2019/20), offset by govt grant received. Overspend in Bus Shelter Maint due to new Bus Shelter. Fully offset by KCC grant and Capital reserves release. £18.1K less sports hire income due to coronavirus, and £1.7K Raleys Car Permits extended by 3 months for free.
Cemetery	44,648	38,836	(5,812)	45,105	£5K Favourable pay related, £1.3K low spend ytd on training. £900 Furlough Income Underspend in Trees, Plants, Turf & Fertilizer £2k. £1,458 Insurance claim relating to 2019/20. Adverse Cemetery Income £13K. Lowest average monthly income for 4 years New Sign & Post in New Equipment (£1,153). JCB Service (£1,712) causing the overspend in Equipment Maintenance.
Allotments	(750)	(52)	698	1,213	Favourable income for QH allotments - both allotments are at capacity. Overspend in Gross Pay (£710) 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	26,932	26,661	(271)	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) covered by CIL reserves. Underspend on In Bloom to date (£2.3k).
Vine Café	28,859	14,652	(14,207)	19,566	Covid related Q1 closure and no events has resulted in less income (£7.6K & £1.5K adverse). This is offset by Furlough grant received of £9.4K. After opening post-lockdown, sales have been fairly strong in July, August, November & December. Longer winter & summer opening hours have meant higher pay £12K. £3.1K spend on cafe consumables due to coronavirus requirements.
Vine Grounds	21,219	17,696	(3,523)	21,472	£1.5K negative variance due to no paid for events this summer; £773 phasing of kiosk rental income £16K work on Vine Outfield covered by CIL funding. £3.3K spend on Vine Pav maintenance (inc ramp, windows, notice and scoreboard)

January 2021 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	37,326	35,812	(1,514)	42,694	Current closure until end September has resulted in very low income (£57.2K variance) partially offset by low spend on Goods For Resale to date (£15.2K variance). Underspend in Pay (£12.9K) due to manager only joining end Sept. Costs pertaining to Rates and upkeep of the building are still happening, but overall lower than budget, with the exception of repairs costs. £22.1K Furlough Grant is offsetting some payroll costs. £7.3K grants received for second and current lockdown. YTD deficit to be offset at year end by release from B&B M&M reserve.
Establishments	444,624	517,897	73,273	623,608	Favourable variance due to capital reserves release to cover PWLB repayment £35,801. £10.6K Furlough grant received. £5.6k in unspent mayoral allowance, £1.8K members allowances. £6.7K pay related partly due to budgetted payrise not happening until Sept, & £4K lower pension. Also lots of general underspending due to Covid-19 - £2.4K training, £3.7K printing & stationery, £1.9K conferences £13.6K unspent provision (£26K remaining budget) Additional costs in 6240/31 (£7.3K) due to Virtual meeting set up, remote working support & new laptop. £8K Income affected by Covid-19 as well (less people looking to advertise via banners, interest rates dropped).
General	29,999	28,420	(1,579)	29,500	No 8 bus hasn't been running which has impacted income & expenditure equally. Variance is due to lack of Christmas Lights Switch-On Income this year, offset by less spend on special events. Full Christmas lights budget has been spent, including £4.5K on new/ replacement lights.
Council Offices	54,744	42,210	(12,534)	50,322	Covid closures has resulted in minimal Chamber Hire income to date (£13.2k variance). Large adverse cost in Health & Safety due to cost of Guard Screens for desks (£2,776). Adverse variance in Rent & Rates (£1.9k) due to costs related to previous water leak investigation. Offset partly by Furlough CJRS grant £2.4K & £2.2K lower light & heat cost. Adverse variance in Property Maintenance (£4.9k) due to Roof Cleaning for the building covered by reserves transfer. Additional repairs in P10 totalled £3,675.
Community Centre	9,529	6,131	(3,398)	3,738	Tier 4 & lockdown has meant B&B Ctr has been unable to open to general public for hire. This has been partially offset by hire income from KCC use as Covid testing site. Only expenses are related to ongoing costs for building. £3.3K higher electricity spend, new meter installed for centre required new contract. Old contract now ceased with SSE. Utilities during construction phase to be claimed back from contractor. More expenditure was expected in P10 due to the expectation that the centre would be completed and open, but due Covid that hasn't happened, particularly in Gross Pay (positive variance of £1.7k)
Grants	99,790	37,774	(62,016)	57,250	£65K grant issued to Stag in June - covered by reserves transfer. £60K additional matched funding grant issued to Stag in October. £3K 2019/20 CRP grant paid this year.

January 2021 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
	£	£	£	£	
Property	(5,893)	(8,000)	(2,107)	(8,000)	£2.625K SCC ground rent no longer payable by nursery.

January 2021 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
	£	£	£	£	
Sevenoaks Town Partnership	4,289	3,490	(799)	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 £500). Sundry Expenses spend this month on Xmas Video Production £1.2K.
Business Hub	2,056	597	(1,459)	800	Negative variance due to Rates not being included in the budgeted expenses for general upkeep of the building. Included in 2021 budget.
Youth Cafe	2,595	23,090	20,495	28,207	£10K National Lottery Awards for All grant to cover staff costs. To be moved back to reserves until café re-opened. £21.3K furlough grant Negative variance in Gross Pay (£7.7k) possibly due to overstaffing prior to lockdown. £3.1K hire income lost due to covid.
Markets	10,395	7,770	(2,625)	8,313	Market's negative variance due to less income because of current lockdown. Markets had been improving. Blighs & Saturday markets are at break even/ surplus position. Weds market has 13.9K YTD deficit.
Precept	(1,012,730)	(1,012,730)	-	(1,215,276)	
Rolling Cap Budget	1,908,599	-	(1,908,599)	-	
Totals	23,538	37,610	14,071		

Summary by Committee:

Planning	25,752	30,682	4,930	36,785
Open spaces & Leisure	292,202	309,815	17,613	366,229
Vine Café	28,859	14,652	(14,207)	19,566
Bat Ball Station	37,326	35,812	(1,514)	42,694
Finance & General Purpose	652,128	659,379	7,251	798,738
Precept	(1,012,730)	(1,012,730)	-	(1,215,276)
Rolling Capital Budget	1,908,599	-	(1,908,599)	-
Total (exc. Capital items)	23,539	37,610	14,071	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2021

Month No: 10

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	2,311	2,781	470	23,647	27,810	4,163	33,376		9,729	
4270 Employers Pension Contribution	97	130	33	1,001	1,300	299	1,565		564	
6240 Computer/ Data Base/WP's	63	11	(52)	765	522	(243)	544		(221)	
6630 Professional Fees	0	0	0	59	750	692	1,000		942	
6720 Books and Periodicals	0	0	0	0	300	300	300		300	
6730 Subscriptions	0	0	0	280	0	(280)	0		(280)	
Planning - General :- Indirect Expenditure	2,470	2,922	452	25,752	30,682	4,930	36,785	0	11,033	0
Net Expenditure	(2,470)	(2,922)	(452)	(25,752)	(30,682)	(4,930)	(36,785)			
<u>21</u> <u>O/ Spaces & Leisure - General</u>										
1022 Letting & Hire of Facilities	0	8,900	8,900	12,729	30,900	18,171	30,900		0	
1316 Raleys Car Park Permits	0	0	0	42	1,750	1,708	1,750		0	
1350 Revenue Grant income	0	0	0	29,591	0	(29,591)	0		0	
1450 Furlough Grant Income	0	0	0	4,995	0	(4,995)	0		0	
1850 Log Sales	0	0	0	606	1,236	630	1,236		0	
1990 Other Income	317	0	(317)	1,189	742	(447)	742		0	
O/ Spaces & Leisure - General :- Income	317	8,900	8,583	49,151	34,628	(14,523)	34,628			0
4010 Gross Pay	14,036	15,952	1,916	143,264	159,520	16,256	191,421		48,157	
4270 Employers Pension Contribution	835	1,050	215	8,456	10,500	2,044	12,597		4,141	
5013 Graffiti Removal	0	167	167	0	835	835	1,000		1,000	
5025 Lower St Johns Toilets	856	875	19	9,989	8,750	(1,239)	10,500		511	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2021

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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	232	250	18	2,177	2,500	323	3,000		823	
5050 Seats And Litter Bins	0	0	0	1,250	2,085	835	2,780		1,530	
5060 Sevenoaks Common	0	0	0	3,052	3,700	648	3,700		648	
5065 Tree Safety Survey	0	0	0	0	2,500	2,500	3,800		3,800	
5070 Other Woodlands	504	825	321	4,062	3,300	(762)	3,300		(762)	
5110 Knole Paddock & Pavilion	0	500	500	3,935	500	(3,435)	1,500		(2,435)	
5120 Knole Paddock Pitch & Grnd Mt	0	500	500	1,194	2,500	1,306	3,500		2,306	
5310 Miscellaneous Open Spaces	1,646	1,300	(346)	38,597	14,500	(24,097)	17,100		(21,497)	
5316 Skatepark Maintenance	0	0	0	620	2,575	1,955	2,575		1,955	
5317 Raleys Car Park	0	0	0	531	500	(31)	500		(31)	
5320 Fertilizers	0	0	0	208	1,200	992	1,200		992	
5330 Grass Seed	0	0	0	104	2,100	1,996	2,100		1,996	
5340 Plants	0	0	0	905	1,875	970	2,500		1,595	
5410 Repairs & General Maintenance	0	125	125	158	1,250	1,092	1,500		1,342	
5500 Equipment Hired and New	90	688	598	3,431	6,880	3,449	8,250		4,819	
5525 Equipment Maintenance	45	941	896	2,545	7,527	4,982	8,000		5,455	
5550 Vehicle Expenses	321	340	19	9,563	3,810	(5,753)	4,500		(5,063)	
5700 Fuel	215	517	302	2,685	5,170	2,485	6,200		3,515	
6000 Rent & Rates	0	75	75	689	1,050	362	1,200		512	
6010 Light Heat & Cleaning	0	0	0	1,446	1,575	129	2,100		654	
6013 Cleaning	0	0	0	762	0	(762)	0		(762)	
6101 Telephone	12	17	5	111	170	59	200		89	
6104 Mobile Telephone	22	17	(5)	213	170	(43)	200		(13)	
6320 Staff Training	0	0	0	0	2,000	2,000	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	156	170	14	200		44	
6730 Subscriptions	0	0	0	236	200	(36)	200		(36)	
6812 Road Dues	0	1,300	1,300	145	1,500	1,355	1,500		1,355	
6851 Bus Shelter Maintenance	0	14	14	5,558	140	(5,418)	175		(5,383)	2,780
6900 Sundry Expenses	0	8	8	15	80	65	100		85	
6922 Health&Safety/Risk Assessments	0	500	500	0	1,400	1,400	1,550		1,550	
6930 Alarm Maintenance	0	0	0	732	740	8	740		8	
6931 CCTV Maintenance	0	0	0	0	1,200	1,200	1,200		1,200	
6934 Waste Bin Collection-Dog Bins	0	0	0	1,966	2,100	134	2,800		834	
6935 Waste Bin Disposal-Waste Bins	237	352	115	2,169	3,520	1,351	4,220		2,051	
6952 Protective Clothing	106	121	15	1,161	1,210	49	1,450		289	
O/ Spaces & Leisure - General :- Indirect Expenditure	19,158	26,451	7,293	252,084	261,302	9,218	312,358	0	60,274	2,780
Net Income over Expenditure	(18,841)	(17,551)	1,290	(202,933)	(226,674)	(23,741)	(277,730)			
8001 plus Transfer from EMR	0			2,780						
Movement to/(from) Gen Reserve	(18,841)			(200,153)						
<u>22 O/ Spaces & Leisure - Cemetery</u>										
1450 Furlough Grant Income	901	0	(901)	901	0	(901)	0		0	
1550 Insurance Claims	0	0	0	1,458	0	(1,458)	0		0	
1700 Cemetery Income	(1,596)	7,725	9,321	64,216	77,250	13,034	92,700		0	
1990 Other Income	0	0	0	132	0	(132)	0		0	
O/ Spaces & Leisure - Cemetery :- Income	(696)	7,725	8,421	66,706	77,250	10,544	92,700			0

Detailed Income & Expenditure by Phased Budget Heading 31/01/2021

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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	6,982	7,358	376	76,126	80,280	4,154	94,991		18,865	
4270 Employers Pension Contribution	532	619	87	5,648	6,498	850	7,738		2,090	
5210 Cemetery Chapel & Office	0	0	0	220	103	(117)	206		(14)	
5230 Cemetery Wshop/Messroom Mtce	0	0	0	11	175	164	175		164	
5410 Repairs & General Maintenance	0	83	83	1,930	830	(1,100)	1,000		(930)	
5500 Equipment Hired and New	0	267	267	2,002	2,670	668	3,200		1,198	
5525 Equipment Maintenance	0	208	208	4,498	2,080	(2,418)	2,500		(1,998)	
5700 Fuel	34	58	24	491	580	89	700		209	
6000 Rent & Rates	1,516	548	(968)	7,075	5,480	(1,595)	6,570		(505)	
6010 Light Heat & Cleaning	339	103	(236)	919	1,030	111	1,240		321	
6013 Cleaning	64	0	(64)	631	0	(631)	0		(631)	
6101 Telephone	41	62	21	711	620	(91)	750		39	
6104 Mobile Telephone	0	10	10	8	100	92	120		112	
6105 Broadband wi-fi service	40	0	(40)	80	0	(80)	0		(80)	
6200 Printing & Stationery	105	8	(97)	105	80	(25)	100		(5)	
6240 Computer/ Data Base/WP's	0	0	0	3,449	3,715	266	3,715		266	
6320 Staff Training	0	0	0	225	1,500	1,275	2,000		1,775	
6330 Welfare/Hospitality	19	14	(5)	163	140	(23)	170		7	
6500 Goods for Resale	8	17	9	8	170	162	200		192	
6630 Professional Fees	0	0	0	95	100	5	100		5	
6730 Subscriptions	0	0	0	0	100	100	100		100	
6802 Trees Plants Turf & Fertilizer	0	0	0	207	2,250	2,043	3,000		2,793	
6822 Roads Path & Boundaries	129	0	(129)	129	525	396	700		571	
6832 Lawn/Wall of Remembrance	0	0	0	306	0	(306)	100		(206)	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2021

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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
6900 Sundry Expenses	0	4	4	9	40	32	50		42	
6922 Health&Safety/Risk Assessments	0	0	0	0	750	750	1,000		1,000	
6930 Alarm Maintenance	0	0	0	602	800	198	800		198	
6932 Cemetery Security	437	383	(54)	3,920	3,830	(90)	4,600		680	
6935 Waste Bin Disposal-Waste Bins	81	102	21	958	1,020	62	1,230		272	
6952 Protective Clothing	28	62	34	826	620	(206)	750		(76)	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	10,355	9,906	(449)	111,354	116,086	4,732	137,805	0	26,451	0
Net Income over Expenditure	(11,051)	(2,181)	8,870	(44,648)	(38,836)	5,812	(45,105)			
<u>23 O/ Spaces & Leisure- Allotment</u>										
1010 Rental Income	0	0	0	1,083	1,141	58	1,141		0	
1047 QH Allotments Income	14	0	(14)	7,344	6,376	(968)	6,376		0	
O/ Spaces & Leisure- Allotment :- Income	14	0	(14)	8,427	7,517	(910)	7,517			0
4010 Gross Pay	360	383	23	4,540	3,830	(710)	4,595		55	
4270 Employers Pension Contribution	25	15	(10)	223	150	(73)	184		(39)	
5410 Repairs & General Maintenance	121	300	179	1,752	1,200	(552)	1,200		(552)	
6000 Rent & Rates	0	146	146	765	1,460	695	1,751		986	
6002 QH Allotments Costs	0	0	0	397	525	128	700		303	
6922 Health&Safety/Risk Assessments	0	0	0	0	300	300	300		300	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	506	844	338	7,677	7,465	(212)	8,730	0	1,053	0
Net Income over Expenditure	(492)	(844)	(352)	750	52	(698)	(1,213)			

Detailed Income & Expenditure by Phased Budget Heading 31/01/2021

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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
<u>26</u> <u>Open Spaces-Street Lighting/Ge</u>										
1480 Streetlighting income	0	0	0	2,787	0	(2,787)	8,913		0	
1990 Other Income	0	0	0	0	1,200	1,200	1,200		0	
1997 In Bloom Income	0	0	0	500	0	(500)	0		0	
Open Spaces-Street Lighting/Ge :- Income	0	0	0	3,287	1,200	(2,087)	10,113			0
6861 Public Clock Maintenance	0	0	0	14,045	2,181	(11,864)	2,908		(11,137)	12,999
6862 Street Lighting	1,883	1,118	(765)	16,993	11,180	(5,813)	13,414		(3,579)	
6865 In Bloom Costs	15	0	(15)	12,180	14,500	2,320	14,500		2,320	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	1,898	1,118	(780)	43,219	27,861	(15,358)	30,822	0	(12,397)	12,999
Net Income over Expenditure	(1,898)	(1,118)	780	(39,932)	(26,661)	13,271	(20,709)			
8001 plus Transfer from EMR	0			12,999						
Movement to/(from) Gen Reserve	(1,898)			(26,932)						
<u>28</u> <u>O/ Spaces & Leisure-Vine Cafe</u>										
1211 Sale of Goods	3,560	2,777	(783)	48,503	56,156	7,653	61,710		0	
1212 Events Management	0	0	0	0	1,500	1,500	1,500		0	
1450 Furlough Grant Income	0	0	0	9,400	0	(9,400)	0		0	
O/ Spaces & Leisure-Vine Cafe :- Income	3,560	2,777	(783)	57,903	57,656	(247)	63,210			0
4010 Gross Pay	5,052	3,174	(1,878)	55,344	43,298	(12,046)	49,646		(5,698)	
4270 Employers Pension Contribution	109	168	59	843	1,680	837	2,013		1,170	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2021

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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
5011 Property Maintenance	0	0	0	330	0	(330)	0		(330)	
5410 Repairs & General Maintenance	179	42	(137)	747	420	(327)	500		(247)	
5500 Equipment Hired and New	4	150	147	398	1,500	1,102	1,800		1,402	
5525 Equipment Maintenance	50	42	(8)	50	420	370	500		450	
6000 Rent & Rates	57	100	43	808	1,000	192	1,200		392	
6010 Light Heat & Cleaning	0	400	400	1,414	1,600	186	1,600		186	
6013 Cleaning	24	0	(24)	498	0	(498)	0		(498)	
6101 Telephone	26	26	0	267	260	(7)	309		42	
6200 Printing & Stationery	2	0	(2)	82	15	(67)	30		(52)	
6210 Postage & Courier	37	0	(37)	116	120	4	160		44	
6240 Computer/ Data Base/WP's	0	0	0	556	114	(442)	150		(406)	
6320 Staff Training	0	0	0	290	150	(140)	300		10	
6460 Publicity & Democratic notices	0	0	0	0	186	186	250		250	
6500 Goods for Resale	1,860	900	(960)	18,651	18,200	(451)	20,000		1,349	
6505 Cafe consumables	267	0	(267)	3,134	0	(3,134)	0		(3,134)	
6533 Copyright Fees/Royalties	0	0	0	0	320	320	320		320	
6635 Professional Fees Licensing	0	0	0	178	150	(28)	150		(28)	
6900 Sundry Expenses	8	17	9	44	170	126	206		162	
6922 Health&Safety/Risk Assessments	7	0	(7)	936	0	(936)	500		(436)	
6930 Alarm Maintenance	0	0	0	654	515	(139)	515		(139)	
6935 Waste Bin Disposal-Waste Bins	49	172	123	750	1,720	970	2,060		1,310	
6976 Credit card charges	0	47	47	673	470	(203)	567		(106)	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	7,732	5,238	(2,494)	86,762	72,308	(14,454)	82,776	0	(3,986)	0
Net Income over Expenditure	(4,172)	(2,461)	1,711	(28,859)	(14,652)	14,207	(19,566)			

Detailed Income & Expenditure by Phased Budget Heading 31/01/2021

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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
<u>29 O/Spaces & Leisure-Vine Ground</u>										
1208 Other Events Income	0	0	0	0	1,500	1,500	1,500		0	
1805 Tea Kiosk Rental & Pavilion	0	0	0	2,318	3,090	773	3,090		0	
1870 Vine Club Insurance Contrib.	0	0	0	342	400	58	400		0	
O/Spaces & Leisure-Vine Ground :- Income	0	0	0	2,660	4,990	2,331	4,990			0
4010 Gross Pay	754	758	4	7,177	7,580	403	9,092		1,915	
4270 Employers Pension Contribution	45	45	(0)	430	450	20	545		115	
5010 Vine Area General Maintenance	52	300	248	17,881	3,000	(14,881)	3,600		(14,281)	16,000
5014 Vine Kiosk	0	0	0	7	0	(7)	0		(7)	
5015 Vine Pavilion maintenance	0	0	0	3,293	0	(3,293)	0		(3,293)	
5020 Vine Public Convenience	696	708	12	8,187	7,080	(1,107)	8,500		313	
6000 Rent & Rates	0	43	43	203	430	227	515		312	
6460 Publicity & Democratic notices	0	0	0	0	186	186	250		250	
6635 Professional Fees Licensing	0	0	0	70	100	30	100		30	
6868 Summer Concerts	0	0	0	3,031	3,200	169	3,200		169	1,000
6869 Special Events	0	0	0	28	0	(28)	0		(28)	
6931 CCTV Maintenance	0	0	0	572	660	88	660		88	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	1,547	1,854	307	40,879	22,686	(18,193)	26,462	0	(14,417)	17,000
Net Income over Expenditure	(1,547)	(1,854)	(307)	(38,219)	(17,696)	20,523	(21,472)			
8001 plus Transfer from EMR	0			17,000						
Movement to/(from) Gen Reserve	(1,547)			(21,219)						

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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
<u>30 F&G P - Bat & Ball Station</u>										
1022 Letting & Hire of Facilities	0	2,000	2,000	1,098	20,000	18,902	24,000		0	
1211 Sale of Goods	0	4,003	4,003	1,725	40,030	38,305	48,039		0	
1350 Revenue Grant income	6,001	0	(6,001)	7,335	0	(7,335)	0		0	
1450 Furlough Grant Income	2,963	0	(2,963)	22,086	0	(22,086)	0		0	
F&G P - Bat & Ball Station :- Income	8,964	6,003	(2,961)	32,243	60,030	27,787	72,039			0
4010 Gross Pay	4,909	5,298	389	41,183	52,980	11,797	63,575		22,392	
4270 Employers Pension Contribution	105	183	78	729	1,830	1,101	2,202		1,473	
5410 Repairs & General Maintenance	0	132	132	11,519	1,320	(10,199)	1,586		(9,933)	
5500 Equipment Hired and New	0	125	125	93	1,250	1,157	1,500		1,407	
6000 Rent & Rates	270	238	(32)	2,703	2,380	(323)	2,860		157	
6011 Electricity	346	444	98	3,343	4,440	1,097	5,325		1,982	
6012 Gas	0	0	0	1,541	1,545	4	2,060		519	
6013 Cleaning	228	333	105	2,613	3,330	717	4,000		1,387	
6014 Water	0	0	0	0	1,500	1,500	2,000		2,000	
6101 Telephone	14	56	42	126	560	434	670		544	
6200 Printing & Stationery	7	17	10	173	170	(3)	206		33	
6210 Postage & Courier	0	0	0	141	0	(141)	0		(141)	
6241 Website Costs	0	0	0	285	0	(285)	0		(285)	
6320 Staff Training	0	0	0	125	192	67	258		133	
6330 Welfare/Hospitality	0	0	0	247	0	(247)	0		(247)	
6460 Publicity & Democratic notices	0	167	167	0	1,670	1,670	2,000		2,000	
6500 Goods for Resale	0	1,667	1,667	1,437	16,670	15,233	20,000		18,563	

