

7th April 2021

You are hereby summoned to attend a virtual meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** to be held **via Zoom on Monday 12th April 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/wwk2MnbvveE> 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.



Deputy 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 – 29th March 2021</u> To receive and sign the minutes of the meeting of the Finance & General Purposes Committee held on 29 th March 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 28 th February 2021	Attached
5.2	<u>Suppliers' Accounts</u> To authorise payment of the accounts listed in the schedules for the period 1 st to 28 th February 2021	To Follow
5.3	<u>Payroll Account</u> To confirm payments from the account listed in the schedules for the period 1 st to 28 th February 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 28 th February 2021.	Attached
5.5	<u>Renewal of Insurance</u> To receive and note the insurance renewal for the term 2020/2021	Attached
5.6	<u>Hospitality and Gifts Register</u> To receive and note Hospitality or Gifts received by Councillors or staff for the period 1 st to 28 th February 2021: None	–
6	<u>KNOLE PADDOCK: IMPROVEMENTS TO SPORTS PITCH & FLOODLIGHTING</u>	Attached
7	<u>PRESS RELEASE</u> To consider any agenda item, which would be considered appropriate for a press release.	–

Sevenoaks Town Council
Minutes of Finance & General Purposes Committee held on 29th March 2021
Held via Zoom

Livestreamed and available to view on YouTube: https://youtu.be/uz_DxxrNvO4

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 7.38 p.m.

Present:

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

Substitute	For
Cllr Victoria Granville-Baxter	Cllr Sue Camp

In attendance: Cllr Parry, Cllr Shea (7.10 pm), Responsible Finance Officer, Town Clerk and Senior Committee Clerk

Representations received from Members of the Public: none

514. Apologies for Absence: As noted above.

515. Dispensations: There were no requests for Dispensations.

516. Declarations of Interest: There were no Declarations of Interests.

517. Minutes of the Finance & General Purposes Committee held on 1st March 2021

It was agreed that Minute 461.1 be amended to clarify that Bat & Ball referred to the Station and not the Centre, as follows:

“Adjusted for required Bat & Ball Station Management & Maintenance Reserves movement (£37,326 YTD)”

RESOLVED: Subject to the above amendment, to receive and sign the Minutes of the Finance & General Purposes Committee held on 1st March 2021 as a true record

518. Sevenoaks Business Hub

518.1 Capital Budget

The Committee noted the following issues identified in the final construction stages of the Business Hub:

- Considerable damage to the drains under the Town Council site car park which needed to be replaced at a cost of £22,845; and

- The UKPN connection and upgrade to the site needed to be further up the road than originally expected at a cost of £45,202.24.

The Committee noted the unfortunate increase in costs but agreed that the works had to be carried out. The upgrades would also benefit the Town Council offices on the same site.

RESOLVED: That £65,000 of the March 2021 CIL payment be allocated to the additional costs for the Business Hub/Sevenoaks Town Council Offices site.

518.2 SLA Agreement with the Chamber of Commerce

The Committee considered the proposed Service Level Agreement with the Sevenoaks Chamber of Commerce for the handling of the booking administration at the Business Hub. It was noted that the Chamber of Commerce would also be renting an office at the Business Hub and was suggested that this be separated from the Service Level Agreement. It was also noted that the Chamber would receive 10% of bookings income.

RESOLVED: That a Service level Agreement be entered into with the Sevenoaks Chamber of Commerce for the handling of bookings administration at the Business hub, as outlined in the following Heads of Terms:

- i) 1 year rolling agreement
- ii) Private lockable office with 2 desks
- iii) Able to use on a flexible basis, i.e., not necessarily in the office every day
- iv) Parking spaces in line with Business Hub policy
- v) Availability to use meeting room to host Chamber events.
- vi) Rent is £400 + Vat per month.
- vii) One-month free rent from 1st May
- viii) Able to move in from 1st May but official arrival date 1st June
- ix) The Chamber will help to promote the space at the Hub
- x) Chamber will be responsible for administration of Business Hub bookings and will promote booking link on website (new booking system to be installed) and will be given 10% of bookings income.

519. Provision of Outdoor Trading Space, including Parklet, May and June 2021

Further to the offer by Sevenoaks District Council for the use of Buckhurst Car Park 1 on a full-time basis (including Wednesday market), the Committee considered a proposal to provide an Outdoor Trading Space, including a parklet, during May and June 2021. Space would be provided for outdoor market traders, pop up businesses, a leisure area for people to have refreshments and social time outside, and potentially buskers and entertainment. It was noted that the capital investment items would be reusable elsewhere after the event.

The Committee welcomed the proposal which would provide a boost to the town and to the recovery of local businesses.

RESOLVED: That the Town Council accepts the offer from Sevenoaks District Council to use the Buckhurst Car Park 1 to provide an Outdoor Trading Space area, including parklet, during May and June 2021.

520. Press Release

RESOLVED: That a Press Release be issued regarding the Outdoor Trading Space area, including parklet, during May and June 2021 at the Buckhurst Car Park 1.

There being no further business the Chairman closed the Meeting.

Signed
Chairman

Dated

1.0 Summary

The year to date position at the end of February including precept, gives a net surplus of £39,721. Adjusted for required Bat & Ball Station Management & Maintenance reserves movement (£38,146 YTD), the position is a surplus of £77,867 against adjusted budget surplus of £11,972 resulting in a year to date net favourable variance of £65,895.

The biggest variances to budget are £81K of CJRS grant received and £72K budgeted PWLB loan repayment covered by capital reserves transfer, offset by £60K matched funding granted to the Stag and £27K of COVID related expenditure.

We originally looked at the impact of Covid-19 on our income streams for 6 months only. Lost income was estimated at £100K.

12 months on and based on the reopening of Vine Café, markets staying open, receipt of CJRS grant, and KCC use of Bat & Ball Ctr as a testing site, revenue impact has not been as bad as anticipated. The coronavirus pandemic has also required unbudgeted expenditure (currently approx. £27K) 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 payrise 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.

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. Forecast cemetery income for the year is likely to be £15K adverse to budget.

STC continue to make cost savings, particularly in staff costs, and this, together with the continuing KCC income at the Bat & Ball Centre, mean that we should finish the year with a surplus position.

Subject to knowing the final full year position, the recommendation will be to use unspent contingency (£26K) and virements from other unspent budgets to fund the initial Stag £65K grant, and repay the general reserves, originally drawn on to fund the Stag grant.

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 March 2021 is £101,273.

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

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

<u>Cost Centre</u>	<u>Name</u>	<u>Variance</u>	<u>Comments</u>
11	Planning	5,627 (F)	Please refer to the variance report.
21	OSL General	28,900 (F)	Please refer to the variance report.
22	Cemetery	5,794 (A)	Please refer to the variance report.
28	Vine Cafe	14,845 (A)	Please refer to the variance report.
30	Bat & Ball Station	7,962 (A)	Please refer to the variance report.
31	Establishment	119,064 (F)	Please refer to the variance report.
33	Council Offices	14,812 (A)	Please refer to the variance report.
38	Grants	63,343 (A)	Please refer to the variance report.
50	HitB	22,237 (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 £2,107,704.

This reduction is mainly due to year to date capital expenditure of £1.822M on the new Community Centre, also £46K on Bat & Ball Station & cycle store, £41K on Cemetery Messroom, £141K on Business Hub and £16K on Vine Outfield, also £125K grant to Stag. Offset by £78K CIL receipt to date.

4.0 Fund balances (Appendix 3) and Cashflow

The statement of fund balances as at 28th February 2021 totals £2,024,291 (31 Mar 2020 £3,923,338).

£1,740,565 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 0.1%.

Sub ratings reviewed 28th February 2021.

5.0 Retrospective cost of living payrise.

During the current financial year staff had not received merit rises (1%) and had their cost of living pay rise (2%) delayed and not paid during April – August 2020.

The Town Council's financial position was now better than originally predicted and therefore had the funds to pay the 2% for April – August 2020. It was noted that this expenditure had previously been agreed in the 2019/2020 budget and could therefore be paid.

At the Personnel Committee on 29th March 2021, it was agreed to pay staff the 2% cost of living pay rise for April – August 2020.

6.0 2021/22 Insurance policy

Zurich premium for 2021/22 is £14,743.37 (Premium £15,308.19 with negotiated discount of £564.82). Policy schedule has been attached as Agenda item 5.5.

This is the final year of the agreement with Zurich.