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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
6505 Cafe consumables	0	0	0	38	0	(38)	0		(38)	
6533 Copyright Fees/Royalties	0	47	47	0	470	470	567		567	
6635 Professional Fees Licensing	0	0	0	0	567	567	567		567	
6900 Sundry Expenses	0	52	52	8	520	512	618		610	
6922 Health&Safety/Risk Assessments	0	263	263	1,744	1,052	(692)	1,051		(693)	
6930 Alarm Maintenance	411	0	(411)	411	1,267	856	1,267		856	
6931 CCTV Maintenance	0	639	639	0	639	639	639		639	
6935 Waste Bin Disposal-Waste Bins	0	106	106	790	1,060	270	1,267		477	
6976 Credit card charges	33	43	11	321	430	109	515		194	
F & G P - Bat & Ball Station :- Indirect Expenditure	6,323	9,810	3,487	69,569	95,842	26,273	114,733	0	45,164	0
Net Income over Expenditure	2,641	(3,807)	(6,448)	(37,326)	(35,812)	1,514	(42,694)			
31 F & G P - Establishments										
1115 Interest on Deposits	46	667	621	2,677	6,670	3,993	8,000		0	
1231 Banner Income	0	398	398	(81)	3,980	4,061	4,779		0	
1232 Town Crier Advertising	450	0	(450)	450	0	(450)	0		0	
1450 Furlough Grant Income	836	0	(836)	10,548	0	(10,548)	0		0	
1889 Waste Sacks Income	0	175	175	657	1,750	1,093	2,100		0	
1990 Other Income	(88)	8	96	124	80	(44)	100		0	
F & G P - Establishments :- Income	1,244	1,248	4	14,375	12,480	(1,895)	14,979			0
4010 Gross Pay	22,422	24,291	1,869	236,235	242,910	6,675	291,497		55,262	
4270 Employers Pension Contribution	2,469	2,902	433	24,963	29,020	4,057	34,827		9,864	

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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
4271 Pension Deficiency	6,417	6,417	0	64,167	64,170	3	77,000		12,833	
5500 Equipment Hired and New	0	208	208	309	2,080	1,771	2,500		2,191	
6013 Cleaning	0	0	0	18	0	(18)	0		(18)	
6020 Insurance Cost	1,233	1,428	195	15,778	17,138	1,360	20,000		4,222	
6101 Telephone	622	479	(143)	4,346	4,790	444	5,750		1,404	
6103 Fax	0	8	8	0	80	80	100		100	
6200 Printing & Stationery	1,521	1,250	(271)	10,766	14,500	3,734	17,000		6,234	
6210 Postage & Courier	306	429	124	3,842	4,290	448	5,150		1,308	
6240 Computer/ Data Base/WP's	1,065	1,116	51	19,232	11,160	(8,072)	13,390		(5,842)	
6241 Website Costs	0	0	0	935	1,500	565	2,000		1,065	
6242 I.T. Infrastructure	663	410	(253)	8,765	7,190	(1,575)	8,000		(765)	
6281 Furnishings,Furniture/Eqpt	0	0	0	3,082	564	(2,518)	750		(2,332)	
6300 Computers Accountancy	266	283	17	3,955	2,830	(1,125)	3,400		(555)	
6315 Recruitment Costs	0	167	167	0	1,670	1,670	2,000		2,000	
6320 Staff Training	0	250	250	130	2,500	2,370	3,000		2,870	
6321 Investors in People	0	824	824	0	824	824	824		824	
6330 Welfare/Hospitality	107	167	60	579	1,670	1,091	2,000		1,421	
6410 Civic Exps/Annual Reception	0	0	0	0	1,750	1,750	1,750		1,750	
6415 Gifts/hospitality	0	33	33	0	330	330	400		400	
6420 Annual Parish Meeting	8	0	(8)	8	0	(8)	100		92	
6421 Honour Bd. Badges & Insignia	0	0	0	750	250	(500)	250		(500)	750
6422 Mayor Allowance 2019/20	0	0	0	(80)	0	80	0		80	
6425 Mayor's Allowance 2020/21	0	502	502	246	4,518	4,273	5,525		5,280	
6426 Mayor's Car Allowance 2020/21	0	224	224	0	2,016	2,016	2,462		2,462	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2021

Month No: 10

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
6435 Members Expenses	0	0	0	2,354	4,120	1,766	4,120		1,766	
6440 Press Notices	0	125	125	0	1,250	1,250	1,500		1,500	
6450 Bye Laws	0	0	0	0	0	0	100		100	
6460 Publicity & Democratic notices	270	208	(62)	2,270	2,080	(190)	2,500		230	
6461 Banner Costs	0	129	129	716	1,290	574	1,545		829	
6500 Goods for Resale	0	0	0	44	0	(44)	0		(44)	
6610 Audit Fees	0	0	0	3,695	4,860	1,165	4,860		1,165	
6611 Quality Parish	0	0	0	300	0	(300)	0		(300)	
6620 Legal Expenses	482	0	(482)	3,240	3,000	(240)	3,000		(240)	
6635 Professional Fees Licensing	0	0	0	1,361	1,000	(361)	1,500		139	
6710 Conference Fees & Expenses	(160)	192	352	(28)	1,920	1,948	2,300		2,328	
6720 Books and Periodicals	0	32	32	146	320	175	380		235	
6730 Subscriptions	169	0	(169)	4,860	5,150	290	5,150		290	
6889 Waste Sacks	436	167	(269)	1,552	1,670	118	2,000		448	
6900 Sundry Expenses	0	42	42	82	420	338	500		418	
6922 Health&Safety/Risk Assessments	0	0	0	3,384	3,000	(384)	3,200		(184)	
6935 Waste Bin Disposal-Waste Bins	0	0	0	9	0	(9)	0		(9)	
6975 Bank Charges	95	129	34	1,195	1,290	95	1,550		355	
6976 Credit card charges	145	58	(87)	746	580	(166)	700		(46)	
7010 Election Expenses	0	0	0	0	0	0	5,000		5,000	
7611 Contingency provision	0	6,000	6,000	(0)	13,677	13,677	26,007		26,007	
7614 Stag reserve	0	0	0	0	0	0	1,000		1,000	
7617 PWLB Loan Repayment	35,801	36,000	199	71,602	67,000	(4,602)	72,000		398	35,801
F & G P - Establishments :- Indirect Expenditure	74,338	84,470	10,132	495,550	530,377	34,827	638,587	0	143,037	36,551
Net Income over Expenditure	(73,094)	(83,222)	(10,128)	(481,175)	(517,897)	(36,722)	(623,608)			
8001 plus Transfer from EMR	0			36,551						

Detailed Income & Expenditure by Phased Budget Heading 31/01/2021

Month No: 10

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
Movement to/(from) Gen Reserve	<u>(73,094)</u>			<u>(444,624)</u>						
32 F & G P - General										
1490 Christmas Lights Switch On	0	0	0	0	6,000	6,000	6,000		0	
1495 Number 8 bus income	0	3,408	3,408	114	34,080	33,966	40,895		0	
1990 Other Income	0	0	0	(23)	0	23	0		0	
F & G P - General :- Income	<u>0</u>	<u>3,408</u>	<u>3,408</u>	<u>90</u>	<u>40,080</u>	<u>39,990</u>	<u>46,895</u>			<u>0</u>
6490 Christmas Lights Switch On	0	1,500	1,500	24,439	26,000	1,561	26,000		1,561	
6491 Remembrance Day/Civic Serv.	0	0	0	3,200	3,000	(200)	3,000		(200)	
6495 Number 8 bus expenses	0	3,408	3,408	6,731	34,080	27,349	40,895		34,164	6,617
6869 Special Events	0	542	542	2,300	5,420	3,120	6,500		4,200	
6952 Protective Clothing	0	0	0	37	0	(37)	0		(37)	
F & G P - General :- Indirect Expenditure	<u>0</u>	<u>5,450</u>	<u>5,450</u>	<u>36,707</u>	<u>68,500</u>	<u>31,793</u>	<u>76,395</u>	<u>0</u>	<u>39,688</u>	<u>6,617</u>
Net Income over Expenditure	<u>0</u>	<u>(2,042)</u>	<u>(2,042)</u>	<u>(36,616)</u>	<u>(28,420)</u>	<u>8,196</u>	<u>(29,500)</u>			
8001 plus Transfer from EMR	0			6,617						
Movement to/(from) Gen Reserve	<u>0</u>			<u>(29,999)</u>						
33 F & G P - Council Offices										
1022 Letting & Hire of Facilities	0	1,375	1,375	504	13,750	13,246	16,500		0	
1211 Sale of Goods	0	12	12	0	120	120	150		0	
1450 Furlough Grant Income	0	0	0	2,411	0	(2,411)	0		0	
F & G P - Council Offices :- Income	<u>0</u>	<u>1,387</u>	<u>1,387</u>	<u>2,915</u>	<u>13,870</u>	<u>10,955</u>	<u>16,650</u>			<u>0</u>

Detailed Income & Expenditure by Phased Budget Heading 31/01/2021

Month No: 10

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	2,306	2,394	88	24,857	23,940	(917)	28,734		3,877	
4270 Employers Pension Contribution	116	116	0	1,267	1,160	(107)	1,393		126	
5011 Property Maintenance	3,675	0	(3,675)	4,950	0	(4,950)	0		(4,950)	4,950
5410 Repairs & General Maintenance	0	177	177	56	1,770	1,714	2,120		2,064	
6000 Rent & Rates	1,934	2,114	180	23,033	21,140	(1,893)	25,370		2,337	
6010 Light Heat & Cleaning	0	530	530	2,545	5,300	2,755	6,365		3,820	
6013 Cleaning	111	0	(111)	814	0	(814)	0		(814)	
6510 Catering Expenses	0	8	8	11	80	69	100		89	
6900 Sundry Expenses	0	8	8	0	80	80	100		100	
6922 Health&Safety/Risk Assessments	131	0	(131)	3,604	300	(3,304)	300		(3,304)	
6930 Alarm Maintenance	0	0	0	696	1,400	704	1,400		704	
6935 Waste Bin Disposal-Waste Bins	69	91	22	776	910	134	1,090		314	
F & G P - Council Offices :- Indirect Expenditure	8,342	5,438	(2,904)	62,609	56,080	(6,529)	66,972	0	4,363	4,950
Net Income over Expenditure	(8,342)	(4,051)	4,291	(59,694)	(42,210)	17,484	(50,322)			
8001 plus Transfer from EMR	3,675			4,950						
Movement to/(from) Gen Reserve	(4,667)			(54,744)						
<u>36 F & G P - Community Centre</u>										
1022 Letting & Hire of Facilities	4,667	5,000	333	4,692	5,000	308	15,000		0	
1450 Furlough Grant Income	79	0	(79)	79	0	(79)	0		0	
1457 Indoor Activities	0	50	50	0	50	50	150		0	
F & G P - Community Centre :- Income	4,746	5,050	304	4,771	5,050	279	15,150			0

Detailed Income & Expenditure by Phased Budget Heading 31/01/2021

Month No: 10

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	261	2,422	2,161	702	2,422	1,720	7,266		6,564	
4270 Employers Pension Contribution	16	125	109	48	125	77	376		328	
5318 SCC Car Park	0	0	0	120	500	380	500		380	
5410 Repairs & General Maintenance	21	167	146	60	167	107	500		440	
5500 Equipment Hired and New	0	0	0	55	0	(55)	0		(55)	
6000 Rent & Rates	393	383	(10)	4,286	3,830	(456)	4,600		314	
6011 Electricity	1,624	83	(1,541)	5,655	830	(4,825)	1,000		(4,655)	
6012 Gas	400	180	(220)	693	720	27	720		27	
6013 Cleaning	20	70	50	188	70	(118)	210		22	
6101 Telephone	29	36	7	751	360	(391)	436		(315)	
6104 Mobile Telephone	8	27	19	50	27	(23)	80		30	
6200 Printing & Stationery	0	33	33	0	33	33	100		100	
6330 Welfare/Hospitality	0	0	0	247	0	(247)	0		(247)	
6460 Publicity & Democratic notices	150	167	17	323	167	(156)	500		177	
6520 Refreshments for Resale	0	33	33	0	33	33	100		100	
6533 Copyright Fees/Royalties	0	0	0	0	500	500	500		500	
6635 Professional Fees Licensing	0	0	0	370	180	(190)	180		(190)	
6900 Sundry Expenses	211	17	(194)	484	17	(467)	50		(434)	
6922 Health&Safety/Risk Assessments	0	167	167	0	167	167	500		500	
6930 Alarm Maintenance	0	0	0	380	620	241	620		241	
6935 Waste Bin Disposal-Waste Bins	47	33	(14)	(111)	330	441	400		511	
6939 Healthcare Services	0	83	83	0	83	83	250		250	
F & G P - Community Centre :- Indirect Expenditure	3,180	4,026	846	14,300	11,181	(3,119)	18,888	0	4,588	0
Net Income over Expenditure	1,566	1,024	(542)	(9,529)	(6,131)	3,398	(3,738)			

Detailed Income & Expenditure by Phased Budget Heading 31/01/2021

Month No: 10

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	83	83	0	83	83	250		250	
6938 Annual Subsidy-Council Chamber	0	83	83	29	830	801	1,000		971	
7500 Local Organisations Grants	0	0	0	3,650	3,500	(150)	12,578		8,928	
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	0	0	0	0	0	3,811		3,811	
7555 Youth Council Support	0	0	0	0	250	250	500		500	
7556 Stag Community Arts Centre	0	0	0	152,000	27,000	(125,000)	27,000		(125,000)	65,000
7557 Community Rail Partnership	0	0	0	6,000	3,000	(3,000)	3,000		(3,000)	
F & G P - Grants :- Indirect Expenditure	0	166	166	164,790	37,774	(127,016)	57,250	0	(107,540)	65,000
Net Expenditure	0	(166)	(166)	(164,790)	(37,774)	127,016	(57,250)			
8001 plus Transfer from EMR	0			65,000						
Movement to/(from) Gen Reserve	0			(99,790)						
39 F & G P - Property										
1046 SCC Ground Rents & Wayleaves	0	0	0	375	3,000	2,625	3,000		0	
1469 O/S Ground Rents & Wayleaves	938	0	(938)	5,518	5,000	(518)	5,000		0	
1870 Vine Club Insurance Contrib.	0	0	0	0	0	(0)	0		0	
F & G P - Property :- Income	938	0	(938)	5,893	8,000	2,107	8,000			0
Net Income	938	0	(938)	5,893	8,000	2,107	8,000			

Detailed Income & Expenditure by Phased Budget Heading 31/01/2021

Month No: 10

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	7,000	7,000	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	
1990 Other Income	0	0	0	(200)	0	200	0		0	
Sevenoaks Town Partnership :- Income	0	0	0	(200)	13,000	13,200	14,000			0
6101 Telephone	0	8	8	0	80	80	100		100	
6200 Printing & Stationery	0	8	8	0	80	80	100		100	
6240 Computer/ Data Base/WP's	65	42	(23)	612	420	(192)	500		(112)	
6244 Information Screens	0	0	0	1,275	1,500	225	1,500		225	
6322 Business Awards	0	0	0	0	7,725	7,725	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	580	580	700		700	
6730 Subscriptions	0	0	0	545	0	(545)	0		(545)	
6900 Sundry Expenses	0	50	50	1,207	500	(707)	600		(607)	
7000 Reinvestment	0	0	0	0	0	0	2,000		2,000	
7607 Christmas gift guide expenses	0	0	0	450	0	(450)	0		(450)	
7608 Friends of Bat & Ball	0	83	83	0	830	830	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	249	184	4,089	16,490	12,401	19,000	0	14,911	0
Net Income over Expenditure	(65)	(249)	(184)	(4,289)	(3,490)	799	(5,000)			

Detailed Income & Expenditure by Phased Budget Heading 31/01/2021

Month No: 10

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
41 Business Hub										
6000 Rent & Rates	173	0	(173)	1,726	0	(1,726)	0		(1,726)	
6010 Light Heat & Cleaning	0	0	0	165	0	(165)	0		(165)	
6011 Electricity	0	0	0	165	375	210	500		335	
6012 Gas	0	0	0	0	186	186	250		250	
6014 Water	0	0	0	0	36	36	50		50	
Business Hub :- Indirect Expenditure	173	0	(173)	2,056	597	(1,459)	800	0	(1,256)	0
Net Expenditure	(173)	0	173	(2,056)	(597)	1,459	(800)			
50 Youth Cafe										
1022 Letting & Hire of Facilities	(200)	312	512	(50)	3,120	3,170	3,740		0	
1211 Sale of Goods	0	192	192	58	1,920	1,862	2,300		0	
1350 Revenue Grant income	0	0	0	10,000	0	(10,000)	0		0	
1450 Furlough Grant Income	2,572	0	(2,572)	21,381	0	(21,381)	0		0	
Youth Cafe :- Income	2,372	504	(1,868)	31,389	5,040	(26,349)	6,040			0
4010 Gross Pay	2,917	2,138	(779)	29,145	21,380	(7,765)	25,661		(3,484)	
4270 Employers Pension Contribution	82	86	4	795	860	65	1,026		231	
5410 Repairs & General Maintenance	0	83	83	344	830	486	1,000		656	
6010 Light Heat & Cleaning	0	42	42	977	420	(557)	500		(477)	
6101 Telephone	44	47	4	456	470	14	560		104	
6200 Printing & Stationery	0	42	42	5	420	415	500		495	
6240 Computer/ Data Base/WP's	17	62	45	150	620	470	750		600	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2021

Month No: 10

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
6281 Furnishings,Furniture/Eqpt	0	42	42	21	420	399	500		479	
6320 Staff Training	0	0	0	120	200	80	400		280	
6340 Staff Uniforms	0	0	0	0	150	150	200		200	
6460 Publicity & Democratic notices	0	42	42	0	420	420	500		500	
6500 Goods for Resale	0	142	142	213	1,420	1,207	1,700		1,487	
6635 Professional Fees Licensing	0	0	0	293	400	108	400		108	
6650 Bad debts	0	0	0	44	0	(44)	0		(44)	
6730 Subscriptions	0	0	0	7	0	(7)	0		(7)	
6900 Sundry Expenses	0	12	12	0	120	120	150		150	
6922 Health&Safety/Risk Assessments	0	0	0	1,280	0	(1,280)	400		(880)	
6952 Protective Clothing	0	0	0	135	0	(135)	0		(135)	
Youth Cafe :- Indirect Expenditure	3,059	2,738	(321)	33,984	28,130	(5,854)	34,247	0	263	0
Net Income over Expenditure	(687)	(2,234)	(1,547)	(2,595)	(23,090)	(20,495)	(28,207)			
<u>60 Markets</u>										
1017 Rental Income Sat Market	1,445	1,871	426	14,495	18,710	4,215	22,456		0	
1018 Rental Income Wed Market	525	1,148	623	8,598	11,480	2,883	13,774		0	
1019 Rental Income Blighs Market	200	1,250	1,050	11,140	12,500	1,360	15,000		0	
1024 Rental Income Friday Market	0	1,148	1,148	0	11,480	11,480	13,774		0	
Markets :- Income	2,170	5,417	3,247	34,233	54,170	19,938	65,004			0
4010 Gross Pay	254	122	(132)	1,489	1,220	(269)	1,464		(25)	
5410 Repairs & General Maintenance	0	0	0	159	75	(84)	100		(59)	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2021

Month No: 10

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
5420 Saturday market charges	1,391	1,413	22	12,298	12,432	134	14,695		2,397	
5421 Wednesday Market charges	2,534	2,574	40	22,410	22,650	240	26,766		4,356	
5423 Friday market charges	0	1,148	1,148	0	11,480	11,480	13,774		13,774	
6001 Blighs Market Charges	438	990	553	8,098	12,038	3,941	14,018		5,921	
6010 Light Heat & Cleaning	80	0	(80)	173	375	202	500		327	
6460 Publicity & Democratic notices	0	167	167	0	1,670	1,670	2,000		2,000	
Markets :- Indirect Expenditure	4,696	6,414	1,718	44,628	61,940	17,312	73,317	0	28,689	0
Net Income over Expenditure	(2,526)	(997)	1,529	(10,395)	(7,770)	2,625	(8,313)			
<u>70</u> Precept										
1995 Precept	101,273	101,273	0	1,012,730	1,012,730	0	1,215,276		0	
Precept :- Income	101,273	101,273	0	1,012,730	1,012,730	0	1,215,276			0
Net Income	101,273	101,273	0	1,012,730	1,012,730	0	1,215,276			
Grand Totals:- Income	124,903	143,692	18,789	1,326,573	1,407,691	81,118	1,687,191			
Expenditure	143,843	167,094	23,251	1,496,008	1,445,301	(50,707)	1,735,927	0	239,919	
Net Income over Expenditure	(18,940)	(23,402)	(4,462)	(169,435)	(37,610)	131,825	(48,736)			
plus Transfer from EMR	3,675			145,898						
Movement to/(from) Gen Reserve	(15,265)			(23,538)						

Sevenoaks Town Council

Working Capital Summary as at 31st January 2021

	B/fwd 01-Apr-20 £	Movement* £	C/fwd 31-Jan-21 £	31-Jan-20 £
Current Assets				
Stock	606	-	606	3,075
Trade debtors	17,194	(2,963)	14,231	51,885
VAT	133,876	(8,041)	125,835	125,152
Prepayments and other debtors	60,147	(29,793)	30,354	20,350
PWLB loan received in July 2019	1,378,339	(21,880)	1,356,460	1,399,510
Cash at bank and in hand	2,544,998	(1,827,435)	717,563	3,164,945
Total Cash at Bank	3,923,338	(1,849,315)	2,074,023	4,564,455
	4,135,160	(1,890,111)	2,245,049	4,764,917
Current Liabilities				
Trade creditors	52,772	(30,345)	22,427	131,784
Accruals and other creditors	115,124	(56,749)	58,375	91,243
Prior Mayors charity account	-	-	-	-
Precept received in advance of budget	-	202,546	202,546	190,231
Receipts in advance (rent and hall hire)	13,529	(6,457)	7,072	7,173
	181,425	108,995	290,420	420,430
Net Current Assets	3,953,736	(1,999,106)	1,954,630	4,344,488
Represented by:				
General Funds				
Revenue Reserves	383,872	(58,629)	325,243	Note 1 177,610
Earmarked/Designated Funds				
Council Offices Reserve	16,398	(4,950)	11,448	Note 2 -
Pension Reserve	2,814	-	2,814	2,814
Rolling Capital Prog Revenue Reserve	34,478	-	34,478	40,419
Street Lighting Reserve	4,937	-	4,937	7,737
Stag Winding Up Reserve	7,000	-	7,000	7,000
Planning Fees Reserve	12,500	-	12,500	12,500
Youth Activities Reserve	11,500	(10,000)	1,500	1,500
Capital Receipts Reserve	922,004	(576,068)	345,936	Note 3 887,116
Bat & Ball Management & Maintenance reserve	320,903	-	320,903	Note 4 -
PWL repayment reserve	1,378,339	(1,378,339)	0	Note 3 1,399,510
CRF reserve	5,795	-	5,795	-
CIL Earmarked Reserve	747,054	44,883	791,936	Note 5 1,609,131
No 8 bus Reserve	85,426	(6,617)	78,808	Note 6 42,043
QH Allotments Key Reserves	4,100	(35)	4,065	4,680
Mayor's Charity Reserve	16,617	(9,351)	7,266	Note 7 15,833
	3,569,864	(1,940,478)	1,629,386	4,166,878
	3,953,736	(1,999,106)	1,954,630	4,344,488

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

- Note 1 YTD movement is a net deficit of £23,538 and £65,000 revenue reserves released to cover Stag grant offset by released provisions of £29,467 and cashbook suspense of £439.
- Note 2 Maintenance on Council offices building
- Note 3 YTD expenditure mainly on B&B centre £1.793M (£1.378M to be funded from PWL), plus £36K on Cemetery messroom, £34K on B&B Stn & ramp, £3.5K on 3G Rugby & £4.7K on NDP, £39K on Business Hub, & £2.8K on bus shelter. Also £36K PWL repayment and interest & £7K correction of historic CIL error, & £2500 capital grant received for B&B Ctr
- Note 4 YTD B&B café deficit £37K to be covered by reserves release
- Note 5 CIL income received £77,559; correction of historic error £7K; £13K Jubilee clock spend; £11K B&B ancillaries spend; £16K Vine Ground. Spend on B&B Ctr, Bus Hub & Cemetery messroom to be released
- Note 6 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 7 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

Sevenoaks Town Council

Statement of Fund Balances as at 31 January 2021

£ (2019/20)		S&P Rating 31/01/2021		Values £	Total Values £	Percent of Total Funds %	Interest rate
		Long term	Short term				
2,000,000	<u>Bank of Scotland</u> Treasury deposit (1m)	A+	A1	<u>0</u>	0	0.00%	0.10%
875	<u>National Westminster Bank</u> Business Reserve Account	A	A1	876			
373,778	Current Account			170,595			0.01%
1,000	Payroll Account			1,000			
1,000	HITB Youth café			1,000			
7,901	Sevenoaks Town Partnership			8,101			
11,125	Mayors Charity Account			<u>4,594</u>	186,165	8.98%	
50,300	<u>HSBC</u> Business money manager	A+	A1	<u>50,499</u>	50,499	2.43%	0.01%
63,813	<u>Handelsbanken</u> Deposit account	AA-	A1+	64,292			0.00%
260,005	35 day notice account			<u>260,005</u>	324,297	15.64%	0.00%
1,605,781	<u>Nationwide</u> Instant Saver	A	A1	501,977			0.05%
10,132	Sevenoaks Fund Instant Saver			<u>10,161</u>	512,138	24.69%	0.05%
1,000,000	<u>CCLA</u> Business money manager	AAA (Fitch only)		<u>1,000,000</u>	1,000,000	48.22%	0.04%
1	<u>Clydesdale</u> Current account	BBB+	A2	<u>1</u>	1		
824	<u>Petty Cash</u>				922	0.04%	
<u>5,386,534</u>					<u>2,074,023</u>	<u>100.00%</u>	

Instant access funds

1,790,239

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

Purchase Ledger for Month No 10

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
31/12/2020	1/IL5156	28928	ALTOOFFICE	ALTO001	105.44	21.08	126.52	6200	22	105.44	28928/ink cartridges
21/01/2021	65454	28944	APPOINTMENT BUS	APP001	44.27	8.86	53.13	6200	31	36.83	28944/Printing chgs
								6200	30	7.44	28944/Printing chgs
15/01/2021	15/01/2021	28948	BANKLINE	BANKL01	95.00	0.00	95.00	6975	31	95.00	28948/Jan bank chgs
27/12/2020	3564707	28883	BOOKER	BOOK001	129.17	9.94	139.11	6500	28	112.81	28883/goods for resale
								6013	28	16.36	28883/cleaning equip
21/01/2021	3565107	28942	BOOKER	BOOK001	90.81	4.80	95.61	6500	28	66.83	28942/Goods for resale
								6505	28	18.99	28942/wooden stirrers
								6013	28	4.99	28942/cleaning equipment
27/01/2021	100243119	28947	BRACHERS	BRA001	482.00	96.40	578.40	6620	31	482.00	28947/SRFC lease fees
17/01/2021	M119 2&	28935	BT	BRIT002	8.56	1.71	10.27	6101	22	8.56	28935/Jan phone chgs
08/01/2021	INV-197930	28915	CURD & CURE	CHS001	111.86	0.00	111.86	6500	28	111.86	28915/goods for resale
26/01/2021	INV-199274	28957	CURD & CURE	CHS001	60.00	0.00	60.00	6500	28	60.00	28957/goods for resale
26/01/2021	INV-199338	28954	CURD & CURE	CHS001	103.42	0.00	103.42	6500	28	103.42	28954/goods for resale
13/01/2021	150356	28934	CONNECTAPHONE	CON001	642.79	128.56	771.35	6101	22	13.69	28934/Dec telephone chgs
								6101	36	46.98	28934/Dec telephone chgs
								6101	21	11.52	28934/Dec telephone chgs
								6101	30	13.99	28934/Dec telephone chgs
								6101	31	556.61	28934/Dec telephone chgs
06/01/2021	11894	28966	STREETLIGHTS	DIR001	97.75	19.55	117.30	6862	26	97.75	28966/repair Pineneedle light
14/01/2021	11916	28965	STREETLIGHTS	DIR001	1,370.00	274.00	1,644.00	6862	26	1,370.00	28965/South Park light upgrade
27/01/2021	11944	28973	STREETLIGHTS	DIR001	1,280.00	256.00	1,536.00	9063	91	1,280.00	28973/light column installed
02/01/2021	H195543437	28889	E-ON	E-ON	415.69	83.14	498.83	6862	26	415.69	28889/Dec Electric chgs
19/12/2020	0003346297	28895	ELITE	EFS001	115.40	0.00	115.40	6500	28	115.40	28895/goods for resale
02/01/2021	0003349359	28896	ELITE	EFS001	64.55	0.00	64.55	6500	28	64.55	28896/goods for resale
09/01/2021	0003350336	28894	ELITE	EFS001	134.65	0.00	134.65	6500	28	134.65	28894/goods for resale
20/01/2021	0003351674	28940	ELITE	EFS001	100.72	0.00	100.72	6500	28	100.72	28940/goods for resale
22/01/2021	0003351893	28941	ELITE	EFS001	47.70	0.00	47.70	6500	28	47.70	28941/goods for resale

Purchase Ledger for Month No 10

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
23/01/2021	0003352130	28956	ELITE	EFS001	48.39	0.00	48.39	6500	28	48.39	28956/goods for resale
31/12/2020	52214	28961	ATLAS FM/EMPRISE SVS	EMP001	54.95	10.99	65.94	6932	22	54.95	28961/Dec lockup chgs addition
04/01/2021	52347	28931	ATLAS FM/EMPRISE SVS	EMP001	382.09	76.42	458.51	6932	22	382.09	28931/Jan lock&unlock chgs
04/01/2021	52348	28936	ATLAS FM/EMPRISE SVS	EMP001	987.66	197.53	1,185.19	5310	21	987.66	28936/Jan lock&unlock chgs
04/01/2021	52349	28937	ATLAS FM/EMPRISE SVS	EMP001	658.44	131.69	790.13	5310	21	658.44	28937/Jan lock&unlockchgs
11/01/2021	11/01/2021	28899	EXPERT INSURANCE GRO	EXP003	1,781.34	0.00	1,781.34	9071	91	1,781.34	28899/Insurance
22/12/2020	0063/02440595	28905	FAIRALLS	FAIR001	34.47	6.89	41.36	5410	23	34.47	28905/roadstone - 1 tonnes
13/01/2021	0063/02452893	28933	FAIRALLS	FAIR001	53.08	10.62	63.70	5410	23	53.08	28933/2 ton roadstone
21/01/2021	0063/02462733	28960	FAIRALLS	FAIR001	89.29	17.86	107.15	6822	22	89.29	28960/equipment for soakaway
10/01/2021	TS205	28888	FALLING SNOW PRODUCT	FALL001	150.00	0.00	150.00	6460	36	150.00	28888/Production of CC video
07/01/2021	I024634	28911	FORGE GARAGE	FORG001	321.28	64.26	385.54	5550	21	321.28	28911/LS55CKL service
31/12/2020	10336	28932	HARDWARE CENTRE	HARD001	7.25	1.45	8.70	5500	21	2.92	28932/screwdriver
								5410	28	4.33	28932/hooks&pins
21/12/2020	78017	28884	HERBERT & WARD	HAW001	244.80	23.00	267.80	6505	28	115.00	28884/cups&lids
								6500	28	129.80	28884/coffee&sprinkles
19/01/2021	78158	28939	HERBERT & WARD	HAW001	317.00	0.00	317.00	6500	28	317.00	28939/coffee&chocolate
27/01/2021	78200	28955	HERBERT & WARD	HAW001	203.00	26.60	229.60	6500	28	70.00	28955/coffee
								6505	28	133.00	28955/compostable cups
31/01/2021	14875	28969	HELIOCENTRIX	HELI001	2,604.39	520.88	3,125.27	6242	31	653.14	28969/2 server licences
								6242	31	1,951.25	28969/25 enterprise licences
31/01/2021	14885	28971	HELIOCENTRIX	HELI001	1,728.38	345.68	2,074.06	6240	31	1,065.08	28971/Jan IT support
								6242	31	663.30	28971/Jan office 365
31/12/2020	T1659	28900	HELIOCENTRIX	HELI001	39.90	7.98	47.88	6105	22	39.90	28900/Dec broadband chgs
08/01/2021	33732192	28920	INITIAL WASHROOMS	INIT001	186.33	37.26	223.59	6935	36	46.58	28920/sanitary bin contract
								110	0	139.75	28920/sanitary bin contract
05/01/2021	I3738180	28864	KCC KCS	KCC003	5.64	1.13	6.77	6013	33	5.64	28864/disposable cloth 50pk x2
05/01/2021	I3738181	28863	KCC KCS	KCC003	2.82	0.56	3.38	6013	36	2.82	28863/cloth 50pk x 1
07/01/2021	I3739986	28877	KCC KCS	KCC003	28.80	5.76	34.56	6013	36	17.47	28877/cleaning equipment
								6900	36	11.33	28877/cordless kettle x 1

Purchase Ledger for Month No 10

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
12/01/2021	I3741778	28925	KCC KCS	KCC003	71.58	14.32	85.90	6200	31	59.40	28925/photocopier paper 5 x 4
								6013	33	12.18	28925/air freshener 400ml x 6
21/01/2021	I3746307	28963	KCC KCS	KCC003	116.92	23.38	140.30	6935	21	76.12	28963/black sacks 4 x 200pack
								6922	33	40.80	28963/face masks 50 PK x 1
26/01/2021	I3747906	28959	KCC KCS	KCC003	75.71	15.14	90.85	6013	22	63.55	28959/cleaning equipment
								6952	22	12.16	28959/rubber gloves x 1
28/01/2021	I3749091	28952	KCC KCS	KCC003	70.37	14.07	84.44	6200	28	1.85	28952/punched pockets 100 pack
								6013	33	68.52	28952/cleaning eq
18/01/2021	97228	28904	LANDSCAPE SUPPLY CO	LAND001	102.59	20.52	123.11	6952	21	86.90	28904/jacket x 1, boots x 1
								6952	22	15.69	28904/wellies x 1
27/01/2021	SL002938	28951	LENGARD LTD	LENG001	2,000.00	400.00	2,400.00	9062	91	2,000.00	28951/repair & refurbishment
31/12/2020	1486/18/018	28897	MOULTON TAGGART	MOUL001	1,406.40	0.00	1,406.40	9063	91	1,406.40	28897/surveyor fees
20/01/2021	20/369	28943	NABMA	NABMA001	358.00	0.00	358.00	110	0	286.41	28943/NABMA subscription
								6730	31	71.59	28943/NABMA subscription
11/01/2021	391199	28949	NATIONAL LEAFLET CO	NAT010	1,425.00	0.00	1,425.00	6200	31	1,425.00	28949/Town Crier print chgs
18/01/2021	22294828	28958	NISBETS	NIS001	16.68	3.33	20.01	6922	28	7.18	28958/kitchen safety signs
								5500	28	3.50	28958/thermometer x 1
								6210	28	6.00	28958/postage
27/01/2021	22316451	28953	NISBETS	NIS001	89.96	17.99	107.95	6922	33	89.96	28953/face masks -50 pack x 4
28/12/2020	28/DEC/ANN	28926	ONECARD	ONE002	1,213.41	68.25	1,281.66	6101	31	10.00	28926/LL ipad
								6101	31	8.34	28926/main office mobile
								6104	21	6.67	28926/O/S team ipad
								6104	21	8.34	28926/NC mobile
								6104	36	8.34	28926/KW mobile
								6104	21	6.67	28926/O/S ipad
								6013	33	24.99	28926/antibac handwash 1x6
								6013	28	0.67	28926/soap pads x 10
								6013	28	2.08	28926/dishwasher repair
								6500	28	63.51	28926/goods for resale

Purchase Ledger for Month No 10

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
								6500	28	-6.00	28926/goods for resale credit
								6500	28	45.70	28926/goods for resale
								6500	28	50.02	28926/goods for resale
								6500	28	31.50	28926/goods for resale
								6500	28	-1.10	28926/goods for resale credit
								6500	28	54.85	28926/goods for resale
								6500	28	26.00	28926/goods for resale
								6210	28	4.50	28926/delivery fee
								6210	28	4.00	28926/delivery fee
								6210	28	4.00	28926/delivery fee
								6210	28	7.00	28926/delivery fee
								6210	31	206.00	28926/200 2nd & 100 1st stamps
								6210	28	4.00	28926/delivery fee
								6210	28	7.00	28926/delivery fee
								5410	28	170.00	28926/dishwasher service
								5410	36	21.43	28926/Magnetic disc&attractors
								6240	11	10.95	28926/Acrobat Standard Licence
								6240	50	16.64	28926/Adobe Illustrator - HITB
								6240	40	41.62	28926/Creative Cloud Membershp
								6730	31	11.93	28926/CLSO website build subs
								6730	31	78.00	28926/SYC website build subs
								6900	28	4.17	28926/batteries
								6900	28	4.17	28926/flowers
								9063	91	277.42	28926/fence screen rolls x 7
28/12/2020	28/DEC/LIN	28927	ONECARD	ONE002	183.75	51.36	235.11	9063	91	197.18	28927/leads,ext reel,mics
								9063	91	12.66	28927/10m lead x1
								9063	91	9.26	28927/extension reel 10m x 1
								9063	91	29.33	28927/male&female adaptors x 2
								6420	31	8.32	28927/wireless mouse for LL

Purchase Ledger for Month No 10

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
								6710	31	-160.00	28927/Futurefest show refund
								6330	31	42.00	28927/Flowers for SM
								6330	31	45.00	28927/Amazon gift vouchers
21/12/2020	C2291	28875	PALMSTEAD	PALM002	628.27	122.33	750.60	9063	91	628.27	28875/plants
23/12/2020	45064	28880	PLAY INSPECTION	PIC001	300.00	60.00	360.00	9063	91	300.00	28880/MUGA inspection
08/01/2021	00002498449-033	28879	PLUSNET	PLUS01	47.50	9.50	57.00	6101	31	47.50	28879/Jan phone chgs
04/01/2021	00002498468-033	28967	PLUSNET	PLUS01	-18.19	-3.64	-21.83	6101	36	-18.19	28967/telephone chgs credit
04/01/2021	00002976949	28862	PLUSNET	PLUS01	26.00	5.20	31.20	6101	28	26.00	28862/Jan phone chgs
04/01/2021	00003028653-033	28861	PLUSNET	PLUS01	43.50	8.70	52.20	6101	50	43.50	28861/Jan phone chgs
03/01/2021	00003028673-033	28855	PLUSNET	PLUS01	18.50	3.70	22.20	6101	22	18.50	28855/Jan telephone chgs
06/01/2021	186769	28921	PREMIER ALARMS	PREM001	255.06	51.01	306.07	6930	30	255.06	28921/An security system maint
06/01/2021	186829	28922	PREMIER ALARMS	PREM001	156.06	31.21	187.27	6930	30	156.06	28922/An CCTV maint
22/12/2020	INV-18262	28898	PRESTIGE	PREST001	437.50	87.50	525.00	6001	60	437.50	28898/security for xmas market
18/12/2020	18/12/2020	28929	PWLB	PUBL001	35,800.76	0.00	35,800.76	7617	31	35,800.76	28929/PWLB loan repayment
29/01/2021	47700	28968	REPOSS LTD	REP001	301.43	60.29	361.72	110	0	251.20	28968/Till maintenance chg
								5525	28	50.23	28968/Till maintenance chg
21/01/2021	SM22971	28860	RIALTAS	RIAL001	59.00	11.80	70.80	6300	31	59.00	28860/Making Tax Digital fee
17/11/2020	17112020	28946	ROGER LEE	ROG001	200.00	0.00	200.00	6900	36	200.00	28946/Mount Echo Print
27/01/2021	9062327666	28950	ROYAL MAIL	ROYA002	99.50	19.90	119.40	6210	31	99.50	28950/response service licence
01/01/2021	INV11079179	28878	SAGE	SAGE001	2,484.00	496.80	2,980.80	6300	31	1,863.00	28878/sage package subs
								110	0	621.00	28878/sage package subs
06/01/2021	2062866	28876	SDC	SDC001	5,232.75	0.00	5,232.75	5421	60	3,378.10	28876/ Jan market rent
								5420	60	1,854.65	28876/ Jan market rent
20/01/2021	2063327	28930	SDC	SDC001	436.00	0.00	436.00	6889	31	436.00	28930/recycling sacks
11/01/2021	2063106	28891	SDC DIRECT SERVICES	SDC002	161.20	0.00	161.20	6935	21	161.20	28891/bin collection 7/12-3/1
11/01/2021	2063107	28892	SDC DIRECT SERVICES	SDC002	80.60	0.00	80.60	6935	22	80.60	28892/bin collection 7/12-03/1
11/01/2021	2063108	28893	SDC DIRECT SERVICES	SDC002	49.20	0.00	49.20	6935	33	49.20	28893/bin collection 7/12-3/1
11/01/2021	2063115	28902	SDC DIRECT SERVICES	SDC002	49.20	0.00	49.20	6935	28	49.20	28902/bin collection 7/12-3/1
13/01/2021	26	28938	WATER CHOICE	SEWAT001	925.34	0.00	925.34	6000	22	925.34	28938/02/06-15/12 water chgs

Purchase Ledger for Month No 10

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
21/12/2020	80866	28908	SGE	SGE001	22.20	1.11	23.31	5700	22	22.20	28908/Gas oil
21/12/2020	80872	28906	SGE	SGE001	39.72	6.24	45.96	5500	21	27.98	28906/pliers x 1
								5700	22	11.40	28906/gas oil
								5410	23	0.34	28906/bolt,nuts,washers
21/12/2020	80874	28907	SGE	SGE001	33.53	6.71	40.24	5410	23	33.53	28907/barbed wire 200m
27/12/2020	6313524	28881	SHELL	SHEL001	37.95	7.59	45.54	5700	21	37.95	28881/fuel
03/01/2021	6352862	28914	SHELL	SHEL001	42.53	8.50	51.03	5700	21	42.53	28914/fuel
10/01/2021	6386033	28909	SHELL	SHEL001	51.48	10.29	61.77	5700	21	51.48	28909/fuel
17/01/2021	6417736	28964	SHELL	SHEL001	82.69	16.53	99.22	5700	21	82.69	28964/fuel
18/12/2020	SI-2636602	28882	SPALDINGS	SPAL001	106.58	21.32	127.90	5525	21	27.66	28882/cable&grease
								6952	21	19.42	28882/gloves 5 pairs x 2
								5500	21	59.50	28882/Rakes
08/01/2021	SI-2638599	28910	SPALDINGS	SPAL001	17.00	3.40	20.40	5525	21	17.00	28910/junction box x 1
07/01/2021	0080	28924	SSE	SSE006	339.37	67.87	407.24	6010	22	339.37	28924/electric chgs - 2/12-1/1
07/01/2021	0023	28923	SSE	SSE008	346.26	69.25	415.51	6011	30	346.26	28923/electric chgs 1/12-31/12
07/01/2021	0004	28918	SSE	SSE009	1,176.73	235.34	1,412.07	6011	36	1,176.73	28918/electric chgs 1/12-31/12
07/01/2021	0081	28917	SSE	SSE009	447.21	89.44	536.65	6011	36	447.21	28917/electric chgs 4/12-6/1
12/01/2021	0014	28916	SSE	SSE012	79.90	3.99	83.89	6010	60	79.90	28916/electric chgs 1/10-31/12
29/01/2021	0039	28974	SSE	SSE013	400.28	20.01	420.29	6012	36	400.28	28974/Gas chg 28/10/20-28/01
20/01/2021	INV-3880	28962	TREE ABILITY	TREE001	504.00	100.80	604.80	5070	21	504.00	28962/Mill pond tree work
15/01/2021	5436038	28903	REACH PLC	TRM	270.00	54.00	324.00	6460	31	270.00	28903/xmas Safari Trail promo
31/12/2020	LAO1223373	28901	VEOLIA	VEOL001	13.20	2.64	15.84	6935	33	13.20	28901/Dec glass collection chg
31/01/2021	LAO1225630	28972	VEOLIA	VEOL001	6.60	1.32	7.92	6935	33	6.60	28972/Jan glass collection chg
31/12/2020	140736	28912	WETTON CLEANING SERV	WET001	1,822.39	364.48	2,186.87	6013	30	227.80	28912/Dec clean&lock up chgs
								5026	21	227.80	28912/Dec clean&lock up chgs
								5025	21	683.40	28912/Dec clean&lock up chgs
								5020	29	683.39	28912/Dec clean&lock up chgs
31/12/2020	140737	28913	WETTON CLEANING SERV	WET001	30.20	6.04	36.24	5026	21	4.31	28913/Dec hygiene units clean
								5025	21	12.94	28913/Dec hygiene units clean

Purchase Ledger for Month No 10

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
								5020	29	12.95	28913/Dec hygiene units clean
22/01/2021	765	28945	WOODSIDE CONTRACT SE	WOO002	3,675.00	765.00	4,440.00	5410	33	3,675.00	28945/STC external decoration
31/12/2020	137304226	28886	WORLDPAY	WOR001	128.08	14.97	143.05	6976	31	128.08	28886/Dec card trans chgs
31/12/2020	137402968	28887	WORLDPAY	WOR001	6.98	0.04	7.02	6976	31	6.98	28887/Dec card trans chgs
31/12/2020	137476816	28885	WORLDPAY	WOR001	32.50	6.50	39.00	6976	30	32.50	28885/Dec card trans chgs
01/01/2021	WM11416313	28859	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	28859/Dec card trans chgs
TOTAL INVOICES					<u>80,054.96</u>	<u>5,868.63</u>	<u>85,923.59</u>			<u>80,054.96</u>	

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Receipts for Month 10

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	
HMRC JRS G	Banked: 20/01/2021	6,578.49						
HMRC JRS G	HMRC	6,578.49			1450	31	6,578.49	HMRC JRS Grant Dec'20
	Banked: 25/01/2021	47,801.63						
BACS25/1	Nat West - Current Account	47,801.63			201		47,801.63	January Salaries '20 Tfr
	Banked: 26/01/2021	22,240.01						
BACS26/1	Nat West - Current Account	22,240.01			201		22,240.01	January Pensions/HMRC '21 Tfr
	Banked: 29/01/2021	3,369.10						
DD29/1	Nat West - Current Account	3,369.10			201		3,369.10	January '21 L&G Tfr
Total Receipts for Month		79,989.23	0.00	0.00			79,989.23	
Cashbook Totals		<u>80,989.23</u>	<u>0.00</u>	<u>0.00</u>			<u>80,989.23</u>	

Payments for Month 10

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>
20/01/2021	Nat West - Current Account	BACS20/1	6,578.49			201		6,578.49	HMRC CJRS Grant DEC'20
25/01/2021	Employees	BACS25/1	47,801.63			520		47,801.63	January '21 Salaries
26/01/2021	HMRC/KCC	BACS26/1	22,240.01			515		12,182.11	January '21 HMRC Payments
						516	0	10,057.90	January '21 KCC Payments
29/01/2021	Legal & General	DD29/1	3,369.10			516		3,369.10	January '21 L&G Payment
Total Payments for Month			79,989.23	0.00	0.00			79,989.23	
Balance Carried Fwd			1,000.00						
Cashbook Totals			<u>80,989.23</u>	<u>0.00</u>	<u>0.00</u>			<u>80,989.23</u>	

Receipts for Month 10

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 :	866.50					866.50	
	Banked: 22/01/2021	273.49						
001566	Nat West - Current Account	273.49				201	273.49	petty cash top up
Total Receipts for Month		273.49	0.00	0.00			273.49	
Cashbook Totals		<u>1,139.99</u>	<u>0.00</u>	<u>0.00</u>			<u>1,139.99</u>	

Payments for Month 10

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>
11/01/2021	Vine Cafe	619	5.90		0.98	5410	28	4.92	parts to repair sneeze guard
15/01/2021	Vine Cafe	620/A	102.84			6500	28	102.84	goods for resale
15/01/2021	Vine Cafe	620/B	12.00		2.00	6500	28	10.00	mulled wine
19/01/2021	Cemetery	621/A	18.30			6330	22	18.30	milk,tea,coffee,sugar
19/01/2021	Cemetery	621/B	1.00		0.17	6330	22	0.83	squash
19/01/2021	Cemetery	621/C	9.95		1.67	6500	22	8.28	engraving
25/01/2021	Cemetery	622	47.40		7.90	6822	22	39.50	Drain cover
29/01/2021	Open Spaces	623	20.35			6330	31	20.35	sugar,milk,coffee
Total Payments for Month			217.74	0.00	12.72			205.02	
Balance Carried Fwd			922.25						
Cashbook Totals			<u>1,139.99</u>	<u>0.00</u>	<u>12.72</u>			<u>1,127.27</u>	



Risk Assessment 2021/22

Dear Councillors,

The Council is expected to carry out an annual risk assessment of financial risks it is exposed to and identify any actions it considers necessary to minimise those risks.