February 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	27,977	33,604	5,627	36,785	Underspend on Gross Pay to date due to reduced hours worked by planning assistant
Open Spaces & Leisure Committee					
General	221,112	250,012	28,900	277,730	£20k 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. £8.7K less equipment hired & maintenance. £2.7K less fuel. £1.5K less spend on waste bin collections. No spend YTD on CCTV (£1.2K) or risk assessments (£1.6K). 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	47,161	41,367	(5,794)	45,105	£5.3K Favourable pay related, £1.3K low spend ytd on training. £2.3K Furlough Income Underspend in Trees, Plants, Turf & Fertilizer £1.8k. £1,458 Insurance claim relating to 2019/20. Adverse Cemetery Income £14.7K. 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	(414)	492	906	1,213	Favourable income for QH allotments - both allotments are at capacity. Overspend in Gross Pay (£658) 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	28,933	27,779	(1,154)	20,709	More streetlight upgrades were done in April. To be offset by reserves and additional charges to residents in March 2021. Public Clock repair works (£13K) covered by CIL reserves. Underspend on In Bloom to date (£2.3k).
Vine Café	31,558	16,713	(14,845)	19,566	Covid related Q1 closure and no events has resulted in less income (£5.5K & £1.5K adverse). This is offset by Furlough grant received of £9.8K. After opening post-lockdown, sales have been fairly strong in July, August, November & December. Longer winter & summer opening hours have meant higher pay £13K. £3.5K spend on cafe consumables due to coronavirus requirements.
Vine Grounds	22,742	19,550	(3,192)	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)

February 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	38,146	38,717	571	42,694	Covid related closure has resulted in very low income (£63K variance) partially offset by low spend on Goods For Resale to date (£16.9K variance). Underspend in Pay (£13.9K) due to manager only joining end Sept. Costs pertaining to Rates and upkeep of the building are still happening, and are broadly in line with budget, with the exception of repairs costs. £25K Furlough Grant is offsetting some payroll costs. £9K grants received for second and current lockdown. YTD deficit to be offset at year end by release from B&B M&M reserve.
Establishments	445,731	564,795	119,064	623,608	Favourable variance due to capital reserves release to cover PWLB repayment £71.6K. £11.4K Furlough grant received. £7k in unspent mayoral allowance, £1.8K members allowances. £8.1K pay related partly due to budgetted payrise not happening until Sept (to be caught up in March), & £4.5K lower pension. Also lots of general underspending due to Covid-19 - £2.5K training, £4.3K printing & stationery, £2K conferences £19.7K unspent provision (£26K remaining budget) Additional costs in 6240/31 (£8.5K) due to Virtual meeting set up, remote working support & new laptops. £8.9K Income affected by Covid-19 as well (less people looking to advertise via banners, interest rates dropped).
General	29,999	28,962	(1,037)	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. £4.5K of Christmas lights budget has been spent on new/ replacement lights.
Council Offices	61,073	46,261	(14,812)	50,322	Covid closures has resulted in minimal Chamber Hire income to date (£14.6k variance). Offset partly by Furlough CJRS grant £2.4K & £1.7K lower light & heat cost. Large adverse cost in Health & Safety due to cost of Guard Screens for desks, ppe & covid safety kit (£3.3K). Adverse variance in Rent & Rates (£1.7k) due to costs related to previous water leak investigation. Adverse variance in Property Maintenance (£4.9k) due to Roof Cleaning for the building covered by reserves transfer.
Community Centre	4,763	4,927	164	3,738	Tier 4 & lockdown has meant B&B Ctr has been unable to open to general public for hire. This has been offset by hire income from KCC use as Covid testing site since 31st December 2020. Only expenses are related to ongoing costs for building. £5.6K 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. Utilities to be charged to KCC during occupation. 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 £2.8k)
Grants	101,283	37,940	(63,343)	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.
Property	(6,831)	(8,000)	(1,169)	(8,000)	£2.625K SCC ground rent no longer payable by nursery.

February 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	4,355	3,739	(616)	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 on Xmas Video Production £1.2K.
Business Hub	2,436	597	(1,839)	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	3,087	25,324	22,237	28,207	£10K National Lottery Awards for All grant to cover staff costs. To be moved back to reserves until café re-opened. £24.1K furlough grant Negative variance in Gross Pay (£8.7k) possibly due to overstaffing prior to lockdown. £3.5K hire income lost due to covid.
Markets	11,172	7,969	(3,203)	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 15.1K YTD deficit (full year budget £12.9K).
Precept	(1,114,003)	(1,114,003)	-	(1,215,276)	
Rolling Cap Budget	1,361,854	-	(1,361,854)	-	
Totals	(39,721)	26,745	66,463		

Summary by Committee:

Planning	27,977	33,604	5,627	36,785
Open spaces & Leisure	319,534	339,200	19,666	366,229
Vine Café	31,558	16,713	(14,845)	19,566
Bat Ball Station	38,146	38,717	571	42,694
Finance & General Purpose	657,068	712,514	55,446	798,738
Precept	(1,114,003)	(1,114,003)	-	(1,215,276)
Rolling Capital Budget	1,361,854	-	(1,361,854)	-
Total (exc. Capital items)	(39,721)	26,745	66,463	

Detailed Income & Expenditure by Phased Budget Heading 06/04/2021

Month No: 11

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	2,079	2,781	702	25,727	30,591	4,864	33,376		7,649	
4270 Employers Pension Contribution	83	130	47	1,084	1,430	346	1,565		481	
6240 Computer/ Data Base/WP's	63	11	(52)	828	533	(295)	544		(284)	
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	2,225	2,922	697	27,977	33,604	5,627	36,785	0	8,808	0
Net Expenditure	(2,225)	(2,922)	(697)	(27,977)	(33,604)	(5,627)	(36,785)			
<u>21</u> <u>O/ Spaces & Leisure - General</u>										
1022 Letting & Hire of Facilities	0	0	0	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	25	0	(25)	1,214	742	(472)	742		0	
O/ Spaces & Leisure - General :- Income	25	0	(25)	49,176	34,628	(14,548)	34,628			0
4010 Gross Pay	14,123	15,952	1,829	157,387	175,472	18,085	191,421		34,034	
4270 Employers Pension Contribution	850	1,050	200	9,305	11,550	2,245	12,597		3,292	
5013 Graffiti Removal	0	0	0	0	835	835	1,000		1,000	
5025 Lower St Johns Toilets	856	875	19	10,845	9,625	(1,220)	10,500		(345)	

Detailed Income & Expenditure by Phased Budget Heading 06/04/2021

Month No: 11

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	241	250	9	2,418	2,750	332	3,000		582	
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	63	0	(63)	4,125	3,300	(825)	3,300		(825)	
5110 Knole Paddock & Pavilion	0	500	500	3,935	1,000	(2,935)	1,500		(2,435)	
5120 Knole Paddock Pitch & Grnd Mt	0	500	500	1,194	3,000	1,806	3,500		2,306	
5310 Miscellaneous Open Spaces	1,492	1,300	(192)	40,088	15,800	(24,288)	17,100		(22,988)	
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	612	0	(612)	820	1,200	380	1,200		380	
5330 Grass Seed	0	0	0	104	2,100	1,996	2,100		1,996	
5340 Plants	149	0	(149)	1,054	1,875	821	2,500		1,446	
5410 Repairs & General Maintenance	76	125	49	234	1,375	1,141	1,500		1,266	
5500 Equipment Hired and New	29	688	659	3,460	7,568	4,108	8,250		4,790	
5525 Equipment Maintenance	804	470	(334)	3,349	7,997	4,648	8,000		4,651	
5550 Vehicle Expenses	60	340	280	9,623	4,150	(5,473)	4,500		(5,123)	
5700 Fuel	320	517	197	3,005	5,687	2,682	6,200		3,195	
6000 Rent & Rates	0	75	75	689	1,125	437	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	6	122	187	65	200		78	
6104 Mobile Telephone	30	17	(13)	243	187	(56)	200		(43)	
6320 Staff Training	0	0	0	0	2,000	2,000	3,000		3,000	

Detailed Income & Expenditure by Phased Budget Heading 06/04/2021

Month No: 11

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	16	17	1	172	187	15	200		28	
6730 Subscriptions	0	0	0	236	200	(36)	200		(36)	
6812 Road Dues	880	0	(880)	1,025	1,500	475	1,500		475	
6851 Bus Shelter Maintenance	0	14	14	5,558	154	(5,404)	175		(5,383)	2,780
6900 Sundry Expenses	0	8	8	15	88	73	100		85	
6922 Health&Safety/Risk Assessments	0	150	150	0	1,550	1,550	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	371	352	(19)	2,540	3,872	1,332	4,220		1,680	
6952 Protective Clothing	2	121	120	1,163	1,331	168	1,450		287	
O/ Spaces & Leisure - General :- Indirect Expenditure	20,984	23,338	2,354	273,068	284,640	11,572	312,358	0	39,290	2,780
Net Income over Expenditure	(20,959)	(23,338)	(2,379)	(223,892)	(250,012)	(26,120)	(277,730)			
8001 plus Transfer from EMR	0			2,780						
Movement to/(from) Gen Reserve	(20,959)			(221,112)						
<u>22 O/ Spaces & Leisure - Cemetery</u>										
1450 Furlough Grant Income	1,475	0	(1,475)	2,376	0	(2,376)	0		0	
1550 Insurance Claims	0	0	0	1,458	0	(1,458)	0		0	
1700 Cemetery Income	6,013	7,725	1,712	70,229	84,975	14,746	92,700		0	
1990 Other Income	0	0	0	132	0	(132)	0		0	
O/ Spaces & Leisure - Cemetery :- Income	7,488	7,725	237	74,194	84,975	10,781	92,700			0

Detailed Income & Expenditure by Phased Budget Heading 06/04/2021

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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	7,105	7,358	253	83,231	87,638	4,407	94,991		11,760	
4270 Employers Pension Contribution	548	619	71	6,197	7,117	920	7,738		1,541	
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	38	83	45	1,968	913	(1,055)	1,000		(968)	
5500 Equipment Hired and New	605	267	(338)	2,608	2,937	329	3,200		592	
5525 Equipment Maintenance	(1,172)	208	1,380	3,327	2,288	(1,039)	2,500		(827)	
5700 Fuel	43	58	15	534	638	104	700		166	
6000 Rent & Rates	591	548	(43)	7,666	6,028	(1,638)	6,570		(1,096)	
6010 Light Heat & Cleaning	447	103	(344)	1,366	1,133	(233)	1,240		(126)	
6013 Cleaning	0	0	0	631	0	(631)	0		(631)	
6101 Telephone	40	62	22	751	682	(69)	750		(1)	
6104 Mobile Telephone	0	10	10	8	110	102	120		112	
6105 Broadband wi-fi service	40	0	(40)	120	0	(120)	0		(120)	
6200 Printing & Stationery	0	8	8	105	88	(17)	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	0	14	14	163	154	(9)	170		7	
6500 Goods for Resale	0	17	17	8	187	179	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	259	0	(259)	466	2,250	1,784	3,000		2,534	
6822 Roads Path & Boundaries	702	0	(702)	831	525	(306)	700		(131)	
6832 Lawn/Wall of Remembrance	0	100	100	306	100	(206)	100		(206)	