A risk is the threat that an event or action will adversely affect the Council's ability to achieve its objectives and/or to successfully execute its strategies.

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks.

This document has been produced to enable Sevenoaks Town Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise or eliminate them insofar as is possible.

The risk management register assesses the risk factors that have been identified for Sevenoaks Town Council under the following headings:

Governance

Operations

Financial

Environment or external factors

Compliance (law and regulation)

The assessment considers the key triggers and causes, evaluates the risk as detailed below to determine the severity or level of risk, determines the likelihood of it occurring, likely consequences and impact and assigns a risk rating. It is not an exact science and the below serves as a guide based on common practice.

Management/Control on steps taken or to be taken to control the risk appropriately are also inserted for each identified risk.

	Level of risk	Likelihood	Likelihood Indicators	Impact on service and reputation	Risk Rating
1	Insignificant	Very Unlikely	May only occur in exceptional circumstances	<ul style="list-style-type: none"> • No impact on the service • No impact on reputation • Complaint unlikely • Litigation risk remote 	• Low (L)
2	Minor	Unlikely	Expected to occur in a few circumstances	<ul style="list-style-type: none"> • Slight impact on service • Slight impact on reputation • Complaint possible • Litigation possible 	• Low (L)
3	Moderate	Possible	Expected to occur in some circumstances	<ul style="list-style-type: none"> • Some service disruption • Potential for adverse publicity-avoidable with careful handling • Complaint probable • Litigation probable 	• Medium (M)
4	Major	Likely	Expected to occur in many circumstances	<ul style="list-style-type: none"> • Service disrupted • Adverse publicity in local media not avoidable • Complaint probable • Litigation probable 	• High (H)
5	Extreme/Catastrophic	Very Likely	Expected to occur frequently and in most circumstances	<ul style="list-style-type: none"> • Service interrupted for significant time • Major adverse publicity in regional / national press not avoidable • Major litigation expected • Resignation of senior management and board • Loss of public confidence 	• High (H)

There are 3 levels of risk:

LOW	MEDIUM	HIGH
1 – 6	7 – 15	16 - 25

For example: A risk that is judged to be 'likely' (4) and have an 'insignificant' impact (1) would equate to a 'Low' risk level of 4 (4 x 1). A risk with a 'possible' likelihood (3) and 'extreme/catastrophic' impact (5) would equate to a 'Medium' risk level of 15 (3 x 5).

This document was approved by Council at the meeting held on(Minute.....)

Sevenoaks Town Council Risk Management Register

Governance risks

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
1	Ineffective Organisational Structure Lack of communication, uncertainty as to roles and duties.	4	1	4(L)	Organisational chart is in operation providing a clear understanding of roles and duties. Each member of staff has a contract of employment clearly specifying what their role and duties are. Staff appraisals are undertaken at least annually where any uncertainties can be discussed and rectified. Future aims and objectives are also discussed. Regular staff and manager meetings are held throughout the year to update staff on events happening within the organisation. Sevenoaks Town Council holds Investor in People status.	Town Clerk	Existing procedure adequate
2	Loss of Key staff Operational impact on key projects and priorities. Loss of contact base and knowledge. Loss of experience/skills	4	3	12 (M)	Systems, plans and projects are documented where feasible. Training is given to all members of staff with consideration given to ensuring more than one member of staff is trained in a particular area to provide cover during staff sickness or holiday. Formal notice periods are written into employee contracts to ensure a smooth handover when/if a member of staff is in the process of leaving the council.	Town Clerk	Existing procedure adequate
3	Councillors lack relevant skills or commitment The Council is unable to achieve its purpose. Poor decision making.	4	1	4 (L)	Councillors' skills are reviewed upon election. Appointments within the Council are made drawing upon Councillor's individual strengths	1. Town Clerk 2. Members	Existing procedure adequate

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
4	Conflicts of interest Decisions may not be based upon relevant considerations. Pursuit of personal agenda. Impact on reputation	4	2	8 (M)	The Standing Orders provide for instances when there is a conflict of interest. Councillors are asked to declare any conflict or interests relevant to Agenda items at the beginning of each meeting. Such councillors do not partake in the ultimate decision. Records of members' interests are kept and are publicly available.	1. Town Clerk 2. Members	Existing procedure adequate Reviewed annually
5	Lack of direction, strategy and forward planning The Council drifts with no clear objectives, priorities or plans.	5	2	10 (M)	The Council has a strategy which sets out the key aims, objectives and policies. A list of current matters and priorities are considered at each Finance & General Purposes Committee meeting. These are also reviewed following the election of a new council. Financial and operational performance is monitored by the Officers and reported at relevant Committee or Sub Committee meetings which are then subsequently reviewed at Council meetings held on a regular basis throughout the year. Relevant qualified staff are in post. A Blue Skies Day (review of plans) is normally held at a minimum of two yearly intervals, after each election .	1. Town Clerk 2. RFO	Existing procedure adequate Reviewed annually

Operational risks

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
6	<p>Disaster Recovery and planning Computer system failures or loss of electronic data</p> <p>Loss of paper documents.</p> <p>Destruction of property, equipment, records through fire, flood or similar damage</p>	4	3	12 (M)	<p>All data on the servers are backed up on a cloud base on a daily basis. Two servers are maintained, so that if one fails the Council can continue to function using the operational server during repair. A disaster recovery plan is in place for such an eventuality.</p> <p>Ongoing review of electronic archiving options for paper</p> <p>Adequate insurance cover is in place.</p>	Town Clerk	<p>Existing procedure adequate</p> <p>Ongoing review</p>
7	<p>Best Value Accountability Dependency on key suppliers Lack of competitive pricing/quotes Work awarded incorrectly</p>	3	2	6 (L)	<p>STC operates under Financial Regulations relevant for its sector and set down by statute. Competitive tendering is used for all large contracts. At least 3 independent quotations are sought for all contracts undertaken. Alternative suppliers are regularly reviewed to ensure goods and services supplied are competitively priced.</p>	Managers	Existing procedure adequate
8	<p>Health and Safety Risk of staff injury Risk of injury to the public</p>	3	2	6 (L)	<p>Annual Health and Safety inspections are carried out by qualified inspectors who provide written reports with prioritised action plans. Any recommendations are discussed and implemented where appropriate. The recommendations include advice relating to appropriate training for Council staff. An external Health and Safety advisory service is employed on all matters, this includes an indemnity.</p>	<p>1. Town Clerk 2. Managers</p>	Existing procedure adequate

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
					Risk assessment of events is undertaken as per policy. Parks and play area equipment are inspected as part of an annual maintenance programme and remedial work is budgeted for within the precept.		
9	Employment issues Employment disputes. Claims for unfair dismissal. Inadequate staff training. Child protection issues.	3	1	3 (L)	An external employer advisory service is used to advise on all employer related matters, this also provides an indemnity. All staff are offered training specific to their needs and this is also assessed annually at staff appraisals. All staff have been made aware of the Council's Child Protection Policy, and the contents of the Employee Handbook and Health and Safety Policy.	1. Town Clerk 2. Deputy Town Clerk	Existing procedure adequate
10	Information Technology Systems fail to meet operational need. Failure to innovate or update systems.	3	1	3 (L)	General IT support is contracted out to a third party, who advise with respect to server capacity and necessary upgrades. Licences are renewed annually and kept up to date. Computers are updated and replaced as required. All data protection laws are complied with.	1. Town Clerk 2. Deputy Town Clerk RFO	Existing procedure adequate
11	Security of assets Loss or damage/theft of assets.	3	3	9 (M)	A central fixed asset register is maintained. Suitable security arrangements are in place for the Council's assets Safe custody arrangements for title documents and land registration are in place, normally at the bank or lawyers. Adequate insurance cover is in place and annually reviewed.	RFO Town Clerk	Existing procedure adequate Annually reviewed
12	Lack of Service provision - Customer satisfaction Loss of fee income. Negligence claims. Reputational risks.	2	3	6 (L)	Council operates a complaints procedure that is followed should a complaint be received. All complaints are taken seriously, fully investigated and attempts made to bring about a satisfactory resolution Complaints regarding Councillors conduct are investigated by the Monitoring Officer at Sevenoaks District Council	Town Clerk	Existing procedure adequate
13	Procedural and systems documentation	2	2	4 (L)	All policies and procedures are adequately documented and staff are made aware of them. Policies and	Town Clerk	Existing procedure adequate

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
	Lack of awareness of procedures and policies. Actions taken without proper authority				procedures are reviewed and presented to Finance & General Purposes Committee. The Council uses the services of an independent internal auditor to review the systems and procedures in place to ensure they are fit for purpose.		
14	Project development Not compatible with original object or plan. Funding and financial viability in question. Financial and time over-runs	2	2	4 (L)	Projects are continually appraised to ensure compliance with original objective and plan. Actual costs are compared to budget and reported to Council at regular meetings. Funding is constantly under review. External grants/funding are sought to cover any budgeted shortfalls to ensure the continued viability of a project. Where a risk of funding shortfalls for a capital project is identified, cashflow projections are made and alternative solutions considered, including the potential for back-up borrowing arrangements investigated if considered appropriate.	Town Clerk RFO	Existing procedure adequate
15	Capacity and use of resources including fixed assets Under-utilised or lack of building/office space. Obsolete plant and equipment being used impacting operational performance. Spare capacity not being utilised.	2	2	4 (L)	A rolling capital and maintenance work programme is in operation to ensure that assets are replaced or repaired as required. Managers review their department's fixed assets at least annually and any unutilised fixed assets are transferred to other departments as appropriate The future of the Council's assets and operational facilities are normally discussed at biennial Blue Skies Days	RFO	Existing procedure adequate

Financial risks

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
16	Precept Inadequacy Requirements not submitted to District Council Amount received late	4	1	4 (L)	Precept setting is an annual agenda item. RFO examines the actual financial accounts along with the projected year end accounts. The Council considers expenditure requirements for the following financial year along with expected income. The RFO recommends a draft precept amount which is reviewed and approved by Council only after it is deemed fit for the objectives and responsibilities for the financial year ahead. The precept is advertised on the agenda and members of the public are invited to attend the meeting. Town clerk submits the approved precept figure to the District Council in writing immediately after it is agreed by Council. Precept request dates are also communicated at the same time. Precept is confirmed by minute when received	RFO	Existing procedure adequate
17	Financial Reporting Insufficient	4	1	4 (L)	Management accounts are submitted at each committee meeting with details of receipts and payment	RFO	Existing procedure adequate
18	Budgetary control Budgets are not realistic Spending exceeds budgets Slack built into budget Lack of substantial review	3	2	6 (L)	Annual budgets are usually prepared in discussion with departmental managers and approved at Finance and General Purposes Committee in January from which the following year's precept is agreed. The Council operates an accounting software package that produces monthly management accounts with comparison of actual to budget. These are presented to the Finance and General Purposes Committee regularly throughout the year. All significant variances are investigated and reported. The management accounts are distributed to departmental managers each month for comment.	RFO	Existing procedure adequate

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
19	Pension Commitments The Council's duty to fund any shortfall in the Local Government Pension Scheme cannot be met.	3	3	9 (M)	The Council's exposure to any shortfall in the Local Government Pension Scheme has been limited by the withdrawal from the Scheme for any new employees. Precept includes additional contributions required in line with actuarial valuation. Funding shortfall continues to be monitored. The Council meets its statutory requirements for auto enrolment.	RFO	Existing procedure adequate
20	Dependency on income sources Impact on finances if Council Band D tax base is reduced.	3	1	3 (L)	Changes in legislation can have an impact on the Council's finances. The Council's policy is to maintain reserves at a level of the equivalent of 6 months of the work towards a general reserves fund up to 6 months of the current precept. External grants/funding are sought wherever possible	RFO	Existing procedure adequate
21	Bank accounts and Banking Inadequate checks Banking errors Loss Charges	3	1	3 (L)	Financial Regulations set out requirements for bank accounts and banking. All bank accounts are reconciled on a monthly basis by the finance department. The reconciliations are reviewed by both the Responsible Finance Officer and the Town Clerk. The bank account balances are submitted to the Finance and General Purposes Committee on a regular basis for approval. The opening of any new bank account requires the approval of the Finance and General Purposes Committee. Account balances and transactions are reviewed by internal and external auditors.	RFO	Existing procedure adequate

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
22	Payroll Staff are paid at incorrect rates. Fictitious employees are added to the payroll	2	2	4 (L)	<p>Policy laid out in staff handbook as approved by the Personnel Committee.</p> <p>All payroll payments are handled by the finance department.</p> <p>Sage payroll software is used to process the payroll. Timesheets are completed by all part time staff, flexible hours staff & staff who have worked overtime and are authorised by either the departmental manager, Town Clerk or Deputy Town Clerk before onward submission to the finance department. All timesheets are approved by either the Town Clerk or Deputy Town Clerk.</p> <p>Sage payroll produces a number of reports, these and copy payslips are reviewed by the Responsible Finance Officer each month on a random basis.</p> <p>The Council maintains a separate payroll bank account through which all payments are processed. All payments are authorised reviewed by two Councillors one of whom is the chair or vice chair of committee.</p> <p>Payroll processes are also reviewed periodically by the internal auditor.</p>	RFO	Existing procedure adequate
23	Ordering procedures Payment made for goods not ordered. Goods or services ordered which are not authorised.	4	1	4 (L)	<p>The Financial Regulations deal with the ordering processes and set the limits for when the Council is required to obtain competitive bids.</p> <p>Managers of departments are authorised to order goods and services within the limits of departmental or capital budgets. Some members of staff have delegated authority to place orders for specific supplies (e.g. stationery). Each departmental manager has a sequentially numbered purchase order book.</p> <p>All delivered goods are checked and signed against delivery note.</p> <p>All invoices are signed by the departmental manager and two officers including the RFO before the payment is processed.</p> <p>Delivery notes are matched and attached to the purchase order and invoice.</p> <p>Invoices over £5,000 are approved by two Councillors prior to processing for payment.</p>	RFO	Existing procedure adequate

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
24	<p>Fraud and misrepresentation Understating income Inflating expenditure Inadequate internal financial controls and procedures</p>	4	1	4 (L)	<p>All known income sources are captured on the accounting package and accounting records as communicated to Finance. Expected income is noted in minutes and communicated to the Finance and General Purposes Committee.</p> <p>A grant register is maintained which details grant applications, payment date and other relevant information.</p> <p>Internal Control procedures are covered within the Financial Regulations which are reviewed and updated on an annual basis. The Responsible Finance Officer oversees the financial systems and procedures. An independent internal auditor reviews transactions and the Council's internal procedures at least 3 times per financial year. There is a defined system of budgetary control, and regular management reporting including variance analysis.</p>	RFO	Existing procedure adequate
25	<p>Compliance with donor imposed restrictions Grants or donation funds received are applied outside the restrictions. Non-compliance resulting in repayment of the funds. Future relationship with donor damaged Potential regulatory action against the Council.</p>	2	2	4 (L)	<p>Controls are in place to ensure that any restricted funds received are identified upon receipt and separately accounted for.</p> <p>Controls are also in place to ensure the funds are only used for their intended purpose.</p> <p>Regular contact with the donor is maintained to update them on how the grant or donation is spent.</p> <p>The Town Clerk and the Responsible Finance Officer ensure all the terms and conditions of the funding are met.</p>	1. RFO 2. Town Clerk	Existing procedure adequate

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
26	Cash handling Sales income in the form of cash and cheques received direct to the department either misappropriated or not recorded properly	2	2	4 (L)	<p>Financial Regulations set out requirements and adequate cash handling procedures are in place specific to the relevant department.</p> <p>Daily takings are banked on a regular basis into the Town Council's general bank account by a member of staff from the department or brought to the finance department to bank on their behalf.</p> <p>All cash banking is reconciled by the finance department to the bank statements in accordance with the Financial Regulations.</p>	RFO	Existing procedure adequate
27	Petty Cash Money is stolen or cash receipts not recorded properly	3	2	6 (L)	<p>Petty cash and expenses claims are only given against specific agreed receipts. All cash is held in a locked container in a locked cupboard/safe under the supervision of the departmental manager.</p> <p>Petty Cash is reconciled against the float by the departmental manager. Reimbursement of the petty cash is undertaken by the finance department upon receipt of satisfactory reconciliation and supporting receipts which in turn is authorised per financial regulations. A summary of petty cash expenditure is reconciled monthly and submitted to the Finance and General Purposes Committee on a regular basis for approval</p>	RFO	Existing procedure adequate
28	Stock losses Protection of physical stocks and stock losses	2	2	4 (L)	<p>A stock rotation policy is in place under the responsibility of the relevant manager. Levels of stock held are minimal.</p> <p>Stocks of consumables (stationery, cleaning materials etc.) are kept in designated areas under the responsibility of the relevant manager. Stock expenditure and income are included in monthly management accounts and unusual fluctuations in profit margins would be identified in finance reports reviewed at Finance & General Purposes Committee Meetings.</p>	RFO	Existing procedure adequate

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
29	<p>Credit Control Credit is given to customers whose credit rating has not been checked.</p> <p>Too much credit is given to a customer.</p> <p>Customers who have not complied with the Council's payment terms are allowed to continue incurring more debt.</p>	2	2	4 (L)	<p>For regular users of the Council's facilities a 30 day payment term is in force. If problems arise, the customer is contacted by the departmental manager in the first instance and then the finance department, and an attempt made to resolve the problem by mutual agreement. In extreme circumstances, credit terms are suspended and customers are then required to pay in advance.</p> <p>Exceptions to the above relate to tenants of the Council's residential properties, where any new lettings are undertaken by a local letting agency who vet potential tenants on the Council's behalf. Rental income is usually paid for in advance.</p> <p>For all new hirers of the community centre, payment of a deposit in advance is required and a refundable damage deposit is taken when deemed necessary</p> <p>Sports and leisure course fees for regular bookings are invoiced termly in advance.</p> <p>Any bad debts are reported to the Finance and General Purposes Committee promptly in accordance with the Financial Regulations.</p>	RFO	Existing procedure adequate
30	<p>Investment of Surplus funds Investment in areas of unacceptably high level of risk.</p> <p>Investing in areas not permitted by statute.</p> <p>Commercial failure of deposit taking institution resulting in loss of deposited funds.</p>	2	1	2 (L)	<p>The investment strategy is reviewed on an annual basis by the Finance and General Purposes Committee to limit the Council's exposure to high level risk.</p> <p>The Council uses Credit Ratings and other market intelligence to access the credit quality of any potential counterparty.</p> <p>The Council sets limits as to the minimum level of credit rating that will be acceptable as part of the Investment Strategy.</p> <p>Liquidity is managed such that investment durations are aligned with cash flow needs</p>	RFO	Existing procedure adequate

					All investment deposits are undertaken for a fixed-term which determines interest rate and duration at the time the transaction is being considered		
--	--	--	--	--	---	--	--

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
31	Reserves policies Lack of funds to respond to new needs or requirements. Inability to meet commitments or planned objectives.	4	1	4 (L)	A general contingency fund forms part of the annual budget to cope with any unexpected costs arising. Earmarked reserves are being maintained and added to on an annual basis where future known expenditure is expected. General reserves are being maintained in accordance with External Auditors recommendations.	RFO	Existing procedure adequate
32	Borrowing Inability to meet repayment schedule. Breaching regulatory requirements.	1	1	1 (L)	All requirements to borrow funds must be carried out in accordance with the Finance Regulations and approved by the Finance & General Purposes Committee in advance. Ministry of Housing, Communities and local governments (MHCLG) approval must be obtained prior to proceeding.	RFO	Existing procedure adequate
33	Asset management Misappropriation of Council assets.	1	2	2 (L)	The Council maintains a fixed asset register held centrally. The departmental managers are provided with an asset schedule annually for review and updating. All capital items purchased must be in accordance with the Financial Regulations. All assets are insured under the Council's general insurance policy.	RFO	Existing procedure adequate
34	Insurance Inadequate cover Excessive cost Compliance	3	1	3 (L)	Annual review of all insurance requirements prior to renewing the policy. This ensures adequacy. Property asset values are updated every 5 years via a valuation and maintenance review carried out by a qualified surveyor. Changes are communicated to the Insurers as required. Quotations are sought tri-annually from other insurance providers to ensure competitiveness.	RFO	Existing procedure adequate

					Public and Employer liability and Fidelity Guarantee cover are all reviewed and deemed appropriate for the Council's needs.		
--	--	--	--	--	---	--	--

Environmental or external factors

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
35	Government Policy Any changes in legislation on local authority activities could adversely impact the Council.	4	4	16 (H)	All proposed legal and regulatory changes affecting local authorities are monitored and reviewed by the Council. Membership to NALC and KALC ensures the Council is fully informed of any proposed future regulatory changes.	RFO	Existing procedure adequate
36	Public Perception Adverse publicity and the impact on the services and facilities offered to the public.	3	2	6 (L)	The Council has a good working relationship with the local media to ensure that the public are informed of any future projects or events. All agendas and minutes to Council meetings are available to the public to review. The Council promotes full disclosure and transparency. All meetings of the Council and its sub-committees are recorded and the Council supports the rights of the public and press to attend and record such meetings subject to the Council's protocol being followed. Written records of decisions delegated to an officer relating to the granting of a permission or license, affecting the rights of an individual or awarding a contract or incurring material expenditure are made available for viewing by the public and retained by the Council for 6 years	Town Clerk	Existing procedure adequate

Compliance risk (law and regulation)

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
37	Compliance with legislation and regulations Loss of licence to undertake particular activity. Loss of reputation through qualified audit reports Penalties or fines from regulators or HMRC due to non-compliance. Employee or consumer action for negligence.	4	1	4 (L)	All key legal and regulatory requirements are identified. Responsibility for ensuring key compliance procedures are followed are allocated to relevant members of staff. Any compliance reports from regulators are obtained and reviewed and any recommendations for improvement discussed and implemented. Internal and external auditors review the Council's compliance with financial and governance regulatory requirements. External/professional advice always sought where deemed appropriate including from SLCC where appropriate. STC employs HR and Health & Safety consultants to assist with mitigating risks. GDPR requirements are monitored External DPO was appointed to monitor compliance. Insurance cover is reviewed annually.	1. Town Clerk 2. RFO	Existing procedure adequate
38	Freedom of Information Act Policy Provision of information	3	3	9 (L)	Council adheres to model publication scheme for Local Authorities. The Town Clerk is made aware of requests for information and manages the process of responding including making the decision about payment of a fee.	Town Clerk	Existing procedure adequate

Compliance risk (law and regulation) contd.

	Risk Factor	Impact	Likelihood	Risk Rating	Management/Control	Owner	status
	Data Protection	4	3	12 (M)	The Council is registered with the Data Protection Agency. GDPR (General Data Protection Regulation) compliant as at May 2018. External DPO was appointed to monitor compliance	Town Clerk	Existing procedure adequate
40	Annual Return Failure to submit within time limits	4	1	4 (L)	Set as an annual meeting item. Processes are aligned to ensure compliance including applying for extensions as required. Internal Audit visit is scheduled annually in April/May ready for a Finance and General Purposes committee meeting and Council meeting to sign off the annual return.	RFO	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2021

Month No: 10

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>91 Capital Infrastructure Budget</u>										
2002 Capital Grants	1,500	0	(1,500)	2,500	0	(2,500)	0		0	
2012 CIL income allocation	0	0	0	77,559	0	(77,559)	0		0	77,559
Capital Infrastructure Budget :- Income	<u>1,500</u>	<u>0</u>	<u>(1,500)</u>	<u>80,059</u>	<u>0</u>	<u>(80,059)</u>	<u>0</u>			<u>77,559</u>
9062 Bat & Ball Station	2,000	0	(2,000)	28,133	0	(28,133)	0		(28,133)	
9063 New Community Centre	4,089	0	(4,089)	1,793,025	0	(1,793,025)	0		(1,793,025)	
9065 3G Rugby Pitch	0	0	0	3,500	0	(3,500)	0		(3,500)	
9066 Northern Masterplan	0	0	0	4,700	0	(4,700)	0		(4,700)	
9071 Business Hub	1,781	0	(1,781)	39,499	0	(39,499)	0		(39,499)	
9072 Bat & Ball Station Ramp	0	0	0	17,430	0	(17,430)	0		(17,430)	10,914
9073 Cemetery Messroom	0	0	0	35,716	0	(35,716)	0		(35,716)	
Capital Infrastructure Budget :- Indirect Expenditure	<u>7,870</u>	<u>0</u>	<u>(7,870)</u>	<u>1,922,002</u>	<u>0</u>	<u>(1,922,002)</u>	<u>0</u>	<u>0</u>	<u>(1,922,002)</u>	<u>10,914</u>
Net Income over Expenditure	<u>(6,370)</u>	<u>0</u>	<u>6,370</u>	<u>(1,841,943)</u>	<u>0</u>	<u>1,841,943</u>	<u>0</u>			
8001 plus Transfer from EMR	0			10,914						
8002 less Transfer to EMR	0			77,559						
Movement to/(from) Gen Reserve	<u>(6,370)</u>			<u>(1,908,588)</u>						
Grand Totals:- Income	1,500	0	(1,500)	80,059	0	(80,059)	0			
Expenditure	7,870	0	(7,870)	1,922,002	0	(1,922,002)	0	0	(1,922,002)	
Net Income over Expenditure	<u>(6,370)</u>	<u>0</u>	<u>6,370</u>	<u>(1,841,943)</u>	<u>0</u>	<u>1,841,943</u>	<u>0</u>			
plus Transfer from EMR	0			10,914						
less Transfer to EMR	0			77,559						
Movement to/(from) Gen Reserve	<u>(6,370)</u>			<u>(1,908,588)</u>						

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Sevenoaks Town Council
Finance & General Purposes Committee – 1st March 2021

Request from Open Spaces & Leisure Committee – Community Infrastructure Levy (CIL) Funding

At its meeting held on 15th February 2021, the Open Spaces & Leisure Committee, considered the following two projects and requested this Committee's approval of the allocation of CIL funds.

New Gates at Greatness Cemetery

Minute 435, OS&L 15.02.21

The Committee considered the proposal to install a new double gate from the Cemetery into Greatness Recreation Ground to provide staff with more suitable access for work vehicles. The gates would remain locked when not in use.

RESOLVED: That the Finance & General Purposes Committee be requested to approve the allocation of £2,000 from CIL funds to the installation of new gates between the Cemetery and Greatness Recreation Ground.

Knole Paddock and Raleys Field Sports Pitches

Minute 438.3, OS&L 15.02.21

It was noted that Sevenoaks Rugby Football Club (RFC) had raised concerns about the current conditions of the rugby pitches and had also commissioned a report indicating potential improvements and investment plan from the company who carried out previous intensive work five years ago.

It was agreed that the Open Spaces Manager review options and proposals and continue discussions with SRFC. In particular, the sum the Rugby Club would contribute to the remedial works project to be ascertained.

RESOLVED: That the Finance & General Purposes Committee be asked to consider allocating £8,000 from CIL funds to improving the infrastructure of the sports pitches at Knole Paddock and Raleys Field.

Recommendation: That the Finance & General Purposes Committee approve the allocation of CIL funds as follows:

1. £2,000 for the installation of new gates between the Cemetery and Greatness Recreation Ground; and
2. £8,000 from CIL funds to improving the infrastructure of the sports pitches at Knole Paddock and Raleys Field.

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Sevenoaks Town Council
Finance & General Purposes Committee - 1st March 2021

Grant Budget Update and Grant Applications from Local Community Groups

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

The budget for grants to local voluntary organisations for 2020/21, and the balance to date is as follows:

Budget	2020/21	
	2020/21 Budget	Balance January 2021
	£	£
Community Resilience Fund *	5,504	0
Local Organisations F & GP & Youth Support Services* <i>Of which Play Days £2,000</i>	10,185	7,435
Twinning Support	1,000	1,000
Grant Subsidies Chamber	1,000	971
Sevenoaks Summer Festival	5,000	5,000
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	57,250	18,967**

*Includes virement of £2,393 from Local Organisations to CRF, visible in February accounts.

** Includes £993 grant to Sevenoaks Larder & £500 to SVTG visible in February accounts.

2. Community Resilience Fund Grants

The Community Resilience Fund (CRF) was established in March 2020 in response to the Covid-19 pandemic. The following grants have been awarded from that Fund.

	Applicant	Grant Awarded	Total Grants Awarded 2019/20	Total Grants Awarded 2020/21
1.	Age UK Sevenoaks & Tonbridge	£2,000	£2,000	
2.	PSB Breastfeeding CIC	£780	£780	
3.	Citizens' Advice North & West Kent	£611		£611
4.	The Hygiene Bank	£1,500		£1,500
5.	Care for Our Community (Lockdown Larder)	£1,000		£1,000
6.	Love Sevenoaks Branding – Sevenoaks Recovery Plan	£2,000*		£2,000
7.	West Kent Mind	£900		£900
8.	Sevenoaks Larder	£993		£993
9.	Sevenoaks Volunteer Transport Group	£500		£500
	Total	£10,284	£2,780	£7,504

* It was 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.

Sevenoaks Town Council
Finance & General Purposes Committee - 1st March 2021

3. 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	Grants 2019/20	Current Grant Application
17	West Kent Mediation 1100637	Volunteer training, supervision and expenses. Hall hire costs and publicity.	2010 to 2018 between 1200 & 750 annually	£750	£800
6	Sevenoaks Three Arts 1031815	Annual Performing Arts Festival, to be held by video this year. Admin costs including insurance, website etc.	2007 to 2019 (Spring) £600 per year for hire of piano and performance space	£600	£600
5	Friends of Pontoise	To build on and expand links between Sevenoaks and Pontoise; to promote understanding of French life and culture in Sevenoaks and of English life and culture in Pontoise.	2000 to 2019 between £600 & £250 annually.	£250	£250 -500*
2	Sevenoaks Volunteer Transport Group 276663	To support costs 2021/22 so that can continue to support elderly people requiring low cost local transport. Service maintained during pandemic at considerable cost, facing deficit without assistance.	2009 – 2018 £500 per annum	£500 Plus £500 from Community Resilience Fund	£500
Total grant funding requested					£2,150 - £2,400*

RECOMMENDATION

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

Sevenoaks TOWN Council



APPLICATION FOR GRANT AID

NB – Grant recipients will be asked to provide a stand and or presentation at the Annual Town Meeting [16th March 2020] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use **BLOCK CAPITAL LETTERS**

PART I – YOUR ORGANISATION

NAME OF ORGANISATION

West Kent Mediation

NAME OF CONTACT

Amanda Bell

ADDRESS OF CONTACT

[REDACTED ADDRESS]

TELEPHONE NO: DAYTIME

[REDACTED]

EVENING

[REDACTED]

EMAIL ADDRESS

[REDACTED]

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

West Kent Mediation (WKM) provide a professional, impartial and free community mediation service to all Sevenoaks Town residents, using dedicated, trained, volunteers to help resolve conflict and breakdown of relationships between individuals, families and groups within our local community. We have a clear objective which is to help people resolve their differences and bring about peaceful co-existence, thus helping to reduce some of the causes of poor mental health. We recognise that many people in our society experience discrimination or lack of opportunity, and our aim is to ensure all voices are equally heard. Mediation enables people to value each other's differences and points of view in a supported environment

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE

A) PAID	2 x part time
B) VOLUNTEERS	30
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	All STC residents have free access to our service

HOW MANY MEMBERS/BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN
[See Guidance Notes]

30% of WKM membership live in STC area.

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£800

PLEASE DESCRIBE YOUR PROJECT

Our mediation service is offered free to all STC residents. Our community work involves working with neighbours in conflict. Our family mediation service addresses misunderstanding and communication problems between young people and their parents/carers, and supports the rebuilding of family relationships. Our restorative conferencing service helps resolve multi- party disputes within the community, schools and families. We recruit and train new local volunteers, providing skills enhancement training meetings for the existing volunteer mediators. The mediations are carried out by our team of trained volunteers, who listen to all concerns and issues of every party individually, with the ultimate aim of bringing all parties together in a safe & supported environment to guide them in reaching a mutually acceptable agreement that will enable people to live more peaceably, and with a better understanding of the needs of others.

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

Volunteer training, either in person or online. Volunteer supervision.
Volunteer expenses, including travelling, telephone, & admin.
Hall hire costs needed for mediation meetings
Publicity (including update of website & social media activity costs) to ensure STC residents are kept fully up to date with how and where they can access our service.

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? See map attached at the back of this form Yes / No

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING? Yes / No

PLEASE PROVIDE DETAILS OF WHICH OTHER PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

We have recently contacted every parish council in the SDC area. To date we have received grants from:

Chevening PC	£200 (awarded)
Eynsford PC	£100 (awarded)

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

YES / NO

IF YES, PLEASE GIVE DETAILS

Sevenoaks District Council
West Kent Housing Association
Edenbridge Town Council
Swanley Town Council

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION

2020 has been an extremely challenging year for us at West Kent Mediation. We have seen an increase in referrals to our community/neighbour service, many of which we have related to noise/nuisance issues. This appears to have been the result of the Covid lockdowns - with people being confined to their homes for lengthy periods of time, finding these issues stressful and painful. We have also noticed an increase in our family referrals. Some of the issues that have been reported in our family work are with young people missing social contact with their friends, feeling confined, not having enough personal space, and getting involved in family arguments - plus home schooling earlier in the year meaning having to share working space with other family members. Our working practices have been necessarily changed as we are currently unable to make home visits. Our mediators therefore conduct assessment meetings on their private phones or via Zoom. In addition, in place of making home visits, we have been, and will be relying on hiring village/community halls for our mediation meetings, incurring additional expenses. We have also had to invest in a professional version of "zoom" which enables us to have meetings that run for longer than 40 minutes. Our mediators have embraced and welcomed mediating via Zoom, finding it a very positive intervention for our service users as many clients have reported feeling more comfortable because although they are "seen" - it is not "in person".

Case Study

We were self-referred a case in July 2020 by a mother of 2 x girls. She lived in West Sussex and the girls lived with their father in Sevenoaks. Our mediators worked with the family via Zoom, and an agreement was reached to the whole family's huge satisfaction. They were delighted to have resolved what had become a fractious, emotional and distressing family dispute. We are currently working with another separated family in Sevenoaks who are having difficulty agreeing childcare for their two children during holidays. This is being mediated via Zoom and very good progress is being made.

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

£16,489

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

4 months

HOW MUCH HAS THE GROUP RAISED
THROUGH ITS OWN EFFORTS
EG. FUNDRAISING DURING THE LAST YEAR?

All funding applied for

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE, THE AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE.

2020	£750	revenue
2019	£750	revenue
2017	£375	revenue
2016	£375	revenue
2015	£750	revenue

**PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED
WITH THIS APPLICATION
CHECKLIST**

- All relevant parts of the form completed
- Form signed
- Audited accounts for the last two years
- Annual Report if available (or Project or Business Plan for a new organisation)

DO YOU HAVE A WRITTEN CONSTITUTION?

YES/NO

THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY

Copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES **AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH PART 2 OF THE GUIDANCE NOTES.** (GILL BREWSTER)

SIGNATURE

[REDACTED]

Service Co-ordinator,
DATE 12/1/21 WKM.

NAME AND POSITION IN ORGANISATION: (AMANDA BELL)
Chief Executive Officer

Signed p.p for
Amanda Bell

IN CAPITALS PLEASE

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, TO WHOM SHOULD A CHEQUE BE MADE PAYABLE AND ADDRESS TO SENT TO?**

[REDACTED]

All Application Forms must be signed, so copies that are filled in on computer should still be printed off and returned by post. Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2nd Friday in August** [9th August 2019] for the September Finance and General Purposes Grant Committee
- **2ND Friday in January** [10th January 2020] for the March Finance and General Purposes Grant Committee

NB Late applications will be reviewed at the following Grants meeting!

Application Forms are also available by email from: council@sevenoakstown.gov.uk

If you have any queries, please contact Alison Futtit on 01732 459953.

THIS DOCUMENT IS AVAILABLE IN LARGE PRINT IF REQUIRED.

West Kent Mediation

Report and Accounts
31 March 2019



**Contents of the Financial Statements
for the year ended 31 March 2019**

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Chairman's Report	1
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Statement of Financial Position	6
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**Chairman's Report
for the year ended 31 March 2019**

As we are all aware, we live in challenging economic times. Pressures on local authorities and Town and Parish councils to reduce expenditure, for an example, are evident. It is, therefore, very much to Amanda Bell and Gill Brewster's credit that such a variety of funders are still willing to support us. We thank them both.

We are very grateful to our three local authorities - Sevenoaks District Council, Tonbridge & Malling Borough Council and Tunbridge Wells Borough Council all continue to support us and use our services, as do West Kent Housing, Town and Country Housing Group and Clarion Housing, who support us under service level agreements. We thank all the town and parish councils who support us. We make many applications throughout the year to grant-making trusts and express our gratitude to those organisations who have funded WKM this year.

There have been some notable highlights this year. These include successes in promoting our service through smaller community magazines. In addition, we are very excited about our promising new schools' project, continuing the peer mediation in junior schools, whilst also developing a senior school restorative practices project. This is led by Dorothy Walkington and we are very hopeful that it will expand over the coming months.

We continue to have a shortfall in our budget and, therefore, raising funds dominates much of the team's time, as they find ways to apply for new funding from grant making trusts. They also enlist on supermarket token schemes, which support local community groups. In addition, we continue to make presentations to relevant bodies, to raise awareness of the ways in which mediation can help. We are also looking at how we may encourage local charitable organisations and local businesses to consider our work for charitable funds.

Our team of wonderful mediators, who give so much of their time, deserve our sincere thanks. Many have attended training sessions this year, which have been most successful and a valuable opportunity to share ideas and experiences. On behalf of all of my fellow trustees I would like to thank them for all their hard work and commitment. I would like to add my personal thanks to my board of trustees for their help, support and expertise in ensuring that WKM continues to be held in the highest regard in our local community.

There is no disguising the challenges we face and it is vital that we continue to both raise awareness of the power of mediation and continue to search for new possible sources of funding over the coming year.

Rosemary Morgan

Rosemary Morgan Chair

Report of the Trustees for the year ended 31 March 2019

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2019. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

West Kent Mediation (WKM) provides a free, impartial and confidential mediation service to residents of Sevenoaks District Council, Tonbridge & Malling Borough Council and Tunbridge Wells Borough Council. Mediation is a means of conflict resolution enabling people in dispute to reach a mutually acceptable agreement with the help of trained volunteer mediators who are supported by WKM's small part-time staff team.

Achievements

The Trustee Directors are pleased to report that WKM has continued to meet its aims and objectives over the past year. Our referrals are received through continued partnership working with both statutory and voluntary organisations, including the three leading Housing Associations in West Kent.

70% of our referrals during the year were neighbour/community cases, and 30% related to family (including homeless) conflicts. In addition we provided a peer mediation scheme to three local primary schools and trained over 90 students in years 5 and 6 in basic mediation skills.

WKM staff dealt with a number of requests for help and advice where mediation was not deemed to be appropriate, but were re-directed to other local agencies for assistance. The Trustee Directors are pleased to report that WKM's services has consistently been highly rated in post-mediation evaluations on client satisfaction during the past year.

Comments on current activities

Our current fields of activity include mediation services designed to resolve conflicts between neighbours, parent/teen mediation which supports and helps rebuild family relationships; peer mediation training in schools; workplace mediation, and restorative conferencing which helps resolve multi-party disputes within the community.

Public benefit

The Board of Trustee Directors confirms that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Commission.

FINANCIAL REVIEW

Financial position

In the year ended 31 March 2019 WKM received total incoming resources of £42,368 and expended £45,575 in total, resulting in net expenditure of £3,207 (2018 - £2,529). WKM's cumulative reserves to be carried forward at 31 March 2019 thus amounted to £43,864 (2018 £47,071). The cumulative restricted funds balance at 31 March 2019 amounted to £1,875 (2018 £1,875), and the unrestricted funds balance £41,989 (2018 £45,196).

Reserves policy

The Board of Trustee Directors has established a policy whereby the unrestricted free reserves held by the company should be maintained at a level where it is considered that a broad business base can be laid for the charity to continue its current activities. The unrestricted free reserves amounted to £ 41,989 at 31 March 2019, of which the Trustees have designated £25,500 to make provision in the event the company be required to make payment for its office accommodation and/or closure costs if ongoing finance is not received. The policy is monitored and reviewed annually.

FUTURE PLANS

The charity seeks to expand its mediation services in all areas. We continue to work in close partnership with other mediation services within the Kent Mediation network, and other voluntary and statutory organisations within our area.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, its memorandum and articles of association, and constitutes a limited company limited by guarantee as defined by the Companies Act 2006.

Annually, one third of the Trustee Directors retire by rotation at the AGM. Additionally any trustee directors who have been appointed by the Board of Trustee Directors since the last AGM shall hold office only until the next following AGM. If not re-appointed at that AGM he/she shall vacate office at the conclusion of the meeting.

Recruitment and appointment of new trustees

The Board of Trustee Directors regularly reviews the Board's composition to identify any skills gaps. They also review the methods employed to recruit new trustees; these include through word of mouth and networking, insertions in newsletters circulated to service users and volunteers, through the West Kent Mediation website. WKM's publicity material is also displayed in a wide range of community venues including schools, medical centres, supermarkets, libraries, etc.

**Report of the Trustees
for the year ended 31 March 2019**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The Charity's operations are directed by the Board of Trustee Directors, which meets on a regular basis, and is responsible for the supervisory management of the charitable company. The mediation activities are undertaken by volunteers who are recruited, trained, supported and supervised by two paid members of staff. The main funding for the company's charitable activities was provided by and through the local authorities of Sevenoaks, Tonbridge & Malling and Tunbridge Wells and the three major local Housing Associations in West Kent, together with donations from town and parish councils and others. We are extremely grateful for the continued support of all our funders.

Risk management

The Board of Trustee Directors has examined the major strategic, business and operational risks which the company faces and confirm that systems have been established to enable regular reports to be produced, so that current controls can be monitored and improvements introduced as and when necessary.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04830437 (England and Wales)

Registered Charity number

1100637

Registered office

C/O Imago
Knole Academy
Bradbourne Vale Road
Sevenoaks
Kent
TN13 3LE

Trustees

Mrs S J Constantine	Counsellor	
Mr P M Michaels	Retired	
Mrs R A Morgan	Retired	
Mrs P J Robertson	Retired	
Mr K W Turner	Retired	
R A Clibbens	Retired	- appointed 31/5/2018

Company Secretary

Mrs G Brewster

Independent examiner

Porritt Rainey
The Crown Business Centre
10 High Street
Otford
Sevenoaks
Kent
TN14 5PQ

Bankers

Lloyds TSB
High Street
Sevenoaks
Kent
TN13

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 23 September 2019 and signed on its behalf by:

Rosemary Morgan

Mrs R A Morgan - Trustee

Independent examiner's report to the trustees of West Kent Mediation ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2019.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached



Alan R E Peal
Chartered Accountant
Porritt Rainey
The Crown Business Centre
10 High Street
Otford
Sevenoaks
Kent
TN14 5PQ

Date: 23 September 2019

**Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the year ended 31 March 2019**

	Notes	Unrestricted funds £	Restricted funds £	Total £	2019 funds £	Total £	2018 funds £
INCOME AND ENDOWMENTS FROM							
Donations and legacies		10	-	10			67
Charitable activities	3						
Mediation		24,149	17,900	42,049			47,766
Investment income	2	<u>309</u>	<u>-</u>	<u>309</u>			<u>275</u>
Total		24,468	17,900	42,368			48,108
EXPENDITURE ON							
Charitable activities	4						
Mediation		<u>27,675</u>	<u>17,900</u>	<u>45,575</u>			<u>50,637</u>
NET INCOME/(EXPENDITURE)		(3,207)	-	(3,207)			(2,529)
RECONCILIATION OF FUNDS							
Total funds brought forward		<u>45,196</u>	<u>1,875</u>	<u>47,071</u>			<u>49,600</u>
TOTAL FUNDS CARRIED FORWARD		<u>41,989</u>	<u>1,875</u>	<u>43,864</u>			<u>47,071</u>

The notes form part of these financial statements

Statement of Financial Position
At 31 March 2019

	Notes	Unrestricted funds £	Restricted funds £	Total £	2019 funds £	Total £	2018 funds £
CURRENT ASSETS							
Cash at bank		59,531	1,875	61,406			65,035
CREDITORS							
Amounts falling due within one year	10	(17,542)	-	(17,542)			(17,964)
NET CURRENT ASSETS		<u>41,989</u>	<u>1,875</u>	<u>43,864</u>			<u>47,071</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>41,989</u>	<u>1,875</u>	<u>43,864</u>			<u>47,071</u>
NET ASSETS		<u>41,989</u>	<u>1,875</u>	<u>43,864</u>			<u>47,071</u>
FUNDS							
Unrestricted funds	11			41,989			45,196
Restricted funds				<u>1,875</u>			<u>1,875</u>
TOTAL FUNDS				<u>43,864</u>			<u>47,071</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2019.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2019 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 23 September 2019 and were signed on its behalf by:

Rosemary Morgan

Mrs R A Morgan - Trustee

**Notes to the Financial Statements
for the year ended 31 March 2019**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. INVESTMENT INCOME

	2019	2018
	£	£
Deposit account interest	<u>309</u>	<u>275</u>

3. INCOME FROM CHARITABLE ACTIVITIES

	2019	2018
	£	£
Mediation Fees	939	2,125
Grants	41,110	45,641
	<u>42,049</u>	<u>47,766</u>

**Notes to the Financial Statements - continued
for the year ended 31 March 2019**

3. INCOME FROM CHARITABLE ACTIVITIES - continued

Grants received, included in the above, are as follows:

	2019	2018
	£	£
Sevenoaks District Council	4,800	4,500
Tunbridge Wells Borough	2,500	2,500
Tonbridge & Malling Borough Council	2,400	2,400
Circle Housing Russett	-	5,100
Town & Country Housing	1,681	4,156
West Kent Housing	5,100	5,025
Kent Peoples Trust	-	2,900
Parish Councils	1,025	1,225
Waitrose	329	460
Citizens Advice	5,625	7,500
Tesco	5,000	4,000
Gatwick Airport Foundation	2,000	3,000
Whitehead Monckton	-	1,500
Town Councils	1,550	1,375
Clarion Housing Group	5,100	-
Henry Smith Charity	4,000	-
	<u>41,110</u>	<u>45,641</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct costs (See note 5)	Support costs	Totals
	£	£	£
Mediation	<u>43,880</u>	<u>1,695</u>	<u>45,575</u>

5. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2019	2018
	£	£
Staff costs	33,920	38,694
Premises Costs	3,511	3,661
Insurance	1,777	1,619
Telephone	336	362
Stationery and Computer consumables	1,942	1,288
Staff Expenses	-	493
Volunteer Expenses and Train	1,214	1,629
Advertising and Presentations	-	1,116
Office Equipment	945	-
Subscriptions	185	185
Supervision	-	40
Donations	50	-
	<u>43,880</u>	<u>49,087</u>

**Notes to the Financial Statements - continued
for the year ended 31 March 2019**

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2019 nor for the year ended 31 March 2018.

Trustees' expenses

	2019	2018
	£	£
Trustees' expenses	<u>-</u>	<u>62</u>

There were no trustees' expenses paid for the year ended 31 March 2019.

7. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2019	2018
Organisational Roles	<u>2</u>	<u>2</u>

The emoluments of the management team were £38,174

8. PENSION

The company contributes for one employee into The Pensions Trust Money Purchase Plan for Charities and Voluntary Organisations. The company has been notified by The Pensions Trust of the estimated employer debt on withdrawal from the Plan based on the financial position of the Plan as at 31 March 2019. As of this date the estimated employer debt for the company was £4,046 which has been provided for by the company (2018 - £8,300).