Detailed Income & Expenditure by Phased Budget Heading 06/04/2021

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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	44	36	50		42	
6922 Health&Safety/Risk Assessments	0	250	250	0	1,000	1,000	1,000		1,000	
6930 Alarm Maintenance	0	0	0	602	800	198	800		198	
6932 Cemetery Security	382	383	1	4,302	4,213	(89)	4,600		298	
6935 Waste Bin Disposal-Waste Bins	371	102	(269)	1,329	1,122	(207)	1,230		(99)	
6952 Protective Clothing	0	62	62	826	682	(144)	750		(76)	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	10,000	10,256	256	121,354	126,342	4,988	137,805	0	16,451	0
Net Income over Expenditure	(2,512)	(2,531)	(19)	(47,161)	(41,367)	5,794	(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	12	0	(12)	7,356	6,376	(980)	6,376		0	
O/ Spaces & Leisure- Allotment :- Income	12	0	(12)	8,440	7,517	(923)	7,517			0
4010 Gross Pay	251	383	132	4,792	4,213	(579)	4,595		(197)	
4270 Employers Pension Contribution	21	15	(6)	244	165	(79)	184		(60)	
5410 Repairs & General Maintenance	2	0	(2)	1,754	1,200	(554)	1,200		(554)	
6000 Rent & Rates	0	146	146	765	1,606	841	1,751		986	
6002 QH Allotments Costs	75	0	(75)	472	525	53	700		228	
6922 Health&Safety/Risk Assessments	0	0	0	0	300	300	300		300	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	349	544	195	8,026	8,009	(17)	8,730	0	704	0
Net Income over Expenditure	(337)	(544)	(207)	414	(492)	(906)	(1,213)			

Detailed Income & Expenditure by Phased Budget Heading 06/04/2021

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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	31	0	(31)	14,077	2,181	(11,896)	2,908		(11,169)	12,999
6862 Street Lighting	1,969	1,118	(851)	18,962	12,298	(6,664)	13,414		(5,548)	
6865 In Bloom Costs	0	0	0	12,180	14,500	2,320	14,500		2,320	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	2,000	1,118	(882)	45,219	28,979	(16,240)	30,822	0	(14,397)	12,999
Net Income over Expenditure	(2,000)	(1,118)	882	(41,932)	(27,779)	14,153	(20,709)			
8001 plus Transfer from EMR	0			12,999						
Movement to/(from) Gen Reserve	(2,000)			(28,933)						
<u>28</u> <u>O/ Spaces & Leisure-Vine Cafe</u>										
1211 Sale of Goods	4,973	2,777	(2,196)	53,476	58,933	5,457	61,710		0	
1212 Events Management	0	0	0	0	1,500	1,500	1,500		0	
1450 Furlough Grant Income	374	0	(374)	9,774	0	(9,774)	0		0	
O/ Spaces & Leisure-Vine Cafe :- Income	5,348	2,777	(2,571)	63,250	60,433	(2,817)	63,210			0
4010 Gross Pay	5,273	3,174	(2,099)	60,617	46,472	(14,145)	49,646		(10,971)	
4270 Employers Pension Contribution	103	168	65	947	1,848	901	2,013		1,066	

Detailed Income & Expenditure by Phased Budget Heading 06/04/2021

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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	0	42	42	747	462	(285)	500		(247)	
5500 Equipment Hired and New	195	150	(45)	594	1,650	1,056	1,800		1,206	
5525 Equipment Maintenance	0	42	42	50	462	412	500		450	
6000 Rent & Rates	57	100	43	865	1,100	235	1,200		335	
6010 Light Heat & Cleaning	0	0	0	1,414	1,600	186	1,600		186	
6013 Cleaning	378	0	(378)	876	0	(876)	0		(876)	
6101 Telephone	26	26	0	292	286	(6)	309		17	
6200 Printing & Stationery	0	0	0	82	15	(67)	30		(52)	
6210 Postage & Courier	8	0	(8)	124	120	(4)	160		36	
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	1,613	900	(713)	20,264	19,100	(1,164)	20,000		(264)	
6505 Cafe consumables	347	0	(347)	3,481	0	(3,481)	0		(3,481)	
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	2	17	15	46	187	141	206		160	
6922 Health&Safety/Risk Assessments	2	0	(2)	938	0	(938)	500		(438)	
6930 Alarm Maintenance	0	0	0	654	515	(139)	515		(139)	
6935 Waste Bin Disposal-Waste Bins	0	172	172	750	1,892	1,142	2,060		1,310	
6976 Credit card charges	42	47	5	714	517	(197)	567		(147)	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	8,046	4,838	(3,208)	94,808	77,146	(17,662)	82,776	0	(12,032)	0
Net Income over Expenditure	(2,698)	(2,061)	637	(31,558)	(16,713)	14,845	(19,566)			

Detailed Income & Expenditure by Phased Budget Heading 06/04/2021

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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	
1990 Other Income	52	0	(52)	52	0	(52)	0		0	
O/Spaces & Leisure-Vine Ground :- Income	52	0	(52)	2,711	4,990	2,279	4,990			0
4010 Gross Pay	837	758	(79)	8,014	8,338	324	9,092		1,078	
4270 Employers Pension Contribution	49	45	(4)	479	495	16	545		66	
5010 Vine Area General Maintenance	0	300	300	17,881	3,300	(14,581)	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	688	708	20	8,875	7,788	(1,087)	8,500		(375)	
6000 Rent & Rates	0	43	43	203	473	270	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	1,574	1,854	280	42,453	24,540	(17,913)	26,462	0	(15,991)	17,000
Net Income over Expenditure	(1,523)	(1,854)	(331)	(39,742)	(19,550)	20,192	(21,472)			
8001 plus Transfer from EMR	0			17,000						
Movement to/(from) Gen Reserve	(1,523)			(22,742)						

Detailed Income & Expenditure by Phased Budget Heading 06/04/2021

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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>30 F&G P - Bat & Ball Station</u>										
1022 Letting & Hire of Facilities	0	2,000	2,000	1,098	22,000	20,902	24,000		0	
1211 Sale of Goods	0	4,003	4,003	1,725	44,033	42,308	48,039		0	
1350 Revenue Grant income	1,620	0	(1,620)	8,955	0	(8,955)	0		0	
1450 Furlough Grant Income	2,963	0	(2,963)	25,050	0	(25,050)	0		0	
F&G P - Bat & Ball Station :- Income	4,583	6,003	1,420	36,826	66,033	29,207	72,039			0
4010 Gross Pay	4,369	5,298	929	45,552	58,278	12,726	63,575		18,023	
4270 Employers Pension Contribution	105	183	78	833	2,013	1,180	2,202		1,369	
5410 Repairs & General Maintenance	0	132	132	11,519	1,452	(10,067)	1,586		(9,933)	
5500 Equipment Hired and New	0	125	125	93	1,375	1,282	1,500		1,407	
6000 Rent & Rates	270	238	(32)	2,973	2,618	(355)	2,860		(113)	
6011 Electricity	327	444	117	3,670	4,884	1,214	5,325		1,655	
6012 Gas	0	0	0	1,541	1,545	4	2,060		519	
6013 Cleaning	228	333	105	2,841	3,663	822	4,000		1,159	
6014 Water	0	0	0	0	1,500	1,500	2,000		2,000	
6101 Telephone	73	56	(17)	198	616	418	670		472	
6200 Printing & Stationery	0	17	17	173	187	14	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	1,837	1,837	2,000		2,000	
6500 Goods for Resale	0	1,667	1,667	1,437	18,337	16,900	20,000		18,563	

Detailed Income & Expenditure by Phased Budget Heading 06/04/2021

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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
6505 Cafe consumables	0	0	0	38	0	(38)	0		(38)	
6533 Copyright Fees/Royalties	0	47	47	0	517	517	567		567	
6635 Professional Fees Licensing	0	0	0	0	567	567	567		567	
6900 Sundry Expenses	0	52	52	8	572	564	618		610	
6922 Health&Safety/Risk Assessments	0	0	0	1,744	1,052	(692)	1,051		(693)	
6930 Alarm Maintenance	0	0	0	411	1,267	856	1,267		856	
6931 CCTV Maintenance	0	0	0	0	639	639	639		639	
6935 Waste Bin Disposal-Waste Bins	0	106	106	790	1,166	376	1,267		477	
6976 Credit card charges	33	43	11	354	473	119	515		161	
F & G P - Bat & Ball Station :- Indirect Expenditure	5,403	8,908	3,505	74,973	104,750	29,778	114,733	0	39,761	0
Net Income over Expenditure	(820)	(2,905)	(2,085)	(38,146)	(38,717)	(571)	(42,694)			
31 F & G P - Establishments										
1115 Interest on Deposits	32	667	635	2,709	7,337	4,628	8,000		0	
1231 Banner Income	216	398	182	135	4,378	4,243	4,779		0	
1232 Town Crier Advertising	0	0	0	450	0	(450)	0		0	
1450 Furlough Grant Income	836	0	(836)	11,385	0	(11,385)	0		0	
1889 Waste Sacks Income	30	175	145	687	1,925	1,238	2,100		0	
1990 Other Income	0	8	8	124	88	(36)	100		0	
F & G P - Establishments :- Income	1,114	1,248	134	15,490	13,728	(1,762)	14,979			0
4010 Gross Pay	22,825	24,291	1,466	259,060	267,201	8,141	291,497		32,437	
4270 Employers Pension Contribution	2,475	2,902	427	27,438	31,922	4,484	34,827		7,389	

Detailed Income & Expenditure by Phased Budget Heading 06/04/2021

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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
4271 Pension Deficiency	6,417	6,417	0	70,583	70,587	4	77,000		6,417	
5500 Equipment Hired and New	0	208	208	309	2,288	1,979	2,500		2,191	
6013 Cleaning	0	0	0	18	0	(18)	0		(18)	
6020 Insurance Cost	1,233	1,428	195	17,012	18,566	1,554	20,000		2,988	
6101 Telephone	390	479	89	4,735	5,269	534	5,750		1,015	
6103 Fax	0	8	8	0	88	88	100		100	
6200 Printing & Stationery	662	1,250	588	11,428	15,750	4,322	17,000		5,572	
6210 Postage & Courier	191	429	238	4,033	4,719	686	5,150		1,117	
6240 Computer/ Data Base/WP's	1,561	1,116	(445)	20,793	12,276	(8,517)	13,390		(7,403)	
6241 Website Costs	0	0	0	935	1,500	565	2,000		1,065	
6242 I.T. Infrastructure	237	410	173	9,001	7,600	(1,401)	8,000		(1,001)	
6281 Furnishings,Furniture/Eqpt	0	0	0	3,082	564	(2,518)	750		(2,332)	
6300 Computers Accountancy	151	283	132	4,105	3,113	(992)	3,400		(705)	
6315 Recruitment Costs	0	167	167	0	1,837	1,837	2,000		2,000	
6320 Staff Training	124	250	126	254	2,750	2,496	3,000		2,746	
6321 Investors in People	0	0	0	0	824	824	824		824	
6330 Welfare/Hospitality	32	167	135	611	1,837	1,226	2,000		1,389	
6410 Civic Exps/Annual Reception	0	0	0	0	1,750	1,750	1,750		1,750	
6415 Gifts/hospitality	0	33	33	0	363	363	400		400	
6420 Annual Parish Meeting	0	0	0	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	5,020	4,775	5,525		5,280	
6426 Mayor's Car Allowance 2020/21	0	224	224	0	2,240	2,240	2,462		2,462	

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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
6435 Members Expenses	0	0	0	2,354	4,120	1,766	4,120		1,766	
6440 Press Notices	0	125	125	0	1,375	1,375	1,500		1,500	
6450 Bye Laws	0	0	0	0	0	0	100		100	
6460 Publicity & Democratic notices	0	208	208	2,270	2,288	18	2,500		230	
6461 Banner Costs	0	129	129	716	1,419	703	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	725	0	(725)	3,965	3,000	(965)	3,000		(965)	
6635 Professional Fees Licensing	0	500	500	1,361	1,500	139	1,500		139	
6710 Conference Fees & Expenses	95	192	97	67	2,112	2,045	2,300		2,233	
6720 Books and Periodicals	0	32	32	146	352	207	380		235	
6730 Subscriptions	271	0	(271)	5,130	5,150	20	5,150		20	
6889 Waste Sacks	0	167	167	1,552	1,837	285	2,000		448	
6900 Sundry Expenses	(22)	42	64	60	462	402	500		440	
6922 Health&Safety/Risk Assessments	430	0	(430)	3,814	3,000	(814)	3,200		(614)	
6931 CCTV Maintenance	130	0	(130)	130	0	(130)	0		(130)	
6935 Waste Bin Disposal-Waste Bins	0	0	0	9	0	(9)	0		(9)	
6975 Bank Charges	78	129	51	1,274	1,419	145	1,550		276	
6976 Credit card charges	16	58	42	762	638	(124)	700		(62)	
7010 Election Expenses	0	0	0	0	0	0	5,000		5,000	
7611 Contingency provision	0	6,000	6,000	(0)	19,677	19,677	26,007		26,007	
7614 Stag reserve	0	0	0	0	0	0	1,000		1,000	
7617 PWLB Loan Repayment	0	0	0	71,602	67,000	(4,602)	72,000		398	71,601
F & G P - Establishments :- Indirect Expenditure	38,021	48,146	10,125	533,572	578,523	44,951	638,587	0	105,015	72,351
Net Income over Expenditure	(36,907)	(46,898)	(9,991)	(518,082)	(564,795)	(46,713)	(623,608)			
8001 plus Transfer from EMR	35,800			72,351						

Detailed Income & Expenditure by Phased Budget Heading 06/04/2021

Month No: 11

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	(1,107)			(445,731)						
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	37,488	37,374	40,895		0	
1990 Other Income	0	0	0	(23)	0	23	0		0	
F & G P - General :- Income	0	3,408	3,408	90	43,488	43,398	46,895			0
6490 Christmas Lights Switch On	0	0	0	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	37,488	30,757	40,895		34,164	6,617
6869 Special Events	0	542	542	2,300	5,962	3,662	6,500		4,200	
6952 Protective Clothing	0	0	0	37	0	(37)	0		(37)	
F & G P - General :- Indirect Expenditure	0	3,950	3,950	36,707	72,450	35,743	76,395	0	39,688	6,617
Net Income over Expenditure	0	(542)	(542)	(36,616)	(28,962)	7,654	(29,500)			
8001 plus Transfer from EMR	0			6,617						
Movement to/(from) Gen Reserve	0			(29,999)						
33 F & G P - Council Offices										
1022 Letting & Hire of Facilities	0	1,375	1,375	504	15,125	14,621	16,500		0	
1211 Sale of Goods	0	12	12	0	132	132	150		0	
1450 Furlough Grant Income	0	0	0	2,411	0	(2,411)	0		0	
F & G P - Council Offices :- Income	0	1,387	1,387	2,915	15,257	12,342	16,650			0

Detailed Income & Expenditure by Phased Budget Heading 06/04/2021

Month No: 11

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	2,336	2,394	58	27,193	26,334	(859)	28,734		1,541	
4270 Employers Pension Contribution	118	116	(2)	1,384	1,276	(108)	1,393		9	
5011 Property Maintenance	250	0	(250)	5,200	0	(5,200)	0		(5,200)	4,950
5410 Repairs & General Maintenance	66	177	111	123	1,947	1,824	2,120		1,997	
6000 Rent & Rates	1,934	2,114	180	24,966	23,254	(1,712)	25,370		404	
6010 Light Heat & Cleaning	1,559	530	(1,029)	4,104	5,830	1,726	6,365		2,261	
6013 Cleaning	0	0	0	814	0	(814)	0		(814)	
6510 Catering Expenses	0	8	8	11	88	77	100		89	
6900 Sundry Expenses	0	8	8	0	88	88	100		100	
6922 Health&Safety/Risk Assessments	0	0	0	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	66	91	25	842	1,001	159	1,090		248	
F & G P - Council Offices :- Indirect Expenditure	6,329	5,438	(891)	68,938	61,518	(7,420)	66,972	0	(1,966)	4,950
Net Income over Expenditure	(6,329)	(4,051)	2,278	(66,023)	(46,261)	19,762	(50,322)			
8001 plus Transfer from EMR	0			4,950						
Movement to/(from) Gen Reserve	(6,329)			(61,073)						
<u>36 F & G P - Community Centre</u>										
1022 Letting & Hire of Facilities	7,133	5,000	(2,133)	11,825	10,000	(1,825)	15,000		0	
1450 Furlough Grant Income	595	0	(595)	674	0	(674)	0		0	
1457 Indoor Activities	0	50	50	0	100	100	150		0	
F & G P - Community Centre :- Income	7,728	5,050	(2,678)	12,499	10,100	(2,399)	15,150			0

Detailed Income & Expenditure by Phased Budget Heading 06/04/2021

Month No: 11

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	1,388	2,422	1,034	2,090	4,844	2,754	7,266		5,176	
4270 Employers Pension Contribution	36	125	89	84	250	166	376		292	
5318 SCC Car Park	0	0	0	120	500	380	500		380	
5410 Repairs & General Maintenance	153	167	14	213	334	121	500		287	
5500 Equipment Hired and New	9	0	(9)	64	0	(64)	0		(64)	
6000 Rent & Rates	393	383	(10)	4,678	4,213	(465)	4,600		(78)	
6011 Electricity	855	83	(772)	6,511	913	(5,598)	1,000		(5,511)	
6012 Gas	(60)	0	60	633	720	87	720		87	
6013 Cleaning	0	70	70	188	140	(48)	210		22	
6101 Telephone	47	36	(11)	798	396	(402)	436		(362)	
6104 Mobile Telephone	0	27	27	50	54	4	80		30	
6200 Printing & Stationery	0	33	33	0	66	66	100		100	
6330 Welfare/Hospitality	0	0	0	247	0	(247)	0		(247)	
6460 Publicity & Democratic notices	0	167	167	323	334	11	500		177	
6520 Refreshments for Resale	0	33	33	0	66	66	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	142	17	(125)	625	34	(591)	50		(575)	
6922 Health&Safety/Risk Assessments	0	167	167	0	334	334	500		500	
6930 Alarm Maintenance	0	0	0	380	620	241	620		241	
6935 Waste Bin Disposal-Waste Bins	0	33	33	(111)	363	474	400		511	
6939 Healthcare Services	0	83	83	0	166	166	250		250	
F & G P - Community Centre :- Indirect Expenditure	2,962	3,846	884	17,262	15,027	(2,235)	18,888	0	1,626	0
Net Income over Expenditure	4,766	1,204	(3,562)	(4,763)	(4,927)	(164)	(3,738)			