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies	67	-	67
Charitable activities			
Mediation	30,866	16,900	47,766
Investment income	<u>275</u>	<u>-</u>	<u>275</u>
Total	31,208	16,900	48,108
EXPENDITURE ON			
Charitable activities			
Mediation	<u>25,287</u>	<u>25,350</u>	<u>50,637</u>
Total	<u>25,287</u>	<u>25,350</u>	50,637
NET INCOME/(EXPENDITURE)	5,921	(8,450)	(2,529)
RECONCILIATION OF FUNDS			
Total funds brought forward	<u>39,275</u>	<u>10,325</u>	49,600
TOTAL FUNDS CARRIED FORWARD	<u>45,196</u>	<u>1,875</u>	<u>47,071</u>

Notes to the Financial Statements - continued
for the year ended 31 March 2019

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019 £	2018 £
Accruals and deferred income	11,450	7,656
Accrued expenses	<u>6,092</u>	<u>10,308</u>
	<u>17,542</u>	<u>17,964</u>

11. MOVEMENT IN FUNDS

	At 1/4/18 £	Net movement in funds £	At 31/3/19 £
Unrestricted funds			
General fund	19,696	(3,207)	16,489
Designated Reserves	<u>25,500</u>	<u>-</u>	<u>25,500</u>
	45,196	(3,207)	41,989
Restricted funds			
Path Partnership	<u>1,875</u>	<u>-</u>	<u>1,875</u>
TOTAL FUNDS	<u>47,071</u>	<u>(3,207)</u>	<u>43,864</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	24,468	(27,675)	(3,207)
Restricted funds			
Local Authorities	12,275	(12,275)	-
Path Partnership	<u>5,625</u>	<u>(5,625)</u>	<u>-</u>
	17,900	(17,900)	-
TOTAL FUNDS	<u>42,368</u>	<u>(45,575)</u>	<u>(3,207)</u>

Notes to the Financial Statements - continued
for the year ended 31 March 2019

11. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/4/17 £	Net movement in funds £	Transfers between funds £	At 31/3/18 £
Unrestricted Funds				
General fund	14,775	5,921	(1,000)	19,696
Designated Reserves	<u>24,500</u>	<u>-</u>	<u>1,000</u>	<u>25,500</u>
	39,275	5,921	-	45,196
Restricted Funds				
New Project with TWBC	8,450	(8,450)	-	-
Path Partnership	<u>1,875</u>	<u>-</u>	<u>-</u>	<u>1,875</u>
	10,325	(8,450)	-	1,875
TOTAL FUNDS	<u>49,600</u>	<u>(2,529)</u>	<u>-</u>	<u>47,071</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	31,208	(25,287)	5,921
Restricted funds			
Local Authorities	9,400	(9,400)	-
Path Partnership	7,500	(7,500)	-
New Project with TWBC	<u>-</u>	<u>(8,450)</u>	<u>(8,450)</u>
	16,900	(25,350)	(8,450)
TOTAL FUNDS	<u>48,108</u>	<u>(50,637)</u>	<u>(2,529)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/4/17 £	Net movement in funds £	Transfers between funds £	At 31/3/19 £
Unrestricted funds				
General fund	14,775	2,714	(1,000)	16,489
Designated Reserves	<u>24,500</u>	<u>-</u>	<u>1,000</u>	<u>25,500</u>
Restricted funds				
New Project with TWBC	8,450	(8,450)	-	-
Path Partnership	<u>1,875</u>	<u>-</u>	<u>-</u>	<u>1,875</u>
	10,325	(8,450)	-	1,875
TOTAL FUNDS	<u>49,600</u>	<u>(5,736)</u>	<u>-</u>	<u>43,864</u>

**Notes to the Financial Statements - continued
for the year ended 31 March 2019**

11. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	55,676	(52,962)	2,714
Restricted funds			
Local Authorities	21,675	(21,675)	-
Path Partnership	13,125	(13,125)	-
New Project with TWBC	-	(8,450)	(8,450)
	<u>34,800</u>	<u>(43,250)</u>	<u>(8,450)</u>
TOTAL FUNDS	<u>90,476</u>	<u>(96,212)</u>	<u>(5,736)</u>

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2019.

13. LIMITATION OF LIABILITY

The charity is a company limited by guarantee and has no share capital. The statutory members of the charitable company guarantee to contribute an amount not exceeding £10 to the assets of the charitable company in the event of a winding up. The total number of such guarantees at 31 March 2019 was 33.

West Kent Mediation

Report and Accounts
31 March 2020



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for the year ended 31 March 2020**

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**Chairman's Report
for the year ended 31 March 2020**

When I began my report last year by referring to the challenging economic times we were living in, little did I imagine what 2020 had in store for us all. COVID 19 has put our world into turmoil and as yet we can't see an end to it all. At the end of our financial year 2019-20 we were one week into a national lockdown situation, with many uncertainties and challenges undoubtedly lying ahead.

Much of the team's time in 2019 was spent fundraising, and I am delighted to report that these efforts were rewarded by a very positive response from some grant-making charitable trusts. We would like to thank the following charitable trusts - Colyer Fergusson, W F Southall, R G Hills, Henry Smith, Linda Hogan, and the Kent Community Foundation (Lawson Fund) for their financial support this year. In recognition of our two staff members fundraising efforts the trustees decided to award them a salary increase in line with inflation – the first in four years.

A notable highlight of this year was the news that we had been awarded a grant from the National Lottery (Community Fund) which will be paid over three years. As well as being a recognition of the valuable work we do, this money will be invaluable in helping us to meet all our running costs. Referrals received during the current year increased from last year which shows that WKM are still a very much needed service in our local community.

We are extremely grateful to our three local authorities - Sevenoaks District Council, Tunbridge Wells Borough Council and Tonbridge and Malling Borough Council who all continue to support us and use our services. In addition, we must thank West Kent Housing, Town and Country Housing Group and Clarion Housing, who support us under service level agreements, as many of their tenants also need our help. We also thank all the town and parish councils who give us financial support.

Raising funds still dominates much of our team's time and they are always looking for new opportunities. This year we were successful in achieving a one-year grant from Early Help (Tonbridge & Malling) to provide a mediation service to families in need. Our work with the PATH partnership (Year 4 of 5 contract) to help prevent homelessness continues. We also look at other ways to raise funds, for example, by encouraging local charitable organisations and businesses to consider us when they are awarding funds.

Another very positive feature of the year was the development of our school's peer mediation project, led by Dorothy Walkington. It is to be hoped that when lockdown restrictions ease, this can re-commence in our local schools, although it is quite possible that the Covid pandemic may temporarily adversely affect this scheme.

We have an amazing team of mediators, who give so much of their time, and they are much valued by us. We have enjoyed some lively, informative and stimulating training opportunities during the past year and very much look forward to the next opportunity to get together and share both ideas and experiences. On behalf of my fellow trustees I would like to send our sincere thanks for all their hard work and commitment.

I would also like to add personal thanks to my board of trustees for all their support and commitment. The year ahead promises to be another challenging one. However, we will do our best to continue to search for possible sources of funding and continue to raise awareness of the power of Mediation..

Rosemary Morgan

Mrs R A Morgan - Trustee

**Report of the Trustees
for the year ended 31 March 2020**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES**Objectives and aims**

West Kent Mediation (WKM) provides a free, impartial and confidential mediation services to Sevenoaks District Council, Tonbridge & Malling Borough Council and Tunbridge Wells Borough Council for over twenty years. Mediation is a means of conflict resolution enabling people in dispute to reach a mutually acceptable agreement with the help of volunteer mediators who are trained and supported by WKM's small staff team.

Achievements

The Trustee Directors are pleased to report that WKM has continued to meet its aims and objectives over the past year. Our referrals have increased from last year, and are received through continued partnership working with both statutory and voluntary organisations, including the three leading Housing Associations in West Kent. 60% of our referrals during the year were neighbour/community cases, and 34% related to family (including homeless) conflicts, a further 3% were Anger Management Coaching and 3% workplace mediation. In addition we provided a peer mediation scheme to four local primary schools and trained over 180 students in years 5 and 6 and 18 staff members in basic mediation skills.

WKM staff dealt with a number of requests for help and advice where mediation was not deemed to be appropriate, but were re-directed to other local agencies for assistance. The Trustee Directors are pleased to report that WKM's services has consistently been highly rated in post-mediation evaluations on client satisfaction during the past year.

Public benefit

The Board of Trustee Directors confirms that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Commission.

FINANCIAL REVIEW**Financial position**

In the year ended 31 March 2020 WKM received total incoming resources of £62,889 and expended £52,221 in total, resulting in net income of £10,668 (2019 - expense £3,207). WKM's cumulative reserves to be carried forward at 31 March 2020 thus amounted to £54,532 (2019 £43,864).

Reserves policy

The Board of Trustee Directors has established a policy whereby the unrestricted free reserves held by the company should be maintained at a level where it is considered that a broad business base can be laid for the charity to continue its current activities. The unrestricted free reserves amounted to £54,532 at 31 March 2020, of which the Trustees have designated £25,500 to make provision in the event the company be required to make payment for its office accommodation and/or closure costs if ongoing finance is not received. The policy is monitored and reviewed annually.

FUTURE PLANS

The charity seeks to expand its mediation services in all areas. We continue to work in close partnership with other mediation services within the Kent Mediation network, and other voluntary and statutory organisations within our area.

STRUCTURE, GOVERNANCE AND MANAGEMENT**Governing document**

The charity is controlled by its governing document, its memorandum and articles of association, and constitutes a limited company limited by guarantee as defined by the Companies Act 2006.

Annually, one third of the Trustee Directors retire by rotation at the AGM. Additionally any trustee directors who have been appointed by the Board of Trustee Directors since the last AGM shall hold office only until the next following AGM. If not re-appointed at that AGM he/she shall vacate office at the conclusion of the meeting.

Recruitment and appointment of new trustees

The Board of Trustee Directors regularly reviews the Board's composition to identify any skills gaps. They also review the methods employed to recruit new trustees; these include through word of mouth and networking, insertions in newsletters circulated to service users and volunteers, through the West Kent Mediation website. WKM's publicity material is also displayed in a wide range of community venues including schools, medical centres, supermarkets, libraries, etc.

**Report of the Trustees
for the year ended 31 March 2020**

STRUCTURE, GOVERNANCE AND MANAGEMENT**Organisational structure**

The Charity's operations are directed by the Board of Trustee Directors, which meets on a regular basis, and is responsible for the supervisory management of the charitable company. The mediation activities are undertaken by volunteers who are recruited, trained, supported and supervised by two paid members of staff. The main funding for the company's charitable activities was provided by and through the local authorities of Sevenoaks, Tonbridge & Malling and Tunbridge Wells and the three major local Housing Associations in West Kent, together with donations from town and parish councils and others. This year we have secured funding from the National Lottery covering the next 3 years. We are extremely grateful for the continued support of all our funders.

Risk management

The Board of Trustee Directors has examined the major strategic, business and operational risks which the company faces and confirm that systems have been established to enable regular reports to be produced, so that current controls can be monitored and improvements introduced as and when necessary.

REFERENCE AND ADMINISTRATIVE DETAILS**Registered Company number**

04830437 (England and Wales)

Registered Charity number

1100637

Registered office

C/O Imago
Knole Academy
Bradbourne Vale Road
Sevenoaks
Kent
TN13 3LE

Trustees

Mrs S J Constantine Councillor
Mr P M Michaels Retired
Mrs R A Morgan Retired
Mrs P J Robertson Retired
Mr K W Turner Retired
Mrs R A Clibbens Retired

Company Secretary

Mrs G Brewster

Independent Examiner

Porritt Rainey
The Crown Business Centre
10 High Street
Otford
Sevenoaks
Kent
TN14 5PQ

Bankers

Lloyds TSB
High Street
Sevenoaks
Kent
TN13

**Report of the Trustees
for the year ended 31 March 2020**

This report has been prepared in accordance with the special provisions of Part 15 of Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 29 September 2020 and signed on its behalf by:

Rosemary Morgan

Mrs R A Morgan - Trustee

Independent examiner's report to the trustees of West Kent Mediation ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2020.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Alan Deal

Alan R E Peal
Chartered Accountant
Porritt Rainey
The Crown Business Centre
10 High Street
Otford
Sevenoaks
Kent
TN14 5PQ

Date: 30 September 2020

**Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the year ended 31 March 2020**

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		-	-	-	10
Charitable activities	3	30,900	31,642	62,542	42,049
Mediation					
Investment income	2	<u>347</u>	<u>-</u>	<u>347</u>	<u>309</u>
Total		31,247	31,642	62,889	42,368
EXPENDITURE ON					
Charitable activities	4				
Mediation		<u>18,704</u>	<u>33,517</u>	<u>52,221</u>	45,575
NET INCOME/(EXPENDITURE)		12,543	(1,875)	10,668	(3,207)
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>41,989</u>	<u>1,875</u>	<u>43,864</u>	47,071
TOTAL FUNDS CARRIED FORWARD		<u>54,532</u>	<u>-</u>	<u>54,532</u>	<u>43,864</u>

The notes form part of these financial statements

Statement of Financial Position
31 March 2020

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
CURRENT ASSETS					
Cash at bank		77,769	-	77,769	61,406
CREDITORS					
Amounts falling due within one year	10	(23,237)	-	(23,237)	(17,542)
NET CURRENT ASSETS		<u>54,532</u>	<u>-</u>	<u>54,532</u>	<u>43,864</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>54,532</u>	<u>-</u>	<u>54,532</u>	<u>43,864</u>
NET ASSETS		<u>54,532</u>	<u>-</u>	<u>54,532</u>	<u>43,864</u>
FUNDS					
Unrestricted funds	11			54,532	41,989
Restricted funds				-	<u>1,875</u>
TOTAL FUNDS				<u>54,532</u>	<u>43,864</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 29 September 2020 and were signed on its behalf by:

Rosemary Morgan

Mrs R A Morgan - Trustee

**Notes to the Financial Statements
for the year ended 31 March 2020**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. INVESTMENT INCOME

	2020	2019
	£	£
Deposit account interest	<u>347</u>	<u>309</u>

3. INCOME FROM CHARITABLE ACTIVITIES

	2020	2019
	£	£
Mediation Fees	3,800	939
Grants	<u>58,742</u>	<u>41,110</u>
	<u>62,542</u>	<u>42,049</u>

Grants received, included in the above, are as follows:

	2020	2019
	£	£
Sevenoaks District Council	4,800	4,800
Tunbridge Wells Borough	2,500	2,500
Tonbridge & Malling Borough Council	2,400	2,400
Town & Country Housing	5,100	1,681
West Kent Housing	5,100	5,100
Parish Councils	<u>675</u>	<u>1,025</u>
Carried forward	20,575	17,506

Notes to the Financial Statements - continued
for the year ended 31 March 2020

3. INCOME FROM CHARITABLE ACTIVITIES - continued

	2020 £	2019 £
Brought forward	20,575	17,506
Waitrose	-	329
Citizens Advice Path Partnership	9,375	5,625
Tesco	-	5,000
Gatwick Airport Foundation	-	2,000
Town Councils	650	1,550
Clarion Housing Group	5,100	5,100
Henry Smith Charity	4,000	4,000
V F Southall	2,000	-
R G Hill Charitable Trust	1,250	-
Colyer Fergusson	1,750	-
Early Help	3,782	-
National Lottery	7,460	-
Sevenoaks Amhurst Rotary Group	300	-
Kent Community Foundation	2,000	-
Linda Hogan Charitable Trust	500	-
	<u>58,742</u>	<u>41,110</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 5) £	Support costs £	Totals £
Mediation	<u>50,697</u>	<u>1,524</u>	<u>52,221</u>

5. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2020 £	2019 £
Staff costs	38,795	33,920
Premises Costs	3,583	3,511
Insurance	1,796	1,777
Telephone	312	336
Stationery and Computer consumables	1,566	1,942
Staff Expenses	247	-
Volunteer Expenses and Train	1,439	1,214
Mediation Fees	1,985	-
Office Equipment	764	945
Subscriptions	210	185
Donations	-	50
	<u>50,697</u>	<u>43,880</u>

**Notes to the Financial Statements - continued
for the year ended 31 March 2020**

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2020 nor for the year ended 31 March 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2020 nor for the year ended 31 March 2019.

7. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2020	2019
Organisational Roles	<u>2</u>	<u>2</u>

The emoluments of the management team were £39,189.

8. PENSION

The company contributes for one employee into The Pensions Trust Money Purchase Plan for Charities and Voluntary Organisations. The company has been notified by The Pensions Trust of the estimated employer debt on withdrawal from the Plan based on the financial position of the Plan as at 31 March 2020. As of this date the estimated employer debt for the company was £3,979 which has been provided for by the company (2019 - £4,046).

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	10	-	10
Charitable activities			
Mediation	24,149	17,900	42,049
Investment income	<u>309</u>	<u>-</u>	<u>309</u>
Total	24,468	17,900	42,368
EXPENDITURE ON			
Charitable activities			
Mediation	27,675	17,900	45,575
NET INCOME/(EXPENDITURE)	(3,207)	-	(3,207)
RECONCILIATION OF FUNDS			
Total funds brought forward	45,196	1,875	47,071
TOTAL FUNDS CARRIED FORWARD	<u>41,989</u>	<u>1,875</u>	<u>43,864</u>

Notes to the Financial Statements - continued
for the year ended 31 March 2020

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Trade creditors	(1)	-
Accruals and deferred income	17,817	11,450
Accrued expenses	<u>5,421</u>	<u>6,092</u>
	<u>23,237</u>	<u>17,542</u>

11. MOVEMENT IN FUNDS

	At 1/4/19 £	Net movement in funds £	At 31/3/20 £
Unrestricted funds			
General fund	16,489	12,543	29,032
Designated Reserves	<u>25,500</u>	<u>-</u>	<u>25,500</u>
	41,989	12,543	54,532
Restricted funds			
Citizens Advice Path Partnership	<u>1,875</u>	<u>(1,875)</u>	<u>-</u>
	<u>43,864</u>	<u>10,668</u>	<u>54,532</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	31,247	(18,704)	12,543
Restricted funds			
Local Authorities	11,025	(11,025)	-
Citizens Advice Path Partnership	9,375	(11,250)	(1,875)
Early Years Family Fund	3,782	(3,782)	-
The National Lottery Community Fund	<u>7,460</u>	<u>(7,460)</u>	<u>-</u>
	<u>31,642</u>	<u>(33,517)</u>	<u>(1,875)</u>
TOTAL FUNDS	<u>62,889</u>	<u>(52,221)</u>	<u>10,668</u>

Comparatives for movement in funds

	At 1/4/18 £	Net movement in funds £	At 31/3/19 £
Unrestricted funds			
General fund	19,696	(3,207)	16,489
Designated Reserves	<u>25,500</u>	<u>-</u>	<u>25,500</u>
	45,196	(3,207)	41,989
Restricted funds			
Path Partnership	<u>1,875</u>	<u>-</u>	<u>1,875</u>
	<u>47,071</u>	<u>(3,207)</u>	<u>43,864</u>

**Notes to the Financial Statements - continued
for the year ended 31 March 2020**

11. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	24,468	(27,675)	(3,207)
Restricted funds			
Local Authorities	12,275	(12,275)	-
Citizens Advice Path Partnership	<u>5,625</u>	<u>(5,625)</u>	<u>-</u>
	<u>17,900</u>	<u>(17,900)</u>	<u>-</u>
TOTAL FUNDS	<u>42,368</u>	<u>(45,575)</u>	<u>(3,207)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/4/18 £	Net movement in funds £	At 31/3/20 £
Unrestricted funds			
General fund	19,696	9,336	29,032
Designated Reserves	<u>25,500</u>	<u>-</u>	<u>25,500</u>
	45,196	9,336	54,532
Restricted funds			
Citizens Advice Path Partnership	<u>1,875</u>	<u>(1,875)</u>	<u>-</u>
TOTAL FUNDS	<u>47,071</u>	<u>7,461</u>	<u>54,532</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	55,715	(46,379)	9,336
Restricted funds			
Local Authorities	23,300	(23,300)	-
Citizens Advice Path Partnership	15,000	(16,875)	(1,875)
Early Years Family Fund	3,782	(3,782)	-
The National Lottery Community Fund	<u>7,460</u>	<u>(7,460)</u>	<u>-</u>
	<u>49,542</u>	<u>(51,417)</u>	<u>(1,875)</u>
TOTAL FUNDS	<u>105,257</u>	<u>(97,796)</u>	<u>7,461</u>

**Notes to the Financial Statements - continued
for the year ended 31 March 2020**

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2020.

13. LIMITATION OF LIABILITY

The charity is a company limited by guarantee and has no share capital. The statutory members of the charitable company guarantee to contribute an amount not exceeding £10 to the assets of the charitable company in the event of a winding up. The total number of such guarantees at 31 March 2020 was 32.

Sevenoaks TOWN Council



APPLICATION FOR GRANT AID

NB – Grant recipients will be asked to provide a stand and or presentation at the Annual Town Meeting [16th March 2020] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use **BLOCK CAPITAL LETTERS**

PART I – YOUR ORGANISATION

NAME OF ORGANISATION

SEVENOAKS THREE ARTS FESTIVAL

NAME OF CONTACT

MRS JEAN SURREY

ADDRESS OF CONTACT

[REDACTED]

SEVENOAKS KENT

TELEPHONE NO: DAYTIME

EVENING

EMAIL ADDRESS

[REDACTED]
[REDACTED]
[REDACTED]

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

An annual competitive festival involving Speech, Drama, Choirs, Solo/ Duet Singing, Piano, Strings, Woodwind, Accordion, Ensembles and Orchestras.

Due to Covid restrictions of social distancing the committee has, with regret, decided to hold a video only festival. We hope to include more classes than was possible last year.

We will keep within any Covid guidelines.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE

A) PAID	None
B) VOLUNTEERS	12
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	

HOW MANY MEMBERS/BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN
[See Guidance Notes]

Approximately 80-90%

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£600

PLEASE DESCRIBE YOUR PROJECT

A performing Arts Festival involving competitors aged 4-90+, most are school age children who benefit from the experience of preparing for a competitive competition.
They receive advice and constructive criticism from experienced adjudicators.
Those achieving high marks will, with their permission, have their names published on the website.

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

Administrative cost including Insurance, Website etc. With a live festival our administrative costs were covered by advertising, entrance receipts, programme sales etc. From our experience last year the entry fees only cover the Adjudication costs. The Grant would be used as and when expenses occur.

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? See map attached at the back of this form Yes / No

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING? Yes / No

PLEASE PROVIDE DETAILS OF WHICH OTHER PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

None

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE
FOR A GRANT FOR THIS PROJECT

YES

IF YES, PLEASE GIVE DETAILS

West Kent Housing Association

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT
ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION

Last year we were the first in the South East to offer a video festival and it was appreciated by teachers and participants alike. Many other festivals contacted us for help and advice in considering their own position. Some festivals chose to cancel but it is beneficial for competitors to have an aim for their creative talents at this challenging time.

Many competitors in the past have had careers in Music and Drama and some have entered the Sevenoaks Young Musician of the year Competition.

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

£8930

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

Normally 7-8 months

HOW MUCH HAS THE GROUP RAISED
THROUGH ITS OWN EFFORTS
EG. FUNDRAISING DURING THE LAST YEAR?

N/A

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS
TOWN COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE,
THE AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE
EXPENDITURE.

Annually 2007/2020 £600 Revenue Expenditure

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

- All relevant parts of the form completed
- Form signed
- Audited accounts for the last two years
- Annual Report if available (or Project or Business Plan for a new organisation)

DO YOU HAVE A WRITTEN CONSTITUTION? YES

THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY

Copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES **AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH PART 2 OF THE GUIDANCE NOTES.**

SIGNATURE

DATE

NAME AND POSITION IN ORGANISATION: JEAN SURREY HON TREASURER
IN CAPITALS PLEASE

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, TO WHOM SHOULD A CHEQUE BE MADE PAYABLE AND ADDRESS TO SENT TO?**

SEVENOAKS THREE ARTS FESTIVAL
MRS J SURREY 5 HUNSDON DRIVE SEVENOAKS KENT TN13 3AX

All Application Forms must be signed, so copies that are filled in on computer should still be printed off and returned by post. Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2nd Friday in August** [9th August 2019] for the September Finance and General Purposes Grant Committee
- **2ND Friday in January** [10th January 2020] for the March Finance and General Purposes Grant Committee

NB Late applications will be reviewed at the following Grants meeting!

Application Forms are also available by email from: council@sevenoakstown.gov.uk

Registered Charity No 1031815

SEVENOAKS THREE ARTS FESTIVAL

ANNUAL REPORT AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST AUGUST 2020

SEVENOAKS THREE ARTS FESTIVAL
YEAR ENDED 31ST AUGUST 2020

Legal and Administrative

The Three Arts Festival is registered with the Charity Commissioners for England and Wales No 1031815 and is affiliated to the British and International Federation of Festivals(BIFF) of which Her Majesty the Queen is Patron

Trustees

Lord Sackville continues to be President of the Sevenoaks Three Arts Festival.