Detailed Income & Expenditure by Phased Budget Heading 06/04/2021

Month No: 11

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	166	166	250		250	
6938 Annual Subsidy-Council Chamber	0	83	83	29	913	884	1,000		971	
7500 Local Organisations Grants	(900)	(2,393)	(1,493)	2,750	1,107	(1,643)	10,185		7,435	
7502 Sevenoaks Summer Festival	0	0	0	0	0	0	5,000		5,000	
7503 Community Resilience Fund	2,393	2,393	(0)	5,504	5,504	(0)	5,504		(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	1,493	166	(1,327)	166,283	37,940	(128,343)	57,250	0	(109,033)	65,000
Net Expenditure	(1,493)	(166)	1,327	(166,283)	(37,940)	128,343	(57,250)			
8001 plus Transfer from EMR	0			65,000						
Movement to/(from) Gen Reserve	(1,493)			(101,283)						
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)	6,455	5,000	(1,455)	5,000		0	
1870 Vine Club Insurance Contrib.	0	0	0	0	0	(0)	0		0	
F & G P - Property :- Income	938	0	(938)	6,831	8,000	1,169	8,000			0
Net Income	938	0	(938)	6,831	8,000	1,169	8,000			

Detailed Income & Expenditure by Phased Budget Heading 06/04/2021

Month No: 11

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	88	88	100		100	
6200 Printing & Stationery	0	8	8	0	88	88	100		100	
6240 Computer/ Data Base/WP's	65	42	(23)	677	462	(215)	500		(177)	
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	638	638	700		700	
6730 Subscriptions	0	0	0	545	0	(545)	0		(545)	
6900 Sundry Expenses	0	50	50	1,207	550	(657)	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	913	913	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	4,155	16,739	12,584	19,000	0	14,845	0
Net Income over Expenditure	(65)	(249)	(184)	(4,355)	(3,739)	616	(5,000)			

Detailed Income & Expenditure by Phased Budget Heading 06/04/2021

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>41 Business Hub</u>										
6000 Rent & Rates	173	0	(173)	1,898	0	(1,898)	0		(1,898)	
6010 Light Heat & Cleaning	190	0	(190)	356	0	(356)	0		(356)	
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	
6101 Telephone	17	0	(17)	17	0	(17)	0		(17)	
Business Hub :- Indirect Expenditure	380	0	(380)	2,436	597	(1,839)	800	0	(1,636)	0
Net Expenditure	(380)	0	380	(2,436)	(597)	1,839	(800)			
<u>50 Youth Cafe</u>										
1022 Letting & Hire of Facilities	0	312	312	(50)	3,432	3,482	3,740		0	
1211 Sale of Goods	0	192	192	58	2,112	2,054	2,300		0	
1350 Revenue Grant income	0	0	0	10,000	0	(10,000)	0		0	
1450 Furlough Grant Income	2,731	0	(2,731)	24,111	0	(24,111)	0		0	
Youth Cafe :- Income	2,731	504	(2,227)	34,120	5,544	(28,576)	6,040			0
4010 Gross Pay	3,075	2,138	(937)	32,220	23,518	(8,702)	25,661		(6,559)	
4270 Employers Pension Contribution	88	86	(2)	883	946	63	1,026		143	
5410 Repairs & General Maintenance	0	83	83	344	913	569	1,000		656	
6010 Light Heat & Cleaning	0	42	42	977	462	(515)	500		(477)	
6101 Telephone	44	47	4	500	517	17	560		60	
6200 Printing & Stationery	0	42	42	5	462	457	500		495	

Detailed Income & Expenditure by Phased Budget Heading 06/04/2021

Month No: 11

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
6240 Computer/ Data Base/WP's	17	62	45	166	682	516	750		584	
6281 Furnishings,Furniture/Eqpt	0	42	42	21	462	441	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	462	462	500		500	
6500 Goods for Resale	0	142	142	213	1,562	1,349	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	132	132	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	3,223	2,738	(485)	37,207	30,868	(6,339)	34,247	0	(2,960)	0
Net Income over Expenditure	(492)	(2,234)	(1,742)	(3,087)	(25,324)	(22,237)	(28,207)			
<u>60 Markets</u>										
1017 Rental Income Sat Market	1,444	1,871	427	15,939	20,581	4,642	22,456		0	
1018 Rental Income Wed Market	668	1,148	481	9,265	12,628	3,363	13,774		0	
1019 Rental Income Blighs Market	560	1,250	690	11,700	13,750	2,050	15,000		0	
1024 Rental Income Friday Market	0	1,148	1,148	0	12,628	12,628	13,774		0	
Markets :- Income	2,672	5,417	2,746	36,904	59,587	22,683	65,004			0
4010 Gross Pay	309	122	(187)	1,798	1,342	(456)	1,464		(334)	

Detailed Income & Expenditure by Phased Budget Heading 06/04/2021

Month No: 11

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
5410 Repairs & General Maintenance	0	0	0	159	75	(84)	100		(59)	
5420 Saturday market charges	1,113	1,130	17	13,410	13,562	152	14,695		1,285	
5421 Wednesday Market charges	2,027	2,059	32	24,437	24,709	272	26,766		2,329	
5423 Friday market charges	0	1,148	1,148	0	12,628	12,628	13,774		13,774	
6001 Blighs Market Charges	0	990	990	8,098	13,028	4,931	14,018		5,921	
6010 Light Heat & Cleaning	0	0	0	173	375	202	500		327	
6460 Publicity & Democratic notices	0	167	167	0	1,837	1,837	2,000		2,000	
Markets :- Indirect Expenditure	3,448	5,616	2,168	48,076	67,556	19,480	73,317	0	25,241	0
Net Income over Expenditure	(777)	(199)	578	(11,172)	(7,969)	3,203	(8,313)			
<u>70 Precept</u>										
1995 Precept	101,273	101,273	0	1,114,003	1,114,003	0	1,215,276		0	
Precept :- Income	101,273	101,273	0	1,114,003	1,114,003	0	1,215,276			0
Net Income	101,273	101,273	0	1,114,003	1,114,003	0	1,215,276			
Grand Totals:- Income	133,963	134,792	829	1,460,536	1,542,483	81,947	1,687,191			
Expenditure	106,505	123,927	17,422	1,602,513	1,569,228	(33,285)	1,735,927	0	133,414	
Net Income over Expenditure	27,459	10,865	(16,594)	(141,977)	(26,745)	115,232	(48,736)			
plus Transfer from EMR	35,800			181,698						
Movement to/(from) Gen Reserve	63,259			39,721						

Sevenoaks Town Council

Working Capital Summary as at 28th February 2021

	B/fwd 01-Apr-20 £	Movement* £	C/fwd 28-Feb-21 £	28-Feb-20 £
Current Assets				
Stock	606	-	606	3,075
Trade debtors	17,194	(392)	16,802	45,806
VAT	133,876	(101,321)	32,555	55,655
Prepayments and other debtors	60,147	(28,720)	31,427	18,094
PWLB loan received in July 2019	1,378,339	(1,378,339)		1,399,510
Cash at bank and in hand	2,544,998	(520,707)	2,024,291	3,068,533
Total Cash at Bank	3,923,338	(1,899,046)	2,024,291	4,468,043
	4,135,160	(2,029,480)	2,105,681	4,590,672
Current Liabilities				
Trade creditors	52,772	38,054	90,826	34,331
Accruals and other creditors	115,124	(54,445)	60,678	98,266
Prior Mayors charity account	-	-	-	-
Precept received in advance of budget	-	101,273	101,273	95,115
Receipts in advance (rent and hall hire)	13,529	(6,657)	6,872	9,096
	181,425	78,224	259,649	236,808
Net Current Assets	3,953,736	(2,107,704)	1,846,032	4,353,864
Represented by:				
General Funds				
Revenue Reserves	383,872	4,659	388,531	Note 1 208,314
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	44,419
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	(65,084)	856,920	Note 3 930,595
Bat & Ball Station 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	(637,994)	109,060	Note 5 1,542,937
No 8 bus Reserve	85,426	(6,617)	78,808	Note 6 38,734
QH Allotments Key Reserves	4,100	(35)	4,065	4,680
Mayor's Charity Reserve	16,617	(9,345)	7,272	Note 7 16,530
	3,569,864	(2,112,364)	1,457,500	4,145,551
	3,953,736	(2,107,704)	1,846,032	4,353,864

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

- Note 1 YTD movement is a net surplus of £39,721 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 spend mainly on B&B Ctr £1.822M (£1.378M funded from PWL, £571K from CIL), plus £41K on Cemetery messroom (£37K CIL), £46K on B&B Stn (£11K CIL), £3.5K on 3G Rugby, £4.7K on NDP, £141K on Business Hub (£75K CIL), & £2.8K on bus shelter. Also £72K PWL repayment and interest, £7K correction of historic CIL error, & £2500 B&B Ctr grant.
- Note 4 YTD B&B café deficit £38K 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. £571K B&B Ctr, £37K Cem messroom & £75K Bus Hub spend.
- 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 28 February 2021

£ (2019/20)		S&P Rating 28/02/2021		Values £	Total Values £	Percent of Total Funds %	Interest rate
		Long term	Short term				
0	<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			
1,796,720	Current Account			120,921			0.01%
1,000	Payroll Account			1,000			
1,000	HITB Youth café			1,000			
8,101	Sevenoaks Town Partnership			8,101			
16,485	Mayors Charity Account			<u>4,600</u>	136,497	6.74%	
50,325	<u>HSBC</u> Business money manager	A+	A1	<u>50,499</u>	50,499	2.49%	0.01%
64,059	<u>Handelsbanken</u> Deposit account	AA-	A1+	64,292			0.00%
260,005	35 day notice account			<u>260,005</u>	324,297	16.02%	0.01%
1,258,390	<u>Nationwide</u> Instant Saver	A	A1	501,977			0.05%
10,152	Sevenoaks Fund Instant Saver			<u>10,161</u>	512,138	25.30%	0.05%
1,000,000	<u>CCLA</u> Business money manager	AAA (Fitch only)		<u>1,000,000</u>	1,000,000	49.40%	0.05%
1	<u>Clydesdale</u> Current account	BBB+	A2	<u>1</u>	1		
929	<u>Petty Cash</u>				859	0.04%	
<u>4,468,043</u>					<u>2,024,291</u>	<u>100.00%</u>	

Instant access funds

1,740,565

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

Receipts for Month 11

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: 12/02/2021	7,351.90						
HMRC JRS G	HMRC	7,351.90			1450	31	7,351.90	HMRC JRS Grant - January '21
	Banked: 25/02/2021	48,738.70						
BACS25/2	Nat West - Current Account	48,738.70			201		48,738.70	February '21 Salaries Tfr
	Banked: 26/02/2021	22,311.58						
BACS26/2	Nat West - Current Account	22,311.58			201		22,311.58	February '21 HMRC/KCC Tfr
Total Receipts for Month		78,402.18	0.00	0.00			78,402.18	
Cashbook Totals		<u>79,402.18</u>	<u>0.00</u>	<u>0.00</u>			<u>79,402.18</u>	

Payments for Month 11

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>
12/02/2021	Nat West - Current Account	BACS12/2	7,351.90			201		7,351.90	January '21 HMRC JRS Grant
25/02/2021	Employees	BACS25/2	48,738.70			520		48,738.70	February '21 Monthly Salaries
26/02/2021	HMRC/KCC	BACS26/2	22,311.58			515		12,207.45	February '21 Monthly HMRC
						516	0	10,104.13	February '21 Monthly KCC
Total Payments for Month			78,402.18	0.00	0.00			78,402.18	
Balance Carried Fwd			1,000.00						
Cashbook Totals			<u>79,402.18</u>	<u>0.00</u>	<u>0.00</u>			<u>79,402.18</u>	

Receipts for Month 11

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 :	922.25					922.25	
	Banked:	0.00						
			0.00				0.00	
<hr/>								
	Total Receipts for Month	0.00	0.00	0.00			0.00	
	Cashbook Totals	<u>922.25</u>	<u>0.00</u>	<u>0.00</u>			<u>922.25</u>	

Payments for Month 11

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>
15/02/2021	Open Spaces	625/A	1.80		0.30	6952	21	1.50	laces
15/02/2021	Open Spaces	625/B	16.05			6330	21	16.05	milk, sugar coffee
15/02/2021	Open Spaces	625/C	2.70			6330	31	2.70	milk
22/02/2021	Council Offices	624	3.10			6330	31	3.10	milk
24/02/2021	cemetery messroom	626	13.25		2.21	9073	91	11.04	pipes for plumbing
24/02/2021	Council Offices	627	26.79		4.47	5410	33	22.32	brackets for shelving unit
Total Payments for Month			63.69	0.00	6.98			56.71	
Balance Carried Fwd			858.56						
Cashbook Totals			922.25	0.00	6.98			915.27	

Mrs Ros Shaw
Sevenoaks Town Council
Town Council Offices
Bradbourne Vale Road
Sevenoaks
Kent
TN13 3QG

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720405273
Insured	Sevenoaks Town Council
Business	Parish / Town Council
Period of Insurance	
From	01 st April 2021
To	31 st March 2022
and any other period for which cover has been agreed.	
Renewal Premium	£ 15,308.19

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	82915855
Long term agreement active until	01 st April 2022
Preparation Date	10 th March 2021
Prepared by	Mr Vincent Liu
Policy Form Reference	MLAACC03

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that

we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part A – Material Damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. The Pavilion, The Vine Pavilion, Holly Bush Lane, Sevenoaks, Kent, TN13 3UH	£720,888.39	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. , Town Council Offices, Bradbourne Vale Road, Sevenoaks, Kent, TN13 3QG	£987,778.55	N/A	£64,137.83	£0.00	£26,654.99	£854.88	£0.00	£0.00	£0.00
3. Vine Cafe, Holly Bush Lane, Sevenoaks, Kent, TN13 3UH	£177,267.64	N/A	£0.00	£0.00	£0.00	£17,051.45	£0.00	£0.00	£0.00
4. Bandstand, Holly Bush Lane, Sevenoaks, Kent, TN13 3UH	£100,451.66	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
5. Knole Paddock Pavilion (including SRFC Veranda) and Groundsmans store. (Plus Loss of Rent for Sevenoaks Rugby Club at the same location), Plymouth	£450,377.98	N/A	£6,029.97	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Drive, Sevenoaks, Kent, TN13 3RP									
6. St Johns Toilets, St. Johns Hill, Sevenoaks, Kent, TN13 3PF	£47,271.37	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
7. Chapel, 194 Seal Road, Sevenoaks, Kent, TN14 5AA	£413,624.49	N/A	£4,223.08	£0.00	£989.46	£0.00	£0.00	£0.00	£0.00
8. Workshop/Mess Room, 194 Seal Road, Sevenoaks, Kent, TN14 5AA	£41,362.45	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
9. Lock Up Garages, 194 Seal Road, Sevenoaks, Kent, TN14 5AA	£70,907.05	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
10. Community Centre, Otford Road, Sevenoaks, Kent, TN14 5DN	£1,481,667.81	N/A	£85,093.32	£0.00	£4,162.54	£6,794.32	£0.00	£0.00	£0.00
11. Kraftmeier Mausoleum, 194 Seal Road, Sevenoaks, Kent, TN14 5AA	£64,568.38	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
12. Youth Cafe, London Road, Sevenoaks, Kent, TN13 1ZZ	£0.00	N/A	£9,453.05	£388.28	£6,088.87	£1,896.03	£0.00	£0.00	£0.00
13. Allotment Timber Hut & Blocks, Sevenoaks Allotment Association, Allotment Lane, Sevenoaks, Kent, TN13 3UZ	£22,510.18	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
14. Business Hub, Bradbourne Vale Road, Sevenoaks, TN13 3QG	£112,550.88	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
15. Bat & Ball Railway Station,	£2,925,200.00	N/A	£0.00	£183,437.85	£0.00	£0.00	£0.00	£0.00	£0.00

Chatham Hill Road, Sevenoaks, Kent, TN14 5AP									
16. Greatness Football Pavilion, Greatness Football Pavilion, Mill Lane, Sevenoaks, Kent, TN14 5BU	£493,889.26	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
17. Greatness Recreation Public Toilets, Mill Lane, Sevenoaks, Kent, TN14 5BU	£37,131.50	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
18. Vine Public Toilets, Holly Bush Lane, Sevenoaks, Kent, TN13 3UH	£46,370.88	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 12, 16, 17, 18

Insured Perils applicable to Material Damage : 1-13, 15 & 16

For Premises: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 13, 14, 15

Insured Perils applicable to Material Damage: 1-16

Excesses Applicable to Premises 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 13, 14, 15, 16, 17 & 18

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Excesses Applicable to Premises 12

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

10. Communicable Diseases exclusion

The following exclusion is added to General Exclusions but is not applicable to parts E, F, G, H, I, J, K, L, M, N, O, P, Q and R

5. Communicable Diseases

This Policy does not cover any loss, damage, liability, claim, cost or expense of whatsoever nature, directly or indirectly caused by, contributed to by, resulting from, arising out of, or in connection with the following:

- a) a **communicable disease**; or
- b) the fear or threat (whether actual or perceived) of a **communicable disease**

regardless of any other cause or event contributing concurrently or in any other sequence thereto.

For the purposes of this exclusion, '**communicable disease**' means any disease which can be transmitted by means of any substance or agent from any organism to another organism where:

- i) the substance or agent includes, but is not limited to, a virus, bacterium, parasite or other organism or any variation thereof, whether deemed living or not; and
- ii) the method of transmission, whether direct or indirect, includes but is not limited to, airborne transmission, bodily fluid transmission, transmission from or to any surface or object, solid, liquid or gas or between organisms; and
- iii) the disease, substance or agent can cause or threaten damage to human health or human welfare or can cause or threaten damage to, deterioration of, loss of value of, marketability of or loss of use of property.

This exclusion does not however apply in respect of and only to the extent of cover expressly stated as being provided under the extension applicable to Part B – Business Interruption titled Named Diseases, Murder, Suicide or Rape.

Part B – Business Interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
All Premises	N/A		N/A		£1,734,923	12

For Premises: 12, 16, 17, 18

Insured Perils applicable to Business Interruption : 1-13, 15 & 16

For Premises: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 13, 14, 15

Insured Perils applicable to Business Interruption: 1-16

Operative Endorsements:

10. Communicable Diseases exclusion

The following exclusion is added to General Exclusions but is not applicable to parts E, F, G, H, I, J, K, L, M, N, O, P, Q and R

5. Communicable Diseases

This Policy does not cover any loss, damage, liability, claim, cost or expense of whatsoever nature, directly or indirectly caused by, contributed to by, resulting from, arising out of, or in connection with the following:

- a) a communicable disease; or
- b) the fear or threat (whether actual or perceived) of a communicable disease

regardless of any other cause or event contributing concurrently or in any other sequence thereto.