The trustees during the year ended 31 August 2020 were

Mr E Oatley	Chairman	to 14.11.19
Mr P Harlow	Vice Chairman	to 14.11.19
	Chairman	from 14.11.19
Mrs S Day	Secretary	
Mrs J Surrey	Treasurer	
Mr T Daniell		
Mrs M Holgate		
Mrs N Powell		from 09.07.20
Mrs Brenda Ross		from 14.11.19

The trustees hold at least three ordinary meetings a year.

Public Benefit

The object of the festival is to encourage the Arts of Music, Speech and Drama by the organisation of a competitive festival and the Sevenoaks Young Musician of the Year competition (YM). During the year £7,262(2019 £11,278) was expended on these objects. The trustees uphold and comply with the principles in The Good Governance Code for voluntary and community organisations.

REVIEW OF THE YEAR

The trustees are satisfied with the level of activity and support received in the year. The Young Musician competition was held early in March, prior to the Corona virus disruptions. The June Festival could not be held in its usual location and format, but a successful video festival was organised at short notice and attracted a significant number of solo entries.

FUNDS AND RESERVES POLICY

The Unrestricted Fund represents accumulated surpluses. The Trustees continue to operate a policy of using this reserve in a sustainable manner to fund payments to its principal objects.

On behalf of the Trustees

Jean H Surrey



..2020

SEVENOAKS THREE ARTS FESTIVAL
YEAR ENDED 31ST AUGUST 2020

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the financial statements of the Trust for the year ended 31st August 2020 which are set out on pages 3 to 5.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for the year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act, and,
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out below.

Independent examiner's Statement

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act 2011, and
- to prepare financial statements which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or,

to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

David F Batchelor FCA
 The Beeches,
 Packhorse Road,
 Bessels Green,
 Sevenoaks,
 Kent TN13 2QP

Date

9 October 2020

SEVENOAKS THREE ARTS FESTIVAL**STATEMENT OF FINANCIAL ACTIVITIES**
FOR THE YEAR ENDED 31ST AUGUST 2020

	<u>Unrestricted Funds</u>		<u>TOTAL FUNDS</u>	
	<u>YM</u>	<u>Festival</u>	<u>2020</u>	<u>2019</u>
Note	£	£	£	£
INCOMING RESOURCES				
Competitors entry fees	1,050	889	1,939	4,888
Admissions & Programmes	472	-	472	3,000
Sponsorship & Adverts	1,190	-	1,190	1,082
Grants				
Sevenoaks Town Council	600	600	1,200	1,200
Sevenoaks District Art Council	500	-	500	750
Kent County Council	500	-	500	500
Linda Hogen Community Fund				
West Kent Housing Association	-	250	250	-
Friends Membership	450	50	500	411
Misc. Income	-	-	-	77
TOTAL INCOMING RESOURCES	4,762	1,789	6,551	11,908
RESOURCES USED				
Adjudicators' fees	497	898	3,395	3,120
Print, Post & Website	136	322	458	1,142
Venue hire	1,588	-	1,588	3,230
Piano hire	1,119	-	1,119	1,086
Prizes	1,700	-	1,700	850
Sundries	180	70	250	317
Honorarium	200	-	200	800
Subscriptions	-	274	274	483
Insurance	-	250	250	250
Bank charges	-	28	28	-
TOTAL RESOURCES USED	5,420	1,842	7,262	11,278
NET (OUTGOING) / INCOMING RESOURCES	(658)	(53)	(711)	630

The notes on page 5 form part of these financial statements

SEVENOAKS THREE ARTS FESTIVAL**BALANCE SHEET AS AT 31ST AUGUST 2020**

		<u>2020</u>	<u>2019</u>
	Note	£	£
FIXED ASSETS			
Tangible Fixed Assets	2	1	1
CURRENT ASSETS			
Debtors	3	317	203
Bank current account		<u>8,812</u>	<u>9,678</u>
Total current assets		<u>9,129</u>	<u>9,881</u>
CURRENT LIABILITIES			
Deferred Income -			
2020 YM & Festival		-	240
BIFF Subscription		200	-
		-----	-----
TOTAL ASSETS		<u>£8,930</u>	<u>£9,641</u>

ACCUMULATED FUNDS**UNRESTRICTED**

Balance at 1st September 2019	9,641	9,011
(Deficit)/Surplus in year	<u>(711)</u>	<u>630</u>
Balance at 31st August 2020	<u>8,930</u>	<u>9,641</u>
	-----	-----
	<u>£8,930</u>	<u>£9,641</u>


 _____)
) Trustees

 _____)
)
 Approved

on 9th October 2020

The notes on pages 5 form part of these financial statements

SEVENOAKS THREE ARTS FESTIVALNOTES TO THE FINANCIAL STATEMENTS - TO 31ST AUGUST 2020

1 ACCOUNTING POLICIES

a. Basis of accounting

The financial statements have been prepared on the historical cost basis and in accordance with the relevant accounting and reporting standards for charities, FRS 102 and the updated Charities SORP.

b. Funds

Unrestricted funds represent the funds of the charity that are not subject to any restrictions regarding their use. They are available for application on the general purposes of the charity, which is to encourage the Arts of music, speech and Drama in the area of Sevenoaks.

c. Interest income

Interest income is accounted for when due.

d. Grants and donations

Grants and donations are accounted for when received or paid.

e. Tangible fixed assets

Equipment used by the charity is depreciated on a straight-line basis over 10 years. The assets had been written down to a nominal value of £1 in 2018. No Change was necessary in the year.

f. Current assets

Short term deposits represent cash held on deposit with the National Westminster Bank Plc.

2 TANGIBLE FIXED ASSETS

	<u>EQUIPMENT</u>
COST	£
At 1st September 2019	351
At 31st August 2020	<u>351</u>
DEPRECIATION	
At 1st September 2019	350
Charge in year	<u>0</u>
At 31st August 2020	<u>350</u>
NET BOOK VALUE	
At 31st August 2019	1
At 31st August 2020	1

3 DEBTORS

	<u>2020</u>	<u>2019</u>
	£	£
PREPAYMENTS	<u>317</u>	<u>203</u>
	<u>317</u>	<u>203</u>

Sevenoaks TOWN council



APPLICATION FOR GRANT AID

NB – Grant recipients will be asked to provide a stand and or presentation at the Annual Town Meeting [**March 2021**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

*A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use **BLOCK CAPITAL LETTERS***

PART I – YOUR ORGANISATION

NAME OF ORGANISATION

Friends of Pontoise

NAME OF CONTACT

Michael R Pembrey

ADDRESS OF CONTACT

[REDACTED]
[REDACTED]
[REDACTED] POSTCODE [REDACTED]

TELEPHONE NO: DAYTIME

[REDACTED]

EVENING

[REDACTED]

EMAIL ADDRESS

friendsofpontoise@gmail.com

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

Sevenoaks has been twinned with Pontoise in Northern France for 56 years. We the volunteers of the Friends of Pontoise keep this association for the benefit of both towns. Fostering school exchange, cultural and sporting links. Facilitating exchange correspondents, accommodation, and work placements for Pontoise students, and assisting where required, Sevenoaks residents to make similar contacts in Pontoise.

Annual exchange visits of up to 28 Members alternate yearly between towns. The Covid 19 pandemic caused cancellation of the 2020 and 2021 visits. Boule evenings during the summer every 2 weeks. Fundraising membership meetings four times a year were cancelled in 2020.

Friends of Pontoise application for a grant 2021

PLEASE GIVE NUMBERS IN
YOUR ORGANISATION WHO
ARE

A) PAID	Nil
B) VOLUNTEERS	6
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	30

HOW MANY MEMBERS/BENEFICIARIES
LIVE WITHIN SEVENOAKS TOWN
[See Guidance Notes]

26

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£250 - 500

PLEASE DESCRIBE YOUR PROJECT

Through twinning it widens horizons in both communities and promotes international friendships. The Covid 19 pandemic has for the time being stopped face to face meetings and Online Zoom sessions and emails have taken over

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

This year the grant will primarily be used as follows:

1. To build on and expand the increasingly varied links between Sevenoaks and Pontoise
2. To promote understanding of French life and culture amongst all age groups in Sevenoaks
3. To promote understanding of English life and culture amongst our French counterparts in Pontoise

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS
TOWN COUNCIL? See map attached at the back of this form No

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE
SEVENOAKS TOWN WARDS FOR GRANT FUNDING? N/A

PLEASE PROVIDE DETAILS OF WHICH OTHER PARISH COUNCILS YOU HAVE CONTACTED:

None

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE
FOR A GRANT FOR THIS PROJECT

No

IF YES, PLEASE GIVE DETAILS

N/A

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST
THE COUNCIL IN CONSIDERING THE APPLICATION

Our budget works on a two-year cycle to provide sufficient funds for official entertainment of Pontoise Les Amis de Sevenoaks on their biennial visit to Sevenoaks. During this, the members from Pontoise live as guests of our members. The members of the Friends of Pontoise pay their own costs of all functions/activities/dinners during the exchange visit. The costs of the visitors are paid from association funds. The Pontoise Les Amis de Sevenoaks hope to visit Sevenoaks 26-29 May 2022

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

£2,316.52 in credit

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

12

HOW MUCH HAS THE GROUP RAISED
THROUGH ITS OWN EFFORTS
EG. FUNDRAISING DURING THE LAST YEAR?

Because of the pandemic, nil

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS
TOWN COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE, THE
AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE.

2000 - £600	
2001 - £500	2011 - £500
2002 - £600	2012 - £500
2003 - £500	2013 - £250
2004 - £600	2014 - £250
2005 - £500	2015 - £250
2006 - £600	2016 - £250
2007 - £500	2017 - £250
2008 - £600	2018 - £250
2009 - £500	2019 - £250
2010 - £600	2020 - £250

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

- Y All relevant parts of the form completed
- Y Form signed
- Y Audited accounts for the last two years
- Y Annual Report if available (or Project or Business Plan for a new organisation)

DO YOU HAVE A WRITTEN CONSTITUTION? YES

THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY

Copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES

SIGNATURE [REDACTED]

DATE [REDACTED]

NAME AND POSITION IN ORGANISATION: MICHAEL R PEMBREY SEC & TRESURER OF THE FRIENDS OF PONTOISE

* IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, TO WHOM SHOULD A CHEQUE BE MADE PAYABLE AND ADDRESS TO SEND TO?

Cheque payable to: "Friends of Pontoise"

Send to: [REDACTED]

All Application Forms must be signed, so copies that are filled in on computer should still be printed off and returned by post. Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG

Friends of Pontoise

Receipts & Payments Account for the year ended 30th September 2020

	2020	2019
	£	£
Receipts		
Mayor's Quiz	105.00	120.00
Subscriptions	405.00	450.00
Donations	37.00	20.00
Pin badges		15.00
Town Council Grant	250.00	250.00
Meetings	182.00	362.10
New Year Dinner	783.00	756.00
Raffles	200.00	272.00
Total	1962.00	2,245.10
Payments		
Public Liability Insurance	69.20	69.20
Meetings	223.34	222.91
New Year Dinner	583.00	665.85
Website	223.95	23.94
Mayor's quiz	120.00	120.00
Stationery/ink/flags/bunting	47.00	3.37
Gala Dinner Otford Hall	25.00	
Visit to Pontoise		66.27
Total	1291.49	1,171.54
Nett Receipts	670.51	1,073.56
SUMMARY		
Balance at 1 st October 2019		
Current account	1,473.01	399.45
ADD Excess of Income over Expenditure	670.51	1,073.56
Total	2143.52	1,473.01
Current account	2,143.52	1,473.01

Stock in hand 30.09.2020

Pin badges 5 - Ties 3 - Cava 1 - White Wine 6 - Cirque Brut 1 - Red Wine 1

Signed: Michael R Pembrey Hon. Treasurer

I have examined the accounts for the year ended 30.9.2020 together with the books and vouchers.

In my opinion they are a true statement of the finances of the Friends of Pontoise.

Richard Parsons

Signed: Richard Parsons Hon. Examiner

Sevenoaks TOWN council



APPLICATION FOR GRANT AID

NB – Grant recipients will be asked to provide a stand and or presentation at the Annual Town Meeting [15th March 2021] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use **BLOCK CAPITAL LETTERS**

PART I – YOUR ORGANISATION

NAME OF ORGANISATION

SEVENOAKS VOLUNTEER TRANSPORT GROUP [SVTG]

NAME OF CONTACT

ANTHONY WESTON SMITH

ADDRESS OF CONTACT

[REDACTED]

SEVENOAKS

TELEPHONE NO: DAYTIME

[REDACTED]

EVENING

[REDACTED]

EMAIL ADDRESS

[REDACTED]

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

SVTG PROVIDES A COORDINATED LOW COST LOCAL TRANSPORT SCHEME CATERING FOR ELDERLY, INFIRM AND DISABLED RESIDENTS NEEDING ASSISTANCE WITH TRANSPORT TO ATTEND MEDICAL APPOINTMENTS AT CLINICS AND HOSPITALS AND ACTIVITIES SUCH AS CLUBS FOR THE DISABLED. VOLUNTEERS PROVIDE THE TRANSPORT, USING THEIR PRIVATE CARS.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE

A) PAID	1
B) VOLUNTEERS	18 [9 during pandemic]
C) SIZE OF Sevenoaks Town Council MEMBERSHIP/BENEFICIARIES	67 [Apr/Sept Pandemic]

HOW MANY MEMBERS/BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN
[See Guidance Notes]

DRIVERS, 4 TRUSTEES & 9 36 BENEFICIARIES [REDUCED DUE COVID]

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£500

PLEASE DESCRIBE YOUR PROJECT

OUR PROJECT IS TO KEEP OUR SERVICES RUNNING TO PROVIDE SUPPORT TO OUR ELDERLY USERS IN THE DIFFICULT SITUATION POSED BY THE PANDEMIC.

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

THE GRANT IS REQUIRED TO PROVIDE FURTHER HELP WITH OUR COSTS IN 2021/22 AS WE DO NOT EXPECT TO BE ABLE TO RECOVER THESE COSTS FULLY THROUGH THE USUAL CHANNELS. DESPITE THE RECENT RESILIENCE GRANT, FOR WHICH WE ARE MOST GRATEFUL, WE STILL FACE A SUBSTANTIAL DEFICIT IN 2020/21 AND DO NOT FORESEE ANY IMPROVEMENT IN THE IMMEDIATE FUTURE.

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? See map attached at the back of this form YES

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING? YES

PLEASE PROVIDE DETAILS OF WHICH OTHER PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

PARISH/TOWN CONTACTED:	AWARD RECEIVED:
BRASTED	£225
CHEVENING	100
DUNTON GREEN	150
KEMSING	No award
OTFORD	250
RIVERHEAD	100
SEAL	300
SHOREHAM	50
Upd WESTERHAM TOWN	100
THE AWARD AMOUNT WAS LEFT TO THE PARISH'S DISCRETION	

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE
FOR A GRANT FOR THIS PROJECT

YES

IF YES, PLEASE GIVE DETAILS

KENT COUNTY COUNCIL	£1,718
SEVENOAKS DIST' COUNCIL	500
PARISH COUNCILS	1,275

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT
ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION

SVTG HAS MAINTAINED A FULL SERVICE THROUGHOUT THE PANDEMIC DESPITE THERE BEING FEWER VOLUNTEER DRIVERS AVAILABLE, BECAUSE OF SHELTERING. BUT THIS HAS COME AT A CONSIDERABLE COST. WE ESTIMATE THE CHARITY WILL FACE A DEFICIT OF MORE THAN £4,000 IN THE YEAR TO 31 MARCH 2021. IF OTHER FUNDING IS NOT AVAILABLE, WE SHALL HAVE TO CONSIDER CURTAILING OUR SERVICES OR REQUIRING INCREASED CONTRIBUTIONS FROM OUR ELDERLY PASSENGERS IN 2021/22.

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

£14,607 [PRE COVID]

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

7.45 [PRE COVID]

HOW MUCH HAS THE GROUP RAISED
THROUGH ITS OWN EFFORTS
EG. FUNDRAISING DURING THE LAST YEAR?

£1,784

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS
TOWN COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE,
THE AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE
EXPENDITURE.

SVTG RECEIVED £500 IN 2017/18, 2018/19, 2019/20 & 2020/21 FOR
REVENUE EXPENDITURE AND A FURTHER [RESILIENCE] GRANT OF
£500 IN 2020/21.

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

- All relevant parts of the form completed
- Form signed
- Audited accounts for the last two years
- Annual Report if available (or Project or Business Plan for a new organisation)

DO YOU HAVE A WRITTEN CONSTITUTION? YES

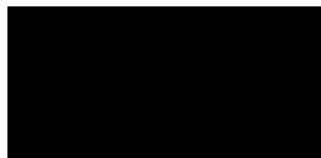
THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY

Copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES **AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH PART 2 OF THE GUIDANCE NOTES.**

SIGNATURE



DATE 19 February 2021

NAME AND POSITION IN ORGANISATION: ANTHONY WESTON SMITH
TREASURER

IN CAPITALS PLEASE

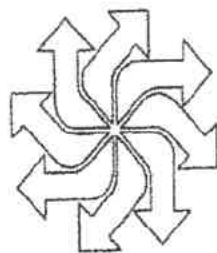
*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, TO WHOM SHOULD A CHEQUE BE MADE PAYABLE AND ADDRESS TO SENT TO?**

SEVENOAKS VOLUNTEER TRANSPORT GROUP



All Application Forms must be signed, so copies that are filled in on computer should still be printed off and returned by post. Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

- **2nd Friday in August** [14th August 2020] for the September Finance and General Purposes Grant Committee



Sevenoaks Volunteer Transport Group
Report and unaudited Financial Statements
31 March 2020

Sevenoaks Volunteer Transport Group
Reference and administrative details for the year ended 31 March 2020

Status	The organisation is a registered charity, registered on 20 October 1978	
Governing document	The charity is constituted under a constitution dated 15 May 1978	
Charity number	276663	
Office	Sevenoaks Hospital, Hospital Road Sevenoaks, Kent TN13 3PH	
Telephone	01732 458931	
Website	www.sevenoaksvolunteertransport.com	
Trustees	Chris Holgate Claire Williams Anthony Weston Smith Ian Craig [resigned 21 November 2019] Margaret Holgate Graham Lacey	Chairman Vice Chairman Treasurer
Sevenoaks District Council Representative	Cllr Simon Raikes	
Coordinator & Secretary	Joanne Spark	
Bankers	NatWest Bank plc., 67 High Street Sevenoaks TN13 1JY	
Independent examiner	Bryan Wilkinson 2 Red House Cottage High Street Sevenoaks TN13 1JG	

Sevenoaks Volunteer Transport Group Report of the Trustees for the year ended 31 March 2020

The Trustees present their report and the unaudited financial statements for the year ended 31 March 2020.

The reference and administrative information set out on Page 1 forms part of this report. The financial statements have been prepared on the accounting policies set out in Note 1 to the financial statements and comply with the Charity's Constitution, applicable law and the requirements of the Statement of Recommended Practice, "Accounting for Charities" revised in March 2005.

Objective and activities

The purpose of the Charity is to provide a coordinated local transport scheme to cater for the individual needs of persons who are elderly, infirm, disabled or otherwise in need of assistance within the Sevenoaks area. Passengers may be recommended by their local medical professionals or may approach the Charity directly. Normally, they will be in need of assistance to attend hospitals, surgeries or other health centres. Passengers contribute to the cost of their transport at favourable rates and drivers are paid a mileage allowance to cover their outgoings. The transport is provided by volunteers using their own cars. The Charity carries car insurance for third party risks and the protection of the volunteer drivers' no claims bonuses, whilst they carry out their duties.

Achievements and performance

This year, 22 [24 2019] volunteer drivers made 1,182 [1,156 2019] round trips carrying 211 [220 2019] individual passengers, many on several occasions. These passengers contributed to the cost of their transport at rates which were substantially below those charged by commercial providers.

Financial review

Sources of funding

The Charity meets its operating costs out of the contributions its passengers pay and the funding it receives from its donors.

Reserves policy

The Charity's policy is to hold reserves of at least six months' expenditure. At 31 March 2020, reserves stood at 7.45 months [6.25 2019]

Structure, governance and management

The Sevenoaks Volunteer Transport Group was formed by a Constitution on 15 May 1978. Its purpose is to provide transport to take residents of the Sevenoaks area to medical facilities. The Charity is governed by the Trustees who meet three times a year.

The Charity's assets consist of its office furniture and equipment, which is expensed in the year of purchase, and its cash reserves held at banks.

The Trustees are shown on Page 2 and have served throughout the year, apart from where noted. Half their number retire at each Annual General Meeting and are then eligible for reappointment. Apart from reimbursements to three Trustees for mileage in their capacity as volunteer drivers amounting in total to £1,251 [£1,188 2019], the Trustees are unpaid.

The Coordinator & Secretary is a part-time paid employee of the Charity who arranges the transport and acts as secretary to the Trustees.

Sevenoaks Volunteer Transport Group
Report of the Trustees for the year ended 31 March 2020

Acknowledgements

The Charity is indebted to the following local authorities for their generous financial support:

Kent County Council	£1,718
Sevenoaks District Council	500
Sevenoaks Town Council	500
Seal Parish Council	300
Otford Parish Council	250
Brasted Parish Council	225
Dunton Green Parish Council	150
Chevening Parish Council	100
Riverhead Parish Council	100
Westerham Town Council	100
Shoreham Parish Council	50
	£3,993

and to passengers who contributed a further **£1,784** for which the Charity is most grateful.

None of the activities of the Charity would be possible without the services provided free by its volunteer drivers. It is especially grateful to the four drivers who did not claim all or some of their mileage allowances.

Finally, the Trustees thank Sevenoaks Hospital for continuing to make its facilities available.

The future

The Trustees believe the Charity provides a worthwhile service which satisfies a clear need within the Sevenoaks area. Provided the present level of financial support is maintained, it should be possible to continue this service.

Approved by the Trustees on 3 May 2020 and signed on their behalf by:

Chris Holgate - Chairman

Independent examiner's report to the trustees of Sevenoaks Volunteer Transport Group

I report to the trustees on my examination of the accounts of the Sevenoaks Volunteer Transport Group [the Trust] for the year ended 31st March 2020, which are set out on pages 6 and 7.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 [the Act].

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities [Accounts and Reports] Regulations 2008 other than any requirement that the accounts give "a true and fair" view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Name: Bryan Wilkinson
Address: 2 Red House Cottage, High Street, Sevenoaks TN13 1JG
Date: 24 September 2020

Sevenoaks Volunteer Transport Group
Statement of financial activities [incorporating an income and expenditure account]
for the year ended 31 March 2020

	2020	2019
	Unrestricted	Unrestricted
	Total funds	Total funds
	£	£
Incoming resources		
Incoming resources from generated funds:		
Contributions from passengers	18,823	18,879
Local authority grants	3,993	3,643
Other grants and donations	1,784	2,367
Gift Aid	119	110
NatWest compensation	50	-
Deposit interest	43	10
Total incoming resources	24,812	25,009
Resources expended		
Volunteer drivers' mileage	10,822	10,758
Coordinator's salary	10,765	10,314
Website set up	-	1,000
Telephone and broadband	731	697
Postage	456	416
Insurance	330	330
Printing & Stationery	189	197
Computing	141	72
Governance costs	40	58
Training	35	35
Bank charges	3	18
Total resources expended	23,512	23,895
Net movement in funds	1,300	1,114
Reconciliation of funds		
Total funds brought forward	13,167	12,053
Total funds carried forward	14,467	13,167
	=====	=====

**Sevenoaks Volunteer Transport Group
Balance Sheet as at 31 March 2020**

		2020		2019
	Note	£	£	£
Debtors	6.	1,512		1,827
Cash at bank		13,815		12,453
Cash in hand		792		
Total current assets		<u>16,119</u>		<u>14,280</u>
Creditors:	7.			
Amounts falling due within one year		1,652		1,113
		<u> </u>	14,467	<u> </u> 13,167
Total assets less current liabilities			<u>14,467</u>	<u> </u> 13,167
			=====	=====
Funds of the Charity				
Unrestricted funds			14,467	13,167
Total funds			<u>14,467</u>	<u> </u> 13,167
			=====	=====

Approved by the Trustees on 3 May 2020 and signed on their behalf by:

Chris Holgate - Chairman

Anthony Weston Smith - Treasurer

Sevenoaks Volunteer Transport Group

Table 8: Statement of Cash Flows in year ended 31 March 2020

	Total funds	Prior year funds	Note
	£	£	
Cash flows from operating activities:			
Net cash provided by/used in operating activities	2,154	1,253	[Table 9]
Change in cash and cash equivalents in the reporting period	2,154	1,253	
Cash and cash equivalents at the beginning of the reporting period	12,453	11,200	[Table 10]
Cash and cash equivalents at the end of the reporting period	14,607	12,453	[Table 10]

Table 9: Reconciliation of net income/expenditure to cash flow from operating activities in year ended 31 March 2020

	Current year	Prior year
Net Income/expenditure as per the statement of operating activities]	1,300	1,114
Adjustments for:		
[Increase]/decrease in debtors	315	106
Increase/[decrease] in creditors	539	33
Net cash provided by [used in] operating activities	2,154	1,253

Table 10: Analysis of cash and cash equivalents as at 31 March 2020

	Current year	Prior year
Cash at bank and in hand	8,556	6,445
Notice deposits [less than 3 months]	6,052	6,008
Total cash and cash equivalents	14,607	12,453

Notes to the financial statements for the year ended 31 March 2020

1. Accounting policies

[a] Basis of accounting. These financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Charities Act 2011. They follow the recommendations in the Statement of Recommended Practice, Accounting and Reporting by Charities [revised 2005] and Financial Reporting Standard] 102.