For the purposes of this exclusion, 'communicable disease' means any disease which can be transmitted by means of any substance or agent from any organism to another organism where:

- i) the substance or agent includes, but is not limited to, a virus, bacterium, parasite or other organism or any variation thereof, whether deemed living or not; and
- ii) the method of transmission, whether direct or indirect, includes but is not limited to, airborne transmission, bodily fluid transmission, transmission from or to any surface or object, solid, liquid or gas or between organisms; and
- iii) the disease, substance or agent can cause or threaten damage to human health or human welfare or can cause or threaten damage to, deterioration of, loss of value of, marketability of or loss of use of property.

This exclusion does not however apply in respect of and only to the extent of cover expressly stated as being provided under the extension applicable to Part B – Business Interruption titled Named Diseases, Murder, Suicide or Rape.

11. Named Diseases amendment

Extension 2. under Part B – Business Interruption Section 5 – Special Extensions is deleted and restated as follows;

2. Named Diseases, Murder, Suicide or Rape

The insurance in respect of each item under this Part includes loss resulting from interruption of or interference with the **business** carried on by the **insured** at the **premises** in consequence of:

- a) i) any occurrence of a Named Disease at the **premises** or attributable to food or drink supplied

- from the **premises**
- ii) any discovery of an organism at the **premises** likely to result in the occurrence of a Named Disease
 - iii) any discovery of a Named Disease at the **premises**
- b) the discovery of vermin or pests at the **premises**
 - c) any accident causing defects in the drains or other sanitary arrangements at the **premises** which causes restrictions on the use of the **premises** on the order or advice of the competent local authority
 - d) any occurrence of murder, suicide or rape at the **premises**.

Provided always that:

- 1) Named Disease will mean illness sustained by any person resulting from:
 - A) food or drink poisoning
 - B) one of the following specified human infectious or human contagious diseases:

Acute encephalitis	- Ophthalmia neonatorum
Acute poliomyelitis	- Paratyphoid fever
Anthrax	- Rabies
Bubonic Plague	- Relapsing fever
Cholera	- Rubella
Diphtheria	- Scarlet fever
Dysentery	- Smallpox
Legionellosis	- Tetanus
Legionnaires Disease	- Tuberculosis
Leprosy	- Typhoid fever
Leptospirosis	- Typhus fever
Malaria	- Viral hepatitis
Measles	- Viral haemorrhagic
Meningitis	- Whooping cough
Meningococcal Infection	- Yellow fever
Mumps	

an outbreak of which the competent local authority has stipulated shall be notified to them.

- 2) For the purposes of this clause:
 - A) Indemnity Period will mean the period during which the results of the **business** are affected in consequence of the occurrence, discovery or accident beginning with the date from which the restrictions on the **premises** are applied or in the case of d) above with the date of the occurrence and ending not later than the Maximum Indemnity Period thereafter.

- B) Maximum Indemnity Period will mean three months.
- 3) in the event that this Part includes an extension which deems loss, destruction or damage at other locations to be Damage at the **premises** such extension will not apply to this Special Extension.
- 4) The **insurer** will not be liable under this clause for:
 - A) loss arising from restrictions on the use of the **premises** in consequence of an emergency prohibition notice or emergency prohibition order being served against the insured or the manager of the **premises** in relation to a breach of the Food Safety Act 1990, General Food Regulations 2004 or Food Hygiene Regulations 2006 including any amendments or re-enactment thereto
 - B) any costs incurred in the cleaning, repair, replacement, recall or checking of **property**.
- 5) The **insured** will comply with all issues identified as contraventions arising from a Food Premises Inspection Report within the timescales stated in such report.
- 6) 6) The **insured** will notify the **insurer** immediately of any prohibition notice, emergency prohibition notice or emergency prohibition order served against them or the manager of the premises in relation to a breach of the Food Safety Act 1990, General Food Regulations 2004 or Food Hygiene Regulations 2006 including any amendments or re-enactment thereto.
- (7) The **insurer** will only be liable for the loss arising at those **premises** which are directly affected by the occurrence, discovery or accident under this part and then only for an amount not exceeding £100,000 any One Event and in the aggregate in any one period of insurance.

Part C – All Risks

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Tractors & Off-Road Vehicles as per Open Spaces Fixed Asset Register	£86,854.75	£100
Tools as per Open Spaces Fixed Asset Register	£97,453.45	£100
Metal Seats & Benches as per Open Spaces Fixed Asset Register	£15,560.61	£100
Rugby Posts as per Open Spaces Fixed Asset Register	£5,083.05	£100
Cricket Screen as per Open Spaces Fixed Asset Register	£2,967.43	£100
CCTV at Vine	£4,908.98	£100
Flags & Flagpoles	£2,234.07	£100
TV, A/V and Tools as per Cemetery Fixed Asset Register	£39,451.06	£100
Assets listed as 'All Risks' on Community Centre Fixed Asset Register	£15,201.77	£100
Assets listed as 'All Risks' on Council Offices Fixed Asset Register	£11,042.63	£100
Civic Regalia including cover away from premises Europe	£12,441.37	£100
LCD Screens as per Town Partnership Asset Register	£6,368.49	£100
Computer Equipment as per Town Partnership Asset Register	£1,572.81	£100
Information Pods	£11,139.45	£100
Tea Kiosk, Holly Bush Lane, Sevenoaks TN13 3UH	£22,735.19	£100
Twinning Signs	£2,708.90	£100
Beacon and Stand	£2,669.76	£100
Stone Obelisks	£6,210.90	£100
Public Clock	£11,459.78	£100
War Memorial	£46,502.44	£100
Cemetery walls of remembrance	£40,743.71	£100
7 wooden bus shelters	£50,470.00	£100
Temporary hire tools - annual limit	£15,450.00	£100
Play equipment	£436,591.25	£100
Portable Market Stalls	£15,196.62	£100
Marquee	£2,528.65	£100

Christmas Lights	£32,935.28	£100
Kippington Railings	£39,786.84	£100
Ragstone, Stone & all other Walls, Gates, Boundaries & Fences	£984,820.21	£100
Worldpay credit card terminals	£1,545.00	£100
Assets listed as All Risks on Vine Cafe Fixed Asset Register	£715.85	£100
Rustic Timber Bridge at Vine Gardens	£14,181.04	£100
Tool Lockers at Allotment Lane	£4,502.13	£100
Allotment Hut	£5,627.92	£100
Silent Soldier	£272.95	£100
Streetlights	£224,540.00	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (see pages 35 - 37)

10. Communicable Diseases exclusion

The following exclusion is added to General Exclusions but is not applicable to parts E, F, G, H, I, J, K, L, M, N, O, P, Q and R

5. Communicable Diseases

This Policy does not cover any loss, damage, liability, claim, cost or expense of whatsoever nature, directly or indirectly caused by, contributed to by, resulting from, arising out of, or in connection with the following:

- a) a **communicable disease**; or
- b) the fear or threat (whether actual or perceived) of a **communicable disease**

regardless of any other cause or event contributing concurrently or in any other sequence thereto.

For the purposes of this exclusion, '**communicable disease**' means any disease which can be transmitted by means of any substance or agent from any organism to another organism where:

- i) the substance or agent includes, but is not limited to, a virus, bacterium, parasite or other organism or any variation thereof, whether deemed living or not; and
- ii) the method of transmission, whether direct or indirect, includes but is not limited to, airborne transmission, bodily fluid transmission, transmission from or to any surface or object, solid, liquid or gas or between organisms; and
- iii) the disease, substance or agent can cause or threaten damage to human health or human welfare or can cause or threaten damage to, deterioration of, loss of value of, marketability of or loss of use of property.

This exclusion does not however apply in respect of and only to the extent of cover expressly stated as being provided under the extension applicable to Part B – Business Interruption titled Named Diseases, Murder, Suicide or Rape.

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any Member or Employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any Member or Employee	£500
(c) in the premises	
(i) in the custody of or under the actual supervision of any Member or Employee	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£250

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

‘In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.’

10. Communicable Diseases exclusion

The following exclusion is added to General Exclusions but is not applicable to parts E, F, G, H, I, J, K, L, M, N, O, P, Q and R

5. Communicable Diseases

This Policy does not cover any loss, damage, liability, claim, cost or expense of whatsoever nature, directly or indirectly caused by, contributed to by, resulting from, arising out of, or in connection with the following:

- a) a **communicable disease**; or
- b) the fear or threat (whether actual or perceived) of a **communicable disease**

regardless of any other cause or event contributing concurrently or in any other sequence thereto.

For the purposes of this exclusion, ‘**communicable disease**’ means any disease which can be transmitted by means of any substance or agent from any organism to another organism where:

- i) the substance or agent includes, but is not limited to, a virus, bacterium, parasite or other organism or any

variation thereof, whether deemed living or not; and

- ii) the method of transmission, whether direct or indirect, includes but is not limited to, airborne transmission, bodily fluid transmission, transmission from or to any surface or object, solid, liquid or gas or between organisms; and
- iii) the disease, substance or agent can cause or threaten damage to human health or human welfare or can cause or threaten damage to, deterioration of, loss of value of, marketability of or loss of use of property.

This exclusion does not however apply in respect of and only to the extent of cover expressly stated as being provided under the extension applicable to Part B – Business Interruption titled Named Diseases, Murder, Suicide or Rape.

Part E – Public Liability

Limit of Indemnity: £15,000,000

Excess: £100 each and every claim in respect of Section 2(d)(ii)

Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

Exclusions

The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.

3. Officials Indemnity

Section 3 – Financial Loss

For the purposes of this Section, **employee** is held to include **member**

Part F – Hirers' Liability

Limit of Indemnity: £2,000,000

Excess: £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

Operative Endorsements

Part G – Employers Liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

Part H – Libel and Slander

Sum Insured

£250,000

Excess: 10% each and every claim or £1,000 whichever is the lower

Part N – Fidelity Guarantee

Persons Guaranteed:	Sum Guaranteed
All members and employees	£2,000,000

Excess: £100 each and every loss

Part O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

Persons Insured:

Employees

Capital Sum	£50,000.00
Weekly Sum	£250.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Volunteers

Capital Sum	£50,000.00
Weekly Sum	£250.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Directors/Councillors

Capital Sum	£50,000.00
Weekly Sum	£250.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Operative Endorsement:

Special Condition 4 of Section 5 is inoperative provided always that the **insurer** will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

Part P – Legal Expenses

The Claims Handling Agent is DAS Legal Expenses Insurance Company Limited.

Section:

3. Employment Disputes and Compensation Awards	
(A) Employment Disputes	Operative
(B) Compensation Awards	Operative
(C) Service Occupancy	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	
(A) Property Protection	Operative
(B) Bodily Injury	Operative
6. Tax Protection	
(A) Inland Revenue Investigations, Full or Aspect Enquiries	Operative
(B) Employers compliance	Operative
(C) VAT disputes	Operative
7. Contract Disputes - £5,000 Limit	Operative
8. Statutory Licence Protection	Operative
Limit of Indemnity:	£200,000

Operative Endorsements

Section 2 (c) shall read:

(c) in civil claims other than claims under Section 3 it is always more likely than not that a Person Insured will recover damages (or obtain any other legal remedy which the **insurer** has agreed) or make a successful defence.

Provisos (i) (1), (i) (2) and (ii) to Section 3 (B) are deleted.

The following is also operative: Debt Recovery

Insured Incident

The **insurer** will negotiate for the **insured's** legal rights including enforcement of judgment to recover money and interest due from the sale or provision of goods or of services, provided always that:

- a) the amount of the debt exceeds £250 (incl VAT)
- b) the claim under this Part is made within 90 days of the money becoming due and payable
- c) the **insurer** has the right to select the method of enforcement, or to forego enforcing judgment if the **insurer** is not satisfied that there are, or will be, sufficient assets available to satisfy judgment.

Exceptions

We will not provide indemnity in respect of or arising from or relating to:

- a) any debt arising from an agreement entered into prior to the inception date of the indemnity provided by this section if the debt is due within the first 90 days of the indemnity provided by this section
- b) the recovery of money and interest due from another party where the other party intimates that a defence exists
- c) any claim relating to:
 - i) any settlement payable under an insurance policy
 - ii) any lease, licence or tenancy of land or buildings
 - iii) any motor vehicle owned by, or hired or leased to you other than agreements relating to the sale of motor vehicles where you are engaged in the business of selling motor vehicles
- d) any dispute which arises out of the purchase, hire, sale or provision of computer hardware, software, systems or services.

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time. No refund will legally be due for any unused period of cover outside of the 'cooling off period' for consumer customers or following initiation for organisations and businesses. The Insurer may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

3. Bonus and fee structure

Employees and businesses who work for ZIP UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

Claims Contact Information

If you need advice on a claim, it is important that you speak to the appropriate specialist. Claims specialists are available to discuss your cover and advise you on how to make a claim. Their contact details are:

Line of cover	Claims team	Claims contact details	
Buildings, Contents including "All Risks" Items	Property Claims	Tel:	0800 028 0336
Business Interruption		Email:	farnboroughpropertyclaims@uk.zurich.com
Computer		Address:	Zurich Municipal Property Claims, Zurich Financial Services, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Money			
Public Liability	Liability Claims	Tel:	0800 876 6984
Employers Liability		Email:	fnlc@uk.zurich.com (New Claims) zmflc@uk.zurich.com (Subsequent correspondence)
Personal Assault under Money			
Personal Accident		Address:	Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB (DX 140850, Farnborough 4)
Financial and administrative liability			
Professional Negligence			
Hirers Liability			
Fidelity Guarantee			
Libel and Slander			
Engineering Insurance			
Engineering – Deterioration of Stock			
Business Travel			
Motor	Motor Claims	Tel:	0800 916 8872 (new claims) 0800 232 1913 (customer damage)
		Email:	zmmotorclaimsoffice@uk.zurich.com
		Address:	Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Legal Expenses	DAS Legal Claims	Tel:	0117 976 2030 (Switchboard)

General claims procedure

This is a description of the general claims procedure you will need to follow:

1. Contact the relevant claims office, to notify the claim
2. If necessary, a claim form will be sent out to you for completion, or you will be asked to send details in writing
3. In the event of uncertainty, please call the relevant office for guidance.
4. Out of hours/Emergency Property losses - please contact 0800 028 0336
5. Track open claims on-line at: <https://www.zurich.co.uk/municipal/existing-customers>

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Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

**Sevenoaks Town Council
Finance & General Purposes Committee - 12th April 2021**

Knole Paddock: Improvements to Sports Pitch and Floodlighting

1. Sports Pitch

At the previous meeting, the following was Resolved:

Funding Request from Open Spaces & Leisure Committee

At its meeting held on 15th February 2021 (*Minute 435, OS&L 15.02 21 refers*), the Open Spaces and Leisure Committee requested that the Finance and General Purposes Committee consider allocating CIL funds for the installation of new gates between the Cemetery and Greatness Recreation Ground and to improve the infrastructure of the sports pitches at Knole Paddock and Raleys Field.

In the light of the transfer of £230k funds back into the Capital Receipts Reserve (as set out at Minute 462 above) it was suggested that £30k be allocated to upgrading and improving the drainage to the sports pitches. It was noted that independent specialist advice would be obtained prior to any decision about the works to be carried out.

RESOLVED:

- 1) That £30k of Capital Reserves be allocated to the upgrading of the sports pitches at Knole Paddock and Raleys Field; and
- 2) That £2k be allocated from CIL funds for the installation of new gates between the Cemetery and Greatness Recreation Ground.

The Open Spaces Manager has now obtained an independent report providing a specification of improvements to the First Team Rugby pitch estimated at a cost of £28,000.

The report has also identified that the deep-down drainage system is good. However, the ground slits filled with sand, which should enable speed of percolation overtime become blocked with silt and clay and these needs to be redone on average every ten years.

Discussion has taken place with SRFC who use the sports pitches on a Pay and Play basis regarding provision of a financial contribution to the works as requested previously by Councillors. SRFC have stated that they would only want to provide a financial contribution if they were involved in developing the scope of works.

RECOMMENDED: That Sevenoaks Town Council obtains quotations for the pitch improvements to be carried out as identified in the independent report, and the decision acceptance for quotation, subject to being within the £30,000 budget, be delegated to the Chairman of Finance & General Purposes Committee, Chairman of Open Spaces & Leisure Committee, Open Spaces Manager and Town Clerk.

2. Floodlighting Provision on Knole Paddock

The topic of floodlighting at Knole Paddock has been under discussion for some time in relation to the following:

**Sevenoaks Town Council
Finance & General Purposes Committee - 12th April 2021**

- 1) Improving floodlighting as part of 3G Pitch project
Project no longer progressing due to loss of planning permission appeal.
- 2) Request from Sevenoaks Rugby Football Club (SRFC) for additional portable floodlighting provision

Consideration was given at the Open Spaces & Leisure Committee on 9th November 2020 to a request from SRFC that they improve the floodlighting coverage at Knole Paddock by the installation of 3-4 portable floodlight towers.

The decision was delegated to the Open Spaces Manager and Town Clerk on the following basis:

RESOLVED: That the installation of 3-4 portable floodlight towers at Knole Paddock be supported in principle, subject to the Town Clerk and Open Spaces and Cemetery Manager being satisfied that the impact on neighbours would be minimal, security issues had been addressed and relevant planning permission was in place.

Concerns have been raised by local residents including the following comment at the Annual Town Meeting –

The Town Council's number one priority, according to the Annual Report is Climate Change / Carbon Neutral. Point 3 states "existing buildings to be more sustainable with reduced carbon footprint where practicable". I would hope this applies to all facilities on council land.

The Rugby club wish to add mobile floodlights without improving the existing lighting in Knole. The existing floodlights provide an excellent opportunity to achieve a reduction in carbon footprint. This is demonstrated in the report attached to the recent application for the 3G pitch. This highlighted "the existing floodlights are extremely inefficient, producing only 10% of the illuminance levels expected from modern lighting systems". Also, they do not comply with modern standards, for either an environmental zone E2 or E3. I have attached extracts from the report below.

Could I request that the council does what it can to ensure the existing lights are upgraded before installing more floodlights. Kent Wildlife Trust expressed their concern about floodlighting in their recent submission on the application for the 3G pitch, as the facilities adjoin a SSSI. I attach their letter highlighting their concern on the impact of floodlights on Knole Park.

It is clear from the Rugby Club's recent comments, there is no intention to upgrade the lights. As the £500,000 funds allocated have not been used on the 3G Pitch, some of this money could be used to upgrade the lights if the Rugby Club cannot afford it.

Response from STC at the Annual Town meeting: STC have raised residents' concerns with the Rugby Club about proposals for additional and different floodlights. The proposal had been put on hold until a planning appeal had been determined which has now happened. STC had £230k set aside for a 3G pitch (the rest to be obtained from external financing). £30k is being considered for pitch improvements. STC Councillors will be asked about the potential for upgrading the floodlighting as mentioned.

It is noted that the floodlights were paid for and installed by SRFC many years ago.

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RECOMMENDED: That the Town Council examines options for a replacement floodlighting scheme which will be modern, efficient, and environmentally friendly, and discusses the options with Sevenoaks Rugby Football Club.