[b] Incoming resources. All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

[c] Charitable expenditure. Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

[d] Debtors represent amounts owing to the Charity from passengers for journeys undertaken on their behalf.

[e] Cash at bank represents balances held at NatWest Bank plc. of which, £7,764 was obtainable on demand and £6,052 was obtainable on 35 days' notice.

[f] Creditors represent the amounts owed for volunteer drivers' claims for mileage incurred in the year and charges from the Charity's providers of telephone and broadband services and of stationery invoiced after the Balance Sheet date.

2. Continuation

There are no material uncertainties about the Charity's ability to continue.

3. Public benefit

The Charity is a public benefit entity.

4. Taxation

The Charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

5. Contribution of unpaid volunteers

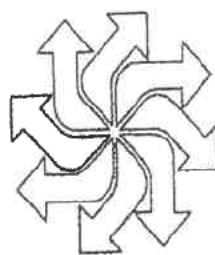
The Trustees and the volunteer drivers all provide their services free. All drivers are entitled to claim mileage allowance to cover their outgoings on their private vehicles. Four drivers did not claim all or some of their mileage allowances to which they were entitled.

6. Debtors

	2020	2019
Amounts due from Passengers	£1,512	£1,827

7. Creditors

	2020	2019
Mileage claims due to volunteer drivers	£1,392	£1,052
Stationery supplies	189	
Telephone and broadband services	71	61
	<u>£1,652</u>	<u>£1,113</u>
	=====	=====



Sevenoaks Volunteer Transport Group
Report and unaudited Financial Statements
31 March 2019

Sevenoaks Volunteer Transport Group**Reference and administrative details for the year ended 31 March 2019**

Status	The organisation is a registered charity, registered on 20 October 1978	
Governing document	The charity is constituted under a constitution dated 15 May 1978	
Charity number	276663	
Office	Sevenoaks Hospital, Hospital Road Sevenoaks, Kent TH13 3PH	
Telephone	01732 458931	
Website	www.sevenoaksvolunteertransport.com	
Trustees	Chris Holgate	Chairman
	Claire Williams	Vice Chairman
	Anthony Weston Smith	Treasurer
	Rodney Clark [resigned 29 November 2018]	
	Ian Craig	
	Margaret Holgate	
	Graham Lacey	
Sevenoaks District Council Representative	Simon Raikes	
Coordinator & Secretary	Joanne Spark	
Bankers	NatWest Bank plc., 67 High Street Sevenoaks TN13 1JY	
Independent examiner	David Williams Red Court Woodland Rise Seal, Sevenoaks TN15 0JB	

Sevenoaks Volunteer Transport Group

Report of the Trustees for the year ended 31 March 2019

The Trustees present their report and the unaudited financial statements for the year ended 31 March 2019.

The reference and administrative information set out on Page 2 forms part of this report. The financial statements have been prepared on the accounting policies set out in Note 1 to the financial statements and comply with the Charity's Constitution, applicable law and the requirements of the Statement of Recommended Practice, "Accounting for Charities" revised in March 2005.

Objective and activities

The purpose of the Charity is to provide a coordinated local transport scheme to cater for the individual needs of persons who are elderly, infirm, disabled or otherwise in need of assistance within the Sevenoaks area. Passengers may be recommended by their local medical professionals or may approach the Charity directly. Normally, they will be in need of assistance to attend hospitals, surgeries or other health centres. Passengers contribute to the cost of their transport at favourable rates and drivers are paid a mileage allowance to cover their outgoings. The transport is provided by volunteers using their own cars. The Charity carries car insurance for third party risks and the protection of the volunteer drivers' no claims bonuses, whilst they carry out their duties.

Achievements and performance

This year, 24 volunteer drivers made 1,156 round trips carrying 220 individual passengers. These passengers contributed to the cost of their transport at rates which were substantially below those charged by commercial providers.

Financial review

Sources of funding

The Charity meets its operating costs out of the contributions its passengers pay and the funding it receives from its donors.

Reserves policy

The Charity's policy is to hold reserves of at least six months' expenditure. At 31 March 2019, reserves stood close to this level.

Structure, governance and management

The Sevenoaks Volunteer Transport Group was formed by a Constitution on 15 May 1978. Its purpose is to provide transport to take residents of the Sevenoaks area to medical facilities. The Charity is governed by the Trustees who meet three times a year.

The Charity's assets consist of its office furniture and equipment, which is expensed in the year of purchase, and its cash reserves held at banks.

The Trustees are shown on Page 2 and have served throughout the year, apart from where noted. Half their number retire at each Annual General Meeting and are then eligible for reappointment. Apart from reimbursements to three Trustees for mileage expenses in their capacity as volunteer drivers amounting in total to £1,188, the Trustees are unpaid. The Coordinator & Secretary is a part-time paid employee of the Charity who arranges the transport and acts as secretary to the Trustees.

Sevenoaks Volunteer Transport Group
Report of the Trustees for the year ended 31 March 2019

Acknowledgements

The Charity is indebted to the following local authorities for their generous financial support:

Kent County Council	£1,718
Sevenoaks District Council	500
Sevenoaks Town Council	500
Otford Parish Council	200
Seal Parish Council	200
Chevening Parish Council	100
Dunton Green Parish Council	100
Riverhead Parish Council	100
Shoreham Parish Council	100
Westerham Town Council	75
Kemsing Parish Council	50
	£3,643

and to members of the public and passengers who contributed a further **£2,367** for which the Charity is most grateful.

None of the activities of the Charity would be possible without the services provided free by its volunteer drivers. It is especially grateful to the four drivers who do not claim all or some of their mileage allowance.

Finally, the Trustees thank Sevenoaks Hospital for continuing to make its facilities available.

The future

The Trustees believe the Charity provides a worthwhile service which satisfies a clear need within the Sevenoaks area. Provided the present level of financial support is maintained, it should be possible to continue this service.

Approved by the Trustees on 21 May 2019 and signed on their behalf by:

Chris Holgate - Chairman

Independent examiner's report to the Trustees of Sevenoaks Volunteer Transport Group

I report on the accounts of the Charity for the year ended 31st March 2019 which are set out on pages 6 and 7.

Respective responsibilities of Trustees and examiner

The Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under Section 144 of the Charities Act 2011 [the 2011 Act] and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act,
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with Section 130 of the 2011 Act;
 - to prepare accounts which accord with the accounting records and comply with the methods and principles of the Statement of Recommended Practice: Financial Reporting Standard for Smaller Entities and the accounting requirements of the 2011 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

14 August 2019

Name: David A R Williams

Address: Red Court, Woodland Rise, Seal, Sevenoaks TN15 0JB

Sevenoaks Volunteer Transport Group
Statement of financial activities [incorporating an income and expenditure account]
for the year ended 31 March 2019

	2019	2018
	Unrestricted	Unrestricted
	Total funds	Total funds
	£	£
Incoming resources		
Incoming resources from generated funds:		
Contributions from passengers	18,879	15,727
Local authority grants	3,643	3,775
Other grants and donations	2,367	2,391
Gift Aid	110	165
Deposit interest	10	3
	<hr/>	<hr/>
Total incoming resources	25,009	22,061
	<hr/>	<hr/>
Resources expended		
Coordinator's salary	10,314	9,953
Volunteer drivers' mileage	10,758	9,515
Website set up	1,000	-
Telephone and broadband	697	701
Insurance	330	326
Postage	416	336
Printing & Stationery	197	120
Computing	72	51
Governance costs	58	40
Training	35	-
Bank charges	18	4
	<hr/>	<hr/>
Total resources expended	23,895	21,046
	<hr/>	<hr/>
Net movement in funds	1,114	1,015
Reconciliation of funds		
Total funds brought forward	12,053	11,038
	<hr/>	<hr/>
Total funds carried forward	13,167	12,053
	=====	=====

Sevenoaks Volunteer Transport Group
Balance Sheet as at 31 March 2019

		2019		2018
	Note	£	£	£
Debtors	7.	1,827		1,933
Cash at bank		<u>12,453</u>		<u>11,200</u>
Total current assets		14,280		13,133
Creditors:	8.			
Amounts falling due within one year		1,113		1,080
		<u>1,113</u>	13,167	<u>1,080</u>
Total assets less current liabilities			13,167	<u>12,053</u>
			=====	=====
Funds of the Charity				
Unrestricted funds			13,167	12,053
Total funds			13,167	<u>12,053</u>
			=====	=====

Approved by the Trustees on 21 May 2019 and signed on their behalf by:

Chris Holgate - Chairman

Anthony Weston Smith - Treasurer

Notes to the financial statements for the year ended 31 March 2019

1. Accounting policies

[a] Basis of accounting. These financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Charities Act 2011. They follow the recommendations in the Statement of Recommended Practice, Accounting and Reporting by Charities [revised 2005] and Financial Reporting Standard] 102.

[b] Incoming resources. All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

[c] Charitable expenditure. Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

[d] Debtors represent amounts owing to the Charity from passengers for journeys undertaken on their behalf.

[e] Cash at bank represents balances held at NatWest Bank plc., of which £6,445 was obtainable on demand and £6,008 was at 35 days' notice.

[f] Creditors represent the amounts owed for volunteer drivers' claims for mileage incurred in the year, the charge from the Charity's provider of telephone and broadband services which was invoiced after the Balance Sheet date and postage stamps bought by the Coordinator for which she was refunded after that date.

2. Continuation

There are no material uncertainties about the Charity's ability to continue.

3. Public benefit

The Charity is a public benefit entity.

4. Taxation

The Charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

5. Contribution of unpaid volunteers

The Trustees and the volunteer drivers all provide their services free. All the drivers are entitled to claim mileage allowance to cover their outgoings on their private vehicles. Four drivers do not claim mileage allowance.

6. Related party transaction

The Charity paid £1,000 to Mr R Bennett, a website designer, for setting up its website. Mr Bennett is the son-in-law of a Trustee, Mrs Claire Williams.

7. Debtors

	2019	2018
Amounts due from Passengers	£1,827	£1,933

8. Creditors

	2019	2018
Mileage claims due to volunteer drivers	£1,052	£1,026
Accrued telephone and broadband services	61	54
	<u>£1,113</u>	<u>£1,080</u>
	=====	=====

**Sevenoaks Town Council
Finance & General Purposes Committee – 1st March 2021**

The **Ministry of Housing, Communities and Local Government** is currently consulting on proposals to reform Strand 2 (land owned by a local authority or certain other public bodies) of the Right to Contest under the Local Government, Planning and Land Act 1980 operated by the Ministry of Housing, Communities and Local Government.

Further information can be found at the following link:

<https://www.gov.uk/government/consultations/right-to-regenerate-reform-of-the-right-to-contest/right-to-regenerate-reform-of-the-right-to-contest>

A DRAFT response to the consultation has been prepared following consideration at the Planning Committee on 8th February 2021:

Q1: Do you consider the Right to Contest useful?

Yes/No – please provide a reason for your answer.

Yes, in principle this is a good idea, but it has not been possible to find any data on how extensively or effectively it has been used. Decisions on reform should be based on evidence of how the current system has worked.

Q2: Do you think there are any current barriers to using the right effectively, and if so, how would you suggest they be overcome?

Yes/No – please provide details.

Without data on how and where it has been used, and where applications have failed, this is an impossible question to answer

Q3: Would a definition of unused or underused land be useful, and, if so, what should such a definition include?

Yes/No – please provide details.

What would be helpful are criteria on what should be taken into account in deciding whether underused land should be released. This would help both applicants and public sector owners

Q4: Should the right be extended to include unused and underused land owned by town and parish councils?

Yes/No – please provide a reason for your answer.

Town and parish councils should represent their local communities, and in a more direct and locally accountable way than District, County and Unitary authorities. Where towns / parishes operate effectively in this way we would be reluctant to see their roles in using local assets overridden by a bureaucrat in Whitehall.

Sevenoaks Town Council

Finance & General Purposes Committee – 1st March 2021

Q5: Should the government incentivise temporary use of unused land which has plans for longer term future use?

Yes/No – please provide a reason for your answer.

Yes, this is a good idea. The pandemic has shown the need for flexibility in use of public space, and the importance of local voluntary initiatives. Rewarding both local community groups and owners to adapt to short term needs would be valuable

Q6: Should the government introduce a requirement for local authorities to be contacted before a request is made?

Yes/No - Please provide a reason for your answer.

Yes, and the local authority should have a duty to respond publicly within 14 days. If the applicant and the owner can come to early agreement on either short- or long-term use of assets for the benefit of the community this is likely to be more productive

Q7: Should the government introduce a presumption in favour of disposal of land or empty homes/garages where requests are made under the right?

Yes/No- Please provide a reason for your answer

A presumption in favour of disposal would be much less useful than clear criteria for decisions on what constitutes underused land, and what alternative uses justify its removal from public ownership. Without such clarity the process is at risk of abuse.

Q8: Do you agree that the government should require these publicity measures where requests are made under the right?

Yes/No- Please provide a reason for your answer

Yes. All such applications and decisions should be transparent and made public

Q9: Should government offer a 'right of first refusal' to the applicant as a condition of disposal?

Yes/No – Please provide a reason for your answer. Please also include what you believe would be a reasonable timeframe for the expiration of the right of refusal.

Yes, provided that the use proposed by the applicant has clear community benefit. If this is not done, there is a risk that assets identified for disposal for community (non-profit) use will be diverted for uses which are primarily for private gain. 12 months would be a reasonable timeframe

Q10: Should the government impose conditions on the disposal of land? And if so, what conditions would be appropriate?

Yes/No - Please provide a reason for your answer.

There should be clear community or planning benefit from the change of ownership, with a business case. There is no point changing ownership of public assets if there is no public benefit. There is also no point changing ownership if this does not result in beneficial change. Among the conditions should be the right of the local community / authority to reclaim assets if they are not used within a reasonable period of new ownership, say 3 years

Sevenoaks Town Council

Finance & General Purposes Committee – 1st March 2021

Q11: Do you have any additional suggestions regarding reforms that could improve the effectiveness of the Right to Contest process?

Please explain your answer.

There is a good case for two changes to the legislation:

1) Where town / parish councils operate effectively and democratically there is a good case to treat them as community organisations, with the right to acquire under used assets owned by 'higher' tiers of government with less local accountability. This could be either for temporary use - like markets or 'pop-up' activities as we've seen in the pandemic - or permanent community use like parks or open spaces.

2) There are real problems with privately owned under used land being 'hoarded' by speculators in town and villages, in some cases for decades after planning permission has been given. The planning system is inadequate to deal with this, and so is the local government taxation system. Sites are kept vacant because it is more profitable for the owner than building something useful. The right to contest should include the right to acquire and use such sites, where they have been unused for more than five years. Perhaps this should be on a temporary use basis, with the alternative of compulsory purchase for long term transfer of ownership. In our experience this is a much more serious problem than under use of council owned land.

Sevenoaks Town Council
Finance & General Purposes Committee – 1st March 2021

Current Matters

Item	Minute No		Status	Latest update																				
1	-	Risk Assessment Review	Ongoing	<i>Recommended that working party to be formed comprising Councillors, Responsible Finance Officer, Town Clerk and other senior management to review Risk Assessment 2021/22</i>																				
2	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> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Clarendon Road</td> <td style="width: 50%;">St Botolphs Avenue</td> </tr> <tr> <td>Quarry Hill</td> <td>St James Road</td> </tr> <tr> <td>Yeomans Meadow</td> <td>The Glade</td> </tr> <tr> <td>Heathfield Road</td> <td>South Park</td> </tr> <tr> <td>Garvock Drive</td> <td>Harrison Way</td> </tr> <tr> <td>Wilderness Mount</td> <td>Farnaby Drive</td> </tr> <tr> <td>Wood Drive</td> <td>Wilderness Avenue</td> </tr> </table> <p>The following private roads had not adopted their streetlights:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Coombe Avenue</td> <td style="width: 50%;">Woodside Road</td> </tr> <tr> <td>Pineneedle Lane</td> <td>Lyle Park</td> </tr> <tr> <td>Heathfield Road</td> <td>Kincraig Drive</td> </tr> </table> <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 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</p>	Clarendon Road	St Botolphs Avenue	Quarry Hill	St James Road	Yeomans Meadow	The Glade	Heathfield Road	South Park	Garvock Drive	Harrison Way	Wilderness Mount	Farnaby Drive	Wood Drive	Wilderness Avenue	Coombe Avenue	Woodside Road	Pineneedle Lane	Lyle Park	Heathfield Road	Kincraig Drive
Clarendon Road	St Botolphs Avenue																							
Quarry Hill	St James Road																							
Yeomans Meadow	The Glade																							
Heathfield Road	South Park																							
Garvock Drive	Harrison Way																							
Wilderness Mount	Farnaby Drive																							
Wood Drive	Wilderness Avenue																							
Coombe Avenue	Woodside Road																							
Pineneedle Lane	Lyle Park																							
Heathfield Road	Kincraig Drive																							

Sevenoaks Town Council
Finance & General Purposes Committee – 1st March 2021

Item	Minute No		Status	Latest update
	280 – F&GP 16.09.19			<p>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 Kincaig 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 administer payments to the Town Council; and</p> <p>5) That the Council be asked to rescind the following Resolution, removing the requirement</p>

Sevenoaks Town Council
Finance & General Purposes Committee – 1st March 2021

Item	Minute No		Status	Latest update
	<p data-bbox="236 566 347 667">407 – Council 09.12.19</p> <p data-bbox="236 925 347 1025">199 – F&GP 14.09.20</p> <p data-bbox="236 1496 347 1563">F&GP 23.11.20</p>			<p data-bbox="810 320 1406 521">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 data-bbox="715 566 1217 600">Council 09.12.19 (Minute 407) RESOLVED:</p> <p data-bbox="715 645 1398 745">That the following Resolution 197(iii) of the Finance and General Purposes Committee held on 5th August 2019 be rescinded:</p> <p data-bbox="754 790 1398 891">“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 data-bbox="715 925 1066 958">199. Streetlighting Update</p> <p data-bbox="722 1003 858 1037">RESOLVED:</p> <ol data-bbox="858 1037 1406 1462" style="list-style-type: none"> 1) That residents of Woodside Road be advised of a deadline by which this matter needed to be resolved, including providing a single point of contact for the road for the Town Council to invoice, after which time the lights would be removed; and 2) That the light at the eastern end of Coombe Avenue be retained while officers investigate whether the footpath is a Public Right of Way or whether the light could be retained under the Town Council’s current policy. <p data-bbox="715 1496 1406 1821">Update: Coombe Ave – Western end light to be removed as per previous decision. Residents have been contacted. 1 resident has replied to say they are unhappy. Resident on Cramptons Road is being kept updated as the light is to the rear of their property. Eastern end – Councillors were to investigate whether we could treat this as a footpath light or keep light within council policy.</p> <p data-bbox="715 1854 1406 2033">Woodside Road – Residents all contacted with deadline of end Nov to form a single party to receive streetlighting charges. RFO has received contact from 3 households who are unhappy with this decision.</p>

Sevenoaks Town Council
Finance & General Purposes Committee – 1st March 2021

Item	Minute No		Status	Latest update																		
	<i>F&GP 18.01.21</i>			Update : Kippington Lane footpath SU21 – at the edge of the footpath between Kippington Meadow & no 67 Oakhill Road. Repairs have been paid for by STC. Light is not SDC or KCC.																		
3	255 – CIC 12.10.20	Business Hub	Ongoing	<i>Construction commenced November 2020, due for completion April 2021.</i>																		
4	<i>F&GP 18.01.21</i>	Bat & Ball Centre		<p>Building handed over 9.11.2020. External landscaping continuing.</p> <p>Construction completed.</p> <p>Soft opening planned for 4.12.2020 subject to public health guidelines. Postponed due to pandemic restrictions.</p> <p>MUGA facility mainly completed, awaiting delivery and installation of floodlights. Currently unable to be used due to pandemic restrictions.</p> <p><u><i>Bat & Ball Centre</i></u> <i>The Bat & Ball Centre spend at project completion was expected to be £2,916,825 (subject to final account) against a budget of £3,078,805.</i></p> <p><i>The project had included the following uplifts to the original specification:</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><i>Solar Panels</i></td> <td style="width: 50%;"><i>Soft landscaping</i></td> </tr> <tr> <td><i>Higher Specification</i></td> <td><i>Resurfaced car park</i></td> </tr> <tr> <td><i>external wood paneling</i></td> <td><i>MUGA</i></td> </tr> <tr> <td><i>Additional insulation</i></td> <td><i>New kitchen equipment</i></td> </tr> <tr> <td><i>Sprung floor</i></td> <td><i>Curtains and blinds</i></td> </tr> <tr> <td><i>AV equipment</i></td> <td><i>Furniture</i></td> </tr> <tr> <td><i>Safety wet pour surface</i></td> <td><i>Demolition of old</i></td> </tr> <tr> <td><i>outside small hall</i></td> <td><i>Sevenoaks Day Nursery</i></td> </tr> <tr> <td><i>Hard landscaping</i></td> <td></td> </tr> </table> <p><i>It was noted that external funding towards the project had been achieved £1.2m from SDC and £2.5k from KCC. The external funding reduced the cost to the Town Council to approximate £1.8m as per the original Community Investment Plan 2014.</i></p> <p><i>It was also noted that due to the pandemic the facility could not be used for its intended purposes however was providing a much-needed Symptom Free Testing facility.</i></p>	<i>Solar Panels</i>	<i>Soft landscaping</i>	<i>Higher Specification</i>	<i>Resurfaced car park</i>	<i>external wood paneling</i>	<i>MUGA</i>	<i>Additional insulation</i>	<i>New kitchen equipment</i>	<i>Sprung floor</i>	<i>Curtains and blinds</i>	<i>AV equipment</i>	<i>Furniture</i>	<i>Safety wet pour surface</i>	<i>Demolition of old</i>	<i>outside small hall</i>	<i>Sevenoaks Day Nursery</i>	<i>Hard landscaping</i>	
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<i>Hard landscaping</i>																						

Sevenoaks Town Council
Finance & General Purposes Committee – 1st March 2021

Item	Minute No		Status	Latest update
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 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>

Sevenoaks Town Council
Finance & General Purposes Committee – 1st March 2021

Item	Minute No		Status	Latest update
				<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>
6	F&GP Min 472	Wayleaves		The Responsible Financial Officer to provide an information report to a future meeting.
7	F&GP 18.01.21	Jubilee Clock		Update: Clock has been refurbished by Smiths of Derby and re-erected. However, there is some internal electrical wiring which needs replacing and at present Toni & Guy (the hairdressers is closed due to lockdown) and James Taylor, the local electrician who we have instructed to do the re-wiring can't gain access at the present time. The final work is therefore delayed for the time being.